

# **Recording an Adoptive Placement Prior to Finalization**



**Knowledge Base Article**

# Recording an Adoptive Placement Prior to Finalization

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# Recording an Adoptive Placement Prior to Finalization

## Overview

This article describes the process used to record a placement setting change for a child with an approved adoptive placement agreement in effect prior to the court finalization for custody change.

Adoptive families can choose to continue receiving foster care maintenance (FCM) in lieu of the adoption subsidy until the adoption is finalized.

**Important:** If an adoption subsidy has an effective date as of the child's adoptive placement date, you will not be able to use this functionality.

## Recording an Adoptive Placement

To record and end date an adoptive placement in Ohio SACWIS, complete the following steps:

1. On the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link of the appropriate adoption case. The **Case Overview** screen appears.
4. Click the **Placement/ICCA** link in the **Navigation** menu.

The **Placement Records Filter Criteria** screen appears.

The screenshot displays the 'Placement Records Filter Criteria' interface. On the left, a navigation menu lists various case management options, with 'Placement/ICCA' highlighted and circled in red. The main area shows a header for 'CASE NAME / ID' with 'Ongoing' and 'Open' status indicators. Below this, there are tabs for 'Placement', 'ICCA', 'Family & Permanency Team', and 'QRTP Assessment'. The 'Placement' tab is active. The 'Placement Records Filter Criteria' section includes a 'Child Name' dropdown, a 'Date Range' field with calendar icons, a 'Status' dropdown, and three checkboxes: 'Include Created in Error', 'Include Historical', and 'Include Placement Records for Inactive Members'. The 'Include Non-Custodial Parent' checkbox is checked. At the bottom, the 'Sort Results By' dropdown is set to 'Begin Date (Descending)'.

## Recording an Adoptive Placement Prior to Finalization

5. In the **Placement Records** section, click the **Edit** link next to the appropriate Foster Care Placement record.

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	
<a href="#">edit</a> <a href="#">authorize</a>		Kinship Care - Relative Home				Completed	Actions... ▾

Child Name:

~ OR ~

The **Placement Setting Information** screen appears.

Case / Workload / Placement/ICCA

Placement Setting Information

CASE NAME / ID:  Ongoing / Open

CHILD NAME / ID:  AGE, DOB:  AGENCY:

Placement Setting Details

**i** Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

Service Type: \*

Begin Date:

Placement Type: \*

Estimated End Date:

6. Enter the required fields to end date the placement.

**Note:** When the end reason of **Foster to Adopt w/in the same Placement Setting** is selected, the change in placement does **NOT** count as a placement change for AFCARS reporting purposes.

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End Date:   \* The following end information will only be saved if an end date is entered

End Reason:  Secondary End Reason:

Was there an effort to maintain placement?

7. When complete, click the **Save** button at the bottom of the screen.

The **Placement / Non-Custodial Parent Records** grid appears displaying the updates. As shown in green, the foster care placement setting is now end dated.

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	
<a href="#">edit</a> <a href="#">authorize</a>				10/28/2021 - 10/28/2022		Completed	<a href="#">Actions...</a>

## Creating an Adoptive Placement Record

### Important:

- Ohio SACWIS functionality allows an adoption subsidy determination to be made prior to the last day of placement.
- The service authorization must be approved before proceeding with these steps. Refer to the **Editing a Service Authorization** Knowledge Base Article for additional details on processing and approving a service authorization.
- When a subsidy is created, the related service authorization will remain in effect and be auto-end dated by the system with the effective date of the newly created adoption subsidy unless a service authorization end date already exists for a date equal or prior to the subsidy effective date.
- If there is a current effective adoption subsidy record, the **Provider Used to Determine Payment** section is disabled, and the fields cannot be selected.

## Recording an Adoptive Placement Prior to Finalization

1. Navigate to the **Placement / Non-Custodial Parent Records** section (**Placement Records Filter Criteria** screen) using the steps previously discussed.
2. In the **Child Name** field, select the appropriate name from the drop-down list.
3. Click the **Add Placement Record** button.

A screenshot of a web form. On the left, there is a dropdown menu labeled 'Child Name:' with a downward arrow. To its right is a blue button labeled 'Add Placement Record'. Further right is the text 'OR ~' followed by another blue button labeled 'Add Non-Custodial Parent Record'. Red boxes highlight the 'Child Name' dropdown and the 'Add Placement Record' button.

