

SACWIS Custody, Initial Removal & Placement (CIRP) Webinar
Wednesday May 6th, 2020
Questions & Answers

If your Agency has questions pertaining to the Custody, Initial Removal and Placement (CIRP) functionality in SACWIS, please feel free to contact:

SACWIS Helpdesk

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Three (3) Knowledge Base Articles (KBAs) have been updated and posted to the Knowledge Base to demonstrate the Custody, Initial Removal and Placement (CIRP) functionality.

- Recording a Legal Status & Custody Episode
- Recording an Initial Removal
- Recording a Placement Record

Question: When is a Living Arrangement record versus a Non-Custodial Parent Record recorded?

Answer: When the Agency holds custody of the child, and the scenario exists where this is the very first child location (no Placement record exists), then this will be documented in a Non-Custodial Parent record. If the Agency does not hold custody (where the legal status may be a COPS order), then this would be documented in a Living Arrangement record.

Question: If the child is in Agency Custody for one day, will the system require user to manually mark the Custody Episode as less than 24 hours? (Example: Child comes to agency custody 01/01/2020 and leaves Agency Custody 01/02/2020).

Answer: In this scenario, the user will be required to indicate Was this Custody Episode was less than 24 hours? in order to save the record.

Question: Does Eligibility still need to be determined for a child in Agency custody less than 24 hours?

Answer: Eligibility should be determined as even custody episodes less than 24 hours could impact an agency's Eligibility Ratio.

Question: If an Initial Removal record was marked as Complete, but the information recorded is incorrect, will this still require a SACWIS Helpdesk Problem report?

Answer: Yes. Once the Initial Removal record is marked as Complete, the record is no longer editable including the ability to mark the Initial Removal record as Created in Error.

Question: Our staff sometimes record Placement records prior to knowing the child was AWOL at Custody, therefore the Initial Removal record is incorrect. Can the Initial Removal still be marked as Created in Error without marking the Custody Episode as Created in Error?

Answer: No. Once the Initial Removal record is marked as Complete, no changes or updates can be made; including marking the Initial Removal record as Created in Error. A SACWIS Helpdesk problem report will be required.

Question: Does the Initial Removal reference value **Custody Relinquishment - Treatment** apply in delinquency cases when a Title IV-E Court must take custody to place a youth in treatment?

Answer: Yes. While Title IV-E Juvenile Courts do not technically take “custody” of a youth, if the IV-E Court is taking Placement and Care for the sole purpose that engaged parent/guardian/custodian could not pay for treatment needed for the youth, this value can be selected.

Question: Does the Initial Removal reference value **Custody Relinquishment – Treatment** mean court ordered placement for treatment not the parent correct? even when the court places from fc into non-custodial placement.....it is a placement per court?

Answer: This value should only be selected for youth when the treatment needs of that youth necessitate a level of care that parent/guardian/custodian cannot afford, and custody relinquishment to an IV-E agency is the only option to pay for the treatment for the youth. It should not be used when the court is ordering treatment for any other reason.

Question: When a Placement record has been marked as Created in Error, will the system also mark the associated placement leaves as Created in Error?

Answer: Yes. When the placement record is marked as Created in Error and there are Placement Leave records (regardless of end dated), the system will display a validation message about the leave records. Upon clicking OK, the system will automatically mark all the Placement leave records as Created in Error as well.

Non-Custodial Parent Record Functionality Questions:

Question: What are the parent relationships allowable to record a Non-Custodial Parent record?

Answer: The Parent Name dropdown on the Non-Custodial Parent record will only populate with active case members with a relationship of Biological Mother, Biological Father, Biological Parent, Adoptive Mother, Adoptive Father, Adoptive Parent, Legal Mother, or Legal Father.

Note: A Change Enhancement is planned to add **Alleged Father** as a selectable parent relationship. Each PCSA should have policies and procedures in place for assessing the appropriateness of an alleged father for placement of a child. If the PCSA determines that the alleged father is an appropriate place for the child, the PCSA should enter it as a non-custodial parent record, choosing alleged father as the relationship.

Question: When recording a Non-Custodial Parent record, what address is displayed for the parent?

Answer: The system will display the current (no end date) primary address, regardless of the address type. A future enhancement is planned to maintain the address at the time of the Non-custodial parent record.

Question: Is an Individual Child Care Agreement (ICCA) required for a Non-Custodial Parent record?

Answer: No. Non-Custodial Parent records are not placements.

Question: Can the Non-Custodial Parent record be used for other family members such as relatives (IE: Grandparent, Aunt)?

Answer: No. The Non-Custodial Parent record is only for parents identified as such in the relationships.

Question: If a child is in a Foster Home Placement, then is placed on a Trial Home Visit Leave, is the expectation to end the Foster Home Placement and record a Non-Custodial Parent record? Should the current placement be ended, and a new Non-Custodial Parent record be recorded?

Answer: No. A Non-Custodial Parent record can only be recorded when the child has no placement setting records for their current Custody Episode in SACWIS. The specific scenario to record a Non-Custodial Parent record is when Agency receives custody and the child will be directly placed into their Non-Custodial Parent home. For additional information about Non-Custodial Parent records, please refer to the Procedural Letter 350.

