Frequently Asked Questions and Tips about Adoptions

Knowledge Base Article

Frequently Asked Questions and Tips about Adoptions

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Overview

This article will review frequently asked Questions and Answers for Adoption Cases along with some helpful tips to navigate common scenarios.

Creating an Adoption Case

Question: Does Ohio SACWIS require that I create an Adoption Case?

Answer: No. There are no rules or requirements in Ohio SACWIS that require a user to create an Adoption Case. However, when the child's legal status is **Permanent Custody (PC)** or **Permanent Surrender (PS)**, the Agency is required to move toward reaching the goal of Adoption Finalization.

Question: How long can I wait to create an Adoption Case in Ohio SACWIS once our Agency receives an Agency legal status of PC or PS?

Answer: Since there are no rules or requirements that force a user to create an Adoption Case, it is the Agency's decision on when to create the Adoption Case.

The decision should be made on a case-by-case basis and by taking into consideration the likelihood of the PC legal status being appealed.

Another factor to consider is that the timeframes for adoption-related work items begin when the Agency receives PC or PS. However, the following work items can only be accessed from the Adoption Case in Ohio SACWIS: pre-adoptive staffing, matching conferences, potential adoptive family searches, recruiting effort documentation and pre-finalization adoption assessment.

Question: How Do I Create New Cases with PC for Multiple Children in a Family and once PC (Permanent Custody) is granted for a child, will Ohio SACWIS copy the original Case Plan into the new case (adoption case)?

Answer: When PC is determined for a child(ren) and the child(ren) is/are entered into a "new case," Ohio SACWIS will copy a case plan, **IF**:

1. The case plan participants consist of only the PC child(ren) that will be included as participants in the new case,
2. The Permanency goal for the child(ren) is "Adoption,"
3. The case plan type is "Proposed", and
4. The case plan has been approved by a supervisor.

This type of plan will copy into the new adoption case. However, if you have one plan with five children listed and you want to create a case for each of the children, it will not copy. The children in the case must match the children on the plans.

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Question: If there are five kids in a family, do we have to set each child up in a separate adoption case or can the kids be participants of the same adoptive case? Is this affected by whether or not we plan to place the children together in adoptive placement?

Answer: You have the option of how you want to handle these situations. The system will allow you to create new adoption cases for each child or one containing all of them (or any other combination). Setting up the case plans is something you will want to consider. If you create a proposed case plan with all five children, they must all have a permanency goal of adoption, and they must be the only participants of the proposed plan for Ohio SACWIS to copy the proposed case plan into the new case. Remember, if there are multiple children in an adoption case, the case cannot be "closed" until ALL participants are finalized.

Question: If we have to set them up separately, does that mean we would have to do five new case plans, five SARS etc.?

Answer: Yes, if the new adoptive case does not meet the requirements for Ohio SACWIS to copy the case plan, then each separate case would require a case plan, SAR, etc.

Appeals

Question: If our Agency believes that the PC legal status will be appealed, should we wait to create the adoption case? What are the consequences of waiting to create vs. creating the adoption case immediately?

Answer: At this time, Ohio Administrative Code (OAC) 5101:2-48-16 states that the Initial Pre-Adoptive Staffing is due forty-five (45) days after PC has been granted to the Agency, regardless of the legal status being under appeal.

This rule has been revised to change the Pre-Adoptive Staffing mandate to be in accordance with the Matching Conference mandate which states: "If the order is under appeal, the Matching Conference is due within forty-five (45) days of the issuance of the final decision."
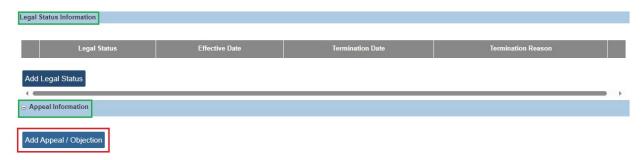
If your Agency wants to record in Ohio SACWIS that this staffing has occurred, an adoption case must be created to access the **Pre-Adoptive Staffing** link. If your Agency wants to wait to create the Adoption case, then the Pre-Adoptive Staffing should be created on paper and placed in the child's file.

