

Knowledge Base Article

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Overview

An Individual Child Care Agreement (ICCA) must be completed by the case worker any time a child enters a new substitute care setting in order to communicate the child's needs to the new caregiver, or an existing ICCA must be updated when any information involving the child changes. Automating this form within Ohio's child welfare information system has improved efficiency for the worker by completing the form with information already recorded in the application, such as medical, education, behavioral, legal as well as additional critical information. Automation of the ICCA has been accomplished by combining it with the Placement left navigation link to create the Placement / ICCA link that allows the caseworker to complete and review information according to guidelines and timeframes defined by policy. A view of the ICCA is also available in Provider.

Each ICCA is signed by all parties and a copy is provided to all parties:

- Prior to a child's placement in a substitute care setting (initial or subsequent)
- Within 7 days of emergency placement
- Within 7 days of any change in the child's information.

Additional notices, as applicable, are provided at the time an ICCA is completed to provide additional information to the substitute caregiver, Medicaid, the school, or the court:

- JFS 1443 Child's Education Information
- JFS 1443 Child's Medical Information
- Healthchek and Pregnancy Related Services Info Sheet
- Notification of Student Out of Home Placement
- School District Notice Report
- Court Notice of Child Placement
- Notice to Court of Delinquent / Unruly Out of County Placement of Child

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Once an ICCA Record has been created in Ohio SACWIS, a user will be able to generate the ICCA and the additional notices from the available ICCA Records.

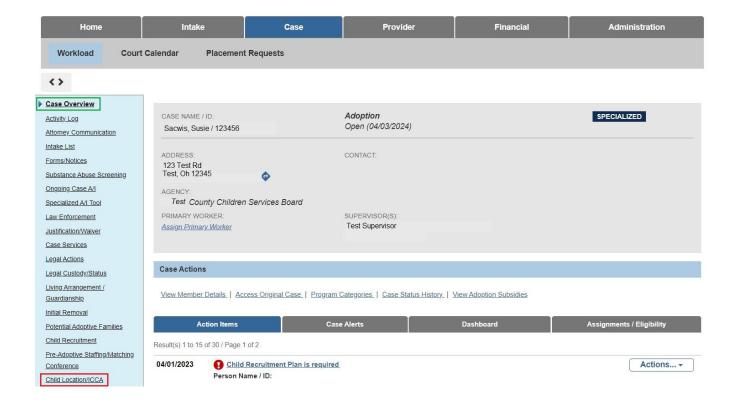


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Adding an ICCA Record

From the Ohio SACWIS Home Page:

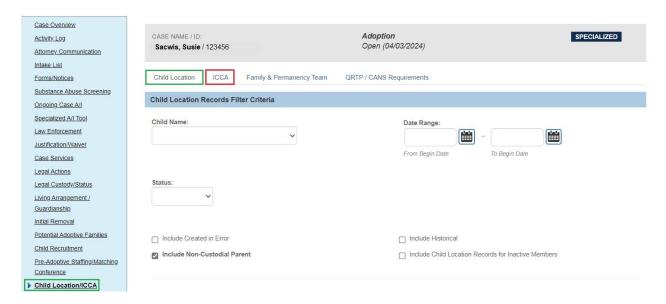
- 1. Navigate to Case Overview screen.
- 2. Click the **Child Location/ICCA** link in the navigation pane.



The Child Location/ICCA screen appears, defaulted to the Child Location tab.

3. Click the ICCA tab.

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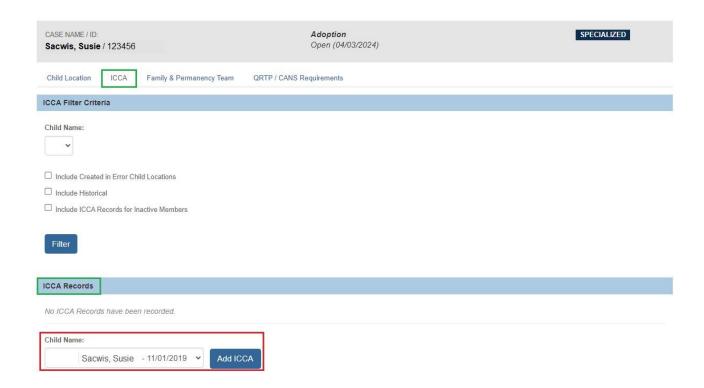


The **Child Location/ICCA** screen appears, displaying the **ICCA** tab page.

- 1. Make a selection from the Child Name drop-down menu (this will activate the Add ICCA button).
- 2. Click, Add ICCA.



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The **Individual Child Care Agreement** screen appears, displaying the **ICCA Topics** pane.

Note: When there is an In Progress ICCA record, the child's name will not display in the Child Name dropdown menu. An ICCA will be editable only by the agency that created the ICCA record.



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Completing the Placement Topic

The first topic, Child Location is highlighted, and defaulted to the Need for Child Location tab page.

Note: The information from the circumstances, the reason for removal and what lead to the removal, will display from the non-end-dated Initial Removal record.