Question: If a child completes treatment in a Placement Setting recorded in SACWIS, where either the Court does not feel it is proper or the child does not wish to return to the Custodial parent, can a Non-Custodial Parent record be recorded if the Agency maintain Agency Custody?

Answer: No. If there are preceding Placement records in SACWIS, a Non-Custodial Parent record cannot be recorded.

Note: A Change Enhancement is planned to allow for a Non-Custodial Parent record in this scenario.

Question: Does a provider record still need to be recorded for a Non-Custodial Parent record?

Answer: No. Going forward, when the above stated scenario occurs, a Non-Custodial Parent record is to be recorded. Since Non-Custodial Parent records are not placement records, there is no need to create a Non-ODJFS Kinship Provider record.

Question: How is a Non-Custodial Parent record ended when the case is transferred to Managed Care.

Answer: The Non-Custodial Parent record does not need to be end dated when transferring to Managed Care. Because these are not Providers, there is no impact to the transfer. When the Custody Episode is terminated, the system will also correctly Discharge the Non-Custodial Parent record.

Question: Can an Agency do a non-custodial placement when the youth is released from a Community Control Facility (CCF) that is secured.

Answer: A Non-Custodial Parent record can only be recorded when the child has no placement setting records for their current Custody Episode. The specific scenario to record a Non-Custodial Parent record is when Agency receives custody and the child will be directly placed into their Non-Custodial Parent home. Therefore, if the Community Control Facility has not been recorded in SACWIS and the above stated criteria is met, then a Non-Custodial Parent record can be recorded.

Note: A Change Enhancement is planned to allow for a Non-Custodial Parent record in this scenario.

Question: If there is currently a child that is living with their Non-Custodial parent (however, it is not displaying in SACWIS because our agency has not recorded a Non-ODJFS Kinship Provider placement), can the Non-Custodial Parent record be recorded once this functionality is deployed? If an infant goes from the hospital to their Non-Custodial Parent home, could this be a Non-Custodial Parent record?

Answer: A Non-Custodial Parent record can only be recorded when the child has no placement setting records for their current Custody Episode in SACWIS. The specific scenario to record a Non-Custodial Parent record is when Agency receives custody and the child will be directly placed into their Non-Custodial Parent home. If the Hospital Placement was not recorded, this could be a Non-Custodial Parent record and placed on Leave to hospital right away.

Question: Is a Provider required in order to apply for Medicaid for a child who is with their non-custodial parent?

Answer: Medicaid eligibility is determined when a child comes into custody for foster care. A placement is required for the eligibility and Managed Care plan to be sent to Ohio Department of Medicaid (ODM). With adding this Non-Custodial parent functionality, it is no longer required to create this parent as a provider. SACWIS will send the parent linked to the Non-Custody Parent record to ODM with the eligibility span and MCP like SACWIS sending the placement provider.

Question: Will the Medicaid/MCP card go to the placement provider if a child is on leave to their non-custodial parent?

Answer: The Medicaid/MCP card will either go to the custodial agency, if they have selected bulk mail, or will go to the provider/person linked to the Placement/Non-Custodial Parent record. If a child is on leave the Medicaid card will continue to go to the same place as before the leave started, regardless of the type of leave.

Question: When a child is in a Non-Custodial Parent record, will SACWIS allow ability to select a Managed Care plan (MCP) in the Medicaid Eligibility screen?

Answer: Yes, the system will allow Agencies to select an MCP when a child is in a Non-Custodial Parent record.

Question: Since non-custodial parents are not looked upon as a placement and the JFS 1447 is not required to be recorded, will they still be required to have FBI/BCI records?

Answer: Non-custodial parents are not considered “substitute caregivers” as defined in rule 5101:2-1-01 (B)(301) and therefore assessments of non-custodial parents are not subject to the home assessment requirements in rule 5101:2-42-18. However, paragraph (O) of rule 5101:2-42-18 states “Nothing in this rule removes the PCSA’s responsibility for conducting parent assessments when a child reunifies with the parent from which the child was removed or when a child is being placed with a non-custodial or non-residential parent in accordance with rule 5101:2-37-01, 5101:2-37-02, and 5101:2-37-04 of the Administrative Code.” Therefore, it is the agency’s responsibility to have some policies and procedures in place to assess appropriateness of the non-custodial parent’s home for placement of the child.

Question: Is a Homestudy required for the Non-Custodial Parent record before placement? When using a Non-custodial parent record, do the same home visit guidelines stay in effect? I.e. - 1st week visit; 1st four-week visit; monthly etc.?

Answer: Please see the previous response regarding assessing the appropriateness of the non-custodial parent’s home for placement of the child. Regarding visitation, the PCSA must adhere to the requirements for visiting children who are in their own homes with an open case.

Question: Can a Non-Custodial Parent record be recorded in SACWIS if the Non-Custodial Parent lives out of State?

Answer: At this time there is no functionality in SACWIS to record a child placed with a non-custodial parent in another state if the agency originally had the child in placement before making an ICPC request and obtaining approval to place with the parent in the other state. If the placement with the parent meets the criteria for an exception to ICPC, then placement would be made with the non-removal parent with full legal custody being granted to the parent and the case immediately closed on that child. If a home study is needed because the parent does not meet the criteria for an exception to ICPC or a home study is desired, then the agency would retain custody after placement and the information on the ICPC record along with activity logs would be the documentation showing where the child is placed.