4. In the **Service Type** field, select **Approved Adoptive Home**.
5. In the **Placement Type** field, select **Adoptive Placement**.
6. In the **Begin Date** field, enter the begin date of the placement.

**Important:** The begin date should match the agreed upon date from the Adoptive Placement Agreement.

Case / Workload / Placement/ICCA

Placement Setting Information

A screenshot of a form titled 'Placement Setting Information'. It contains several input fields: 'CASE NAME / ID:' with a light blue box, 'Ongoing / Open' with a light blue box, 'CHILD NAME / ID:' with a light blue box, 'AGE, DOB:' with a light blue box, and 'AGENCY:' with a light blue box.

Placement Setting Details

Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

A screenshot of a form titled 'Placement Setting Details'. It contains several input fields: 'Service Type: \*' with a dropdown menu showing 'Approved Adoptive Home', 'Placement Type: \*' with a dropdown menu showing 'Adoptive Placement', 'Begin Date: @' with a date input field showing '10/28/2022' and a calendar icon, and 'Estimated End Date:' with an empty date input field and a calendar icon. Red boxes highlight the 'Service Type' and 'Placement Type' dropdown menus.

7. Click the **Link Provider** button.

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**Additional Placement Information**

ICPC Placement  After-Hours Placement

Emergency Placement  ICWA Placement

Race, Color or National Origin was a factor in the Placement Decision

Provider:

No Provider linked.



The **Search For Provider Match** screen appears.

**Search For Provider Match**

Service Category: Placement

Service Type: Approved Adoptive Home

Search Date: 10/25/2022

With Available Vacancies  Child has a kinship relationship with the provider

Available Counties: 3

Selected Counties:

8. Complete the fields, as needed, to search for the adoptive provider.
9. Click the **Search** button.

Name Match Precision  
Returns results matching entered names including AKA names/nicknames

Sort By: Provider Name (A-Z)

+ AKA/Nicknames

Fewer Results More Results

**Search** Clear Form Cancel

The results appear in the **Provider Match Search Results** section.

# Recording an Adoptive Placement Prior to Finalization

10. Click the **Select** link next to the correct provider and service description.

Search Results

[View Results in Map](#) [Collapse Services](#) [Expand Services](#)

Result(s) 1 to 15 of 21 / Page 1 of 2 Results per page: 15 [Go](#)

	Provider Name / ID	Provider Category	Provider Status	Current Primary Address	Current Vacancies
<a href="#">view</a>		HOME	ACTIVE		3
<a href="#">View Services ^</a>					
<b>Ohio Department of Job and Family Services:</b>					
<a href="#">select</a> Adoptive Placement - Accessibility					
<a href="#">select</a> Adoptive Placement - Medical Apparatus					
<a href="#">select</a> Adoptive Placement - Legal Risk					
<a href="#">select</a> Adoptive Placement					
<a href="#">select</a> Adoptive Placement - Drug Exposed					
<a href="#">view</a>		HOME	ACTIVE		5
<a href="#">View Services v</a>					

11. Check the **Pay Substitute Case Placement Rate in Lieu of Subsidy** check box.

12. In the **Payment Service Type** field, select the type of foster care maintenance payment you want to use to continue placement payments.

13. Click the **Link Provider** button.

Provider Used to Determine Payments

Pay Substitute Care Placement Rate in Lieu of Subsidy **Payment Service Type: \***  
Family Foster Home

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Does the child have a kinship relationship with the provider?:

No Provider linked.

[Link Provider](#)

The **Search For Provider Match** screen appears.