1. Select Yes or No for: Do you Currently have provider identified for this child?

Note: If you selected **Yes**, continue with the next steps in this Knowledge Based Article. If you selected **No**, follow the link below to the Knowledge Based Article for Creating a Child Match Placement Need. (insert link once published to the KB).

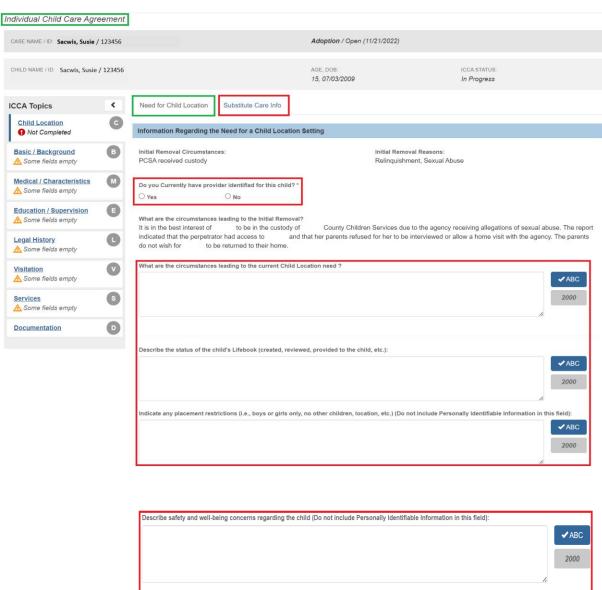
- 2. Enter narrative in response to: What are the circumstances leading to the current Child Location need?
- 3. Enter narrative in response to: Describe the status of the child's Lifebook (created, reviewed, provided to the child, etc.)
- 4. Enter narrative in response to: Indicate any placement restrictions (i.e. boys or girls only, no other children, location, etc.)
- 5. Enter narrative in response to: Describe safety and well-being concerns regarding the child.
- 6. Enter narrative in response to: **Describe safety and well-being concerns** regarding the students and school personnel.
- 7. Enter narrative in response to: Describe safety and well-being concerns regarding the community.
- Click the Substitute Care Info tab.

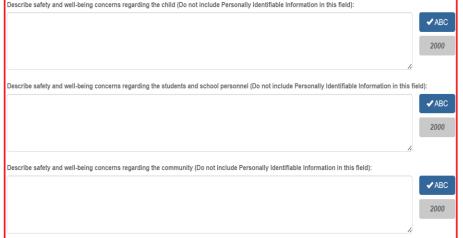
Important:

- As you navigate among Topics (or between tabs within a specific Topic), Ohio SACWIS will automatically save your changes; you do not need to click Apply or Save.
- It is not necessary to complete the Topics in any particular order.

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The Substitute Care Info tab page appears.

Note: The **Select a Child Location Record** drop-down menu will always display all non-end-dated, linked placement setting records with a status of Draft or Completed. Once a provider is selected, the Provider's demographics will display below.

- 1. Make a selection from the Select a Child Location Record drop-down menu.
- 2. Make a selection from the **Service Authorization Type** drop-down menu.



The **Substitute Care Info** tab screen appears, displaying the Provider information.

3. Click the **Basic/Background** in the ICCA Topics pane.

The **Basic/Background Topic** page appears, displaying the **Profile & Attributes** tab page (The Placement topic in the **ICCA Topics** pane now displays as complete).

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Completing the Basic/Background Topic

Note: Information that pulls into a screen typically comes from the Person record. If necessary, be certain to update any Person record information.

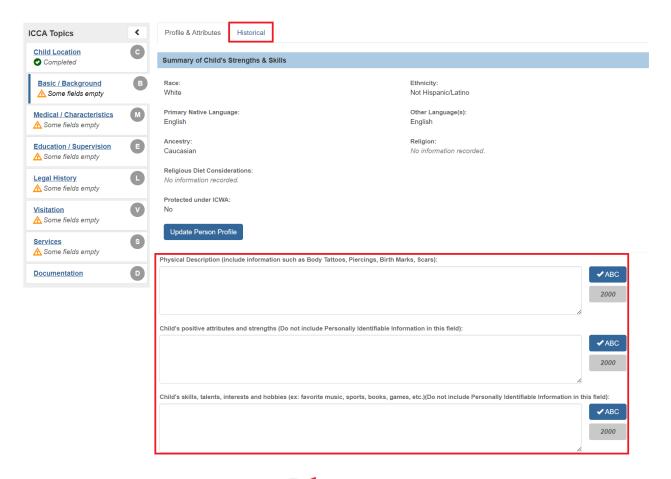
The **Basic/Background Topic** page appears, displaying the **Profile & Attributes** tab page (The Placement topic in the **ICCA Topics** pane now displays as complete).

- 1. Enter narrative in response to: Physical Description.
- 2. Enter narrative in response to: Child's positive attributes and strengths.
- 3. Enter narrative in response to Child's skills, talents, interests, and hobbies (include any age or developmentally appropriate activities).

Note: If necessary, you can click, **Update Person Profile** to make changes to the person's record.

Click the Historical tab.

