Understanding Adoption Confidentiality Functionality in Ohio SACWIS

Knowledge Base Article

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Overview

Important: If needed, refer to the **Completing the Adoption Case Process** Knowledge Base Article to review activities that must be completed in Ohio SACWIS prior to reading about the adoption confidentiality system functionality.

The **Adoption Confidentiality Initiative's** goal is to secure each child's confidential information at the time the adoption record is sealed in Ohio SACWIS. This includes information on both open and closed adoption cases.

This system functionality eliminates the need to create separate adoption cases for siblings, regardless of the number of siblings within the adoption case, as each child's information is now protected.

However, if multiple cases for siblings are created (or have previously been created), Ohio SACWIS's functionality is unable to combine those cases.

How the Ohio SACWIS Functionality Works

Once a child's adoption record has been sealed and secured on an open case, the system automatically "hides" various links within the child's adoption case to users who do not have the security access role of **Closed / Sealed Adoption Reviewer**.

For users who do have this security role, the links remain displayed and/or enabled to view the adopted child's confidential information.

This Knowledge Base Article discusses what appears on various Ohio SACWIS screens when a worker **does** and **does not have** the **Closed / Sealed Adoption Reviewer** security role.

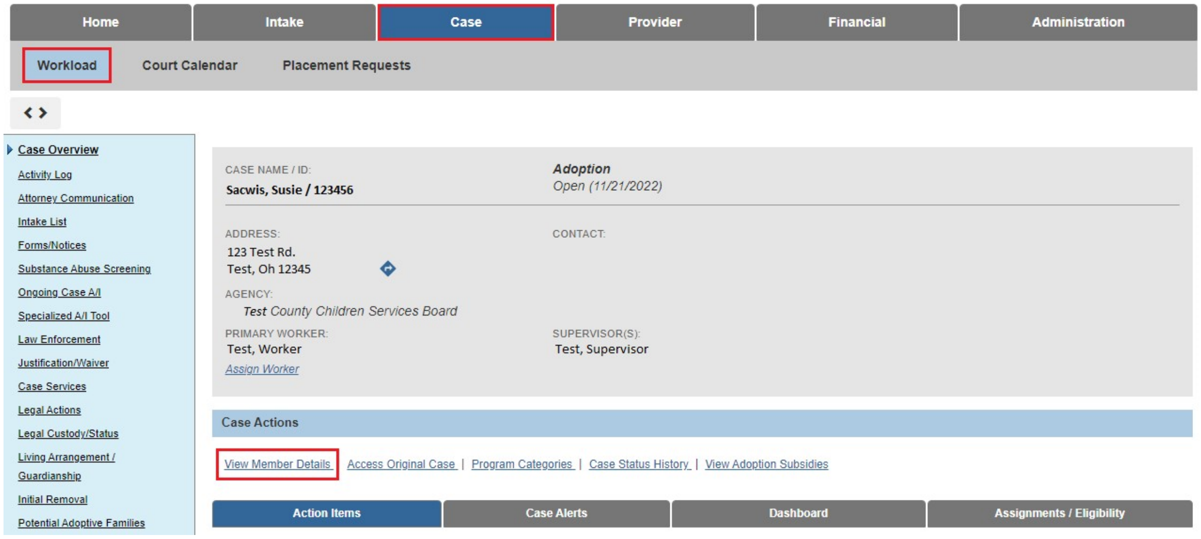
Using the Case Member Information Screen

To see how the adoption confidentiality functions on the **Case Member Information** screen, complete the following steps:

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate adoption **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 adoptive child's **Case Overview** screen.

4. On the child's **Case Overview** screen, click the **View Member Details** link.


Home
Intake
Case
Provider
Financial
Administration
Workload
Court Calendar
Placement Requests
Case Overview
Activity Log
Attorney Communication
Intake List
Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Assign Worker
Case Actions
View Member Details
Access Original Case
Program Categories
Case Status History
View Adoption Subsidies
Action Items
Case Alerts
Dashboard
Assignments / Eligibility

CASE NAME / ID:
Sacwis, Susie / 123456

Adoption
Open (11/21/2022)

ADDRESS:
123 Test Rd.
Test, Oh 12345

CONTACT:

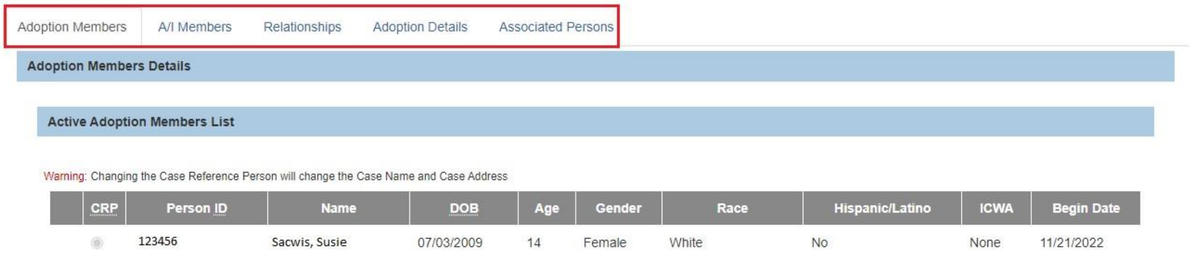
AGENCY:
Test County Children Services Board

PRIMARY WORKER:
Test, Worker

SUPERVISOR(S):
Test, Supervisor

The **Case Member Information** screen appears.

As shown below, once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the following links that contain confidential information appear: **Adoption Members**, **AI Members**, **Relationships**, **Adoption Details** and **Associated Persons.**


Adoption Members
A/I Members
Relationships
Adoption Details
Associated Persons
Adoption Members Details
Active Adoption Members List

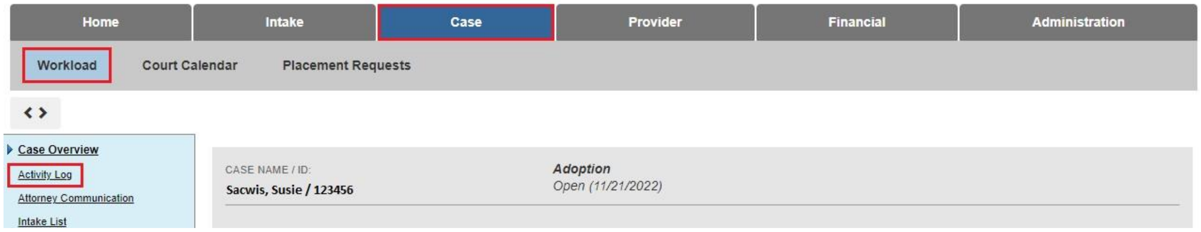
Warning: Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Person ID	Name	DOB	Age	Gender	Race	Hispanic/Latino	ICWA	Begin Date
	○	123456	Sacwis, Susie	07/03/2009	14	Female	White	No	None	11/21/2022

