Finalizing an Adoption Record and Closing the Adoption Case

Ohio Department of Children & Youth

Knowledge Base Article

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Overview

This Knowledge Base Article discusses steps for completing the child's **Adoption Finalization Record** and closing the **Adoption Case** in SACWIS. However, this document does not provide a comprehensive list of all adoption-related work items that need to be completed.

Important: This section discusses tasks that must be done within SACWIS to **Seal** and **Secure** a child's adoption record that has reached a **Finalized Adoption** and to **Close** the adoption case. In some instances, you will need to Inactivate an Adoption Case Member(s) instead of sealing the adoption record, then close the adoption case. Please refer to the **Creating an Adoption Case & Reactivating a Child in an Adoption Case** Knowledge Base Article for details on inactivating the child(ren).

Important: SACWIS now validates that there is a completed **Case Closure/Review** within 30 days of the adoption case closure. If upon sealing the child(ren) or inactivating any adoption case members, you will be immediately closing the adoption case, then you will need to complete the Case Closure/Review work item in SACWIS pursuant to **5101: 2-38-09**. In order to complete this review, you will also need to ensure there is a completed current (approved) case plan **prior** to the child's finalization or inactivation in SACWIS.

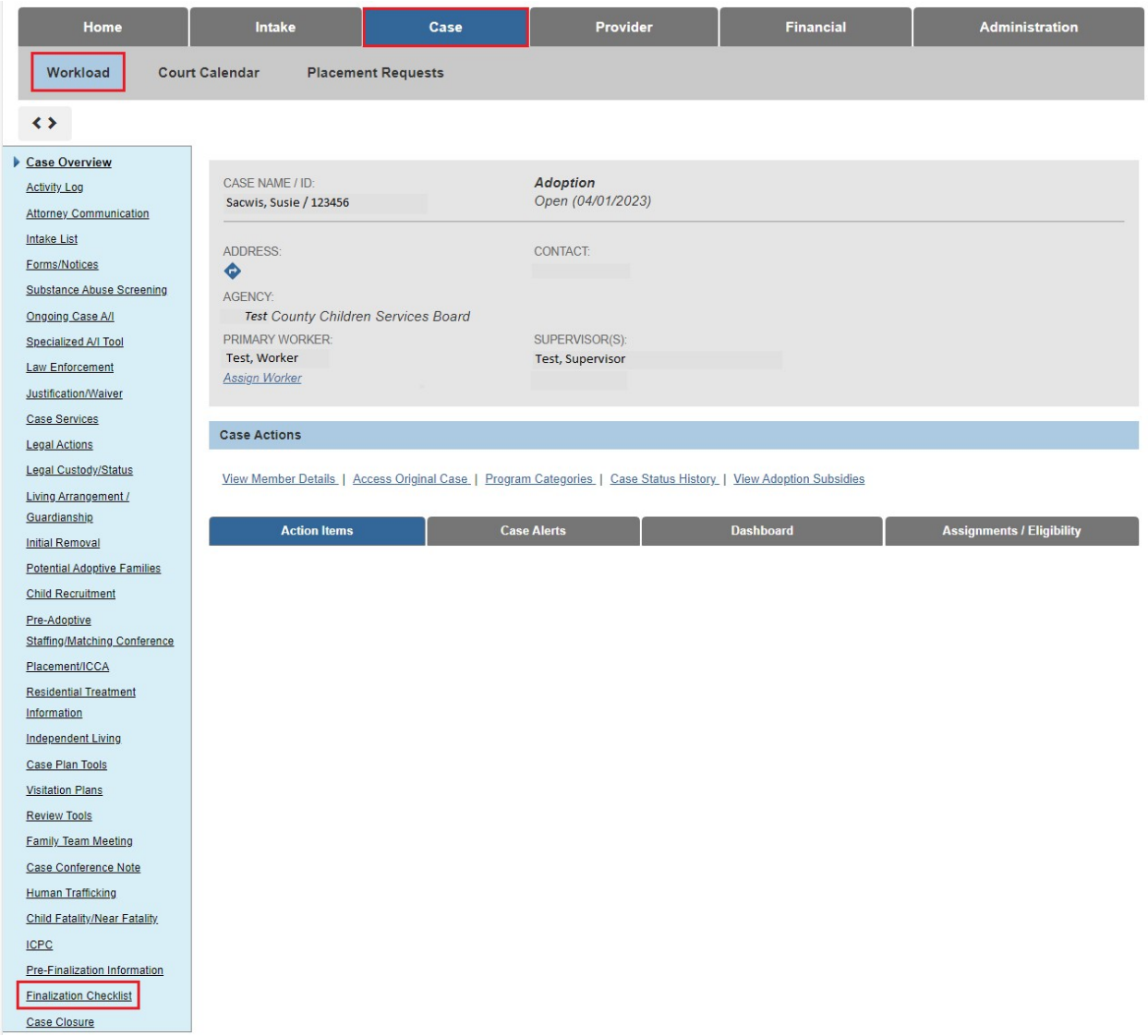
In addition to these tasks, other mandated adoption work items still need to be completed, such as the pre-adoptive staffings, search potential adoptive families, matching conferences, case plans, IL plans, case reviews / SARs, monthly visits, activity logs, and pre-finalization adoption assessment. However, discussing specifics about these other tasks is not within the scope of this Knowledge Base Article. If needed, please refer to the following related Knowledge Base Articles for additional information:

- **Completing a Pre-Finalization Adoption Assessment**
- **Navigating Matching Conference Functionality**

Initializing the Finalization of an Adoption

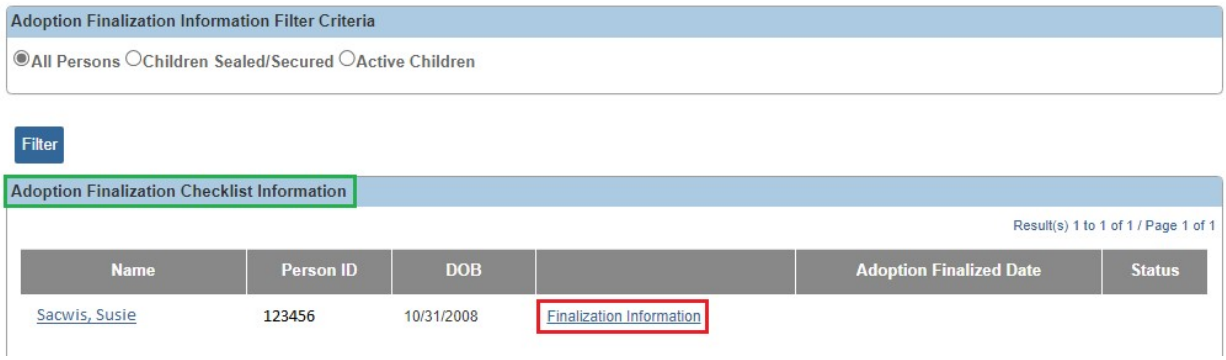
To record the beginning information in preparation of the **Finalization** to seal a child's adoption record, complete the following steps:

1. In the child's **Adoptive Case**, navigate to the **Case Overview** screen.



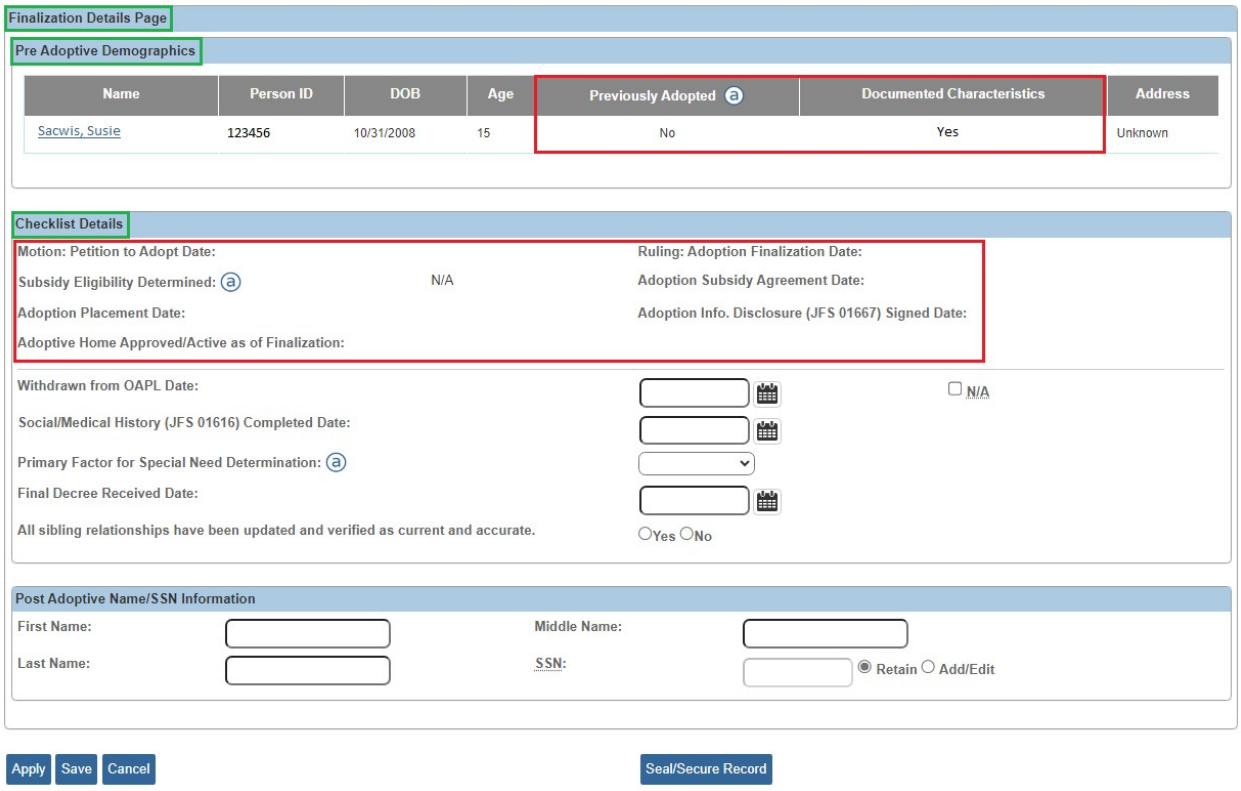
2. Click the **Finalization Checklist** link in the Navigation menu.

The **Adoption Finalization Checklist Information** screen appears.



3. Click the **Finalization Information** link for the desired child.

The **Finalization Details Page** appears.



Important: The fields shown in red above display **required** data that is recorded elsewhere in the application. This data must be recorded **prior** to sealing the child's adoption record.

Please refer to the following sections for additional information about these required fields.

Recording the Previously Adopted Value and Documented Characteristics

Complete the following steps to if you need to record the **Previously Adopted** value and the **Documented Characteristics**.

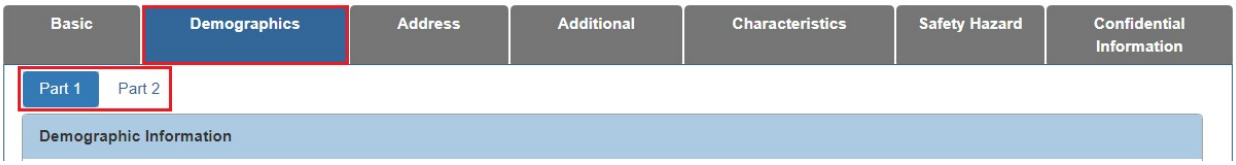
1. On the **Finalization Details Page**, click the child's **Name** link.

The **Person Overview** screen appears.

2. Click the **Profile** tab.

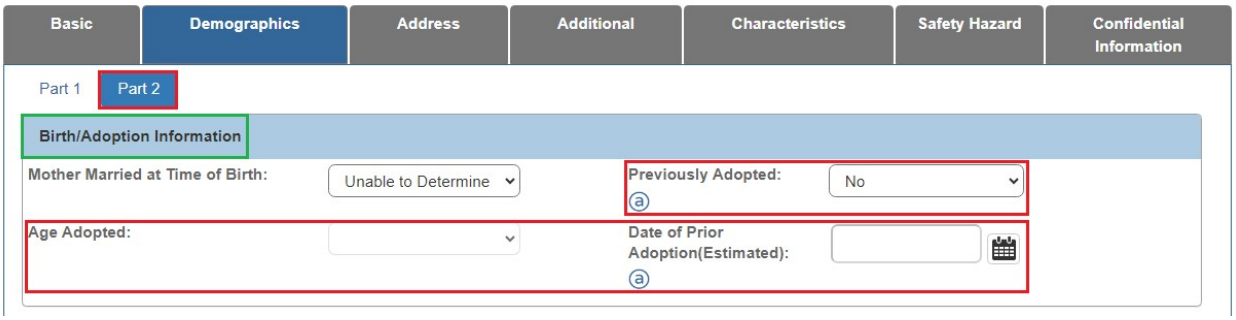
The **Person Profile – Basic** screen appears.

3. Click the **Demographics** tab. The **Demographics Part 1** tab appears.



4. Click the **Part 2** link.

The **Demographics Part 2** tab appears.



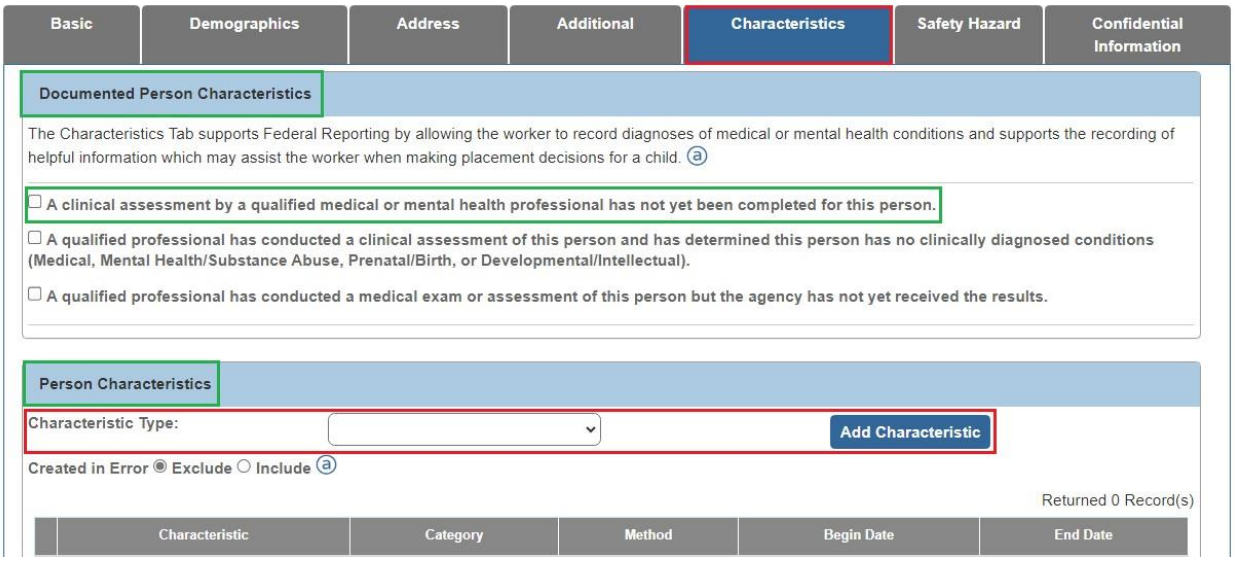
5. In the **Birth/Adoption Information** section, select the appropriate **Previously Adopted** value.

Note: If you select the value '**Yes**', then you must also enter the **Age Adopted**.

6. Click the **Apply** button at the bottom of the **Demographics Part 2** tab.

7. Click the **Characteristics** tab.

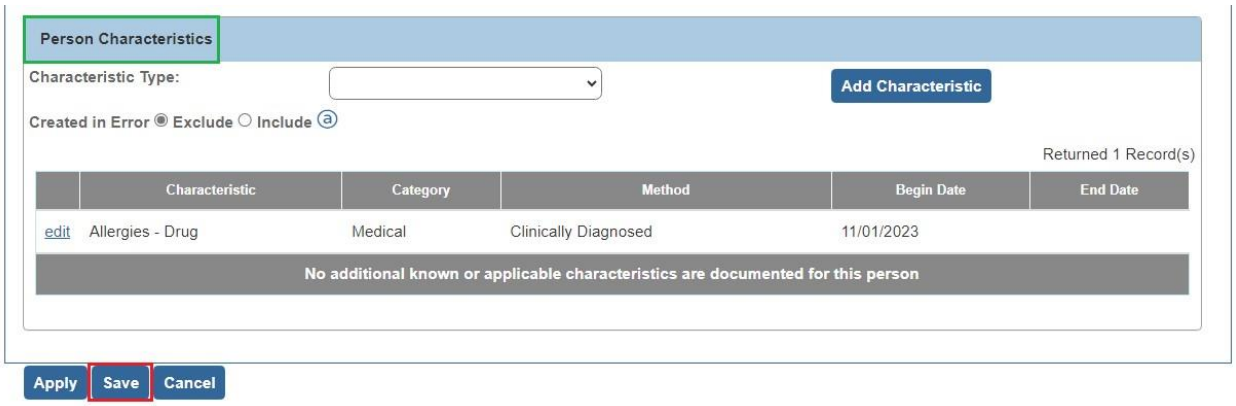
The **Documented Person Characteristics** screen appears.