Note: The Historical tab page displays a list of Intakes. If necessary, enter narrative in response to: Describe history of abuse, neglect and/or dependency (identify past, current, and inter-generational influences, if applicable)



The **Historical** tab page provides the following:

- List of links to Intakes-where the child associated to the ICCA record has an intake role of: Alleged Child Victim (ACV), Child Subject of Report (CSR), Alleged Perpetrator (AP)
- Intake Role
- Case ID
- Disposition/Disposition Date
- Agency Name

Note: If necessary, enter narrative in response to the following: **Describe history** of abuse, neglect and/or dependency (identify past, current, and intergenerational influences, if applicable).

5. Click, Medical Characteristics.



The **Medical Characteristics** topic page appears, displaying the **Characteristics & Behavior** tab page.

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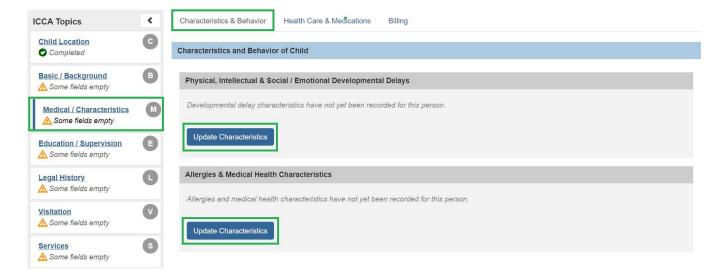
Completing the Medical Characteristics Topic

If necessary:

Click the **Update Characteristics** button in each grid to edit the relevant information.

Note: The system will only display Characteristic records that have a Method of:

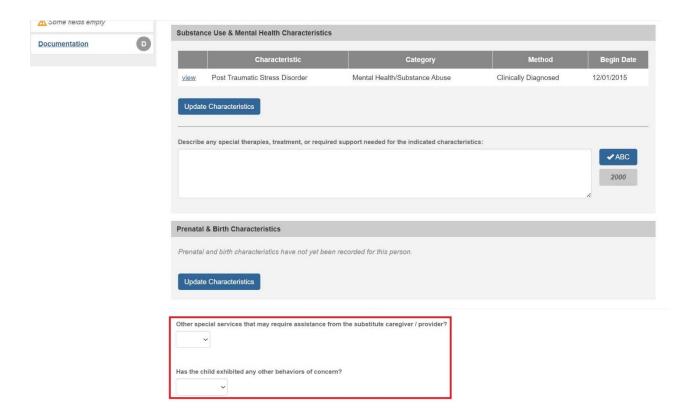
- a. Self-Reported
- b. Observed
- c. Clinically Diagnosed
- Enter narrative in response to: Describe any special therapies, treatment, or required support needed for the indicated characteristics.
- 1. Select **Yes** or **No** from the drop-down menu under, **Other special services that** may require assistance from the substitute caregiver/provider?
- 2. Select **Yes**, **No**, or **Unknown** from the drop-down menu under, **Has the child exhibited any other behaviors of concern?**
- Click the Health Care & Medications tab.
 - The Health Care Providers section will display all non-end-dated Providers.
 - The Mental Health History section will exclude the Primary Service Types of Consultation, Counseling and Medication Monitoring, and display all Treatment records.
 - The Medications section will display all current medications.



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The **Health Care & Medication** tab screen appears.

- The Health Care Providers section will display all non-end-dated Providers.
- The Mental Health History section will exclude the Primary Service Types of Consultation, Counseling and Medication Monitoring, and display all Treatment records.
- The Medications section will display all current medications

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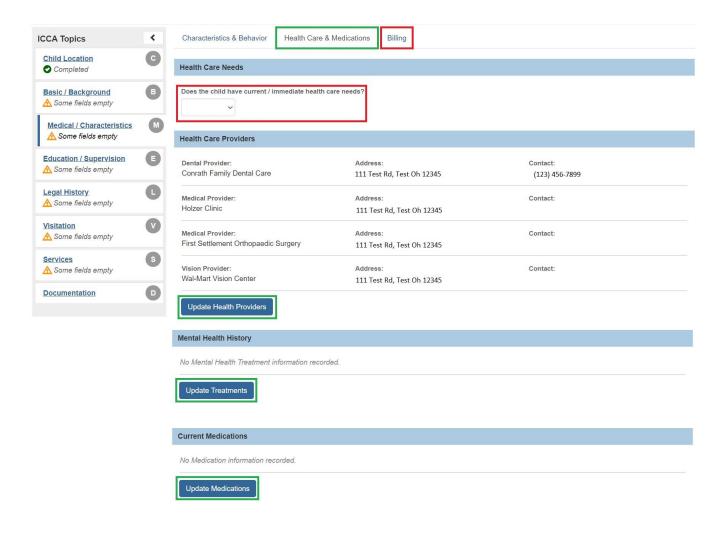
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Completing the Health Care & Medication Topic

1. Select, Yes, No or Unknown from the drop-down menu under, Does the child have current/immediate health care needs?

If necessary:

- Click, **Update Health Providers** to edit or add Provider information.
- Click, **Update Treatments** to edit or add treatment information.
- Click, **Update Medications** to edit or add information medication information.
- 2. Click the Billing tab.



The **Billing** tab screen appears.