Using the Activity Log Screen

To see how the adoption confidentiality functions on the **Activity Log** screen, complete the following steps:

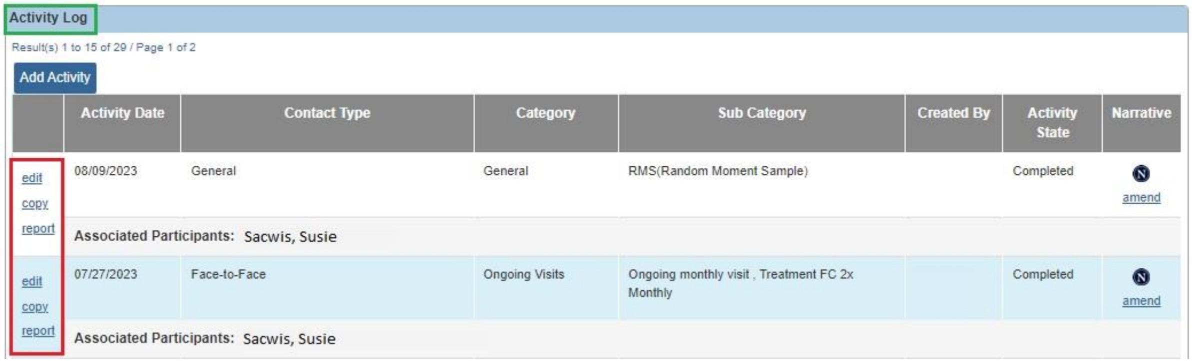
1. Navigate to the adoptive child’s **Case Overview** screen.
2. Click the **Activity Log** link.


Home
Intake
Case
Provider
Financial
Administration
Workload
Court Calendar
Placement Requests
< >
Case Overview
Activity Log
Attorney Communication
Intake List

CASE NAME / ID:
Sacwis, Susie / 123456

Adoption
Open (11/21/2022)

The **Activity Log** screen appears.


Activity Log
Add Activity

Result(s) 1 to 15 of 29 / Page 1 of 2

	Activity Date	Contact Type	Category	Sub Category	Created By	Activity State	Narrative
edit copy report	08/09/2023	General	General	RMS(Random Moment Sample)		Completed	N amend
	Associated Participants: Sacwis, Susie						
edit copy report	07/27/2023	Face-to-Face	Ongoing Visits	Ongoing monthly visit , Treatment FC 2x Monthly		Completed	N amend
	Associated Participants: Sacwis, Susie						

As shown in red, once the child’s adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role **AND** if you were the user who created the record, the **Edit** link and the **Report** link appear.

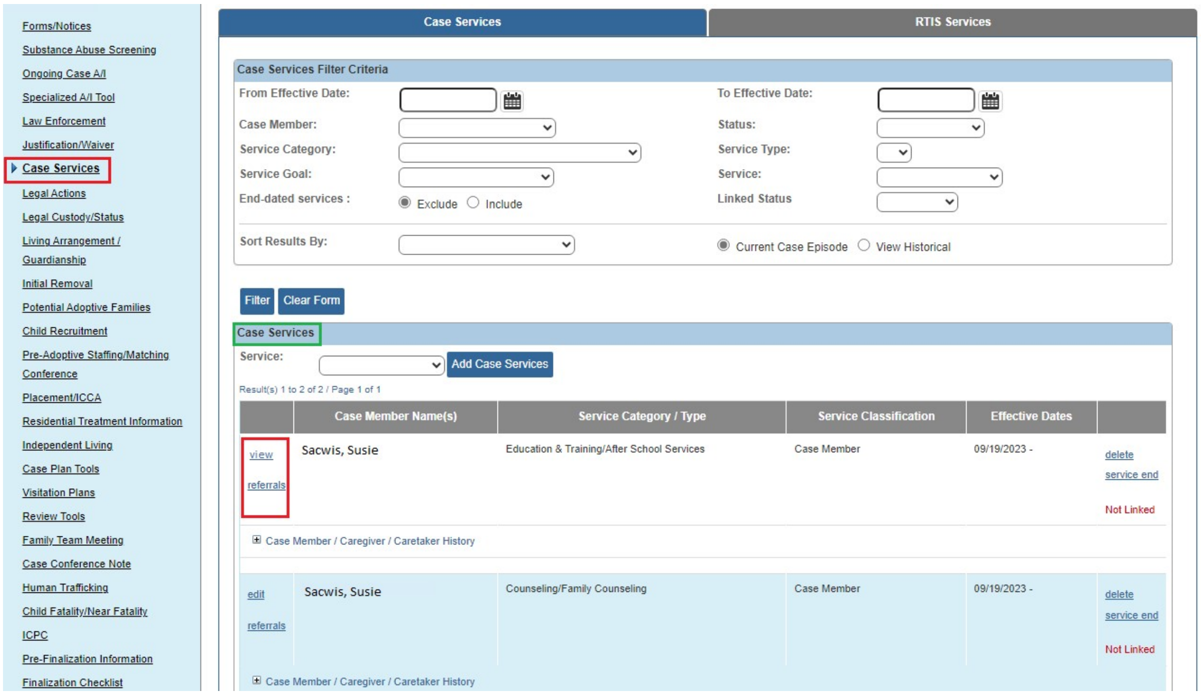
If the child’s adoption record has been sealed / secured but you **do not have** that security role or did not create the record, no links appear.

Important: As the only activity log records “hidden” are those where the child with a sealed adoption record is the only participant, it is necessary to either separate activity logs for each child completely or be aware of what information is included within the activity log narrative. If the record is not separated, do not include any potentially identifying information, as all of the siblings may not finalize at the same time.

Using the Case Services Screen

To see how the adoption confidentiality functions on the **Case Services** screen, complete the following steps:

1. Navigate to the adoptive child's **Case Overview** screen.
2. Click the **Case Services** link.


Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Placement/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Case Conference Note
Human Trafficking
Child Fatality/Near Fatality
ICPC
Pre-Finalization Information
Finalization Checklist
Case Services
RTIS Services
Case Services Filter Criteria
From Effective Date:
To Effective Date:
Case Member:
Status:
Service Category:
Service Type:
Service Goal:
Service:
End-dated services :
Linked Status
Sort Results By:
Filter
Clear Form
Case Services
Service:
Add Case Services

End-dated services : ● Exclude ○ Include

● Current Case Episode ○ View Historical

Result(s) 1 to 2 of 2 / Page 1 of 1

	Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
view referrals	Sacwis, Susie	Education & Training/After School Services	Case Member	09/19/2023 -	delete service end Not Linked
⊞ Case Member / Caregiver / Caretaker History					
edit referrals	Sacwis, Susie	Counseling/Family Counseling	Case Member	09/19/2023 -	delete service end Not Linked
⊞ Case Member / Caregiver / Caretaker History					

The **Case Services** screen appears.

