Modifying a Placement Discharge End Reason

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.

If a placement was end-dated with a reason other than **Discharge**, the placement end reason **can be edited** as long as the placement end date matches the legal status end date. To modify a placement discharge record that currently exists with a reason other than discharge, 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**.

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).

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The **Service Information** screen appears. This is a long screen, so you may need to scroll down. When modifying an existing record, the **End Reason** field will display another value other than **Discharge**.

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 at the bottom of the screen.

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

The placement discharge record is saved.

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