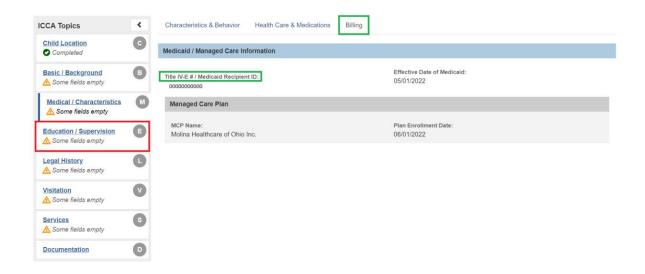
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Completing the Billing Topic

This screen provides the **Medicaid Recipient ID** number, the **Effective Date of Medicaid**, and information regarding a **Managed Care Plan** (if the child is enrolled in a plan).

Note: If a stop span exists, the Managed Care Plan information will display the Medicaid Recipient/IV-E ID, Stop Span Effective Date and Comments. The system will display Effective date of Medicaid if a stop span does not exist.

The system will display Effective date of Medicaid if a stop span does not exist.



1. Click the Education/Supervision Topic.

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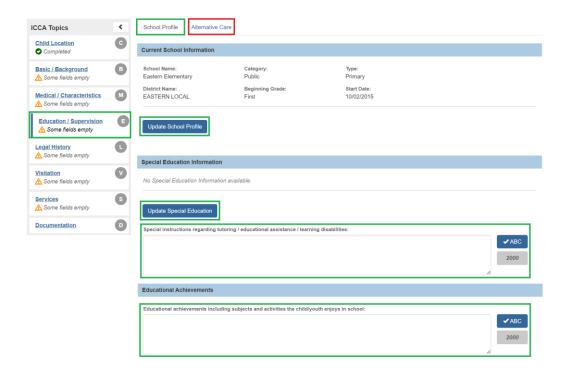
The **Education/Supervision** topic screen appears, displaying the **School Profile** tab.

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Completing the Education/Supervision Topic

- 1. If necessary, in the Current School Information grid, click, Update School Profile, to edit or add information.
- 2. If necessary, click, **Update Special Education** to edit or add information.
- In the Special Education Information grid, enter any necessary narrative in response to, Special instructions regarding tutoring/educational assistance/learning disabilities.
- 4. In the **Educational Achievements** grid, enter any necessary narrative in response to, **Educational Achievements**.
- Click the Alternative Care tab.

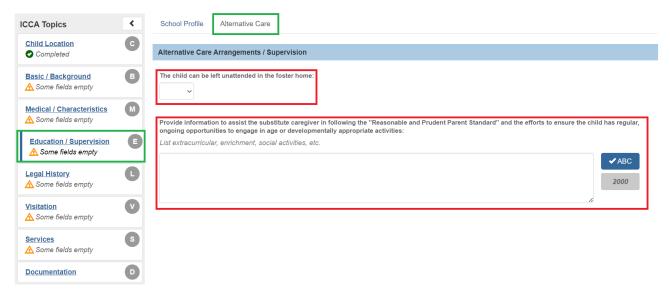


The **Alternative Care** tab screen appears.

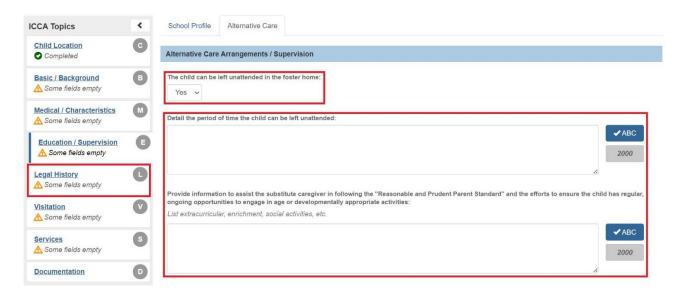
1. Select, **Yes** or **No**, in response to, **The child can be left unattended in the foster home**.

Note: If you select, No, enter narrative in response to, Provide information to assist the substitute caregiver in following the "Reasonable and Prudent Parent Standard" and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities.

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If you select **Yes**, the screen will expand, requesting additional narrative. Provide narrative in response to **Detail the period of time the child can be left unattended**.



2. Click the Legal History link in the ICCA Topics pane.

The **Legal History** topic screen appears, displaying the **Legal Involvement** tab screen.

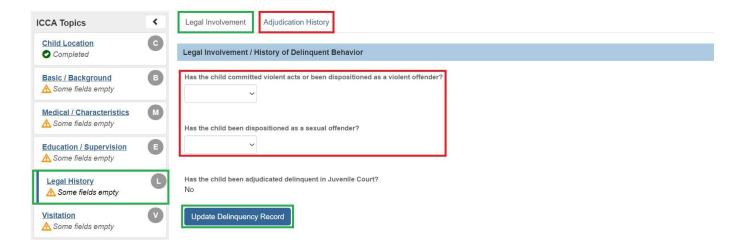


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Completing the Legal History Topic

- 1. Select, Yes, No or Not Applicable from the drop-down menu under, Has the child committed violent acts or been dispositioned as a violent offender?
- 2. Select, **Yes**, **No** or **Not Applicable** from the drop-down menu under, **Has the child been dispositioned as a sexual offender?**

Note: If necessary, click, **Update Delinquency Record**, to edit any delinquency information.