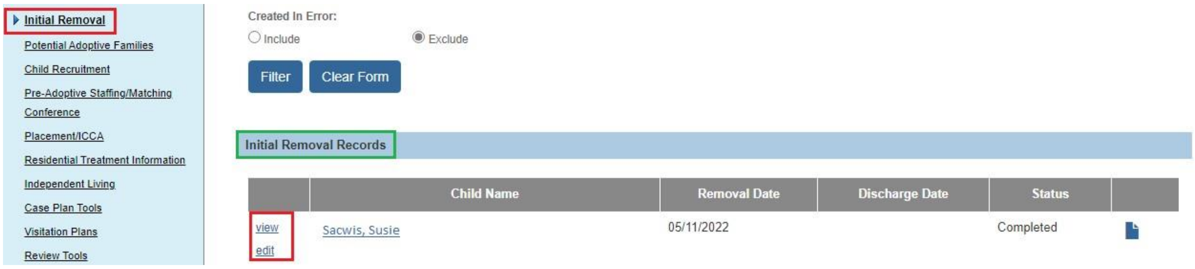
As shown in red, once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the **View** link appears.

If the child's adoption record has been sealed / secured but you **do not have** that security role, the **View** link also appears.

Using the Initial Removal Records Screen

To see how the adoption confidentiality functions on the **Initial Removal Records** screen, complete the following steps:

1. Navigate to the adoptive child's **Case Overview** screen.
2. Click the **Initial Removal** link.


Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Placement/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Filter
Clear Form

Created In Error:
○ Include ● Exclude

Initial Removal Records

	Child Name	Removal Date	Discharge Date	Status	
view edit	Sacwis, Susie	05/11/2022		Completed	

The **Initial Removal** Records screen appears.

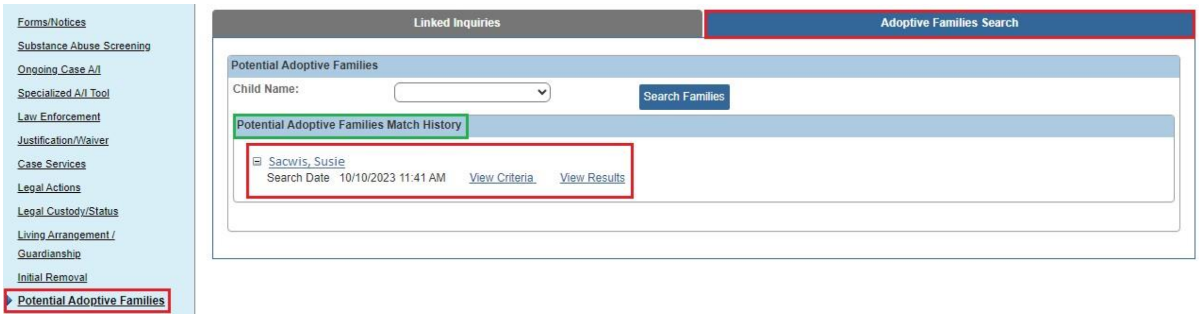
As shown in red, once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, a **View** link appears next to the record.

If the child's adoption record has been sealed / secured but you **do not have** that security role, a **View** link also appears.

Using the Potential Adoptive Families Screen

To see how the adoption confidentiality functions on the **Potential Adoptive Families** screen, complete the following steps:

1. Navigate to the adoptive child's **Case Overview** screen.
2. Click the **Potential Adoptive Families** link. The **Potential Adoptive Families** screen appears.
3. Click the child's name to expand the content.


Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Linked Inquiries
Adoptive Families Search
Potential Adoptive Families
Search Families
Potential Adoptive Families Match History
View Criteria
View Results

Child Name:

Sacwis, Susie
Search Date 10/10/2023 11:41 AM

As shown in red, once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the grid displays the **View Criteria** link and **View Results** link associated to the child.

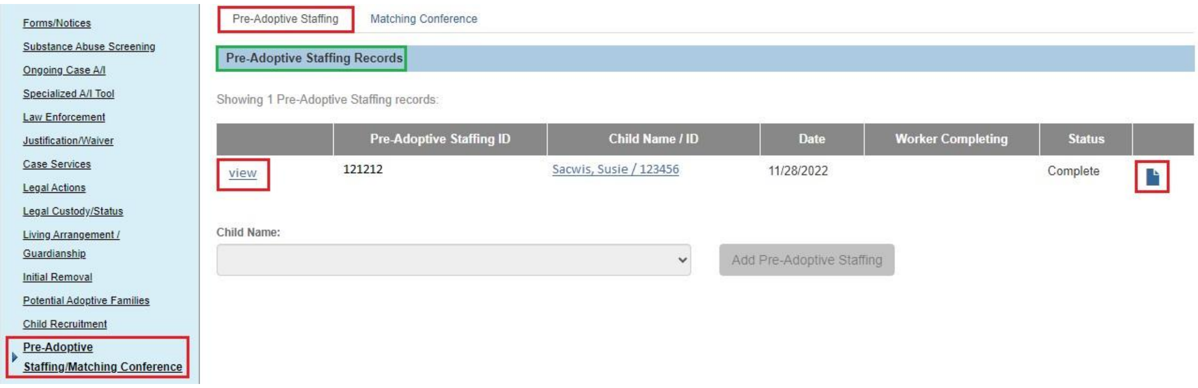
If the child's adoption record has been sealed / secured but you **do not have** that security role, only the **Search Date** and **Search Time** appear.

Using the Placement Decision Process Screen

This sub-section discusses both the **Pre-Adoptive Staffing** link and the **Matching Conference** link.

To see how the adoption confidentiality functions on the **Placement Decision Process** screen, complete the following steps:

1. Navigate to the adoptive child's **Case Overview** screen.
2. Click the **Pre-Adoptive Staffing/Matching Conference** link. The **Placement Decision Process** screen (**Pre-Adoptive Staffing** tab) appears.


Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Pre-Adoptive Staffing
Matching Conference
Pre-Adoptive Staffing Records
Add Pre-Adoptive Staffing

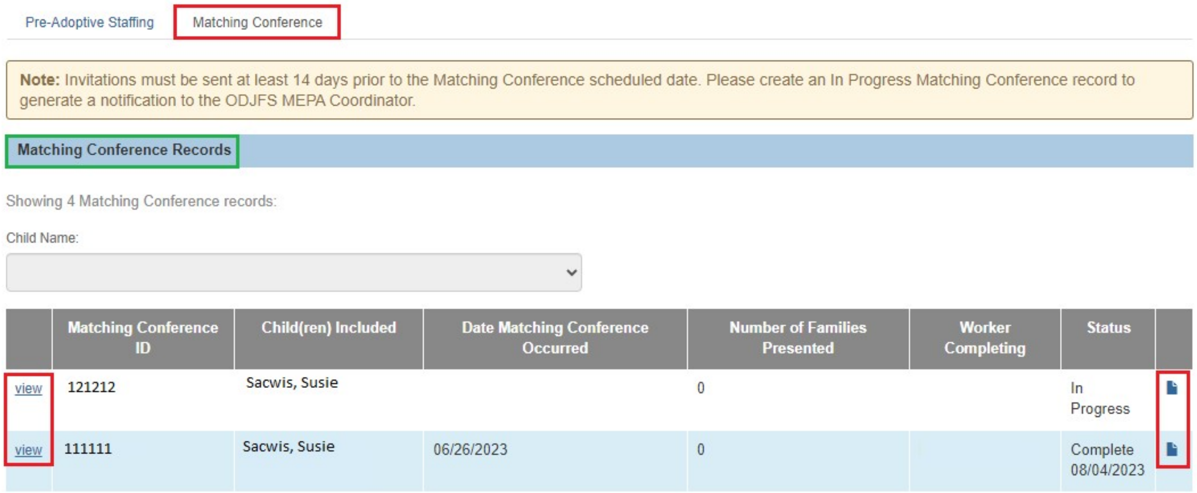
Showing 1 Pre-Adoptive Staffing records:

	Pre-Adoptive Staffing ID	Child Name / ID	Date	Worker Completing	Status	
view	121212	Sacwis, Susie / 123456	11/28/2022		Complete	🗎

Child Name:

As shown in red, once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, a **View** link and **Report** link appear in the grid.

3. Click the **Matching Conference** link near the top of the screen.


Pre-Adoptive Staffing
Matching Conference
Matching Conference Records

Note: Invitations must be sent at least 14 days prior to the Matching Conference scheduled date. Please create an In Progress Matching Conference record to generate a notification to the ODJFS MEPA Coordinator.

Showing 4 Matching Conference records:

Child Name:

	Matching Conference ID	Child(ren) Included	Date Matching Conference Occurred	Number of Families Presented	Worker Completing	Status	
view	121212	Sacwis, Susie		0		In Progress	🗎
view	111111	Sacwis, Susie	06/26/2023	0		Complete 08/04/2023	🗎

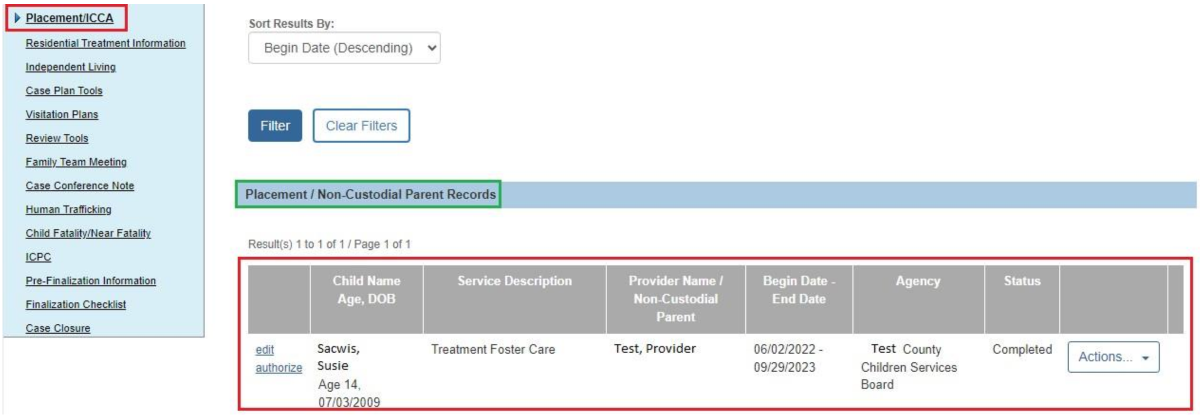
Once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the record displays a **View** link and **Report** link in the grid.

If the child's adoption record has been sealed / secured but you **do not have** that security role, the **View** link and **Report** link do not appear.

Using the Placement Records Screen

To see how the adoption confidentiality functions on the **Placement Records** screen, complete the following steps:

1. Navigate to the adoptive child's **Case Overview** screen.
2. Click the **Placement/ICCA** link.


Placement/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Case Conference Note
Human Trafficking
Child Fatality/Near Fatality
ICPC
Pre-Finalization Information
Finalization Checklist
Case Closure
Filter
Clear Filters
Actions...

Sort Results By: Begin Date (Descending)

Placement / Non-Custodial Parent Records

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

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
edit authorize	Sacwis, Susie Age 14, 07/03/2009	Treatment Foster Care	Test, Provider	06/02/2022 - 09/29/2023	Test County Children Services Board	Completed	Actions...

The **Placement Records** screen appears.

Once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the child's adoptive placement record and foster care to adopt placement record appear in the grid as shown in red.

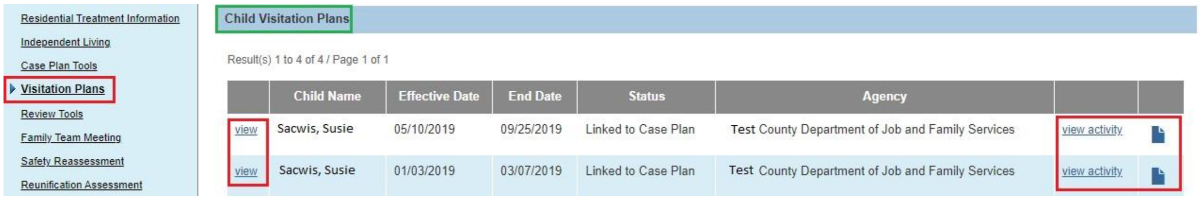
If the child's adoption record has been sealed / secured but you **do not have** that security role, the child's adoptive placement record row is hidden from view.

Another record that cannot be viewed is the child's most recent foster care placement (foster-to-adopt) as the entire record row is hidden from view.

Using the Visitation Plans Screen

To see how the adoption confidentiality functions on the **Visitation Plans** screen, complete the following steps:

1. Navigate to the adoptive child's **Case Overview** screen.
2. Click the **Visitation Plans** link.


Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Safety Reassessment
Reunification Assessment
Child Visitation Plans

Result(s) 1 to 4 of 4 / Page 1 of 1

	Child Name	Effective Date	End Date	Status	Agency		
view	Sacwis, Susie	05/10/2019	09/25/2019	Linked to Case Plan	Test County Department of Job and Family Services	view activity	📄
view	Sacwis, Susie	01/03/2019	03/07/2019	Linked to Case Plan	Test County Department of Job and Family Services	view activity	📄

The **Visitation Plans** screen appears.

As shown in red, once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the **View** link, **Report** link and **Activity** link are available.

