

AFCARS 2020 SACWIS Build Guide¹

Build 4.22

This document details the changes SACWIS users will see in the 4.22 Build.

New Checkbox on Person Characteristic screen

Add Checkbox to Person Characteristic Screen (Defect #58573)

Element 23 Health, Behavioral, or Mental Health Conditions

1. The new checkbox will be added to the top of the screen under the “Documented Person Characteristics” tab.
2. Checkbox narrative: “A qualified professional has conducted a medical exam or assessment of this person, but the agency has not yet received the results”
3. Checkbox will only be enabled when the person has no non-end dated clinically diagnosed characteristics, excluding created in error records.
 - a. When the user saves a non-end dated Characteristic, the checkbox is automatically cleared in the system. This excludes the Traits/Behavior/Family History characteristic and records Created in Error
4. Only one checkbox can be selected at any time.
 - a. Validation message update: “Only one checkbox may be selected under Documented Person Characteristics.”

Person Characteristic Checkbox – Person Merge (Defect #58715)

Element 23 Health, Behavioral, or Mental Health Conditions

1. The Person Merge process will be updated to include the new Person Characteristic checkbox value.
2. If either person has any of the 3 checkboxes checked, and neither has any clinically diagnosed characteristics, then merge will keep only one flag based on the following hierarchy:
 - a. A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual)
 - b. Person has had an assessment, but results are pending.
 - c. A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.
3. If either person has any clinically diagnosed characteristics, all three checkboxes will be unchecked.

Person Characteristic Checkbox – Person Snapshot (Defect #58716)

Element 23 Health, Behavioral, or Mental Health Conditions

1. Person Snapshot table will be updated to include the new Person Characteristic checkbox field

Person Characteristic Checkbox – Adoption Seal/Secure (Defect #58717)

Element 23 Health, Behavioral, or Mental Health Conditions

¹ All information concerning future SACWIS Builds is tentative. Changes, if necessary, will be communicated

1. The Adoption Seal/Secure process will be updated to include the new Person Characteristic checkbox value. The new business rule will mirror the current adoption seal/secure business rules for the two existing checkboxes on the “Documented Person Characteristics” tab.

Person Characteristic Checkbox – RTIS (Defect #58810)

Element 23 Health, Behavioral, or Mental Health Conditions

1. This defect contains the same functional changes as Defect #58573 but applied to RTIS

Special Education Tab

Addition of IFSP Record Grid Section to Special Education Tab (Defect #58850)

Element 37 Special Education

1. A new grid section will be added to the Person → Education Tab. The new grid section will be named: “Individualized Family Service Plan (IFSP)”
2. This grid section will contain all information related to IFSPs prepared by the Ohio Department of Developmental Disabilities Early Intervention Program
3. The design will be similar to the Individualized Education Plan (IEP) History/504 Plan History grid section
4. Grid section headers:
 - a. Effective Date
 - b. Agency Name
 - c. Service Coordinator Name, Phone, Email
 - d. Created in Error

Addition of IFSP Record Grid Section Detail Page to Special Education Tab (Defect #58851)

Element 37 Special Education

1. The grid section described in Defect #58850 will also contain a “Details Page” that will detail the specific information regarding the Individualized Family Service Plan (IFSP).
2. The design will be similar to the Individualized Education Plan (IEP) History/504 Plan History grid section
3. Information boxes to populate the grid section headers from Defect #58850 will be included on this page.

IFSP Record Section – Person Merge (Defect #58852)

Element 37 Special Education

1. The Person Merge process will be updated to include the new IFSP Record Section. Business Rules will mirror Business Rules for the Individualized Education Plan (IEP) History/504 Plan History section. All IFSP records will be retained in the merge.

IFSP Record Section – Person Snapshot (Defect #58853)

Element 37 Special Education

1. Person Snapshot will be updated to include the new IFSP Record Section.

IFSP Record Section – Child Education Information Report (Defect #58855)

Element 37 Special Education

1. SACWIS Report 057a – Child’s Education Information will be updated to display the new IFSP Record Section.

IFSP Record Section – ICCA (Defect #58856)

Element 37 Special Education

1. Information contained in the new IFSP Record Section will be added to the Education section of the ICCA

IFSP Record Section – Adoption Seal/Secure (Defect #58858)

Element 37 Special Education

1. The Adoption Seal/Secure process will be updated to include the new IFSP Record Section. Business Rules will mirror Business Rules for the Individualized Education Plan (IEP) History/504 Plan History section.

