

# **IV-E Court Case Workflow – Candidate for Foster Care**



**Knowledge Base Article**

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## Overview

This Knowledge Base Article describes the workflow process for opening a case in Ohio SACWIS and completing the various work items required for a IV-E Court worker when a youth is a Candidate for Foster Care and not in Care and Placement. When reviewing the article, clicking the hyperlinks will navigate the user to the applicable OAC rules and Knowledge Base Articles for instructions and information.

## 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](#).

## Opening a Case

1. Enter a Family in Need of Services (FINS) Intake in Ohio SACWIS – category of Unruly Delinquent. See Knowledge Base article [Creating a FINS intake for Juvenile Court Cases](#)
2. Screen-In the FINS Intake within 24 hours of receipt of the referral using the Decision Tab of the Intake once it is in “Complete” status.
3. Link the intake to the case associated with the family. If no case exists, create a case in Ohio SACWIS. See [Linking Intakes to a Case](#) article for a tutorial.
4. Assign employees as necessary to the case. See [Creating Work Assignments](#) tutorial.
5. Meet with the family to gather family assessment information to complete Family Assessment and Family Case Plan. All members of household should be assessed. See [Risk Assessment Comprehensive Field Guide](#) document and [CPS Worker Manual](#) pages 77-106.
6. Document Face to Face contact with the family in an [activity log](#) in Ohio SACWIS. All case activities, contact, information and records should be documented in Ohio SACWIS throughout the life of the case ([OAC 5101: 2-33-70](#)).
7. Complete the [Family Assessment](#). The Family Assessment is due within 45 days of screening in the FINS intake. **Note:** A Family Assessment is required for all cases transferred for ongoing services prior to completing the Family Case Plan. The final case decision on the Family Assessment will be “Transfer for Ongoing Services” to open the case for Ongoing. ([OAC 5101: 2-37-03](#)).
8. The [Family Case Plan](#) is required to be developed and completed no later than 30 days of the determination the youth is a Candidate for Foster Care. The Family Case Plan is based off the completion and information gathered in the Family Assessment. All parties to the Family Case Plan should be included to provide their input on services and needs. It is

required to invite the child, child’s parent(s), GAL and attorney. A child who is 14 years or older may invite two adult supporters to participate in the development of the Family Case Plan. ([OAC 5101:2-38-05](#)). See [CPS Worker Manual](#) pages 112-116 for more information.

In the Case Plan documentation, you will find the **Candidate for Foster Care** topic. It is important to fully document the reasons in this area. Please refer to [this](#) article for additional details.

## Ongoing Work Items

1. [Case Reviews](#) are due every 90 days from the date of the child’s placement. ([OAC 5101:2-38-09](#)).
2. [Semi-Annual Administrative Reviews](#) are due every 6 months (180 days) from the date of the child’s placement. ([OAC 5101:2-38-10](#)). Within the SAR, you will document Candidate for Foster Care status as described in [this](#) article.
3. [Family Case Plan Updates](#) are required to be completed whenever there is a change in legal status, services, family case plan goals, permanency goal, placement, a party must be added or deleted from the Family Case Plan, and at case closure.

## Case Services

### Within the Case – For Linking to Case Plan

1. Refer to the article [Managing Case Services](#).
2. Refer to the article [Adding an Unpaid Placement Service](#)

### On a Provider ID

1. Refer to the article [Adding Other Services Under Service Credentials](#)
2. Create at least the following services:
  - a. Category: Case Management, Type: Case Management Services
  - b. Category: Counseling, Type: Individual Counseling
3. Create as many additional services as your agency sees fit and that match the services your youth are receiving. Once all the services your county/agency plans to use are added, you do not have to add them again.
4. Add the Case Management Service to your own Juvenile Court provider record  
**Note:** If someone is unable to add services, make sure that person has the Security User Group “Provider Worker”.

## Case Closure

1. Complete a Case Review for Closure if one has not been completed within the last 30 days.
2. End date all [Case Services](#) in Case Services.
3. [Update the Family Case Plan](#) for Case Closure. Process the Family Case Plan for

- approval.
4. Record Legal Guardianship record, if applicable.
  5. **Important:** ensure all work items are marked as Complete (no draft work items).
  6. Ensure all Activity Logs are in “Completed” Status
  7. Enter an Activity Log for case closure.
  8. Complete the Case Closure link from the left-hand navigation and validate for approval. If there are items that still need completed, Ohio SACWIS will inform the user what is required to be done before closure, i.e., race is required for all members, Previously Adopted question has been answered in all person profiles.
  9. Once all items are completed and the validation comes back with no outstanding work items, process the case closure for approval.

## Other Helpful Documents

1. [CPS Worker Manual](#)

## Websites

[OAC Rules](#)

Ohio [SACWIS Knowledge Base](#)

Ohio [SACWIS Knowledge Base - IV-E Courts Section](#)

CAPS/LMS (replacing the Ohio SACWIS Knowledge Base)

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).