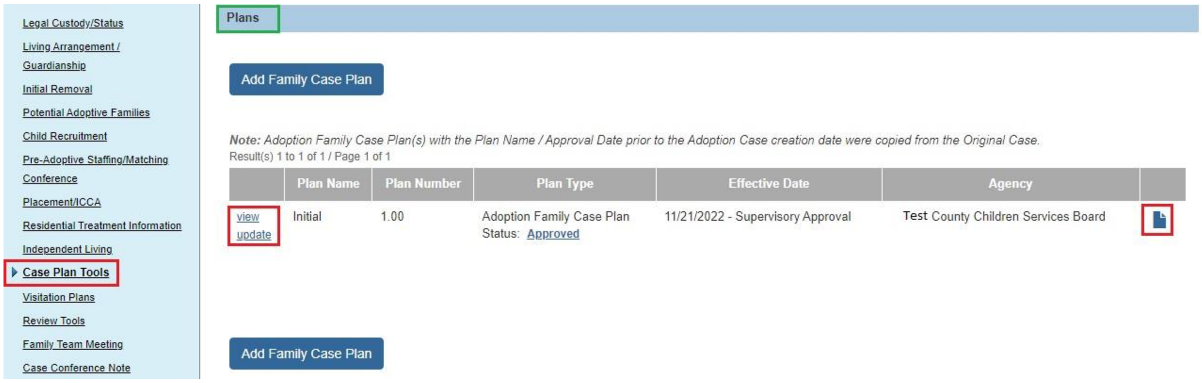
If the child's adoption record has been sealed / secured but you **do not have** that security role, these links are hidden from view as shown below.

Important: The only visitation plans "hidden" are for those children with a sealed adoption record, so do not include any potentially identifying information in a sibling's record (such as the name and/or address of the adoptive parents) since the sibling may not finalize at the same time and their visitation plan would not be hidden.

Using the Case Plans Screen

To see how the adoption confidentiality functions on the **Case Plans** screen, complete the following steps:

1. Navigate to the adoptive child's **Case Overview** screen.
2. Click the **Case Plan Tools** link.


Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Placement/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Case Conference Note
Plans
Add Family Case Plan
Add Family Case Plan

Note: Adoption Family Case Plan(s) with the Plan Name / Approval Date prior to the Adoption Case creation date were copied from the Original Case.

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

	Plan Name	Plan Number	Plan Type	Effective Date	Agency	
view update	Initial	1.00	Adoption Family Case Plan Status: Approved	11/21/2022 - Supervisory Approval	Test County Children Services Board	🗎

The **Case Plans** screen appears.

As shown in red, once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the **View** link, **Copy** link, and **Reports** link are still available.

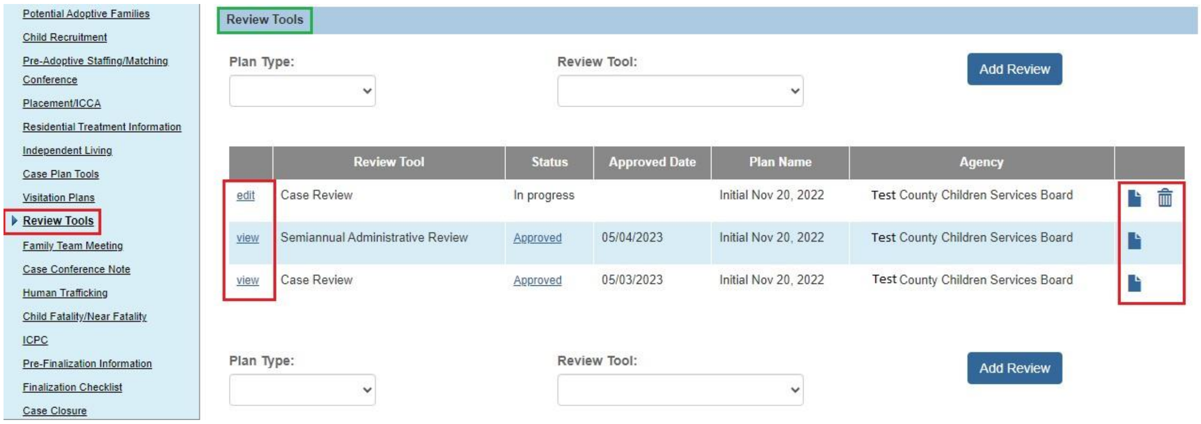
If the child's adoption record has been sealed / secured but you **do not have** that security role, the **View** link, **Copy** link, and **Reports** link are hidden from view. However, the case plan's **History** link is still enabled as shown below.

Important: The only case plans "hidden" are for those children with a sealed adoption record, so do not include any potentially identifying information in a sibling's record (such as the name and/or address of the adoptive parents) since the sibling may not finalize at the same time and their case plan would not be hidden.

Using the Review Tools Screen

To see how the adoption confidentiality functions on the **Review Tools** screen, complete the following steps:

1. Navigate to the adoptive child’s **Case Overview** screen.
2. Click the **Review Tools** link.


Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Placement/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Case Conference Note
Human Trafficking
Child Fatality/Near Fatality
ICPC
Pre-Finalization Information
Finalization Checklist
Case Closure
Review Tools
Plan Type:
Review Tool:
Add Review

	Review Tool	Status	Approved Date	Plan Name	Agency	
edit	Case Review	In progress		Initial Nov 20, 2022	Test County Children Services Board	
view	Semiannual Administrative Review	Approved	05/04/2023	Initial Nov 20, 2022	Test County Children Services Board	
view	Case Review	Approved	05/03/2023	Initial Nov 20, 2022	Test County Children Services Board	

The **Case Review(s) / SAR(s)** screen appears.

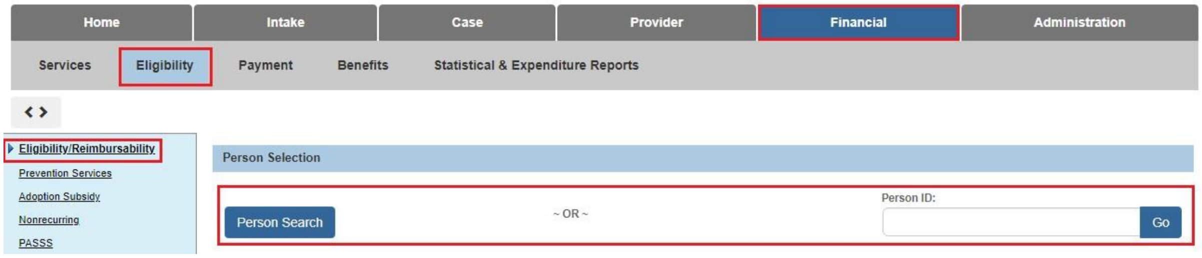
As shown in green, once the child’s adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the **View** link, **Delete** and **Reports** link are still available.

If the child’s adoption record has been sealed / secured but you **do not have** that security role, the **View** link and **Reports** link are hidden from view.

