

# **Recording a Candidate for Foster Care**



**Knowledge Base Article**

# Recording a Candidate for Foster Care

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# Recording a Candidate for Foster Care

## Overview

This article describes how to record a candidate for foster care in the case plan and the semi-annual review, along with what information should be included in activity logs.

## Policy and Procedure Background

A **Candidate for Foster Care** is defined as a child at **imminent** or **serious risk of removal** from their home as evidenced by the State agency either pursuing his/her **removal** from the home or making **reasonable efforts** to prevent such removal. Additional reference information can be found in the [Family, Children and Adult Services Manual Transmittal Letter No. 458](#) and Rules [5101:2-45-01 | Administration of the Title IV-E candidate for family first prevention services \(FFPS\) program](#) through [5101:2-45-04 | Traditional candidate for Title IV-E foster care](#).

When completing a **RANDOM MOMENT SAMPLE (RMS)** using the code **770 Child Welfare Non-Custody Case**, this must be documented in the **Case Plan** and **Semiannual Administrative Review (SAR)**.

The **770 Child Welfare Non-Custody Case** code is to be used when completing activities for a child who is not in the custody or the care and control of the agency, but has been determined or re-determined to be a **Candidate for Foster Care**.

Activities to be documented using the **RMS 770 Child Welfare Non-Custody Case** code, include but are not limited to:

- Development and implementation of a regimen of **Reasonable Efforts** which are undertaken to prevent the removal of the child into placement
- Activities related to the development and implementation of a regimen of **Services** for an adopted child and/or the child's family which are undertaken to support the **Maintenance** of the adoption and/or **Prevent the Disruption** of the adoption.

### Such activities include:

- Supporting the management of Care or Services
- Referring to, or arranging for, Care or Services
- Planning or Supervising Care or Services
- Supporting access to Care or Services
- Assessing results of Care or Services
- Performing a Case Assessment

**Note:** If the child has not been determined or re-determined to be a **Candidate for Foster Care**, then use another appropriate code.

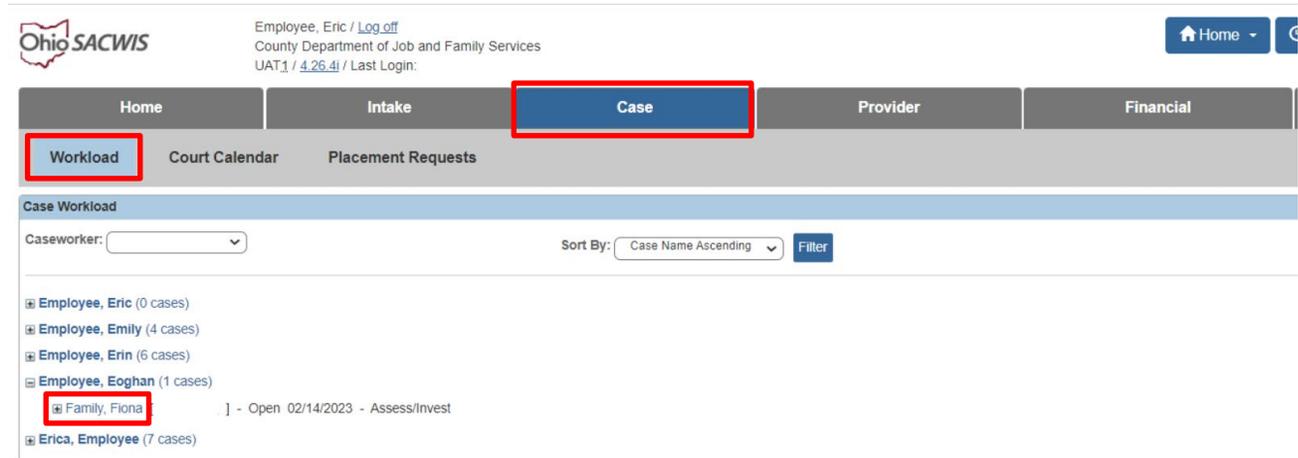
# Recording a Candidate for Foster Care

## Recording “Candidate for Foster Care” in the Case Plan

To record “Candidate for Foster Care” in the Case Plan, complete the following steps:

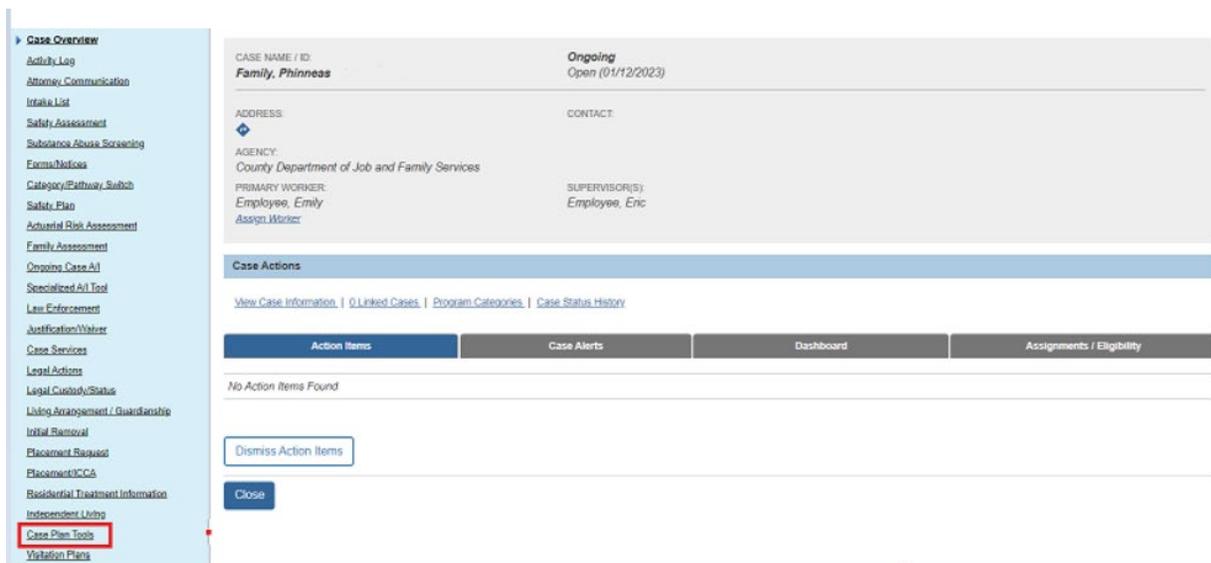
### Navigating to the Case Plan

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



The **Case Overview** screen appears.

4. Click the **Case Plan Tools** link in the **Navigation** menu.



## Recording a Candidate for Foster Care

The **Case Plan Filter Criteria** screen appears displaying the **Case Plans** section.

### Completing the Candidate for Foster Care Information

1. Click the **Add Family Case Plan** button (creates a new case plan) or the **Amend Plan** link below the case plan that needs amended.

The screenshot displays the 'Case Plan Filter Criteria' interface. On the left is a navigation menu with links such as 'Case Overview', 'Activity Log', 'Attorney Communication', 'Intake List', 'Safety Assessment', 'Substance Abuse Screening', 'Forms/Notices', 'Category/Pathway Switch', 'Safety Plan', 'Actuarial Risk Assessment', 'Family Assessment', 'Ongoing Case A/I', 'Specialized A/I Tool', 'Law Enforcement', 'Justification/Waiver', and 'Case Services'. The main area shows 'CASE NAME / ID: Family, Phinneas /' and 'Ongoing Open (01/12/2023)'. Below this is a 'Plan Filter Criteria' section with an 'Agency:' dropdown menu and a 'Filter' button. At the bottom, there is a 'Plans' section with a red-bordered button labeled 'Add Family Case Plan'.

The **Family Case Plan Topics** page appears.