3. Click the **Adjudication History** tab.

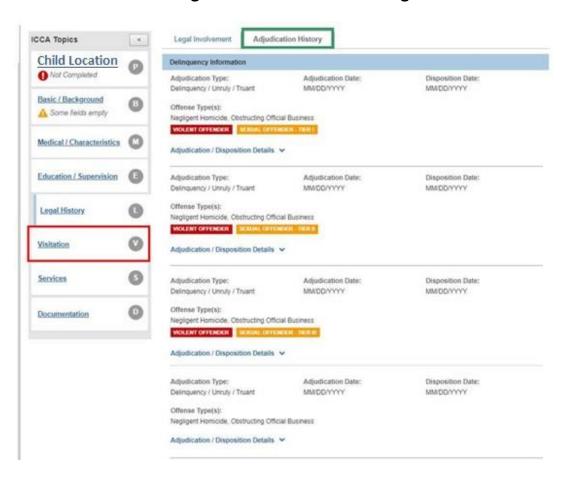
The **Adjudication History** tab page appears.

Note: If there is delinquency information recorded for the child, it will appear in the **Delinquency Information** grid.

If there are **Pending Unruly and/or Delinquent Charges and Court Dates** for the child, they will appear on the Adjudication tab screen.

If necessary, click, **Update Delinquency Record**, to edit/add delinquency information.

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1. Click the **Visitation** topic.

The **Visitation** topic screen appears.

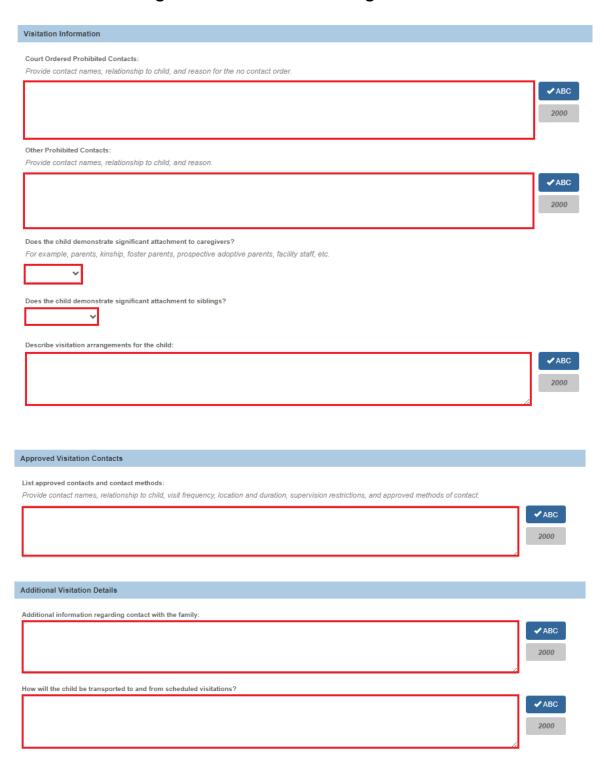
Completing the Visitation Topic

- 1. Enter narrative in response to, **Court Ordered Prohibited Contacts**.
- 2. Enter narrative in response to, Other Prohibited Contacts.
- 3. Select, **Yes**, **No** or **Unknown** from the drop-down menu under, **Does the child** demonstrate significant attachment to caregivers?
- 4. Select, Yes, No, Unknown or Not Applicable from the drop-down menu under:
- 5. Does the child demonstrate significant attachment to siblings?
- 6. Enter narrative in response to, **Describe visitation arrangements for the child**.
- 7. In the **Approved Visitation Contacts** grid, enter information in response to, **List** approved contacts and contact methods.
- 8. Enter narrative in response to, **Describe Visitation Arrangements for the child**.
- 9. In the **Approved Visitation Contacts** grid, enter information in response to, **List Approved Contacts and Contact Methods**.
- 10. In the **Approved Visitation Contacts** grid, enter information in response to, **List Approved Contacts and Contact Methods**.
- 11. In the Additional Visitation Details grid, enter information in response to,
- 12. Additional information regarding contact with the family.

Enter information in response to, **How will the child be transported to and from Scheduled visitations.**



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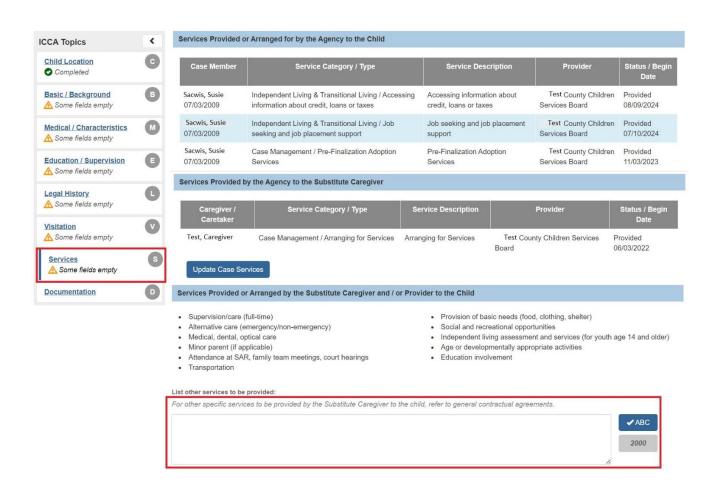
Click, **Services**, in the ICCA Topics pane.