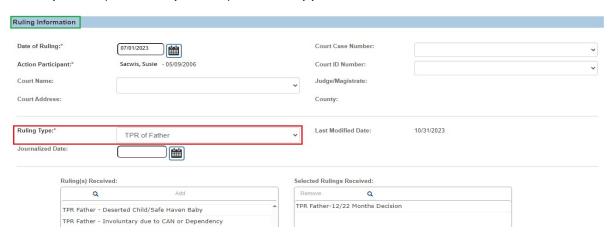**Question: How do I record in Ohio SACWIS that an appeal has been filed?**

Answer: There are several ways to record that a child's legal status is under appeal. One option is to record an Appeal/Objection by selecting the **Add Appeal/Objection to Ruling** (**Ruling Information** screen) for the **Ruling Type of Permanent Custody** in which PC was granted.

Legal Status Information				
	Legal Status	**Effective Date**	**Termination Date**	**Termination Reason**	

Add Legal Status

☐ Appeal Information

Add Appeal / Objection

A second option is to record the appeal(s) of **TPR of Father** and/or **TPR of Mother** in the **Ruling Type** field (**Ruling Information** screen). This option assists you in knowing which parent (or if both parents) filed an appeal.

Ruling Information

Date of Ruling:*	07/01/2023	Court Case Number:	
Action Participant:*	Sacwis, Susie - 05/09/2006	Court ID Number:	
Court Name:		Judge/Magistrate:	
Court Address:		County:	

Ruling Type:*	TPR of Father	Last Modified Date:	10/31/2023
Journalized Date:			

Ruling(s) Received:

Q	Add
TPR Father - Deserted Child/Safe Haven Baby	
TPR Father - Involuntary due to CAN or Dependency	

Selected Rulings Received:

Remove	Q
TPR Father-12/22 Months Decision	

Question: Will the Pre-Adoptive Staffing tickler and Matching Conference tickler still be created / generated when the PC Ruling is under appeal?

Answer: Yes. At this time, Ohio SACWIS does not have the functionality to withhold the creation/generation of the Pre-Adoptive Staffing tickler while the PC ruling is under appeal. However, the supervisor has the ability to manually dispose of this ticker while the PC Ruling is under appeal.

Question: Is it against the rules to work on an Adoption case when the PC is still under appeal?

Answer: While rules dictate what case activities can and cannot be worked (or completed) when the legal status is under appeal, a "case" is still being worked, services are still being provided, and visits are still taking place, regardless of whether your agency refers to the case as an ongoing case or an adoption case.

Each Agency has the ability to determine on a case-by-case basis whether an adoption case will be created or whether they will continue to work on the ongoing case during the appeal process.

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Ohio SACWIS functionality allows for a child to be reactivated in their ongoing case after the child's adoption case has been created. This is accomplished by navigating to the ongoing case's **Member** tab, locating the **Member History** screen (also called **View Member History** screen), and then clicking the **Activate** link for the relevant child.

		Case Member	Begin Date
view activate ⊞	DECEASED Test, Case Member / 123 Male Age 51, DOB 08/19/1972 Race: White Hispanic/Latino: No		12/16/2016
view activate ⊞	Test, Case Member / 456789 Male Age 27, DOB 01/30/1996 Race: Unable to Determine Hispanic/Latino:		03/18/2011

By doing this, your Agency is opting to have the child appear as an active case member in both the adoption case and in the ongoing case simultaneously. However, this does not mean that duplicate work items will need to be created. It is simply a way for workers to record any work items, activity logs, etc., in the appropriate case.

Example: When completing adoption related work items, the items are recorded in the adoption case. Any work items related to the parent (such as a visitation plan or services for the parents) can then be documented in the ongoing case. While it is each agency's decision on how to proceed, it is recommended that each agency be consistent in the way that they enter information between the cases.

Additionally, each agency is encouraged to collaborate with their court to determine what the expectations for provision of services are during the appeals process.
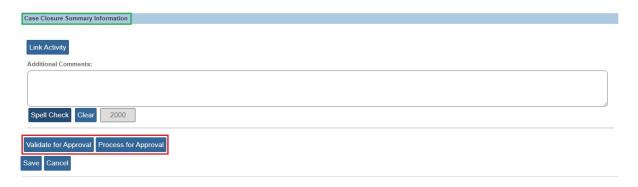
Example: If there is no expectation that your Agency will continue visits or provide services to the biological parents, then it is reasonable to include information only in the adoption case.

Question: What happens if the appeal is granted and the Agency no longer holds PC?

Answer: In this situation, the worker will need to complete the following actions.