Prior Adoption/TPR with no motion

Person Demographics – Date of Prior Adoption field (Defect #55749)

Element 42 Date of Prior Adoption

1. A new field will be added to the Person Demographics section of the Person Profile to capture the Date of Prior Adoption
2. This field will be enabled if:
 - a. a person is not linked to the Adoption History table
3. This field will be disabled if:
 - a. a person is linked via the Adoption History table and is listed as the Post-Adoptive ID or
 - b. a person is linked via the Adoption History table and is listed as the Pre-Adoptive ID
4. When Previously Adopted is “Yes”, the Date of Prior Adoption is required. When Date of Prior Adoption is recorded and the Person’s Date of Birth is entered, SACWIS will automatically calculate and populate the Age Adopted field.

Person Demographics – Date of Prior Adoption field – Data Fix (Defect #58843)

Element 42 Date of Prior Adoption

1. Data fix will populate the Adoption Finalization date for all post-adoptive person records whose adoptions were finalized in SACWIS
2. If the person’s adoption was not sealed by an Ohio PCSA in SACWIS but Previously Adopted field value is “Yes”, the Age Adopted value will be used to calculate an estimated Date of Prior Adoption to populate the field
 - a. The date of the child’s birthday when they reached that age will be used to estimate the date of prior adoption. (If DOB is 5/8/2005, and child adopted at age 5, estimated date will be 5/8/2010.)
 - b. For those adopted at age zero (under a year old), DOB will be used.

Person Demographics – Date of Prior Adoption field – Adoption Seal/Secure (Defect #58844)

Element 42 Date of Prior Adoption

1. On Seal/Secure when creating the new post-adoptive person, Date of Prior Adoption will need to be populated with the Adoption Finalization Date

Person Demographics – Date of Prior Adoption field – Adoption Case Creation (Defect #55846)

Element 42 Date of Prior Adoption

1. Field will be required to create Adoption Case if Previously Adopted is “Yes” and Date of Previous Adoption is blank.

Person Demographics – Date of Prior Adoption field – Adoption Case (Defect #58847)

Element 42 Date of Prior Adoption

1. Field will be required to inactivate an Adoption Case Member if Previously Adopted is “Yes” and Date of Previous Adoption is blank.

Person Demographics – Date of Prior Adoption field – Person Merge (Defect #58848)

1. The Person Merge process will be updated to include the new Date of Prior Adoption field

Person Demographics – Date of Prior Adoption field – Person Snapshot (Defect #58849)

1. The Person Snapshot process will be updated to include the new Date of Prior Adoption field

Legal Guardianship/Custody

New Legal Guardianship/Custody Tab – List Page (Defect #58705)

Element 44 Prior Guardianship

1. A new tab will be added to the Living Arrangement page. The tab will be physically located between the Living Arrangement and Child Legal Status tabs.
2. This tab entitled “Legal Guardianship/Custody will capture historical and current Guardianship episodes
3. Parameter page Filters:
 - a. Child Name (Dropdown menu)
 - i. Active Case Members unless “Include Guardianship Records for Inactive Members” checkbox is checked
 - b. Begin Date
 - c. End Date
 - d. Sort Results By
 - e. The user will be able to select “Exclude Historical” and/or “Include Guardianship Records for Inactive Members” checkboxes
4. Legal Guardianship/Custody Records fields
 - a. Child Name/ID

- b. Begin Date
- c. Guardianship Name
- d. End Date
- e. End Reason
- f. Edit link
 - i. Clicking this link will take the user to the Guardianship/Custody Detail page

New Legal Guardianship/Custody Tab – Details Page (Defect #58706)