8. Enter all of the applicable child **Characteristics**.

Note: Selecting the '**A clinical assessment by a qualified professional has not yet been completed for this person**.' checkbox (shown in green above) will not mark the **Documented Characteristics** complete on the **Finalization Details** page.

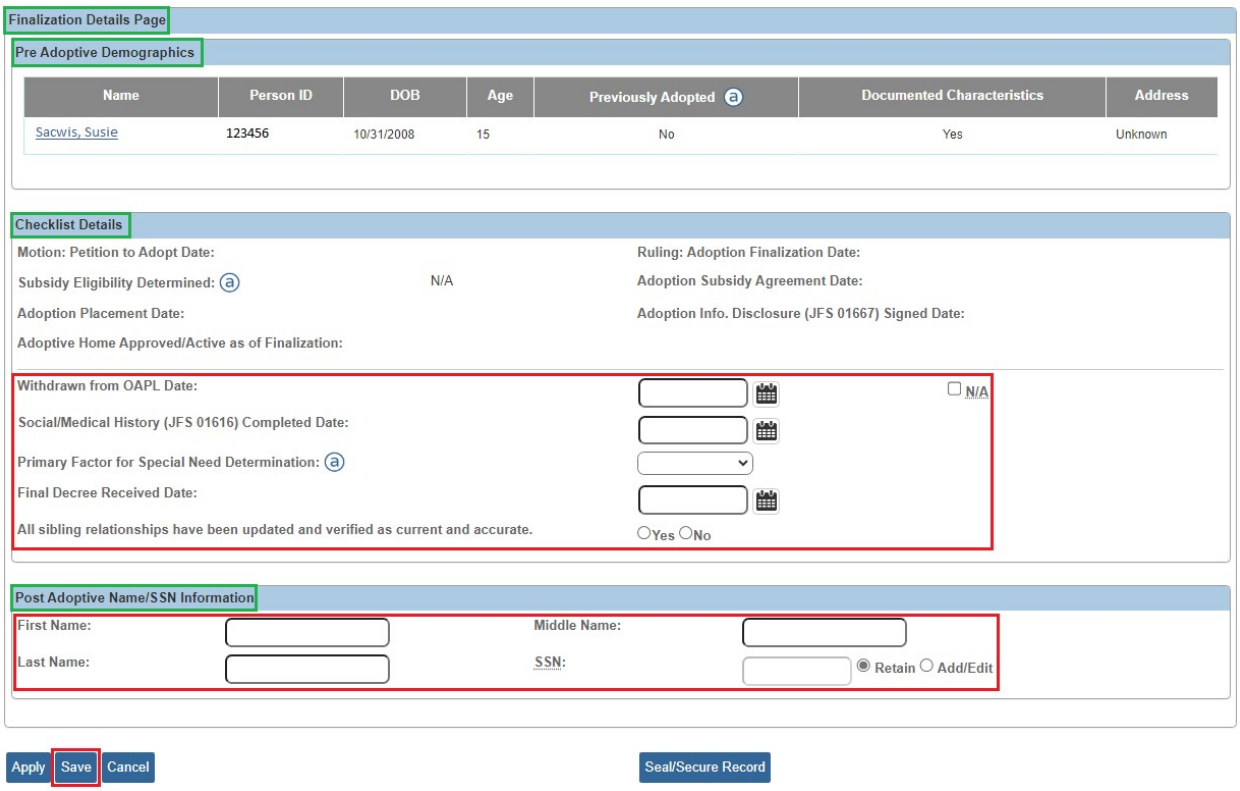
9. When complete, click the **Save** button at the bottom of the **Characteristics** tab.



The **Person Overview** screen appears.

10. Click **Close** at the bottom of the page.

The **Finalization Details Page** appears.



11. Enter the **Withdrawn from OAPL Date** OR select the **N/A** checkbox.

12. Enter the **Social/Medical History (JFS 01616) Completed Date**.

13. Select the **Primary Factor for Special Need Determination** value.

14. Enter the **Final Decree Received Date**.

15. Select radio button for **All Sibling Relationships Have Been Updated and Verified as Current and Accurate**.

16. Enter the child's **Post Adoptive Name**.

Note: This name will be the **Post-Adoptive Person Name** as it is documented here. Please double-check spelling and accuracy **prior** to sealing the record. **As you enter the name in the Post Adoptive Name area, know that the name typed in these fields is the same name that appears on the child's medical card**.

17. Enter the child's **SSN** (if applicable).

18. Click the **Save** button.

Recording the Motion and the Ruling

Please refer to the following Knowledge Base Articles for additional details about recording the dates displayed in the **Motion: Petition to Adopt Date** and **Ruling: Adoption Finalization Date** fields on the Finalization Details Page.

- **Entering Hearings and Rulings**
- **Recording a Legal Status & Custody Episode**
- **Recording a Court Ruling with a Legal Status**

Recording the Subsidy Eligibility Determination

Important: When the system validates the completion of the **Subsidy Eligibility Determined** field on the Finalization Details Page, there must display a value of **AA, SAMS**, **Ineligible**, or **N/A** to be considered complete.

Finalizing an Adoption Record and Closing the Adoption Case

Ohio SACWIS allows a child's record to be sealed and the adoption case to be closed even when an **AA Subsidy Determination** record has not been recorded in Ohio SACWIS.

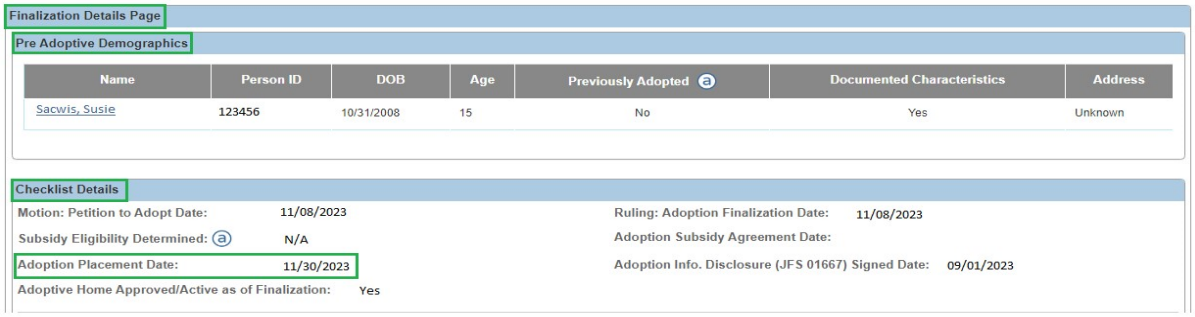
Therefore, if the child might receive (or is going to receive) an AA subsidy, then **prior to sealing the child's adoption record**, an **AA Subsidy Determination** record **must** be completed in Ohio SACWIS.

At the time of the child's adoption finalization, if the adoptive family does not want to receive AA, but may want to receive AA in the future, then an **AA Subsidy Determination** record must still be recorded with a zero-dollar amount **prior to sealing and closing the adoption case**.

Please refer to the **Recording Adoption Assistance Subsidy** Knowledge Base Article for details about recording an AA Subsidy Determination record in Ohio SACWIS.

Recording the Adoption Placement Date

The read-only **Adoption Placement Date** field (shown in green below) pulls from the placement **Begin Date** field where the placement type = **Approved Adoptive Home**.



Recording the Placement Discharge

The system uses the placement discharge to determine the value for the **Adoptive Home Approved/Active as of Finalization** field (shown in green below). In most cases, the 180-day placement period has occurred at this point in the process and the adoptive placement is ready to be discharged.