1. Enter the termination of Agency Legal Status of PC in Ohio SACWIS (with the appropriate reason, except for Adoption Finalized).
2. Record the new legal status if one has been received.
3. If an adoption case was opened, end date all case services in the adoption case (case plans, visitation plans, etc.).
4. Process the **Validate Adoption Case Closure** and **Submit for Approval** of the adoption case.
5. Once approved, the adoption case will be closed.

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Then, the worker can either:

1. Edit the PC and/or TPR rulings in the ongoing case by removing the check mark in the **Appeal/Objection to Ruling** checkbox, or
2. Leave the **Appeal/Objection to Ruling** checkbox checked. Then record a new ruling in the ongoing case using the appropriate date of the final ruling and selecting the **Ruling Type of Appeal – Permanent Custody**. Next, in the Ruling(s) Received field, choose the new ruling received of **Custody Objections / Appeal Sustained**.

Important: An adoption case that is closed for any reason other than **Adoption Finalized** should not be sealed or secured. If the ongoing case was previously closed and needs to be reopened as the agency received new court orders, contact the Automated Systems Help Desk for guidance on how to proceed.

Question: What happens if the appeal is Denied and the Agency maintains PC?

Answer: In this situation, the worker must:

1. Edit the PC and/or TPR rulings by removing the **Appeal / Objection to Ruling** by selecting **Delete**.

If the ongoing case is still open and the child is an active member of both cases, the worker will need to deactivate the child in the ongoing case. To do so, click the **Edit** link on the **Members** tab (**Case Members** screen) in the ongoing case.

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Once the child has been deactivated, the ongoing case can be closed. The worker will then continue to work the Adoption case and adhere to the Ohio Administrative Code (OAC) due dates regarding completion of work items in the Adoption case in the situation of an appeal being denied.

Activity Logs

When you create an adoption case or when associating to an existing adoption case, if the following criteria are met, the system will automatically move the adoption-related activity logs:

- The activity log record status is marked as Complete, and
- The activity log category is Adoption, and
- The associated participants list includes the child(ren) selected for the adoption case creation/association, and
- The activity log date is not prior to the date of the most recent Permanent Custody (PC) legal status or Permanent Surrender (PS) legal status record for each associated participant.

Managing Closed Adoption Reviewers

Due to Ohio SACWIS being a Statewide system, the security role of Closed Adoption Reviewer allows those users to view closed Adoption cases statewide. The intent was not to assign this high level of security to line workers in the agency, but rather to one or two Administrators within each agency. The thought was to provide the ability to share as much information as possible, when applicable, and still be able to protect the child's privacy.

It is not recommended that Agency's restrict Adoption Cases prior to closing them. **Example:** If a child that was adopted in County "A" becomes known to County "B" due to a CA/N. Then County "B" will not have access to that child's adoption case (and even potential biological case information will not be known). So, if County "A" has restricted that case, then no one (not even County "A") can view that adoption case history and potential biological case history.

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Locating Adoption Forms / Documents NOT Found in Ohio SACWIS

The following forms/documents are **NOT** found in Ohio SACWIS:

- **JFS 01616 - Social and Medical History:** The decision was made not to maintain the JFS 01616 in Ohio SACWIS because the form is completed by the biological parents. All Ohio SACWIS would be generating is a blank form, thus is not recorded in Ohio SACWIS.
- **Child Study Inventory (CSI):** The CSI is not in Ohio SACWIS because it is not a report. Rather, a collection of documentation makes up the CSI and there is no way to maintain these documents in Ohio SACWIS. Workers 'collect' these required documents and then record the information that was collected on the JFS 01685 - CSI Facesheet (which is maintained in Ohio SACWIS) and related updates, as appropriate.
- **JFS 01688 - Individualized Child Assessment:** The JFS 01688 is not maintained in Ohio SACWIS because the form only contains signatures and signature dates. Per section II of the JFS 01688, the Licensed Professionals that sign this form are not employees of the Agency and thus their "Summary of the Child's Needs" report is not recorded in Ohio SACWIS, only attached to this JFS form.

Matching Conference, Pre-Adoptive Staffing and Child Recruitment Plan

Question: Is the Child Recruitment Plan (CRP) done from the date of Permanent Custody (PC) so there is no delay to determine if an appeal has been filed?

Answer: Yes, Ideally the CRP should have a begin effective date equal to or greater than the date of PC. Once the Adoption case is created, the CRP can have a backdated effective date back to the PC date.