1. To navigate the Family Case Plan, click **Next Topic** to move to the Strengths and Needs section, **Apply** to retain the entered information and remain on the current page, the **Save** button to retain the entered information and return to the Case Plan list page or **Cancel** to discard all entered information and return to the Case Plan list page.
2. Complete the **Parties to the Plan, Strengths and Needs and Concerns** section. (For additional information on completing a Family Case Plan, please refer to the Knowledge Base Article **Completing a Family Case Plan**.)
3. Click the **Candidate for Foster Care** topic.

The **Candidate for Foster Care Details** screen appears.

# Recording a Candidate for Foster Care

4. Click the **Edit** link next to the Child(ren) that are Candidates for Foster Care.

CASE NAME / ID: *Family, Phinneas /* *Ongoing / Open (01/12/2023)*

PLAN NAME: *Initial May 12, 2023* STATUS: *In progress*

**Family Case Plan Topics** <

- [Parties to the Plan](#) PP  *Completed*
- [Strengths And Needs](#) SN  *Completed*
- [Concerns](#) C  *Completed*
- [Candidate For Foster Care](#) FC  *Not Completed*
- [Signatures](#) CS

**Child(ren) that are Candidates For Foster Care**

[edit](#) Family, Phoebe - Female Age 13, DOB 08/08/2009 *Not Completed*

Reason:  
Explanation:

The **Candidate Explanation** screen appears.

5. Select a **Reason:** from the drop-down box.
6. Enter text for the question **Explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal.**
7. Click **Save**.

CASE NAME / ID: *Family, Phinneas* *Ongoing / Open (01/12/2023)*

PLAN NAME: *Initial May 12, 2023* STATUS: *In progress*

**Candidate Explanation**

Child Candidate for Foster Care: *Family, Phoebe - Female Age 13*

Reason:

Explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal: [\(expand full screen\)](#)

Child is currently on probation for domestic violence, poor family interactions and coping skills makes the child a risk for removal. Services will include case management, intensive family therapy and crisis intervention.

ABC  
3740

Previous Next **Apply Save** Cancel

## Recording a Candidate for Foster Care

### Note:

- If **Case Plan** is selected as the reason, then narrative is required in the textbox.
  - If the child is not a Candidate for Foster Care, select **Child not at Serious Risk** as the reason.
8. Select the **Apply to Other Children** checkbox(s), if applicable, to copy **Candidate for Foster Care** information to additional children.

Spell Check Clear 4000

Apply to Other Children

<input type="checkbox"/>	Case Plan Participant - DOB
<input type="checkbox"/>	

Apply Save Cancel

9. Click the **Save** button.

The **Child(ren) that are Candidates for Foster Care** screen appears.

CASE NAME / ID: *Family, Phinness /* Ongoing / Open (01/12/2023)

PLAN NAME: *Initial May 12, 2023* STATUS: *In progress*

Your data has been saved.

Family Case Plan Topics

- Parties to the Plan (PP) Completed
- Strengths And Needs (SN) Completed
- Concerns (C) Completed
- Candidate For Foster Care (FC) Completed
- Signatures (CS)
- Approval (A)

Child(ren) that are Candidates For Foster Care

[edit](#) Family, Phoebe - Female Age 13, DOB 08/08/2009 Completed

Reason: Court Action

Explanation: Child is currently on probation for domestic violence, and there is concern that ongoing poor family interactions and coping skills makes the child a risk for removal. Services will include case man... [Show More](#)

Previous Topic Next Topic Apply Save Cancel

10. Complete the remaining **Family Case Plan Topics** to approve the Case Plan.

# Recording a Candidate for Foster Care

## Recording “Candidate for Foster Care” in the SAR

To record “Candidate for Foster Care” in the **Semiannual Administrative Review (SAR)**, complete the following steps.

### Navigating to the Semiannual Administrative Review (SAR)

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

The **Case Overview** screen appears.