Note: When discharging the placement, the system will utilize the PC/PS termination date with reason 'Adoption Finalized' when determining the **Yes** or **No** value for the **Adoptive Home Approved/Active as of Finalization** field. The system will determine the value Yes for this field if either of the following criteria are met:

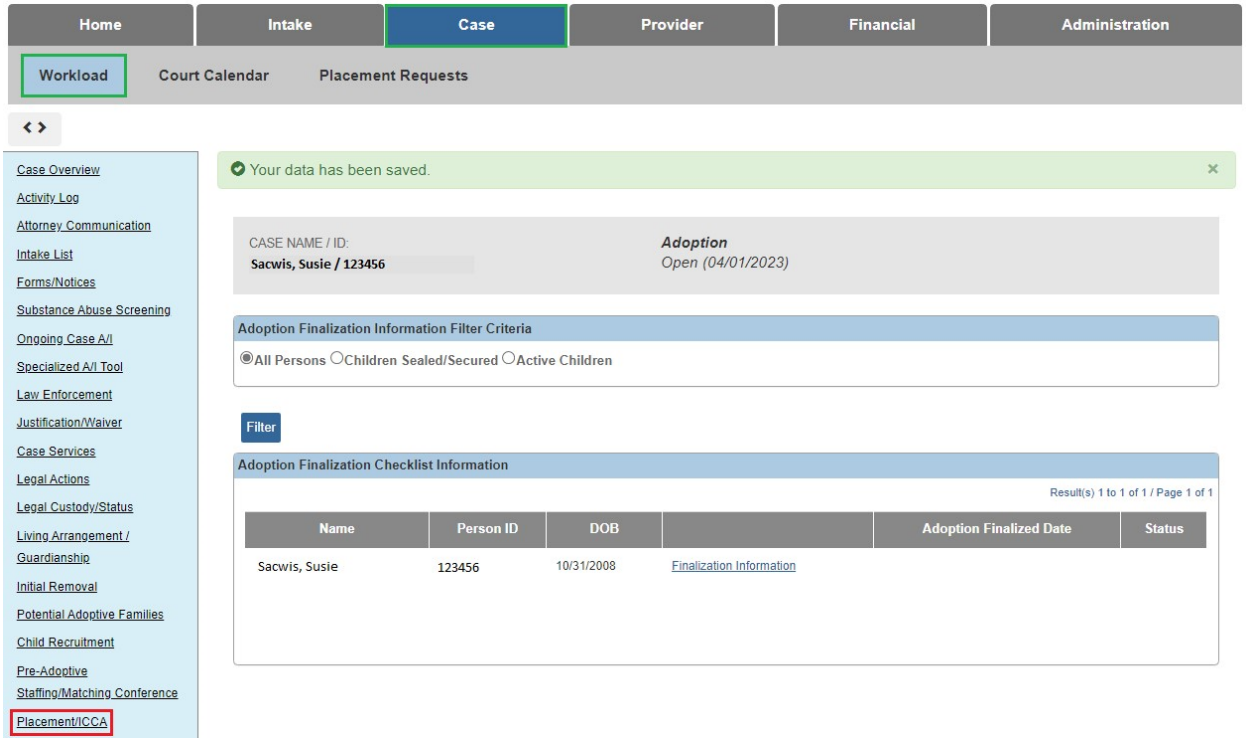
- If the PC/PS termination date falls within the date range covered by the **Adopt Care License effective date** through **Adopt Care License expiration date** span of the child's most recent Adoptive Care Placement record (not marked as 'created in error').

OR

- If the Adoptive Care 1692 approved effective date occurs prior to the PC/PS termination date.

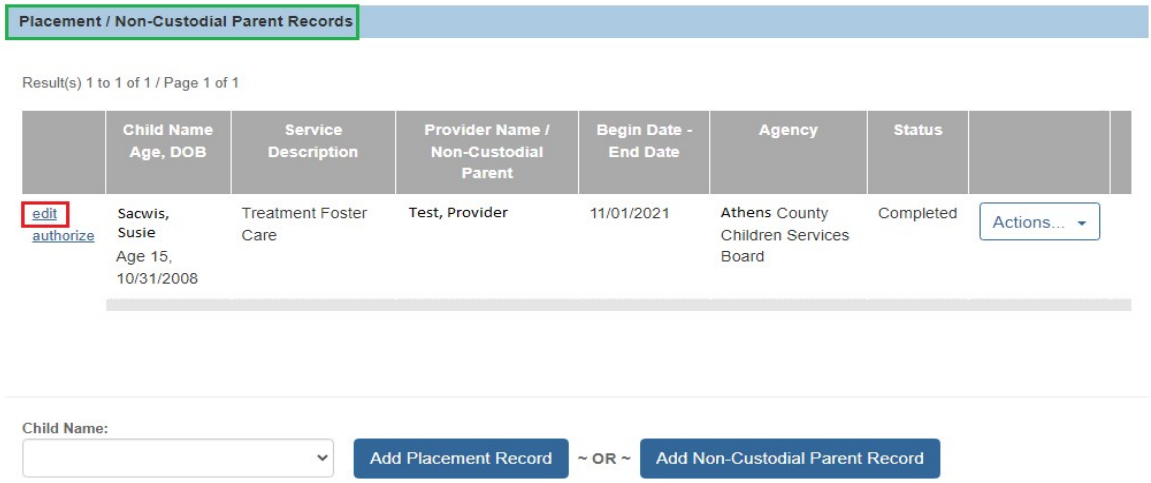
Once the child's adoption has been finalized, you need to **Discharge the Placement** by completing the following steps:

1. In the child's **Adoptive Case**, navigate to the **Case Overview** screen.
2. Click the **Placement/ICCA** link in the Navigation menu.



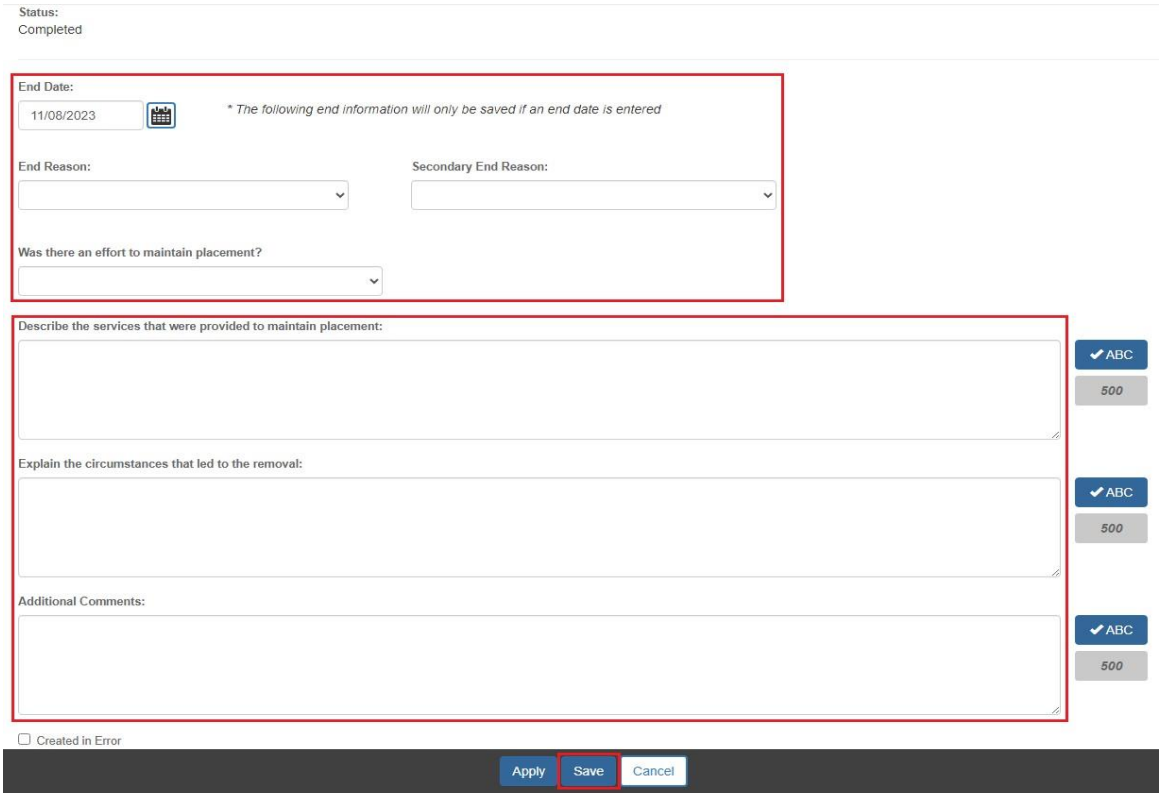
The **Placement Records** screen appears.