Question: It is true that if a family is identified AND matched in the Matching Conference, a recruitment plan is not necessary?

Answer: When an agency receives permanent custody of a child, the agency per rule needs to start recruitment efforts to find a permanent home for the child. Due to this, all children in permanent custody should have at least an initial child recruitment plan completed prior to the child's pre-adoptive staffing and this plan needs to be linked to the pre-adoptive staffing. You are correct that if you match a child at the initial matching conference, no additional recruitment plans are needed as long as the JFS 01654 Adoptive Placement Agreement that indicates the date of adoptive placement has been signed by all parties.

Question: Can an In-Progress Child Recruitment Plan be copied and change the name of the child on the plan? This may help if we have a sibling set and plan is similar for all sibs.

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Answer: A CRP can be copied from one sibling to another, however, a Plan with a status of In Progress cannot be copied. Only Plans with a status of Active, Complete, Closed or Created in Error can be copied.

Question: If the Pre-Adoptive Staffing and the Matching Conference are completed at the same time, are two separate recruitment plans required to be linked?

Answer: While a Child Recruitment Plan cannot be linked to more than one Matching Conference record, it can be linked to one Pre-Adoptive Staffing record and one Matching Conference record only.

Question: How do I add a MEPA Monitor to the adoption matching conference in Ohio SACWIS?

Answer: Per rule 5101:2-48-16(K), the agency is supposed to invite the following persons to the matching conference as it relates to the MEPA Monitor:

- (K)(11) The MEPA Monitor.
- (K)(12) Ohio Department of Job and Family Services (ODJFS) external MEPA monitor.

1. When you are completing the Matching Conferencing, from the Match Conference Planning - Add Participant button, complete a person search for the Person ID's listed below:

   - Person ID: 678296 MEPA, Monitor (will constitute the custodial agency's MEPA Monitor).
   - Person ID: 1143085 MEPA Monitor, State (will constitute the ODJFS External MEPA Monitor).

2. Then select the desired role of MEPA Coordinator.

   OR

3. When you are completing the Matching Conferencing, from the Match Conference Planning - Add Participant button, complete a person search for the specific person that your agency uses as a MEPA Monitor.
4. When you find the desired person, click the Select link, then select the desired role of MEPA Coordinator.
5. However, if you know this person is **NOT** in the Ohio SACWIS person database (and you are adding him/her for the very first time), then click the Add Person button. (You will only need to do this step once).
6. Record enough information about this person so that when you search on him/her, you will easily be able to identify them in the search results. Then select them and add their role.

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Question: If there is a family linked, do we still need to do a recruitment plan?

Answer: If the Matching Conference has at least one Family Matched (meaning a First Choice has been named), then a Child Recruitment Plan is not required to be linked. If there are Families Identified but No Families Matched, then a Child Recruitment Plan is required to be linked for the What are Recruitment Activities for the next **90-days**.

Question: Can a Child Recruitment Plan start as soon as the day PC is granted?

Answer: Ideally. **Yes**.

Question: Once one of nine Recruitment Activities has been selected (i.e., website for a MC), can the same recruitment activities be selected again on subsequent Child Recruitment Plans?

Answer: Yes, the Recruitment Activities can be selected as needed on multiple plans. However, if the Recruitment Activity did not find any families, try new Recruitment Activities.

Question: Is it expected that we still document our efforts in the activity log for each child or does this recruitment plan take the place of the activity log?

Answer: This is an Agency-by-Agency decision as to what is required is the documentation in the Child Recruitment Plan.

Question: If a match is identified at the Pre-Adoptive Staffing, will a recruitment plan be needed?

Answer: Yes, until such time the Matching Conference has occurred and the Family has been identified as First Choice, a Child Recruitment Plan is required. A Child Recruitment Plan is required to be linked to the Pre-Adoptive Staffing record.

Question: If there are recruiters assigned to the case, will they have access to enter information into the recruitment plan? Will Caseworkers be only one entering recruitment efforts?

Answer: Each PCSA is responsible for assigning security to persons assigned to cases. If a PCSA is utilizing a recruiter including a WWK recruiter, nothing in rule prevents this person as well as the caseworker and adoption assessor from recording recruitments efforts made on behalf of the child. The goal is to use the child recruitment plan as an additional tool to find permanency for the child.

Question: Does the Pre-Adoptive Staffing (View Person Info) link only pick up clinically diagnosed characteristics or observed characteristics as well?