The **Services** topic page appears.

Completing the Services Topic

Note: Case Services can be added or updated through the case service link on the Case Overview page. If detailed information about the service needs to be added, document this in the Case Service record.

1. In the grid titled, Services Provided by the Substitute Caregiver and/or Provider to the Child, enter information in the text box under, List other services to be provided.



1. Click, **Documentation** in the ICCA Topics pane.

The **Documentation** topic screen appears.



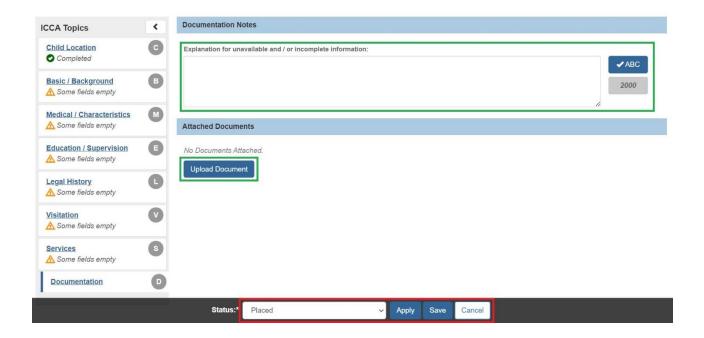
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Completing the Documentation Topic

Note: If necessary, enter narrative in response to: Explanation for unavailable and/or incomplete information.

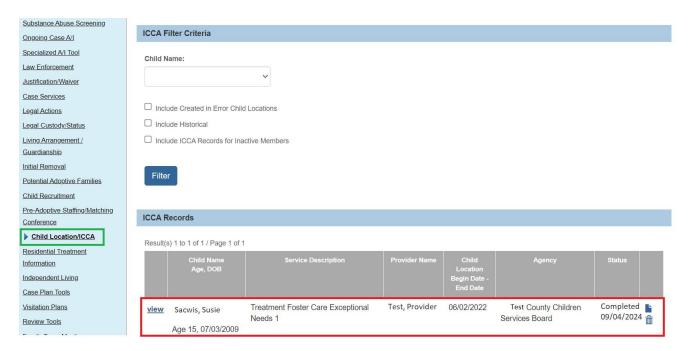
If necessary, click, **Upload Document** to provide additional information.

- 1. Select, **Placed** from the Status drop-down menu.
- 2. Click, Save.



The **Placement/ICCA** screen appears, displaying the ICCA record with a status of **Complete**.

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Viewing the ICCA in a Provider Record

Once an ICCA Record has been placed in Completed status, it will be available to download from the Provider record for a child placed in the home. To view the ICCA:

- 1. Navigate to the Provider record where the child is placed.
- Click the Placements/Services link in the navigation pane.
- Click the ICCA tab.
- 4. Click the View link available next to a child's record in Completed status. The ICCA report appears.

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Generating the Individual Child Caregiver Agreement (ICCA) and Notices

Note: While an ICCA record has an **In Progress** status, a report icon and a trash can will appear. When the record has a **Completed** status, a report icon and a copy icon will appear. Reports can be generated in both statuses.

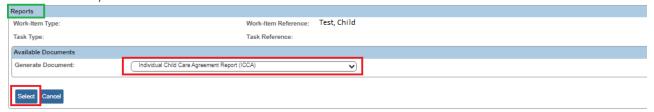
1. From the Placement/ICCA screen (ICCA tab page), click the report icon.

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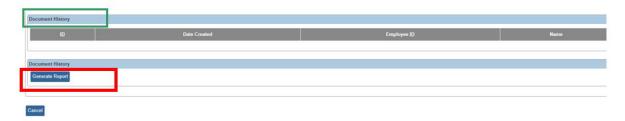
The **Reports** screen appears.

- 2. Select, ICCA Report from the Generate Document drop-down menu.
- 3. Click, Select.



The **Document History** screen appears.

4. Click, Generate Report.



Note: Depending on which report is selected, that report screen will then appear.

Important: The **ICCA** and **Notices Checklist** shown below will be the cover page for the ICCA Report.