4. Click the **Review Tools** link in the **Navigation** menu.

The screenshot displays the Case Overview interface. On the left, a navigation menu lists various case management tasks, with 'Review Tools' highlighted by a red rectangular box. The main content area shows the following details:

- CASE NAME / ID:** Ongoing / Family, Phinneas / Open (01/12/2023)
- ADDRESS:** CONTACT:
- AGENCY:** County Department of Job and Family Services
- PRIMARY WORKER:** Employee, Emily / SUPERVISOR(S): Employee, Eric
- Case Actions:** View Case Information | Linked Cases | Program Categories | Case Status History
- Action Items:** No Action Items Found
- Buttons:** Dismiss Action Items, Close

The **Review Tools** screen appears.

5. Select the **Plan Type** being reviewed.
6. Select the **Review Tool** being completed.
7. Click the **Add Review** button.

# Recording a Candidate for Foster Care

Review Tools

Plan Type:  Review Tool:

	Review Tool	Status	Approved Date	Plan Name	Agency	
<a href="#">view</a>	Semiannual Administrative Review	Approved	01/27/2023	Updated Dec 16, 2022	County Children Services	
<a href="#">view</a>	Case Review	Approved	01/25/2023	Updated Dec 16, 2022	County Children Services	
<a href="#">view</a>	AR Semiannual Administrative Review	Approved	02/19/2016	Initial Sep 16, 2015	County Children Services	
<a href="#">view</a>	90 Day Review	Approved	11/18/2015	Initial Sep 16, 2015	County Children Services	

Plan Type:  Review Tool:

The **SAR Topics** screen appears.

## Completing the Candidate for Foster Care Information

8. To navigate the Semiannual Administrative Review record, click **Next Topic** to the next topic, **Previous Topic** to visit the previous topic, **Apply** to retain the entered information and remain on the current page, the **Save** button to retain the entered information and return to the Review Tool list page or **Cancel** to discard all entered information and return to the Review Tool list page. For more information on completing a Semi-Annual Review, please reference the Knowledge Base Article **Completing a Semiannual Administrative Review**.
9. Complete the **Members to the Review** and **Custody/PSUP/In-Home Supportive Services** topics.
10. On the **Case Progress Review** topic, navigate to the **Candidate for Foster Care** tab.
11. Click on the [edit](#) link next to the youth's name.

REVIEW TOOL: Semiannual Administrative Review      REVIEW FOR PLAN: Updated Dec 16, 2022      STATUS: In progress

SAR Topics <      Concern Review      Case Analysis      Candidate for Foster Care

**Members to the Review** (MR) Not Completed

**Custody / PSUP / In-Home Supportive Services** (C) Completed

**Case Progress Review** (CP) Not Completed

**Permanency Planning** (PP) Not Completed

**Permanency Goals** (PG) Not Completed

**Signatures** (S) Not Completed

**Approval** (A)

**Child(ren) that are Candidates For Foster Care**

[edit](#) FosterChild, Phinneas - Male, Age 15, DOB 05/01/2008 Not Completed

Reason:

Explanation:

The **Candidate Explanation** page appears.

## Recording a Candidate for Foster Care

12. Select a **Reason** from the drop-down as applicable.
13. Enter text to answer question **Explain why the child is at serious risk of removal and identify the services outlines in the case plan that are intended to mitigate the child's risk of removal:**
14. Click the **Save** button at the bottom of the screen.

REVIEW TOOL: *Semiannual Administrative Review* REVIEW FOR PLAN: *Updated Dec 16, 2022* STATUS: *In progress*

**Candidate Explanation**

Child Candidate for Foster Care: FosterChild, Phinneas - Male, Age 15, DOB 05/01/2008

Reason from Family Case Plan: Case Plan

Explanation from Family Case Plan: Child is currently on probation for domestic violence, and there is concern that ongoing poor family interactions and coping skills makes the child a risk for removal. Services will include case man... [Show More](#)

Reasons:  
Court Action

Explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal: [\(expand full screen\)](#)

Child is at serious risk of removal due to 'X' and services being provided are 'Y' to prevent removal.