3. Click the **Edit** link in the appropriate row.



The **Service Information** screen appears.

4. In the **End Date** field, select the appropriate finalization date.
5. In the **End Reason** field, select the appropriate option.
6. If needed, enter a reason in the **Secondary End Reason** field.
7. In the '**Was there an effort to maintain placement?**' field, select **Yes** or **No**.
8. In the three **Narrative** fields, enter the appropriate content.



9. Click the **Save** button at the bottom of the screen.

The **Placement Records** screen appears.

For additional information, please refer to the **Creating a Placement Discharge Record for AFCARS Reporting** Knowledge Base Article.

Recording/Viewing the Adoption Info Disclosure Activity Log

The read-only **Adoption Info Disclosure (JFS 01667) Signed Date** field (shown in green below) pulls from the **Start Activity Date** field of the **Activity Log** that meets the following criteria:

- Case Category = Adoption
- Category = Adoption
- Subcategory = Adoptive Information Disclosure (JFS 01667) Signed
- The Associated Participants include the specific child.
- Activity State = Completed

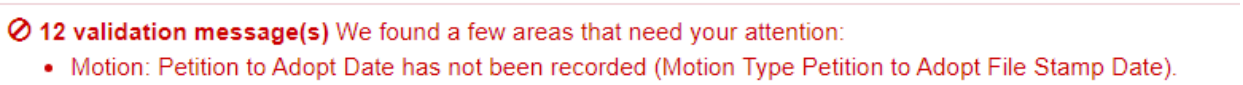
For additional information, please refer to the **Creating an Activity Log** Knowledge Base Article.

Sealing the Child's Adoption Record

Complete the following steps to **Seal and Secure** the child's adoption record.

1. On the **Finalization Details Page**, click the **Seal/Secure Record** button.

If the **Finalization Details Page** is not complete, you will receive the following message:



2. Complete the Details page to resolve the validation error, if applicable.

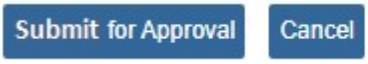
Once the **Finalization Details Page** is complete, any outstanding validations will display. Examples include:

- Not all AFCARS adoption elements have been entered for that child.
- There are open services and service authorizations (except for adoption subsidy) that have not been closed.
- The child's last placement record has not been end dated.
- A discharge date and discharge reason has not been entered on the child's placement record.
- All associated ticklers to the child must be disposed.
- All draft Activity Logs for the child must be resolved.
- This child's Visitation Plan must be end dated or deleted.
- The child has an In Progress Pre-Finalization Adoption Assessment; please resolve.
- The child is a participant in a draft Attorney Communication; please resolve.
- There is an appeal(s) without an appeal outcome.
- Child is associated as a family team meeting (FTM) participant in a family team meeting in draft status.
- Child is a participant of a pending pre-adoptive staffing record.
- Child is a child to be matched or sibling to be included of an in-progress matching conference record.
- Child is a member of a draft Foster Care (FC) Exit Interview record.

- Child has an in-progress or pending approval Foster to Adopt 1692 Homestudy record.
- The child is an intake participant of a Screened-In intake that does not have an Assessment/Investigation completion date.
- The child is a part of an uncompleted work item (Pre-Adoptive Staffing, Semi Annual Review, Safety Plan, Family Assessment, Safety Assessment, Ongoing A/I, Specialized A/I). The system will list the individual uncompleted work items.
- The child is a part of a pending approval work item (Semi Annual Review, Safety Plan, Family Assessment, Safety Assessment, Ongoing A/I, Specialized A/I). The system will list the individual pending approval work items.
- [Child Name] has been determined eligible for [AA, SAMS, or Non-Recurring Expenses]; the case service and service authorization must be completed.

3. **Resolve** the outstanding validations, if applicable.

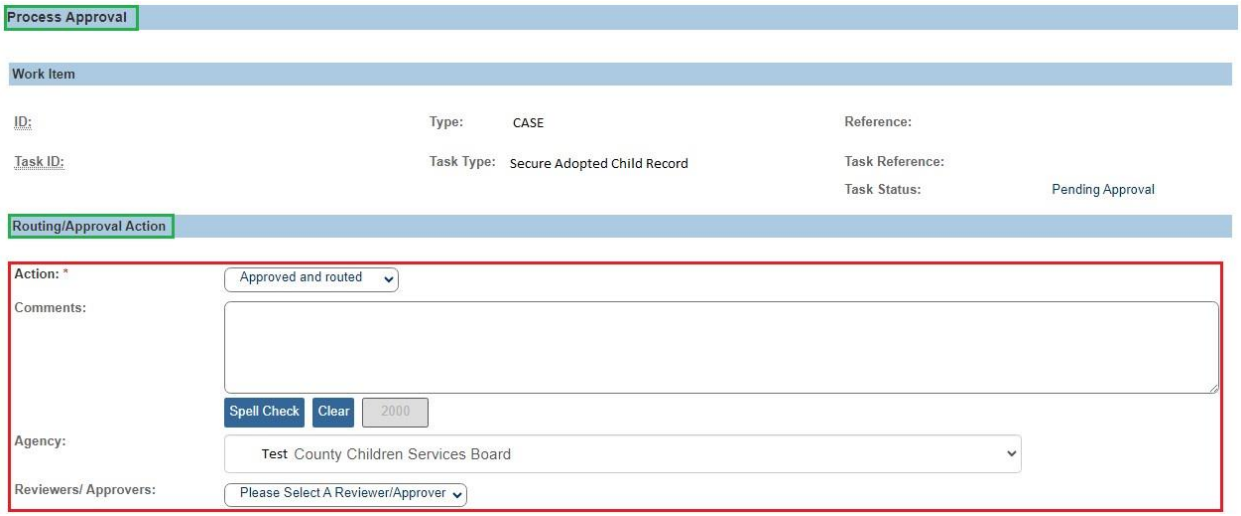
If no outstanding validation messages are displayed, the **Adoption Case Security Approval Validation Details** screen will enable the **Submit for Approval** button.



4. Click the **Submit for Approval** button.

The **Process Approval** screen appears.

5. In the **Action** field, select **Approved and Routed**.
6. In the **Reviewers/Approvers** field, select the appropriate name.

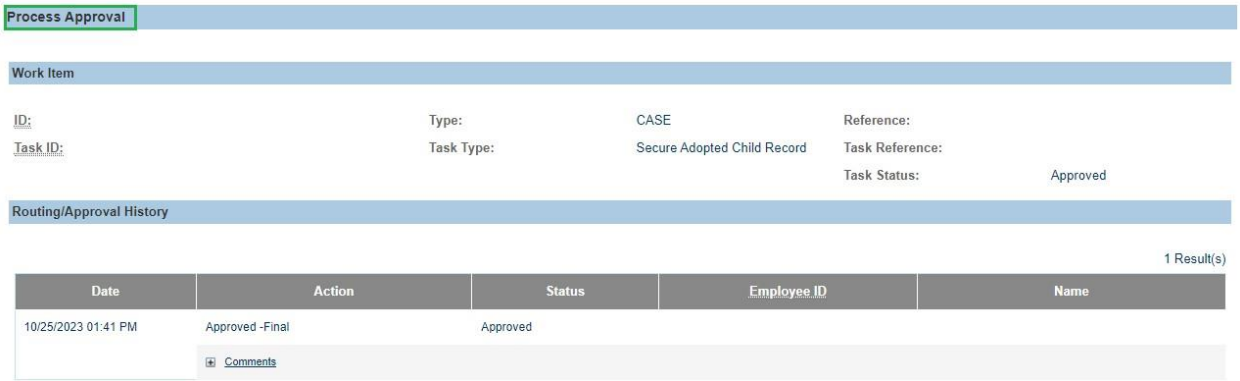


7. Click the **Save** button.
8. The selected supervisor will then **Approve** the adoptive child's record to seal and secure it.
9. **Repeat** these steps for any siblings, as needed.

As shown in green, once the supervisor has approved the child's record, an **Approved** link appears on the **Adoption Finalization Checklist Information** screen.