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ICCA and Notices Checklist

(For Caseworker Reference)

*Remember to engage youth in ICCA creation and also include $\underline{\text{strength based}}$ characteristics

*For further instructions on reports below, search SACWIS Knowledge Base https://jfskb.com/sacwis/

REPORT NAME	COMPLETE WHEN	TIMEFRAME	SIGNED BY	PROVIDED TO
ICCA	* Child is placed in a substitute care setting (initial and all subsequent placement changes) * Any information involving the child changes	* Prior to placement * Within 7 days of emergency placement * Within 7 days of any change in child information	* Substitute Caregiver * Agency Rep * Provider Rep	Substitute Caregiver Agency Network Provider (if applicable) Foster Family Record (if Agency Foster Home)
Healthchek and Pregnancy Related Services Info Sheet	* Child is <u>initially</u> placed in substitute care	* As soon as possible after initial placement	* Custodial Agency	Medicaid Managed Care Plan
Notification of Student Out of Home Placement	* Child is placed in a substitute care setting (initial and all subsequent placement changes)	* Within 1 school day of change in a child's living arrangement	* No Signatures	Child's current school (even if remaining in same school) Child's new school (if applicable)
School District Notice Report	* Child is placed in a substitute care setting (initial and all subsequent placement changes)	* Within 5 days of initial placement * Within 5 days of any change in placement	* No Signatures	Child's former school Child's receiving school
Court Notice of Child Placement	* Any time child enters or exits a foster or kinship home	* Within 1 business day of the initial placement * Within 7 days after any change in placement	* Caseworker * Supervisor	Juvenile Court where custody is held
Notice to Court of Delinquent / Unruly Out of County Placement of Child	* Child is placed in an out of county substitute care setting (initial and all subsequent placement changes) and has been adjudicated delinquent/unruly	* Within 5 days of initial placement * Within 5 days of any change in placement	* Caseworker * Supervisor	Juvenile Court where child is placed
JFS 1443 Child's Medical Information And JFS 1443 Child's Education Information	* Child is placed in a substitute care setting (initial and all subsequent placement changes) * When there is a change in or new information regarding the child's medical or education information.	* At initial placement * Within 7 days of any change in placement, health, and education or school information	* Custodial Agency	Substitute Caregiver

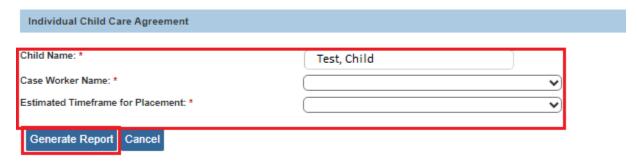
^{*} JFS 1443 Child's Medical and Education Information also completed at time of SAR and Parents receive copies at SAR and when there are changes in or new information.

ICCA Report

Note: The Child's name will be pre-populated.

- 5. Select Case Worker from the dropdown.
- 6. Select an estimated timeframe from dropdown.
- 7. Click, Generate Report (this will download the report).

Note: An In Progress ICCA will display with a draft watermark.



A copy of the report will be saved on the Reports page (Document History grid).

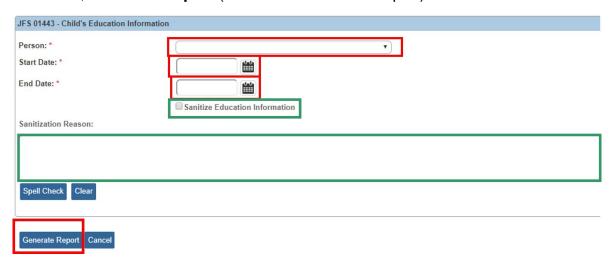
JFS 1443 Child's Education Information Report

Note: The Child's name will be pre-populated.

- 1. Enter the **Start** Date (required).
- 2. Enter the **End Date** (required).

Note: If necessary, check box to **Sanitize Education Information**, in needed. If you select, Sanitize Education Information, you will need to provide narrative for the Sanitization Reason.

3. Click, **Generate Report** (this will download the report).



A copy of the report will be saved on the Reports page (Document History grid).



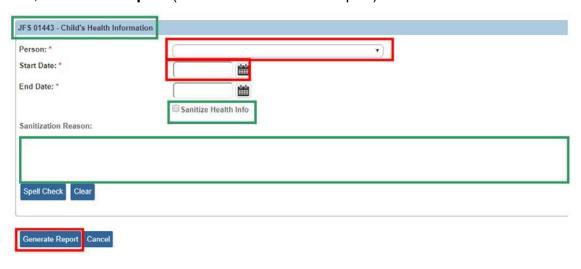
JFS 1443 Child's Health Information Report

Note: The Child's name will be pre-populated.

- 1. Enter the **Start Date** (required).
- 2. Enter the End Date (required).

If necessary, place a checkmark in the check box beside, **Sanitize Health Information**. If you place a checkmark in the check box, you will be required to provide narrative for the Sanitization Reason.

Click, Generate Report (this will download the report).