Previous Next Apply Save Cancel

The **Case Review Topics** screen appears.

15. Complete the remaining SAR topics.

# Recording a Candidate for Foster Care

## Additional Information Regarding Candidates for Foster Care

### Candidates for Foster Care – RMS Code 770

A Candidate for Foster Care is defined as a child at imminent or serious risk of removal from their home as evidenced by the State agency either pursuing his/her removal from the home or making reasonable efforts to prevent such removal. To view the aforementioned update and attachment, use the following link: [http://jfs.ohio.gov/ofs/bcfta/BB/2010-1005\\_BCFTAUpdate\\_2011-02A.pdf](http://jfs.ohio.gov/ofs/bcfta/BB/2010-1005_BCFTAUpdate_2011-02A.pdf) Additionally, there are three Federally acceptable methods of documenting candidacy which are a defined case plan, eligibility determination or evidence of court proceedings in relation to the removal of the child.

### Case Plan Method of Documenting Candidacy

Using this method requires a defined case plan which clearly indicates that, absent effective preventive services, the child is at serious risk of removal into foster care. County agencies using this method should document their initial determination of candidacy for a child in the Family Case Plan Concerns OR in the Alternative Response Family Service Plan in the “Service Needs” section. This will allow the agency to provide a statement that the child has been determined to be a Candidate for Foster Care. Such statement should meet the federal definition of a Candidate for Foster Care. The agency should also clearly demonstrate why the child has been determined to be a Candidate for Foster Care by identifying the risk factors and identify the services/reasonable efforts that are being provided to prevent the removal of the child into foster care. The services identified should clearly address the risk and/or safety factors that make the child a Candidate for Foster Care.

A re-determination of candidacy is also required to be completed every six months from the initial determination or previous re-determination. Re-determinations of candidacy should be documented in the Semi-Annual Review (SAR). This text box will allow the agency to provide a statement that the child has been re-determined to a Candidate for Foster Care. Such statement should meet the federal definition of a Candidate for Foster Care. The agency should also clearly demonstrate why the child continues to be a Candidate for Foster Care by identifying the risk factors and identifying the continued services that are being provided to prevent the removal of the child into foster care.

### Eligibility Determination Methodology of Documenting Candidacy

Completing the documentation to establish a Child’s Title IV-E eligibility is an indication that the State is anticipating the child’s entry into foster care and that s/he is a serious risk of removal into foster care. Eligibility forms used to document a child’s candidacy for foster care should include evidence that the child is at serious risk of removal from the home. Evidence of eligibility in and of itself is insufficient to establish a child’s candidacy for foster care.

## Recording a Candidate for Foster Care

### Eligibility End

The Title IV-E agency is to cease claiming federal reimbursement when the following occur:

1. The agency receives legal responsibility for the care and placement/custody of the child.
2. The child no longer receives case management services that are considered reasonable efforts to prevent removal or to prevent re-entry into foster care.
3. The child's case plan has not been reviewed and updated, as needed, at the six-month SAR.

### Court Proceedings Methodology of Documenting Candidacy

According to Federal guidelines, if the agency has initiated court proceedings for child's removal from home, s/he is a serious risk of removal from the home. Therefore, initiating court proceedings in relation to the removal of the child from the home, in the form of a petition to the court, a court order or transcript of the court proceedings is sufficient documentation to prove the child is a Candidate for Foster Care. Such petition, court order or transcript should be kept in the child's case file.

A new or amended petition, new court order or new transcript will need to be completed every six months if the child continues to be a Candidate for Foster Care. Such petition, court order or transcript should be kept in the child's case file.

### Additional information for IV-E Courts

As per [5101:2-45-04 – Traditional Candidate for Title IV-E Foster Care](#), juvenile court staff and Department of Youth Services (DYS) staff should record activities through the [JFS 01794 Juvenile Courts Random Moment Sample](#).

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).