10. If you wish to view the approval information, click the **Approved** link.

The **Process Approval** screen appears.



Once the supervisor approves, the child's record is sealed.

Important Items to Note about Sealing and Securing Adoptions:

During the process of sealing and securing a child's adoption record, the system automatically completes several actions including:

- Issues the child a new identity by creating a **new** Person ID.
- Links the two Person IDs together (pre-adoptive vs. post-adoptive) "behind the scenes".
- Changes the child's name to the new adoptive name (recorded in the child's **Post Adoptive Name** section).
- Adds the child's post-adoptive Person ID as a permanent provider member in the provider record.
- Makes the child's pre-adoptive Person ID an Inactive case member of the adoption case (as of the PC/PS termination date, not the date the supervisor approved the Sealing/Securing of the record).

Once these actions occur, Ohio SACWIS maintains all of the child's pre-adoptive Person ID history (such as case history, intake history, case plans, removal records, court information, placement records, etc.) for the child's ongoing case and adoption case.

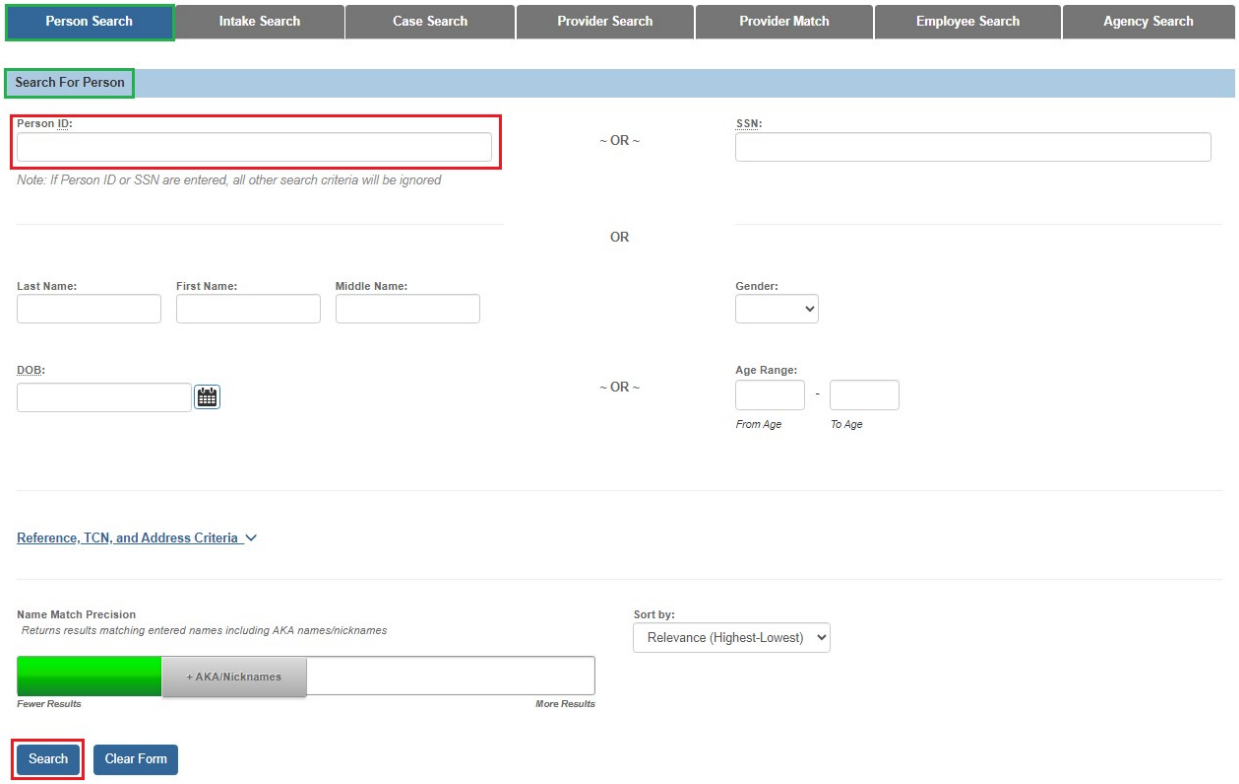
Viewing the Child's Pre-Adoptive Person ID History

To view the child's pre-adoptive Person ID history, complete the following steps:

1. Click the **Person Search** link in the **Search** menu at the top of the Ohio SACWIS screen.

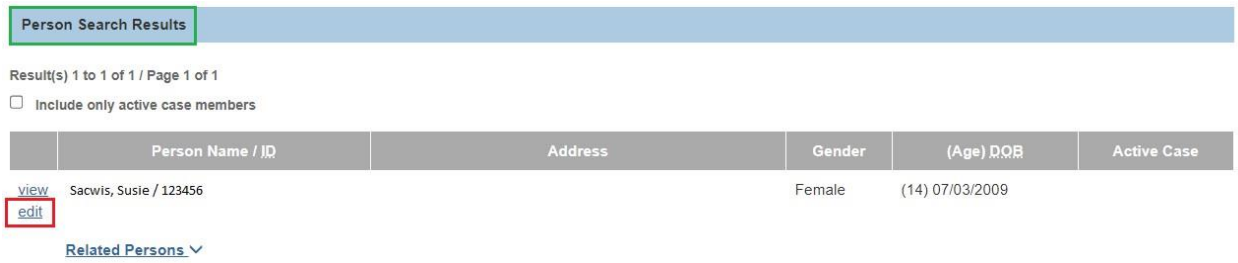
The **Person Search Criteria** screen appears.

2. In the **Person ID** field, type the appropriate **Person ID**.



3. Click the **Search** button.

The **Person Search Results** section appears at the bottom of the screen.

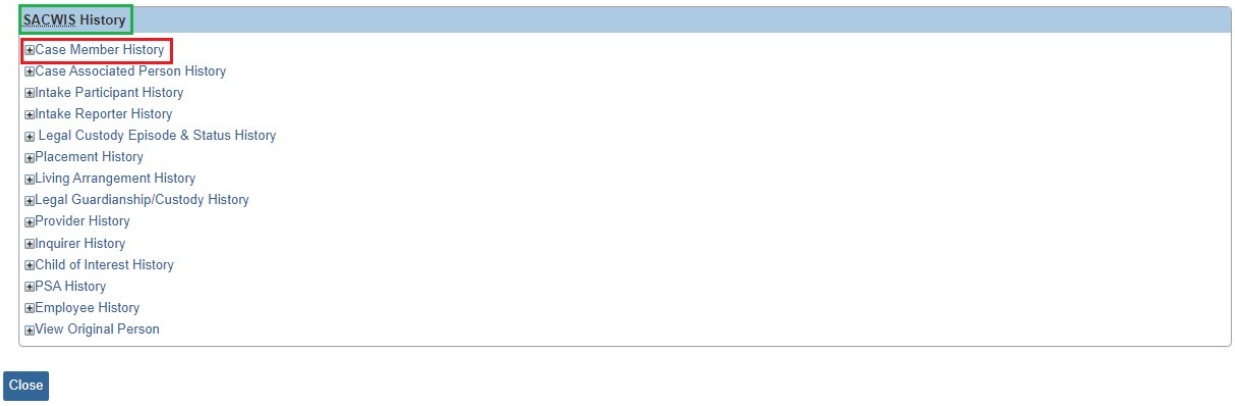


4. Click the **Edit** link in the appropriate row.

The **Person Information** screen appears.

5. Click the **Ohio SACWIS History** link.

The **Ohio SACWIS History** screen appears.