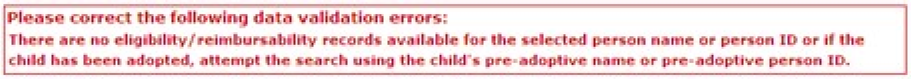
Using the Eligibility / Reimbursability (Child Selection) Screen

To see how the adoption confidentiality functions on the **Child Selection** screen in the **Financial** module, complete the following steps:

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Eligibility** tab.
3. Click the **Eligibility / Reimbursability** link. The **Child Selection** screen appears.
4. Enter the adoptive child's **Person ID** (or click the **Person Search** button to locate the child).

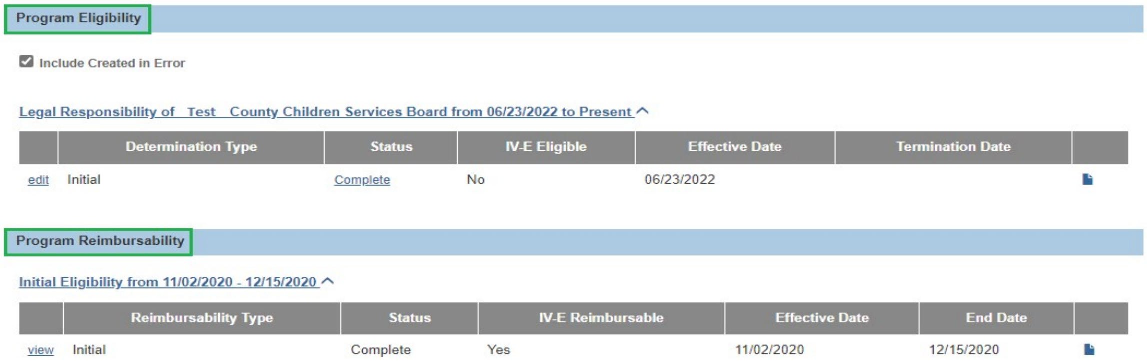

Home
Intake
Case
Provider
Financial
Administration
Services
Eligibility
Payment
Benefits
Statistical & Expenditure Reports
Eligibility/Reimbursability
Prevention Services
Adoption Subsidy
Nonrecurring
PASSS
Person Selection
Person Search
~ OR ~
Person ID:
Go

For a child whose adoption record has been sealed / secured, **but regardless of whether you have the Closed / Sealed Adoption Reviewer security role**, when an Eligibility / Reimbursability person search is completed using the child's post-adoptive name or post-adoptive Person ID, the following validation message appears:



Please correct the following data validation errors:
There are no eligibility/reimbursability records available for the selected person name or person ID or if the child has been adopted, attempt the search using the child's pre-adoptive name or pre-adoptive person ID.

If you complete an **Eligibility / Reimbursability** person search using the child's pre-adoptive name or pre-adoptive Person ID (for a child whose adoption record has been sealed / secured), the existing eligibility and Reimbursability records will display.



Program Eligibility

☑ Include Created in Error

Legal Responsibility of Test County Children Services Board from 06/23/2022 to Present

	Determination Type	Status	IV-E Eligible	Effective Date	Termination Date	
edit	Initial	Complete	No	06/23/2022		

Program Reimbursability

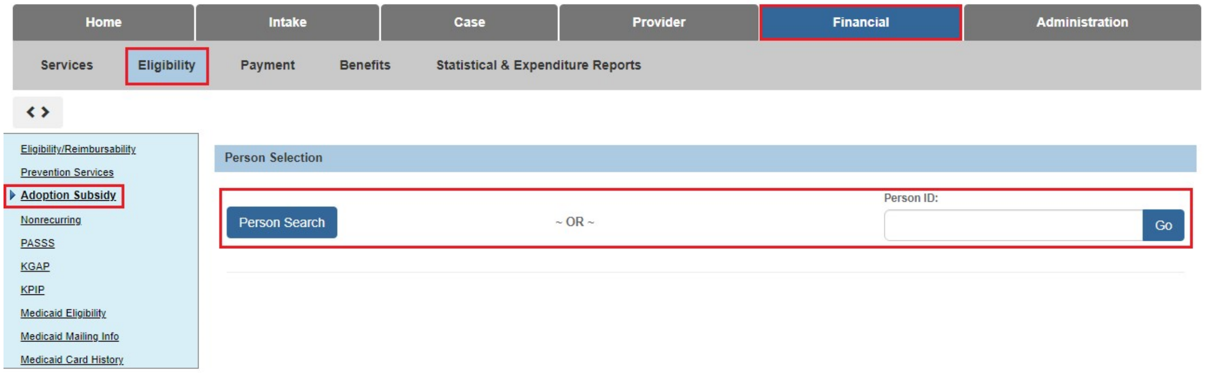
Initial Eligibility from 11/02/2020 - 12/15/2020

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
view	Initial	Complete	Yes	11/02/2020	12/15/2020	

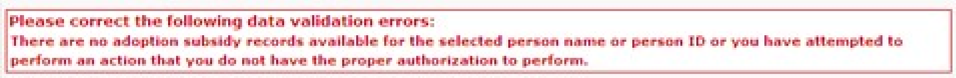
Using the Adoption Subsidy Program Screen

To see how the adoption confidentiality functions on the **Adoption Subsidy Program** screen in the **Financial** module, complete the following steps:

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Eligibility** tab.
3. Click the **Adoption Subsidy** link. The **Adoption Subsidy Program** screen appears.
4. Enter the adoptive child's **Person ID** (or click the **Person Search** button to locate the child).

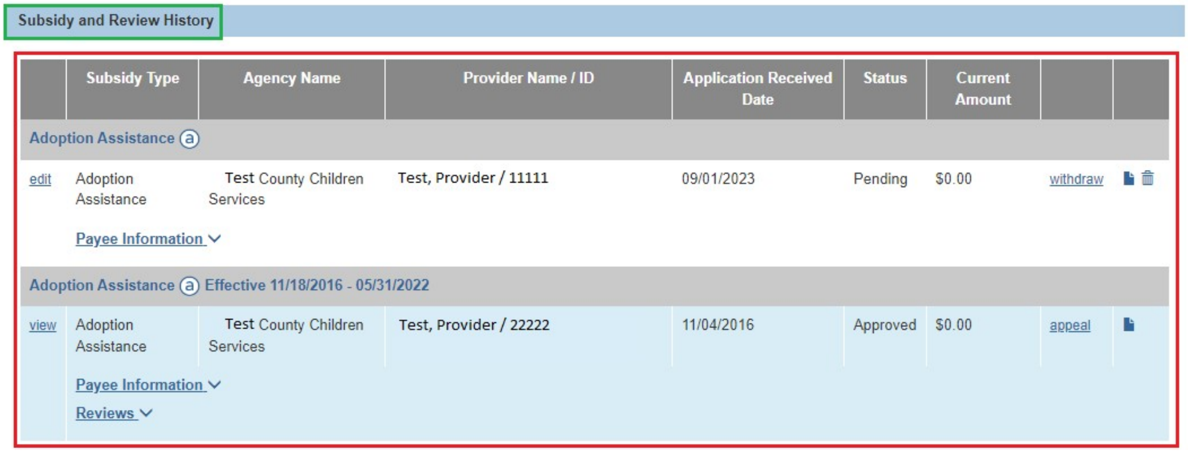

Home
Intake
Case
Provider
Financial
Administration
Services
Eligibility
Payment
Benefits
Statistical & Expenditure Reports
Eligibility/Reimbursability
Prevention Services
Adoption Subsidy
Nonrecurring
PASSS
KGAP
KPIP
Medicaid Eligibility
Medicaid Mailing Info
Medicaid Card History
Person Selection
Person Search
~ OR ~
Person ID:
Go