Element 44 Prior Guardianship

1. Upon selecting the Edit link on the Guardianship/Custody, the user will be taken to the Guardianship/Custody Details Page
2. Guardianship page workflow
 - a. Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent?
 - i. Yes/No/Abandoned Child
 - ii. If “No”, end workflow
 - iii. If “Abandoned Child”, see (b)
 - iv. If “Yes”, see (c)
 1. Validation: “**Has this child ever been in the legal care / custody of anyone besides their biological or adoptive parent(s) question is required.**”
 - b. Fields that display if “Abandoned Child” is selected
 - i. Abandoned Child As Of (there is an Estimated check box)
 - ii. End Date
 - iii. End Reason
 - iv. Abandoned Child as of date defaults to system date and is editable in draft status.
 - v. Abandoned Child as of cannot be a future date.
 1. Validation message: “**Abandoned Child as of cannot be a future date.**”
 - vi. No Legal Guardianship / Custody History date is no longer editable once record has been marked as Complete.
 - vii. End date cannot be before Abandoned Child as of date.
 1. Validation message: “**End date cannot be before Abandoned Child as of Date.**”
 - viii. Abandoned Child as of Date can be child’s case episode date range.
 - ix. Abandoned Child as of date cannot overlap the child’s custody episode (not marked as created in error) date; regardless of if the estimated check box is checked.
 1. Validation message: “**Abandoned Child as of Date cannot overlap any of this child’s custody episodes.**”
 - x. Abandoned Child as of Date required to marked as Complete.
 1. Validation message: “**Abandoned Child as of Date is required to mark as Complete.**”
 - c. Fields that display if “Yes” is selected
 - i. Begin Date (there is an Estimated check box)
 1. Validation: “**Begin Date cannot be a future date.**”
 2. Validation: “**Begin date cannot overlap any child’s custody episode.**”
 3. Validation: “**Begin Date cannot be greater than End Date.**”
 4. Begin date can be outside eveor inside of a case episode date range.

- ii. Type
- iii. 1st Legal Guardian/Custodian (“Search Person” button)
- iv. Address (field will auto-populate with person’s address)
- v. Marital Status (Dropdown menu)
 - 1. Validation: “**Must have a Marital Status selected**”
- vi. End Date (there is an Estimated check box)
 - 1. Validation: “**End Date cannot be a future date.**”
 - 2. Validation: “**End Date cannot be before the Begin Date.**”
 - 3. Validation: “**End Date cannot overlap any child’s custody episode.**”
 - a. This validation will display even if the Estimated check box is checked
 - 4. Validation: “**The begin date and end date cannot overlap any of this child’s custody episodes.**”
 - 5. If End Reason is recorded, validation: “**End Date is required.**”
 - 6. End Date must be entered to check the Estimated check box. Validation: “**End Date must be entered to check the Estimated check box.**”
- vii. End Reason
 - 1. If End Date is recorded, validation: “**End Reason is required.**”
- viii. There is an “Add Second Person” button that will allow the user to add a 2nd Legal Guardian/Custodian if this is applicable to the record
- ix. To mark record as “Complete” the following fields are required
 - 1. Begin Date
 - a. Validation: “**Begin Date is required to mark as Complete**”
 - 2. Type
 - a. Validation: “**Type is required to mark as Complete**”
 - 3. 1st Legal Guardian
 - a. Validation: “**At least one Legal Guardian/Custodian is required to mark as Complete**”
 - b. Must have a current address type of “Residence” or “Physical” (this applies to 2nd Legal Guardian/Custodian if applicable)
 - c. SACWIS will not validate for a non-end dated address if the record is historical.
 - i. Address hierarchy for historical records with more than one non-end dated record:
 - 1. Residence
 - 2. Physical
 - 3. Validation: “**A Current Address Type of Residence or Physical non-end dated is required**”
- d. Once record is marked as Complete, it cannot be deleted
- e. Editable fields after record is marked as Complete:
 - i. End Date
 - ii. Estimated End Date
 - iii. End Reason
 - iv. Created In Error
- f. Once the End Date and End Reason have been recorded, Created In Error is the only editable field
- g. When an end date and end reason is recorded, the system will automatically mark the record status as Complete barring no validations; End Date and End reason remain editable until the record has been marked as CIE (even if record has a status of Complete).

- h. Once the record has been marked as Created In Error, the record is no longer editable
- i. The system will not allow overlapping Begin and End Dates for multiple Guardianship/Legal Custody records and will prohibit duplicate records if any of the following fields are the same:
 - i. Child (Person ID)
 - ii. Begin Date
 - iii. Type
 - iv. 1st Legal Guardian/Custodian (name) Person ID linked
 - v. 2nd Legal Guardian/Custodian (name) Person ID linked (if applicable)
 - 1. Validation: “**Cannot record a duplicate record for this child**”

New Legal Guardianship/Custody Tab – Case Member Delete Validation (Defect #58703)

Element 44 Prior Guardianship

- 1. Prevent deletion of a case member who is a child in a Legal Guardianship/Custody record marked as “Completed”, unless the child is an active or inactive member of another case
 - a. This excludes:
 - i. Bridges
 - ii. YAS
 - iii. OhioKAN

New Legal Guardianship/Custody Tab – Case Member Inactivate Validation (Defect #58821)