6. Click the desired link, such as the **Case Member History** link.

The links expand as shown in the following example:

Viewing the Child's Post-Adoptive Person ID History

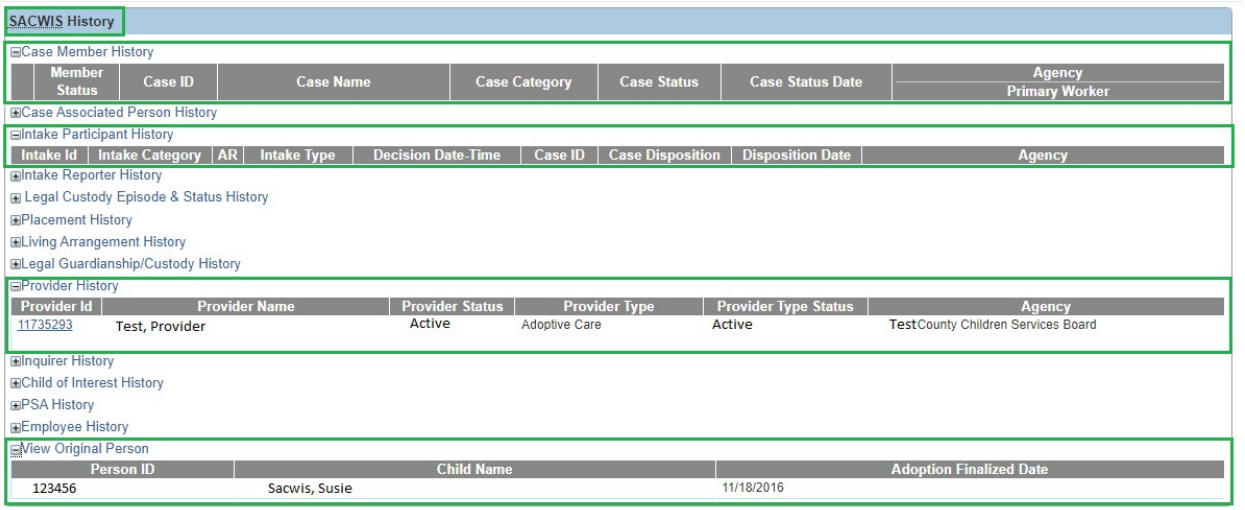
To view the child's post-adoptive **Person ID** history, complete the following steps:

1. Perform a **Person Search** using the child's **Post-Adoptive Name** (or **new Person ID**) using the steps previously discussed.
2. Navigate to the child's **Ohio SACWIS History** screen using the steps previously discussed.

- The post-adoptive **Person ID Case Member History** and **Intake Participant History** will remain non-existent until when or if the child is involved in a new case through the Intake process.
- The **Provider History** section now lists the child as a member of the adoptive care provider home and shows his or her post-adoptive Person ID.
- If you have the appropriate security level, the **View Original Person** section displays the child's original Person ID and the name associated with that Person ID.

3. Click the desired link to view information.

As shown in green below, the child's post-adoptive **Case Member History** and **Intake Participant History** are non-existent, but the **Provider History** appears and (with the appropriate security role) the **View Original Person** section expands.



SACWIS History

Case Member History

	Member Status	Case ID	Case Name	Case Category	Case Status	Case Status Date	Agency Primary Worker

Case Associated Person History

Intake Participant History

Intake Id	Intake Category	AR	Intake Type	Decision Date-Time	Case ID	Case Disposition	Disposition Date	Agency

Intake Reporter History

Legal Custody Episode & Status History

Placement History

Living Arrangement History

Legal Guardianship/Custody History

Provider History

Provider Id	Provider Name	Provider Status	Provider Type	Provider Type Status	Agency
11735293	Test, Provider	Active	Adoptive Care	Active	TestCounty Children Services Board

Inquirer History

Child of Interest History

PSA History

Employee History

View Original Person

Person ID	Child Name	Adoption Finalized Date
123456	Sacwis, Susie	11/18/2016

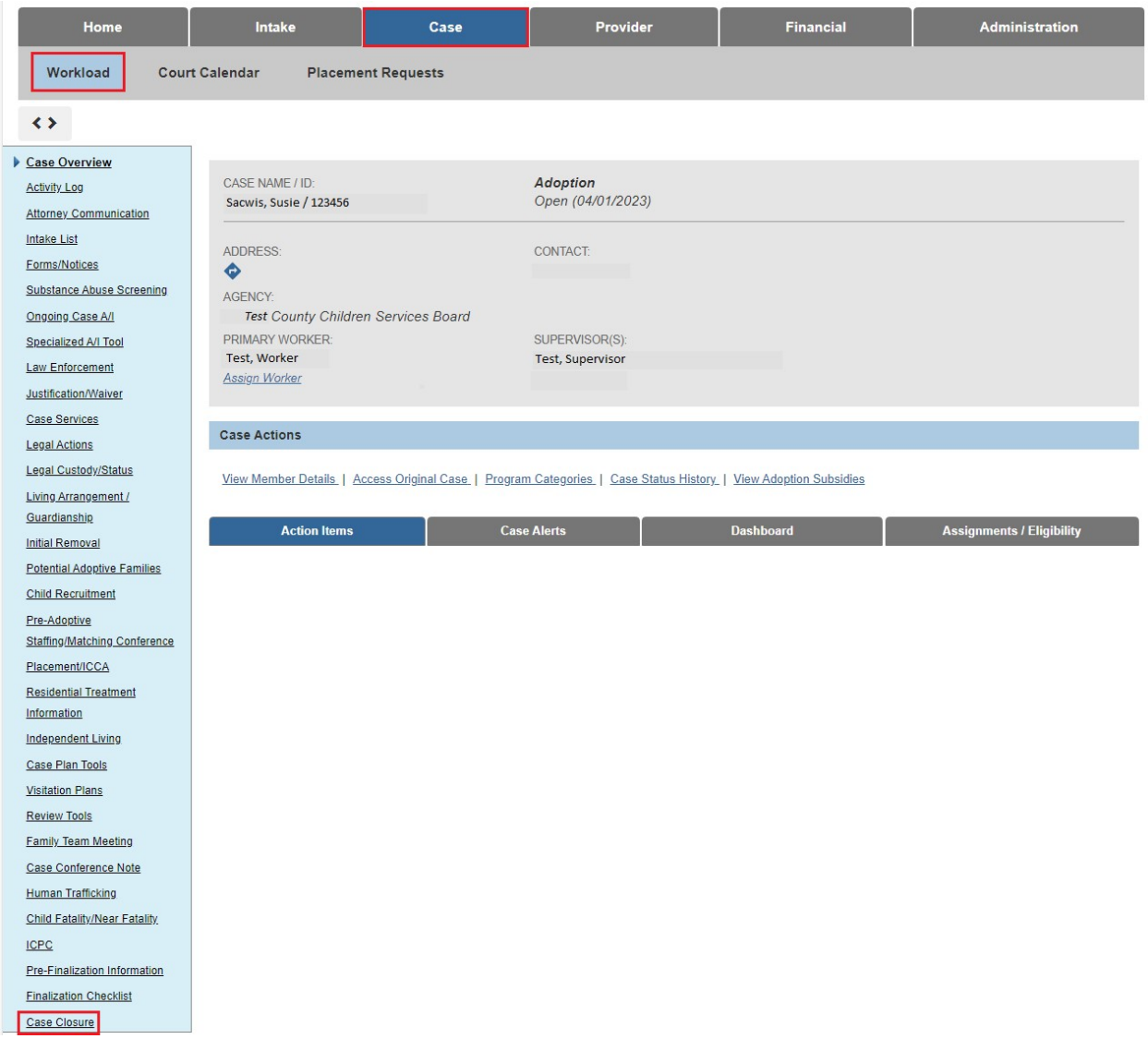
Completing the Adoption Case Closure

There are several reasons an adoption case can be closed, for example:

- The Child(ren) has reached Adoption Finalization.
- The Child is deceased; services are no longer being provided.
- The Child Legal Status (PC or PS) has changed.
- The Child reaches the age of majority and is no longer receiving adoption case services.
- Or any combination of the above when two or more siblings are in the same adoption case.

To **Close** an adoption case, complete the following steps:

1. Click the **Case Closure** link in the Navigation menu.



The **Case Closure(s)** screen appears.

2. Click the **Add Case Closure** button.

Note: There will always be only **one** Case Closure record per adoption case. Once an adoption case is closed, it cannot be reopened.