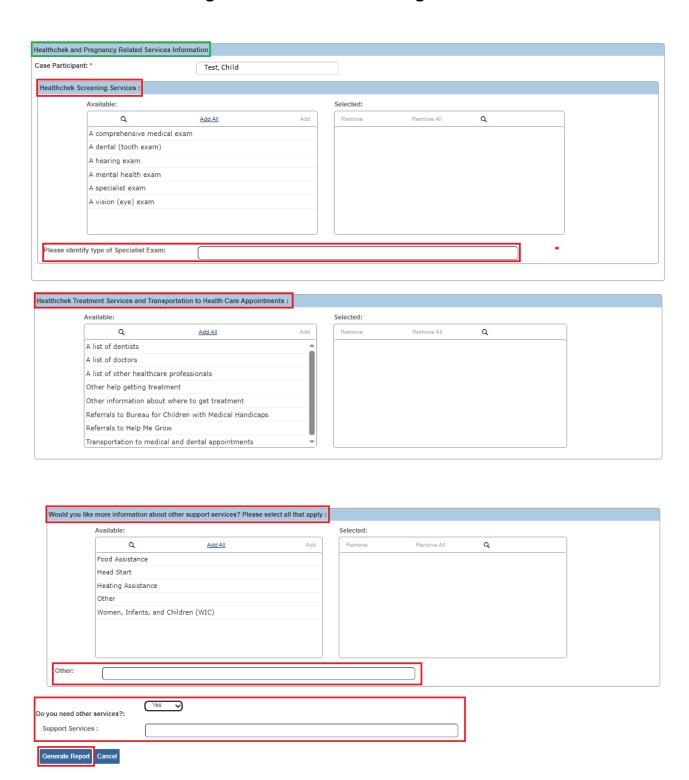
A copy of the report will be saved on the Reports page (Document History grid).

Healthchek and Pregnancy Related Services Info Sheet

Note: The Child's name will be pre-populated.

- 1. Make selection(s) from the list in the **Healthchek Screening Services** grid.
- 2. Provide text if **Specialist Exam** is chosen.
- 3. Make selection(s) from the list in the **Healthchek Treatment Services** and Transportation to Health Care Appointments grid.
- 4. Make selection(s) from the list in the **Support Services** grid.
- 5. Provide text, if **Other** is chosen.
- 6. Select **Yes** or **No** from the drop-down menu to indicate whether or not other services are needed.
- 7. Provide text if you select, Yes.
- 8. Click, Generate Report (this will download the report).

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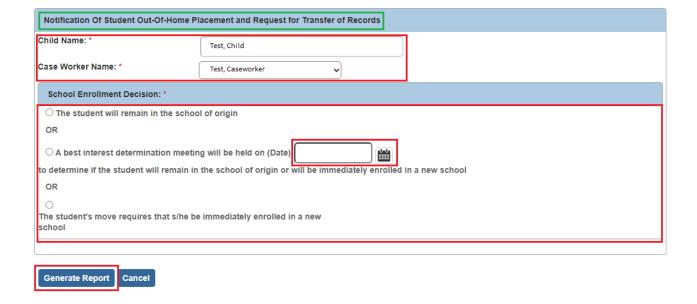


A copy of the report will be saved on the Reports page (Document History grid).

Notification of Student Out of Home Placement

Note: The Child's name will be pre-populated.

- 1. Select Case Worker from the dropdown.
- 2. Select 1 of 3 options presented.
- 3. Enter Date, if displayed with option chosen.
- 4. Click, **Generate Report** (this will download the report).



A copy of the report will be saved on the Reports page (Document History grid).

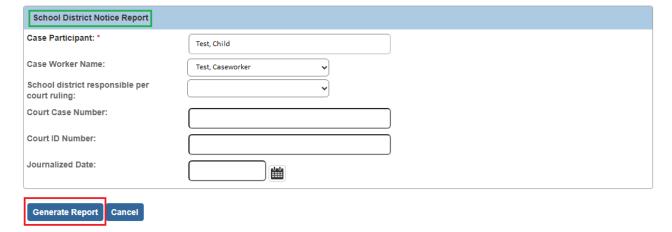
School District Notice Report

Note: The Child's name will be pre-populated.

- 1. Select Case Worker from the dropdown.
- 2. Select **Yes** or **No** from dropdown, if not pre-populated, to answer statement.
- 3. **Court Case Number** may appear pre-populated, if not, enter Court Case Number, if applicable.
- 4. **Court ID Number** may appear pre-populated, if not, enter Court ID Number, if applicable.

Note: **Journalized Date** may appear pre-populated, if not, enter Journalized Date, if applicable.

5. Click, **Generate Report** (this will download the report).





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A copy of the report will be saved on the Reports page (Document History grid).

Court Notice of Child Placement

Note: The Child's name will be pre-populated.

- 1. Select the name of the Case Worker from the **Case Worker** drop-down menu.
- 2. Select, from the **Court** from the drop-down menu.
- 3. **Court case number or ID Number** may appear pre-populated, if not, enter Court ID Number
- 4. Click, Generate Report (this will download the report).

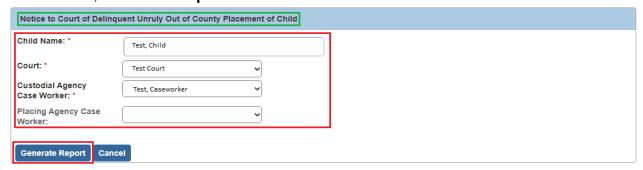


A copy of the report will be saved on the Reports page (Document History grid).

Notice to Court of Delinquent / Unruly Out of County Placement of Child

Note: The Child's name will be pre-populated.

- 1. Select the **Court** from the drop-down menu.
- 2. Select the name of the **Custodial Agency Case Worker** from the drop-down menu.
- 3. If applicable, select the name of the **Placing Agency Case Worker** from the drop-down menu.
- 4. Click, Generate Report.



A copy of the report will be saved on the Reports page (Document History grid).

If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.