Element 44 Prior Guardianship

- 1. Prevent inactivation of a case member is a child in a draft Legal Guardianship/Custody record unless the child is an active member of another case
 - a. This excludes:
 - i. Bridges
 - ii. YAS
 - iii. OhioKAN
 - b. Validation: “<Child Name/Person ID> **cannot be inactivated due to a draft Legal Guardianship/Custody record**”

New Legal Guardianship/Custody Tab – Person Merge (Defect #58822)

Element 44 Prior Guardianship

- 1. Update Person Merge to account for new Legal Guardianship/Custody record

New Legal Guardianship/Custody Tab – Correct Person ID Utility (Defect #58823) – Michele does this need to be in here?

Element 44 Prior Guardianship

- 1. Update State Admin Correct Person ID utility to account for new Legal Guardianship/Custody record

New Legal Guardianship/Custody Tab – Case Member Merge (Defect #58824)

Element 44 Prior Guardianship

1. Update Case Member Merge to account for new Legal Guardianship/Custody record

New Legal Guardianship/Custody Tab – Family Case Plan Validation (at approval) (Defect #58640)

Element 44 Prior Guardianship

1. Validation requiring Yes/No selection: “**Has <Child Name/Person ID> ever been in prior Legal Guardianship/Custody of someone other than their parent(s)?**”
2. Validation is required at Initial Family Case Plan approval for each separate custody episode
3. Validation is not required in the following circumstances:
 - a. Prior Guardianship question is “Yes”
 - b. Family Case Plan updates during the same custody episode
 - i. System will search in Person Record on an Adoption case
4. Upon Approval of Initial FCP Only, when the child plan participant is in an open custody, the system will validate that child has at least one complete legal guardianship record

New Legal Guardianship/Custody Tab – Create Draft Guardianship/Custody Record (Defect #58700)

Element 44 Prior Guardianship

1. The system will create a draft Legal Guardianship/Custody record when a child’s legal custody episode is terminated with any of the following values:
 - a. Court Issued Guardianship
 - b. Court Issued Custody to Non-Relative
 - c. Court Issued Custody to Relative
5. Information message when one of the above values is selected: “**A draft Legal Guardianship/Custody record was created. Please update Legal Guardianship/Custody record.**”

New Legal Guardianship/Custody Tab – Update Living Arrangement Link (Defect #58704)

Element 44 Prior Guardianship

1. The display name of the left-hand navigation link to the Living Arrangement screens will change to “Living Arrangement/Guardianship”.

New Legal Guardianship/Custody Tab – Case Transfer Validation (Defect #58707)

Element 44 Prior Guardianship

1. Case Transfer process will be prohibited if the child has a draft Legal Guardianship/Custody record
 - a. Validation: “**<Child Name/Person ID> has a draft Legal Guardianship/Custody record.**”
2. If child is required to have a completed Legal Guardianship/Custody record based on Legal Custody Termination Reason value, system will prevent case transfer if record is in draft status.
 - a. Validation “**<Child Name/Person ID> has a draft Legal Guardianship/Custody record. Please resolve.**”

New Legal Guardianship/Custody Tab – Court Jurisdiction Transfer (Defect #58708)
Element 44 Prior Guardianship

1. Court Jurisdiction Transfer process will be prohibited if the child has a draft Legal Guardianship/Custody record
 - a. Validation: “<Child Name/Person ID> has a draft Legal Guardianship/Custody record.”
2. If child is required to have a completed Legal Guardianship/Custody record based on Legal Custody Termination Reason value, system will prevent case transfer if record is in draft status.
 - a. Validation “<Child Name/Person ID> has a draft Legal Guardianship/Custody record. Please resolve.”

New Legal Guardianship/Custody Tab – Details Screen Display Change – Legal Custody & Status Information Page Change (Defect #60950)
Element 44 Prior Guardianship

1. The most recent non-Created In Error Legal Guardianship record (if record exists) will be displayed on the child’s Legal Custody & Status Information Details Page

New Legal Guardianship/Custody Tab – Details Screen Display Change – Legal Guardianship/Custody Details Page Change (Defect #61109)
Element 44 Prior Guardianship

1. Audit logs will be added to the Legal Guardianship/Custody Details page
 - a. Created date
 - b. Created by
 - c. Modified date
 - d. Modified by

Miscellaneous

Case Review and SAR Validation (Defect #58697)
Elements 13-20 Child’s Race

1. New Validation at Case Review Approval
 - a. Validation: “<Child Name / PID> has a race listed as Unknown on the person profile record.”