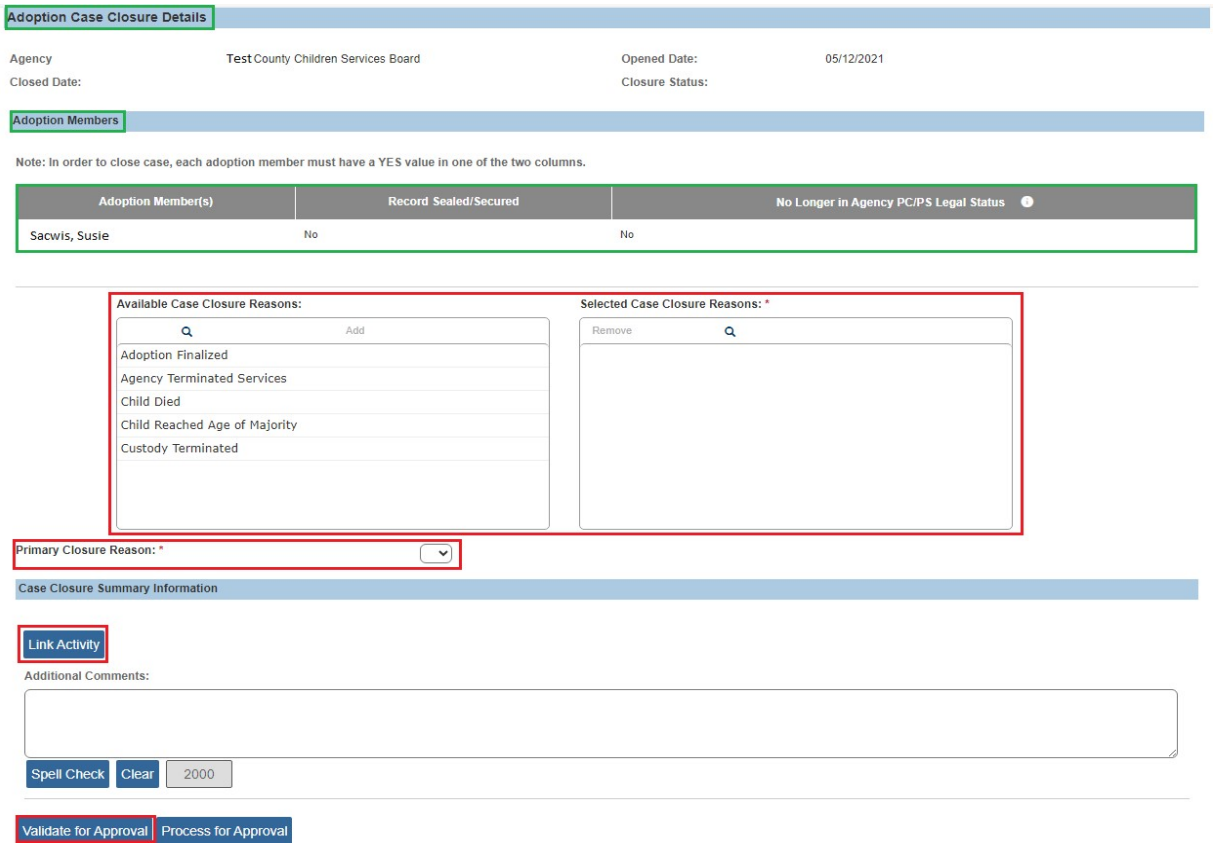
The **Adoption Case Closure Details** screen displays.

Note: As shown in green below, all **Adoption Members** will be displayed, along with a Note that in order to close the adoption case, each adoption member must have a Yes value in one of the two columns. The **Yes** value can result from either:

- Clicking the **Inactivate** link to make the child an Inactive member as described in the [Creating an Adoption Case and Reactivating a Child in an Adoption Case] Knowledge Base Article,

OR

- Sealing the child's adoption record.



3. Select the appropriate **Case Closure Reason**.

Note: If multiple reasons exist, then select the most recent reason.

4. Click the **Link Activity** button, then link the desired Activity Log.

Note: If needed, record the Case Closure Summary Activity Log and then link it. For additional information, please refer to the **Creating an Activity Log** Knowledge Base Article. Please note that when creating a Case Closure Summary Activity Log, Participants are not required to save the record.

5. Enter any **Additional Comments**, if applicable.
6. Click the **Validate for Approval** button.

Any outstanding validations will display as shown in the example below.

Adoption Case Closure Validation Details

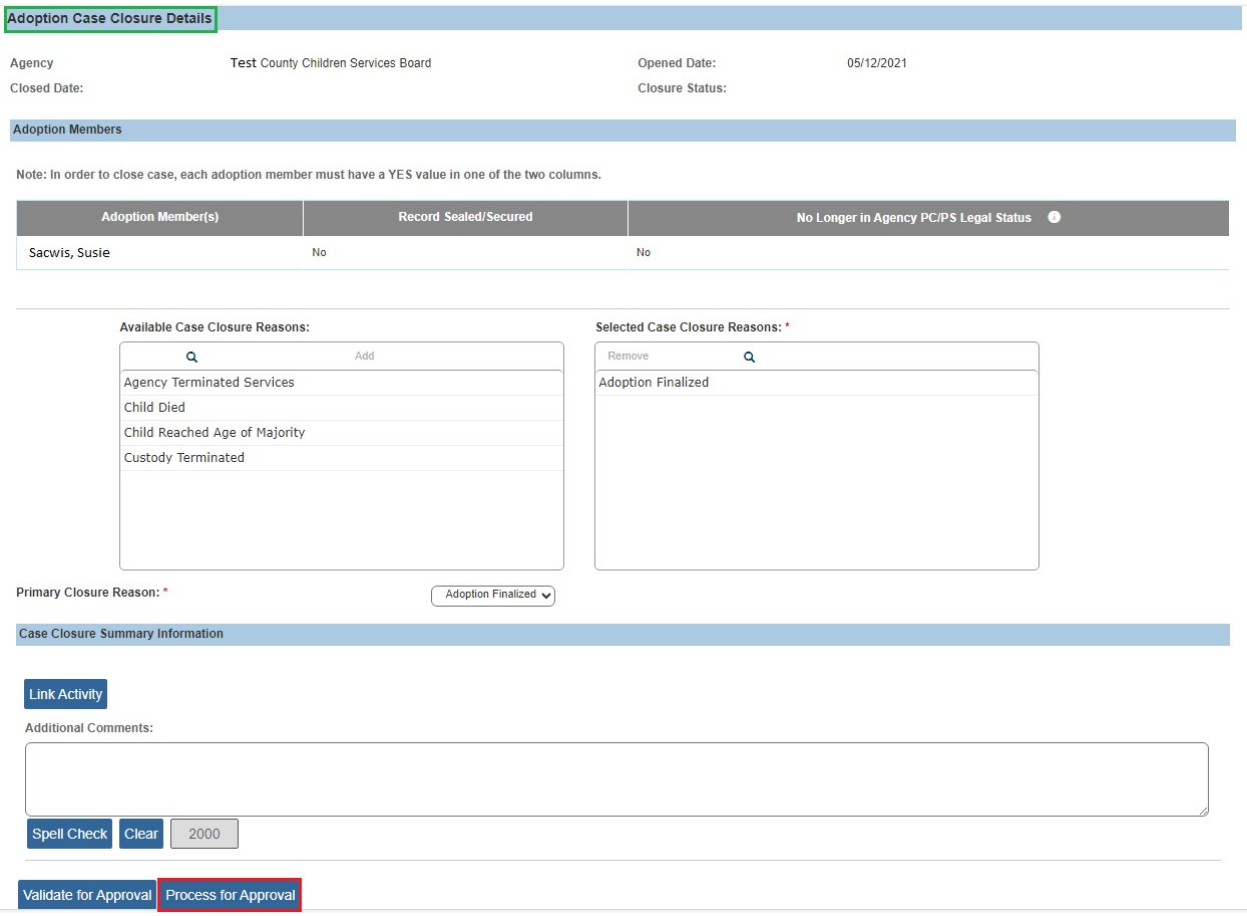
Unresolved Item(s) for Closure	Message
Adoption Members	All adoption members must either be sealed/secured or no longer in agency PC/PS legal status.
Activity Log	No Case Closure Summary Activity Log has been recorded for the current case.
Activity Log	No Case Closure Summary Activity Log has been recorded on or after the Adoption Case Creation date.
Activity Log	All draft activity logs in the case must be resolved.
Case Plan Closure	A Family Case Plan Update for Case Closure is required.
Independent Living Plan	Olivia Bennett has a non-end dated Independent Living (IL) Plan.
Paid Services	Paid Services associated with the case have not been end dated (excluding adoption subsidies as these are not case services).
Unresolved Action Items	All action items associated with this case must be dismissed.
Open Legal Status	The child's legal status must be terminated prior to closing the case.

Close

7. Resolve the outstanding validations, if applicable.

8. When all validations have been resolved, click the **Process for Approval** button on the **Adoption Case Closure Details** screen.

Finalizing an Adoption Record and Closing the Adoption Case



Note: Once an adoption case is closed, it cannot be reopened.

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