

# **Recording a Legal Guardianship / Custody Record**



**Knowledge Base Article**

# Recording a Legal Guardianship Custody Record

## Table of Contents

<b>Overview .....</b>	<b>3</b>
<b>Navigating to the Legal Guardianship / Custody Information Screen .....</b>	<b>3</b>
<b>Completing the Guardianship Custody Details Screen .....</b>	<b>5</b>
<b>Filtering the Legal Guardianship /Custody Records List Screen.....</b>	<b>8</b>

### Overview

This article describes how to record a child's history of being in the Legal Guardianship or Legal Custody of someone other than their parents.

**Note:** This new functionality is different than **Recording a Living Arrangement record**. A Living Arrangement documents where a child is staying, without being placed by the Agency. The Living Arrangement Caregiver may or may not hold any form of custody. Examples include a youth staying with Grandma temporarily with a Grandparent Affidavit, or a child staying with a neighbor under a Safety Plan. The Living Arrangement is also used when the Agency hold COPS, yet the child is not sleeping under the same roof as their parents.

#### Important:

- Legal Guardianship / Custody records document all historical to current timeframes where a child was in the Legal Guardianship, Legal Custody, or Temporary Custody of a Relative or Non-relative Kin caregiver.
- The begin and end dates can be outside of a case episode.
- Like the Living Arrangement functionality, a Legal Guardianship / Custody record begin date and end dates cannot overlap the child's Agency Custody Episode or another Legal Guardianship / Custody record of the same child.
- For all children that are in the AFCARS population, a Legal Guardianship / Custody record is required for every new Custody Episode.
- If the child's custody has been terminated with a value of **Court Issued Guardianship** or **Court Issued Custody to Relative** or **Court Issued Custody to Non-Relative**, the child is required to have a Legal Guardianship / Custody record (not marked as created in error) where the child's most recent Legal Guardianship / Custody Begin Date is equal to the most recent Custody Episode Termination Date.
- System will prohibit the Case Closure when the Legal Guardianship / Custody record is
  - Abandoned Child (not marked as created in error) with no End Date and End Reason.
  - No History (not marked as created in error) with no End Date and End Reason.

### Navigating to the Legal Guardianship / Custody Information Screen

Complete the following steps to record a Guardianship Custody record.

## Recording a Legal Guardianship Custody Record

1. From the SACWIS **Home** screen, click the Case tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

**Note:** If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

4. On the Case Overview screen, click the **Living Arrangement / Guardianship** link in the Navigation menu.

The screenshot shows the SACWIS interface. On the left is a navigation menu with the following items: Case Services, Legal Actions, Legal Custody/Status, **Living Arrangement / Guardianship** (highlighted with a red box), Initial Removal, Placement Request, Placement/ICCA, Residential Treatment Information, Independent Living, Case Plan Tools, Visitation Plans, Review Tools, Family Team Meeting, Safety Reassessment, Reunification Assessment, Case Conference Note, Child Fatality/Near Fatality, and ICPC/CAMA. The main content area displays a red error message: "One or more active case members under age 22 is missing ICWA information in Person Demographics". Below this is a yellow warning message: "Case members have unspecified relationships." At the bottom, there are four tabs: Action Items, Case Alerts, Dashboard, and Assignments / Eligibility. The Action Items tab is active, showing "No Action Items Found" and a "Dismiss Action Items" button. A "Close" button is also visible.

The **Living Arrangement / Guardianship Record** screen appears.

1. Click the **Legal Guardianship / Custody** tab.
2. In the **Child's Name** field (required), select the appropriate child.

**Note:** The **Child's Name** field displays all case members (active and inactive).

3. Click the **Add Legal Guardianship / Custody** button.

# Recording a Legal Guardianship Custody Record

Case / Workload / Legal Guardianship

CASE NAME / ID: **Charlesworth-Dewitt, Janey Hacksaw / 000000000** Ongoing Open (MM/DD/YYYY)

Living Arrangement: **Legal Guardianship/Custody** Child Legal Status

Filter Criteria

Child Name:

Begin Date:

End Date:

Sort Results By:   Exclude Historical

**Legal Guardianship/Custody Records**

Result(s) 1 to X of 128 / Page 1 of Z

Child Name/ID	Legal Guardian/Custodian	Begin Date - End Date	End Reason	
<a href="#">Lastname, Firstname/00000000</a> <small>edit</small> <b>CREATED IN ERROR</b>	Lastname, Firstname, Middlename	MM/DD/YYYY - MM/DD/YYYY	Reason Text	
<a href="#">Lastname, Firstname/00000000</a> <small>edit</small> <b>CREATED IN ERROR</b>	Lastname, Firstname, Middlename	MM/DD/YYYY - MM/DD/YYYY	Reason Text	
<a href="#">Lastname, Firstname/00000000</a> <small>edit</small> <b>CREATED IN ERROR</b>	Lastname, Firstname, Middlename	MM/DD/YYYY - MM/DD/YYYY	Reason Text	

Child Name:

**Add Legal Guardianship/Custody**

**Apply Save Cancel**

The **Guardianship Custody Details** screen appears displaying the selected child's name in the header as a hyperlink to the Person record.

## Completing the Legal Guardianship / Custody Details Screen

Complete the following steps to record a Legal Guardianship / Custody Record.

1. **Select** a value in the **Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent(s)?** dropdown.
  - Values include **Yes**, **No**, and **Abandoned Child**.

**Note: Abandoned** Child should be selected when the child's history cannot be determined for a Safe Haven or abandoned child.

**Note: If No or Abandoned Child** is selected, no other data is required, but may be entered as applicable.

## Recording a Legal Guardianship Custody Record

**Important:** The system will populate **No Legal Guardianship / Custody as of** or **Abandoned Child as of** with today's date, but these may be backdated if needed.