Case Closure Validation (Defect #58699)
Elements 13-20 Child’s Race

1. New Validation at Case Closure Approval (Per Child in the Case Closure)
 - a. Validation: “<Child Name / PID> must have at least one race value excluding unknown. ”

Case Closure Workflow (Defect #58699)
Element 44 Prior Guardianship/Element 45 Prior Guardianship Date

1. Prohibit process of Case Closure if the child has a draft Legal Guardianship/Custody Record
 - a. Validation: “<Child Name/ ID> has a draft Guardianship record.”
2. If, based on the Custody Termination reasons, child is required to have completed Legal Guardianship/Custody record, prohibit Case Closure approval if record does not exist.
 - a. Validation: “<Child Name/ ID> has a draft Guardianship record. Please resolve.”

Element	Name	Functional Defect #	SACWIS Screen
23	Health, Behavioral, or Mental Health Conditions	58598	Person → Characteristics → Documented Person Characteristics (THIS IS A NEW AFCARS SYMBOL LOCATION)
24	Intellectual Disability	58598	Person → Characteristics → Person Characteristics
25	Autism Spectrum Disorder	58598	Person → Characteristics → Person Characteristics
26	Visual impairment or blindness	58598	Person → Characteristics → Person Characteristics
27	Hearing impairment or blindness	58598	Person → Characteristics → Person Characteristics
28	Orthopedic impairment or other physical condition	58598	Person → Characteristics → Person Characteristics
29	Mental/Emotional disorders	58598	Person → Characteristics → Person Characteristics
30	Attention deficit hyperactivity disorder	58598	Person → Characteristics → Person Characteristics

31	Serious mental disorder	58598	Person → Characteristics → Person Characteristics
32	Developmental delay	58598	Person → Characteristics → Person Characteristics
33	Developmental disability	58598	Person → Characteristics → Person Characteristics
34	Other diagnosed condition	58598	Person → Characteristics → Person Characteristics
41	Prior Adoption	58814	Person → Demographics → Part 2 → Birth/Adoption Information
42	Prior Adoption Date	58814	Person → Demographics → Part 2 → Birth/Adoption Information (THIS IS A NEW AFCARS SYMBOL LOCATION)
43	Prior Adoption Type – Intercountry	58814	Person → Demographics → Part 2 → Birth/Adoption Information
35	School Enrollment	58815	Person → Education → Performance → Academic Evaluation History (THIS IS A NEW AFCARS SYMBOL LOCATION)
35	School Enrollment	58815	Person → Education → Performance → Academic Evaluation History → Academic Evaluation → Grade Level (THIS IS A NEW AFCARS SYMBOL LOCATION)
37	Special Education	58817	Person → Education → Special Education → Individualized Education Plan (IEP) History/504 Plan History (THIS IS A NEW AFCARS SYMBOL LOCATION)
37	Special Education	58817	Person → Education → Special Education → Individualized Family Service Plan (IFSP) History (THIS IS A NEW AFCARS SYMBOL LOCATION)
44	Prior Guardianship	59787	Case → Workload → Legal Guardianship → Guardianship Details → Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent? (THIS IS A NEW AFCARS SYMBOL LOCATION)
45	Prior Guardianship Date	59787	Case → Workload → Legal Guardianship → Guardianship Details → Begin Date (THIS IS A NEW AFCARS SYMBOL LOCATION)
157	Marital Status of the Adoptive Parent or Guardian	59787	Case → Workload → Legal Guardianship → Guardianship Details → Marital Status (THIS IS A NEW AFCARS SYMBOL LOCATION)

158	Child's Relationship to Adoptive Parent or Guardian – Relative	59787	Case → Workload → Legal Guardianship → Guardianship Details (THIS IS A NEW AFCARS SYMBOL LOCATION)
159	Child's Relationship to Adoptive Parent or Guardian – Kin	59787	Case → Workload → Legal Guardianship → Guardianship Details (THIS IS A NEW AFCARS SYMBOL LOCATION)
160	Child's Relationship to Adoptive Parent or Guardian – Non-Relative	59787	Case → Workload → Legal Guardianship → Guardianship Details (THIS IS A NEW AFCARS SYMBOL LOCATION)
161	Child's Relationship to Adoptive Parent or Guardian – Foster Parent	59787	Case → Workload → Legal Guardianship → Guardianship Details (THIS IS A NEW AFCARS SYMBOL LOCATION)