## Recording an Adoptive Placement Prior to Finalization

14. Enter data in the field to search for the Provider ID who is being paid for the foster care maintenance.

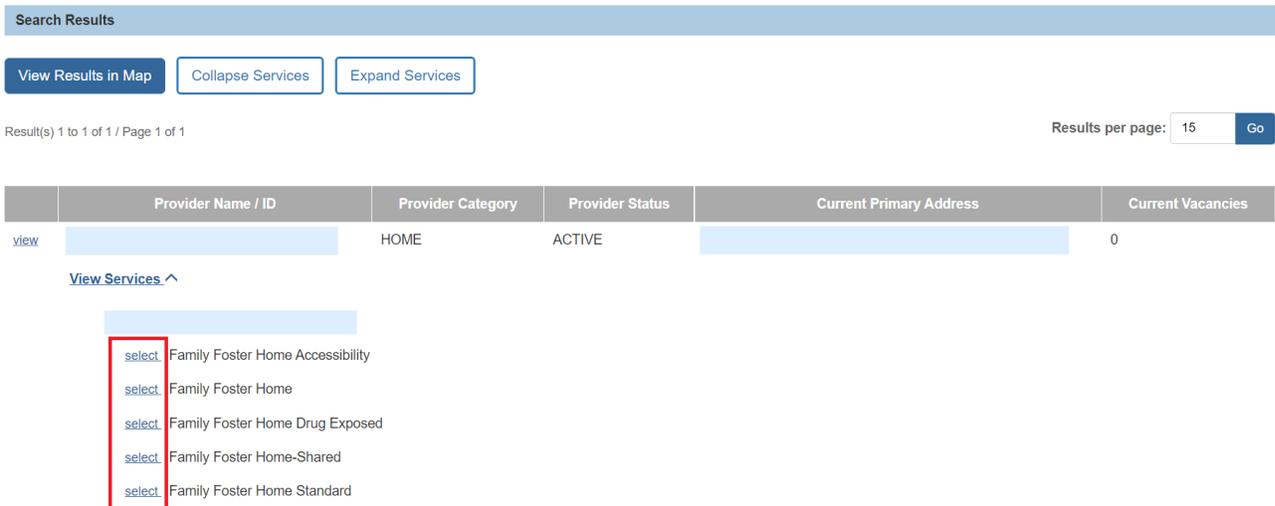
15. Click the **Search** button.



The search interface includes a 'Name Match Precision' section with a sub-label 'Returns results matching entered names including AKA names/nicknames'. Below this is a search input field with a green bar on the left and a '+ AKA/Nicknames' button. To the right is a 'Sort By:' dropdown menu set to 'Provider Name (A-Z)'. At the bottom are three buttons: 'Search' (circled in red), 'Clear Form', and 'Cancel'.

The results appear in the **Search Results** section.

16. Click the **Select** link for the foster care maintenance **service description** that is on the contract (if the payment is for a contracted service).



The 'Search Results' section features a header bar, buttons for 'View Results in Map', 'Collapse Services', and 'Expand Services', and a 'Results per page: 15 Go' control. Below is a table with columns: Provider Name / ID, Provider Category, Provider Status, Current Primary Address, and Current Vacancies. A 'view' link is next to the first row. Below the table is a 'View Services ^' link and a list of services, each with a 'select' link. The 'select' links are highlighted with a red box.

Provider Name / ID	Provider Category	Provider Status	Current Primary Address	Current Vacancies
<a href="#">view</a>	HOME	ACTIVE		0

[View Services ^](#)

- [select](#) Family Foster Home Accessibility
- [select](#) Family Foster Home
- [select](#) Family Foster Home Drug Exposed
- [select](#) Family Foster Home-Shared
- [select](#) Family Foster Home Standard

As shown in green in the next image, the **Service Information** screen appears displaying the provider's information in the placement record.

## Recording an Adoptive Placement Prior to Finalization

**Provider Used to Determine Payments**

Pay Substitute Care Placement Rate in Lieu of Subsidy

Payment Service Type: Family Foster Home

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Does the child have a kinship relationship with the provider?:  
No

Payment Provider:	Service Description: Family Foster Home	Service ID:	Primary Address: <span style="font-size: small;">@</span>

Unlink Provider

17. When complete, click the **Save** button at the bottom of the screen.

As shown in green, the adoptive placement displays from in the **Placement Records** section and the system continues to allow foster care maintenance to be paid by the agency. The record's status changes to **Completed**. An **Authorize** link also displays next to the placement record.

**Placement / Non-Custodial Parent Records**

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

	Child Name Age, DOB	Service Description	Provider Name / Non- Custodial Parent	Begin Date - End Date	Agency	Status	
<a href="#" style="font-size: small; text-decoration: none;">edit</a> <span style="border: 1px solid #0056b3; padding: 2px;">authorize</span>		Kinship Care - Relative Home				Completed	<span style="border: 1px solid #ccc; padding: 2px;">Actions... ▾</span>

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov) .