Answer: The View Person Info hyperlinks navigate user to the Person tab in view mode only. The system will display all data and information that has been recorded on these pages.

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Question: Do the Recruitment Activities options disappear after they are selected? Do they reappear in the next CRP? We often try and try again with certain efforts.

Answer: No, the Recruitment Activities do not disappear. These nine defined recruitment activities are always available for selection on Child Recruitment Plans with a status of In Progress and Active.

Question: Can the WWK Recruiter enter a recruitment plan?

Answer: The development of a child recruitment plan should involve the entire service team including any assigned recruiters. This can occur prior to the pre-adoptive staffing, during the staffing as well as during a matching conference since the professionals involved with the child are all present. Ultimately, as the plan is considered a part of the pre-adoptive staffing and matching conference, rule requires the PCSA with permanent custody of the child be responsible for the completion of the plan.

Question: Is a new recruitment plan needed for each Matching Conference?

Answer: Child Recruitment Plans are only required when either there are No Families Identified or No Families Matched. If the Matching Conference has at least one Family Matched (meaning a First Choice has been named), then a Child Recruitment Plan is not required to be linked. If there are Families Identified but No Families Matched, then a Child Recruitment Plan is required to be linked for the What are Recruitment Activities for the next **90-days**.

Question: When do you change a status on the recruitment plan activity as "Completed"?

Answer: Child Recruitment Plans are Actively worked up until the date of the Matching Conference (thus the status is Active). At the time the Matching Conference is held, the Child Recruitment Plan should be Complete (thus status updated to Complete). No further updates can be made to a Child Recruitment Plan with a Status of Complete other than recording the End Date. Entering the end date and saving, the system will change the status to Closed.

Question: Our agency sends Flyers to other Agency's for each 90-day matching and they are copied for each file. Now do we continue to do this, or do we have to do other recruitment each time we have a matching?

Answer: If the Matching Conference has No Families Identified or No Families Matches, then a Child Recruitment Plan is required. One of the recruitment activities available for selection is Flyers/Brochures.

Question: Does ORC require the Child Recruitment Plan?

Answer: No, OAC does 5101:2-48-16 (I)(3) and (X).

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Question: At the time of the matching, how will we document recruitment efforts which are still ongoing and have not yet been completed when we have to end-date those efforts despite their ongoing nature?

Answer: A Child Recruitment Plan for each child will need to be created prior to the completion of the Matching Conference. If No Families Identified or No Families Matched from the Matching Conference, then the Child Recruitment Plan will need to be Closed and a new Child Recruitment Plan started. The Copy feature can be utilized when creating the new/subsequent recruitment plan.

Question: When the system "looks back" for the recruitment plan when linking to a Matching Conference, will it only look back at ninety days or does it look for the last active recruitment plan?

Answer: The system has a buffer that will allow plans to be linked to the Matching Conference outside of **90 days**.

Question: What if you have families to consider, but at the matching conference decide that none of them should be matched? There wouldn't be a recruitment plan in progress since the plan prior to the matching would have been to select one of the families. Is the expectation that the recruitment plan for the next 90 days is then done AT the matching conference?

Answer: When there are No Families Matched, only a Child Recruitment Plan for the next ninety days is required to be linked. A new Child Recruitment Plan would be created and ideally discussed at the Matching Conference since all the key persons are present.

Question: When you copy the first plan for the second plan do you need to go back and close the first plan after you copy it?

Answer: The system will not automatically Close the recruitment plan that was copied. This is because the plan being copied is for a sibling since a child cannot have more than one Active Child Recruitment Plan at a time. Therefore, system will never allow the copy of an Active Plan to the same child. System does allow the copy of a Closed Recruitment plan.

Question: Do we have to utilize the generate e-mail link to MEPA via Ohio SACWIS? We must e-mail all other invitees which we do already through outlook.

Answer: Upon creation of a brand-new Matching Conference record, the email notification is automatically sent to the ODJFS MEPA Coordinator mailbox. Each Agency can continue to send email notifications to other invitees.

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Question: For the Matching Conference, what is the difference between the symbols listed below?