For a child whose adoption record has been sealed / secured, but you do not have the **Closed / Sealed Adoption Reviewer security** role, if you complete a person search using the child's pre-adoptive name or pre-adoptive Person ID, the following data validation error message displays:



Please correct the following data validation errors:
There are no adoption subsidy records available for the selected person name or person ID or you have attempted to perform an action that you do not have the proper authorization to perform.

When an Adoption Subsidy person search is completed using the child's post-adoptive name or post-adoptive Person ID, the existing Adoption Subsidy and Subsidy Review records will display.



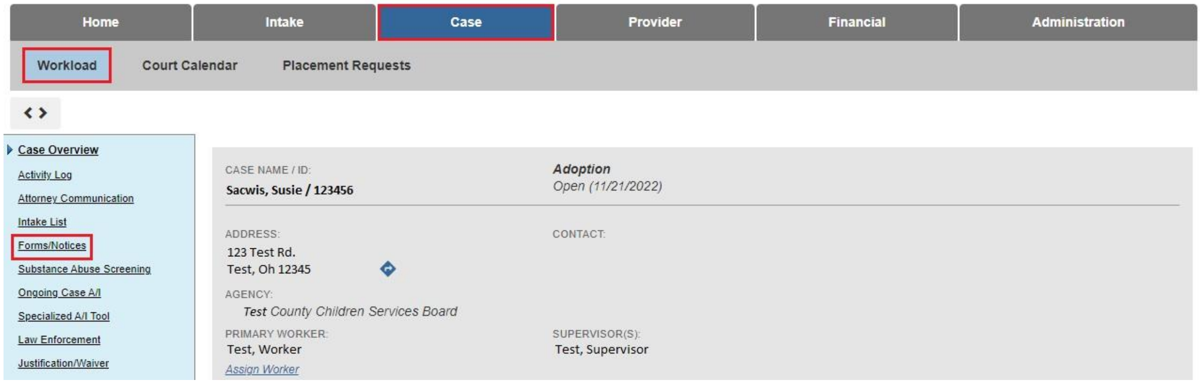
Subsidy and Review History

	Subsidy Type	Agency Name	Provider Name / ID	Application Received Date	Status	Current Amount		
Adoption Assistance ⓐ								
edit	Adoption Assistance	Test County Children Services	Test, Provider / 11111	09/01/2023	Pending	$0.00	withdraw	
	Payee Information ∨							
Adoption Assistance ⓐ Effective 11/18/2016 - 05/31/2022								
view	Adoption Assistance	Test County Children Services	Test, Provider / 22222	11/04/2016	Approved	$0.00	appeal	
	Payee Information ∨ Reviews ∨							

Using the Reports (Forms / Notices Link)

With the Adoption Confidentiality Initiative, the following reports have been modified for children whose adoption record has been sealed / secured:

1. Navigate to child's **Case Overview** screen.
2. Click the **Forms / Notices** link.


Home
Intake
Case
Provider
Financial
Administration
Workload
Court Calendar
Placement Requests
Case Overview
Activity Log
Attorney Communication
Intake List
Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Assign Worker

CASE NAME / ID:
Sacwis, Susie / 123456

Adoption
Open (11/21/2022)

ADDRESS:
123 Test Rd.
Test, Oh 12345

CONTACT:

AGENCY:
Test County Children Services Board

PRIMARY WORKER:
Test, Worker

SUPERVISOR(S):
Test, Supervisor

The **Maintain Forms/Notices** screen appears.

If the child's adoption record has been sealed / secured **AND** you do have the **Closed / Sealed Adoption Reviewer** security role, the child's name will appear in the **Child Name** field drop-down list so you can generate any report or view previously saved reports.

If you do not have the **Closed / Sealed Adoption Reviewer** security role, the following reports will be unavailable:

- JFS 01453 Adoption Assistance Agreement
- JFS 01609 Family Permanency Planning (located in the Provider record)
- JFS 01610 Child’s Permanency Planning Data Summary
- JFS 01654 Adoption Placement Agreement
- JFS 01667 Adoption Information Disclosure Form
- JFS 01686 OAPL Child Registration Form

As described previously, the following report links will also be unavailable:

- JFS 01689 Placement Decision Making Process (Matching Conference Report)
- JFS 01690 Documentation of the Pro-Adoptive Staffing and Update (**Pre-Adoptive Staffing** link on the **Placement Decision Process** screen)
- JFS 01699 Pre-Finalization Adoption Assessment Report (**Pre-Finalization Information** report link in the **Navigation** menu)
- Case Activity Log Report (**Activity Log** screen)
- Case Plan Report (**Case Plan** screen)
- Case Review / SAR Report (**Case Review(s)/SAR(s)** screen)
- Provider Activity Log Report

If you do not have the **Closed / Sealed Adoption Reviewer** security role:

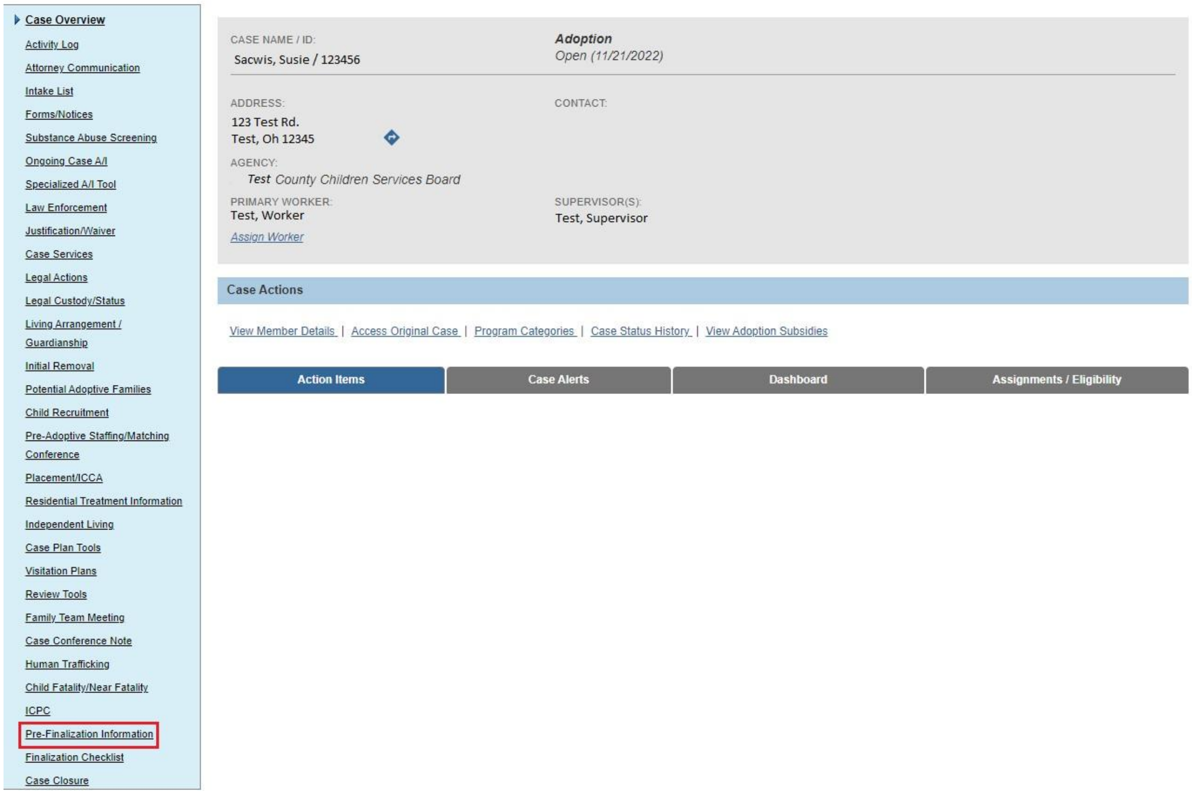
When accessing the **Person Overview Report**, the sealed/secured child’s name will be available in the drop-down list to generate a new report and any view saved reports. However, the child’s adoptive placement information, along with their foster-to-adopt placement information will not appear on the printed report.

Using the Placement / Finalization / Case Closure Tab

To see how the adoption confidentiality functions on this tab, complete the following steps:

1. Navigate to child's **Case Overview** screen.
2. Click the **Pre-Finalization Information** tab.

The **Pre-Finalization Adoption Assessment Information** screen appears.


Case Overview
Activity Log
Attorney Communication
Intake List
Forms/Notices
Substance Abuse Screening
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement / Guardianship
Initial Removal
Potential Adoptive Families
Child Recruitment
Pre-Adoptive Staffing/Matching Conference
Placement/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Case Conference Note
Human Trafficking
Child Fatality/Near Fatality
ICPC
Pre-Finalization Information
Finalization Checklist
Case Closure
Assign Worker
Case Actions
View Member Details | Access Original Case | Program Categories | Case Status History | View Adoption Subsidies
Action Items
Case Alerts
Dashboard
Assignments / Eligibility

CASE NAME / ID:
Sacwis, Susie / 123456

Adoption
Open (11/21/2022)

ADDRESS:
123 Test Rd.
Test, Oh 12345

CONTACT:

AGENCY:
Test County Children Services Board

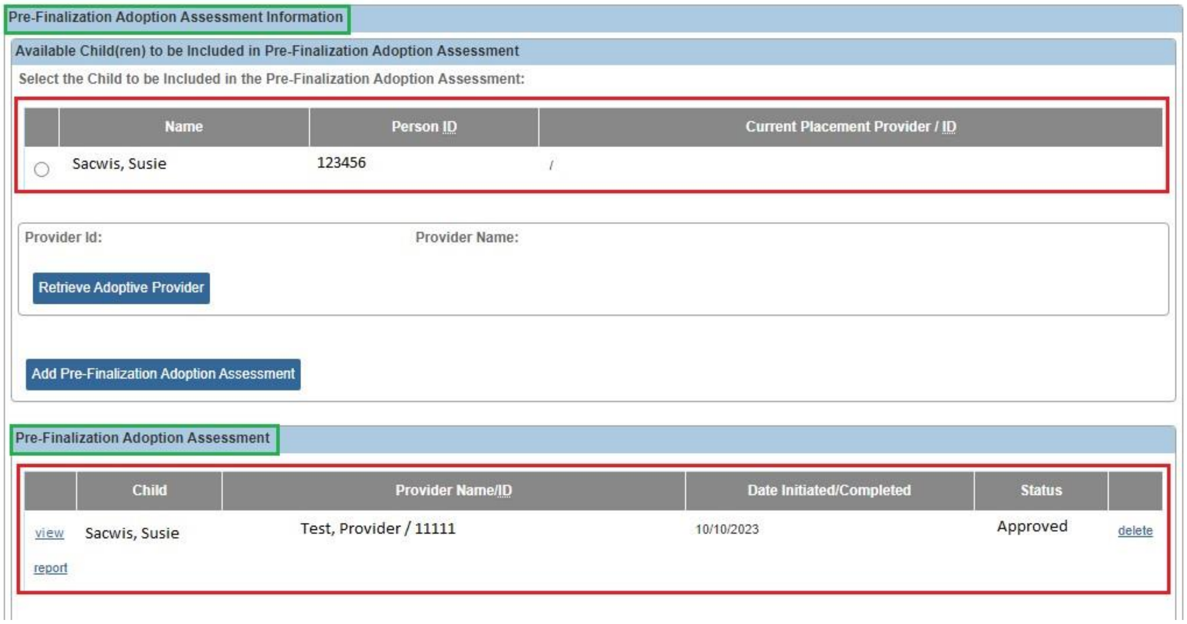
PRIMARY WORKER:
Test, Worker

SUPERVISOR(S):
Test, Supervisor

3. Click the **Placement / Finalization / Case Closure** tab.

The **Adoption Placement / Finalization Information** screen appears.

Once the child's adoption record has been sealed / secured **AND** you have the **Closed / Sealed Adoption Reviewer** security role, the **View** link appears.


Retrieve Adoptive Provider
Add Pre-Finalization Adoption Assessment

Pre-Finalization Adoption Assessment Information

Available Child(ren) to be Included in Pre-Finalization Adoption Assessment

Select the Child to be Included in the Pre-Finalization Adoption Assessment:

	Name	Person ID	Current Placement Provider / ID
○	Sacwis, Susie	123456	/

Provider Id:

Provider Name:

Pre-Finalization Adoption Assessment

	Child	Provider Name/ID	Date Initiated/Completed	Status	
view report	Sacwis, Susie	Test, Provider / 11111	10/10/2023	Approved	delete

If the child's adoption record has been sealed / secured but you **do not have** that security role, no link appears.

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