If there is a subsequent Legal Guardianship or Custody for the child:

2. Enter the **End Date** (optional).
3. Select the applicable **End Reason** from the dropdown menu (required if an End Date is entered).

**Note:** If an **End Date** and **End Reason** is recorded on a Draft record, the system will update the status to Complete upon Save.

Case / Workload/ Legal Guardianship / Guardianship Details

CHILD NAME / ID: *Charlesworth-Dewitt, Janey Hacksaw* / 000000000

NAME / ID: LastName, FirstName / 123456798

### Legal Guardianship / Custody Details

Agency Custody Episode: <Current Custody Episode Info>

Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent? \* 

No

No Legal Guardianship / Custody History as of:

 

End Date: 

 

End Reason: 

Created in Error

Status: \* Draft

Apply

Save

Cancel

## Recording a Legal Guardianship Custody Record

**Note:** If **Yes** is selected, then additional data is required. The screen will display all the required fields.

4. Enter the **Begin Date**.
5. Check the **Estimated** check box if the exact date is not known (optional).
6. Select the **Type**.

Case / Workload/ Legal Guardianship / Guardianship Details

CHILD NAME / ID: Charlesworth-Dewitt, Janey Hacksaw / 000000000

NAME / ID: LastName.FirstName / 123456798

**Guardianship Details**

Agency Custody Episode: <Current Custody Episode Info>

Has this child ever been in the legal care/custody of anyone besides their biological or adoptive parent? \*

Yes

Begin Date:   Estimated

Type:

7. Click **Search Person** to add the **1<sup>st</sup> Legal Custodian / Guardian** to locate the person. Once selected, the person's name and current address will appear in the 1<sup>st</sup> Legal Custodian / Guardian column.
8. Select the **Marital Status**.
9. Click **Add Second Person** (if applicable).
10. Click **Search Person** to add the **2<sup>nd</sup> Legal Custodian / Guardian** to locate the person. Once selected, the person's name and current address will appear in the 2<sup>nd</sup> Legal Custodian / Guardian column
11. Select **Completed** in the **Status** dropdown.
12. Click **Save**.

### Important:

- The Begin Date cannot be a future date.
- The Begin Date and End Date cannot overlap the child's custody episode (not marked as created in error); regardless of the estimated check box being checked.
- The Begin Date and End Date cannot overlap another Legal Guardianship/Custody record.

## Recording a Legal Guardianship Custody Record

- The Begin Date and End Date can be outside a case episode date range.
- Only the current non-end-dated address will display. If there is no address, the message “There is no Address recorded for this person” will display.
- The 1st Legal Custodian/Guardian and 2nd Legal Custodian/Guardian (if added) must have a current address type (non-end-dated) of **Residence** or **Physical** to mark the record as Completed.
  - Exception is when recording a historical guardianship record, the system will not validate for a non-end-dated address.
  - Address hierarchy: If more than one non-end dated address exists, then the system will display the Residence. If no residence, then system will display the Physical address.
- **End Date** is not required at Case Closure when a **Yes** is selected.

1st Legal Custodian/Guardian:  
Last Name, First Name / 123456798

Address:  
30 East Broad Street  
Columbus, Ohio 43219

Marital Status: (a)

Search Person Add Second Person

End Date: (a)   Estimated

End Reason: (a)

Status: \* Draft Apply Save Cancel

The **Legal Guardianship/Custody List Screen** appears.

## Filtering the Legal Guardianship /Custody Records List Screen

### Important:

- Historical Guardianship records are any record(s) where the end date is prior to the most recent case opening date.
  - When the **Exclude Historical** check box is checked, system will not display historical Guardianship records.
- When the **Include Guardianship Records for Inactive Members** check box is checked, any Legal Guardianship / Custody Records (not marked created in error) will display in the list for case members that have a current status of inactive.

## Recording a Legal Guardianship Custody Record

- When the **Include Created in Error** check box is checked, Legal Guardianship / Custody records marked as created in error will display in the list

1. To delete a Draft Legal Guardianship/Custody record, click the **delete** icon.

CASE NAME / ID: *Charlesworth-Dewitt, Janey Hacksaw / 000000000* *Ongoing* *Open (MM/DD/YYYY)*

Living Arrangement	Legal Guardianship/Custody	Child Legal Status
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**Filter Criteria**

Child Name:

Begin Date:  
 

End Date:  
 

Sort Results By:

Exclude Historical

Include Guardianship Records for Inactive Members

Include Created in Error

## Recording a Legal Guardianship Custody Record

Living Arrangement / Guardianship

- Initial Removal
- Placement Request
- Placement/ICCA
- Residential Treatment Information
- Independent Living
- Case Plan Tools
- Visitation Plans
- Review Tools
- Family Team Meeting
- Safety Reassessment
- Reunification Assessment
- Case Conference Note
- Child Fatality/Near Fatality
- ICPC/CAMA
- Adoption
- Case Closure
- Agency Case Transfer

Sort Results By:  
Begin Date (Descending) ▾

Exclude Historical  
 Include Guardianship Records for Inactive Members

Include Created in Error

**Legal Guardianship/Custody Records** ⓘ

Result(s) 1 to 1 of 1 / Page 1 of 1

	Child Name/Id	Legal Guardian/Custodian	Begin Date - End Date	End Reason
<input type="button" value="edit"/>	Jones, Happy		09/08/2022	<input type="button" value="trash"/>

Child's Name:

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov).

For additional information refer to:

- [Recording a Living Arrangement](#)
- The AFCARS 2020 initiative packet at [AFCARS 2020](#)