- **+**
- **0**
- **-**

Answer:

- **+ MEETS NEED VERY WELL** Extensive experience, knowledge, or insight of the child's need in the family's background Understands and/or seeks out the need for training and education. Family's lifestyle will accommodate the child currently or with some modifications. Family readily recognizes the child`s need or issue as important. Specialized support and resources exist in the environment to assist the caregiver and child.
- **0 PARTIALLY ABLE TO MEET NEED** Some experience, knowledge, or insight with the child's need in the family's background Family's lifestyle requires some alteration. Limited understanding of the child's need Some support or resources in the environment to assist the caregiver and child. No experience with the child's need, though the family is willing to learn.
- **- NOT ABLE TO MEET** No experience, knowledge, or insight with the child's specific need Unmotivated to learn or be trained about the child's need. Family's lifestyle is incompatible with meeting the child's need. Family denies the importance or relevance of the child's needs. No support or resources exist in the environment to assist the caregiver or child.

Question: Are Recruitment Plans required until the child is on Adoptive Placement?

Answer: Recruitment Plans are required until there is a family matched with the child. Per 5101:2-48-16, matching conferences are required until there is an adoptive placement agreement (JFS 01654) complete with signatures and placement date, or until the child is eighteen or is no longer in permanent custody.

Question: Where is the information for the 1610 and 1609 documented on the 1689?

Answer: There are several narratives text boxes throughout the Matching Conference and matching chart that pull into the JFS 01689 form.

Question: Where do the pre-adoptive staffing participants pull from? Do they need to be added as a participate or associated to the adoptive case?

Answer: Upon creation of a Pre-Adoptive Staffing record and a Matching Conference record, the system will automatically add the following as participants: child/youth, the

assigned Adoption worker(s) and the Adoption Supervisor(s), the Provider Caseworker, WWK Worker and IL Worker. In addition, any non-end dated associated persons with a role of CASA, GAL Foster Parent, Kinship Caregiver Tribal Representative, WWK Recruiter, Probation Officer, Caseworker, Medical Professional, and Social Worker or WWK Recruiter will also be added to the Matching Conference Participants record at the time of the Matching Conference creation.

Question: What families pull into the Inquire Family portion of the Matching Conference?

Answer: When a new matching conference record is created, the system adds the following families to the Inquiry Name grid: All inquiries where the provider type is associated to adoptive care type of the provider (Adoption, Adoption ICPC, Foster Care/ Adoption, Foster Care / Adoption ICPC, and Adoption Foster Caregiver Applicant (1692)) and at least one of the children listed on the matching conference record is listed as a specific Child of Interest where those inquiries are not linked to any Providers.   Only inquiries with a status of Pending or Screened -In Application received/ Accepted will be displayed. Inquiries where the Exclude from future matches checkbox is checked on the previous Matching Conference record will not display on any future matching conference records.

Preparing to Seal and Close an Adoption Case Record

The following tips are offered for adoption workers as they prepare to seal a child's adoption case record:

When the adoption worker is preparing to seal the child's adoption case record and is going to end the placement in the adoptive home due to finalization, the worker must select "**Discharge**" as the End Reason. If any other value is selected, the system will not allow the child's record to be sealed, thus not allowing the adoption case closure because the record cannot be corrected.

Note: Discharge indicates the complete removal of an agency placement. All other values indicate a subsequent placement was made. This is why the system will not allow the child's record to be sealed and the worker cannot correct this mistake.

1. When the adoption worker is preparing to seal the child's adoption case record due to adoption finalization and the child will be taking a new name, this new name is recorded in the Placement/Finalization/Case Closure tab in the Child's Adoptive Information box within the adoption case. The new name is **NOT** recorded in the person profile (Basic tab). Once the child's adoption case record is sealed, he/she will receive a new person ID and the name recorded in the Placement/Finalization/Case Closure tab will be the name associated with the new person ID.

Question: How do I close an adoption case for "Other than Adoption Finalized."

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Answer: When a child will not finalize in an adoptive home/placement (due to death, ages out of the system, or their legal status changes from PC to something else, like PPLA) then the Agency needs to:

- Terminate the Agency Legal status of PC with the correct termination reason (other than Adoption Finalization).
- After the Legal Status has been terminated, navigate to the Adoption/Placement Closure screen.

Important: DO NOT SEAL the child's record. Sealing the case is what triggers the new person ID and other system activities.

- Close the adoption case in Ohio SACWIS.

 Note:

- When the agency terminates the Agency Legal status, the system then overrides the business rules for sealing the adoption case.
- This process can only be done if this is the only child in the Adoption case. If there is more than one child in the adoption case and this circumstance doesn't apply to all the children, then the adoption case cannot be closed until all children are ready to have the adoption case closed.

If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.