

Creating a Placement Discharge Record

All children who exit agency custody should be discharged from placement. For a child to be discharged from the AFCARS reporting population, it is necessary to discharge that child's placement when he or she exits agency custody.

It is not sufficient to end date a placement with a reason other than **Discharge**. If the child exits agency custody and the placement is not discharged, the child will be incorrectly dropped from the AFCARS report. Discharging a child's placement will also automatically populate the discharge date and discharge reason in the child's initial removal record in SACWIS. To create a placement discharge record, complete the following steps:

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

Home Intake **Case** Provider Financial Administration
Workload Court Calendar Placement Requests | [help](#) |

Case Workload
Caseworker: [dropdown] Sort By: Case Name Ascending [dropdown] [Filter](#)

Sacwis, Susie
Red, Rose **7654321**

The **Case Overview** screen appears.

4. Click the **Placement** link in the **Navigation** menu. The **Placement Records Filter Criteria** screen appears.
5. Click the **Edit** link in the appropriate grid row (**Placement Records** section).

Note: As shown in green, no date currently appears in the **End Date** field.

Attorney Communication
Intake List
Safety Assessment
Forms/Notices
AR Pathway Switch
Safety Plan
Family Assessment
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement
Initial Removal
Placement Request
Placement

Placement Records Filter Criteria
From Begin Date: [calendar] To Begin Date: [calendar]
Child's Name: [dropdown] Status: [dropdown]
Sort Results By: Begin Date (Descending) [dropdown]
Created In Error: Exclude Include
[Filter](#) [Clear Form](#)

Placement Records
Result(s) 1 to 1 of 1 Page 1 of 1

Child Name	Service Description	Provider Name	Begin Date/End Date	Agency	Status	
edit report Red, Rose			01/13/2012	County Department of Job and Family Services	Completed	leave

Child Name: [dropdown] [Add Placement Record](#)

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The **Service Information** screen appears. This is a long screen, so you may need to scroll down.

6. In the **End Reason** field, select **Discharge** from the drop-down list.
7. In the **Secondary End Reason** field, select a reason from the drop-down list.
8. In the **Discharge Reason** field, select the appropriate reason.
9. In the **Was there an effort to maintain placement** field, select **Yes** or **No**.
10. Complete the other fields, as needed.
11. Click the **Save** button.

The screenshot shows a web form titled "Service Information". The top section, enclosed in a red border, contains the following fields:

- End Date: 07/24/2012 (with a calendar icon) and a note: "* The following end information will only be saved if an end date is entered"
- End Reason: Discharge (dropdown)
- Secondary End Reason: Discharge (dropdown)
- Discharge Reason: Independent Living (dropdown)
- Was there an effort to maintain placement?: No (dropdown)

Below this section are three text areas for narrative text, each with a "Spell Check" and "Clear" button and a character count (481). At the bottom of the form, there are three buttons: "Apply", "Save" (circled in red), and "Cancel".

The **Placement Records Filter Criteria** screen appears displaying the end date in the **Placement Records** section.

The screenshot shows a table titled "Placement Records" with the following columns: Child Name, Service Description, Provider Name, Begin Date/End Date, Agency, and Status. The table contains one record for "Red, Rose" with a "Begin Date/End Date" of "01/13/2012 - 07/24/2012" and a "Status" of "Completed". A green box highlights the "Begin Date/End Date" column. Below the table is a search bar for "Child Name" and an "Add Placement Record" button.

	Child Name	Service Description	Provider Name	Begin Date/End Date	Agency	Status
edit report	Red, Rose			01/13/2012 07/24/2012	County Department of Job and Family Services	Completed leave

The placement discharge record is saved.