

Recording a Foster Care Exit Interview



Knowledge Base Article

Recording a Foster Care Exit Interview

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Recording a Foster Care Exit Interview

Overview

This article outlines the process for recording a **Foster Care Exit Interview** in Ohio SACWIS. Any worker that can access a child's **Placement Record** is able to record a **Foster Care Exit Interview**.

According to **5101:2-42-65.1**, "The public children services agency (PCSA) or private child placing agency (PCPA) that holds custody of a child shall conduct a face to face exit interview with every child age five and older, as developmentally appropriate, within seven days after the child's exit from EACH foster care placement."

Navigating to the Foster Care Exit Interview Screen

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



The **Case Overview** screen appears.

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4. View the **Action Items**.

- If a **Foster Care Exit Interview** is due, an Action Item will appear.

Important: Ohio SACWIS will generate an **Action Item** on all **Foster Care Placements** when a **Placement End-Date** is recorded and the child is five years of age or older. The Action Item will generate based on Day 1 being the day after the child leaves placement.

If a **Placement End-Date** is changed, the **Foster Care Exit Interview** will update accordingly.

The screenshot shows the Ohio SACWIS interface. At the top, there are tabs for 'Workload', 'Court Calendar', and 'Placement Requests'. Below these is a navigation menu on the left with various options like 'Case Overview', 'Activity Log', etc. The main content area shows case details for 'Ongoing Open (04/29/2022)'. Below the case details is a 'Case Actions' section with a red warning message: 'One or more active case members under age 22 is missing ICWA information in Person Demographics'. Below this is a navigation bar with 'Action Items', 'Case Alerts', 'Dashboard', and 'Assignments / Eligibility'. The 'Action Items' tab is highlighted with a red box. Below the navigation bar, there is a table of action items. The table has columns for date, status, description, and actions. The row for '11/04/2022' with a green dot and the description 'Foster Care Exit Interview due' is highlighted with a red box. The 'Person Name / ID:' field is also highlighted with a red box. Other rows include '08/09/2022' with a red dot and 'Case Review due', and '11/07/2022' with a yellow triangle and 'The Initial Semiannual Case Review is due'.

Date	Status	Description	Person Name / ID	Actions
08/09/2022	Red dot	Case Review due		Actions... ▾
11/04/2022	Green dot	Foster Care Exit Interview due	[Redacted]	Actions... ▾
11/07/2022	Yellow triangle	The Initial Semiannual Case Review is due.		Actions... ▾

5. Click the **Placement/ICCA** link in the **Navigation** menu

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- [Case Overview](#)
- [Activity Log](#)
- [Attorney Communication](#)
- [Intake List](#)
- [Safety Assessment](#)
- [Substance Abuse Screening](#)
- [Forms/Notices](#)
- [Category/Pathway Switch](#)
- [Safety Plan](#)
- [Actuarial Risk Assessment](#)
- [Family Assessment](#)
- [Ongoing Case All](#)
- [Specialized All Tool](#)
- [Law Enforcement](#)
- [Justification/Waiver](#)
- [Case Services](#)
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- [Legal Custody/Status](#)
- [Living Arrangement / Guardianship](#)
- [Initial Removal](#)
- [Placement Request](#)
- [Placement/ICCA](#)**
- [Residential Treatment Information](#)
- [Independent Living](#)
- [Case Plan Tools](#)
- [Visitation Plans](#)
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- [Safety Reassessment](#)
- [Reunification Assessment](#)
- [Case Conference Note](#)
- [Child Fatality/Near Fatality](#)
- [ICPC/ICAMA](#)
- [Adoption](#)
- [Case Closure](#)
- [Agency Case Transfer](#)

CASE NAME / ID:
Ongoing
Open (04/29/2022)

Placement
ICCA
Family & Permanency Team
QRTP Assessment

Placement Records Filter Criteria

Child Name:

Date Range: -
From Begin Date To Begin Date

Status:

Include Created in Error
 Include Historical
 Include Non-Custodial Parent
 Include Placement Records for Inactive Members

Sort Results By:

Placement / Non-Custodial Parent Records

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

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
edit authorize	[Redacted] Age 13,	[Redacted]	[Redacted]	06/02/2022 - 10/28/2022	[Redacted] County Children Services Board	Completed	<input type="button" value="Actions..."/>

The **Placement Records** screen appears.

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Recording a Foster Care Exit Interview Record

1. Select the Actions Filter box and click on **FC Exit Interview** hyperlink in the **Placement Record** for which you are recording the **Foster Care Exit Interview**.

Placement Request
Placement/ICCA
Residential Treatment Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Safety Reassessment
Reunification Assessment
Case Conference Note
Child Fatality/Near Fatality
ICPC/ICAMA
Adoption
Case Closure
Agency Case Transfer

Sort Results By:
Begin Date (Descending) ▼

Filter Clear Filters

Placement / Non-Custodial Parent Records

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

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
edit authorize	[Redacted] Age 13, [Redacted]	Treatment Foster Care Exceptional Needs 1 [Redacted]	[Redacted]	06/02/2022 - 10/28/2022	[Redacted] County Children Services Board	Completed	Actions... FC Exit Interview Placement Leave
edit authorize	[Redacted] Age 13, [Redacted]	Family Foster Home [Redacted]	[Redacted]	05/11/2022 - 06/02/2022	[Redacted] County Children Services Board		

INTERVIEW COMPLETED

Note: The **FC Exit Interview Hyperlink** will display as an Action Item when a FC placement has been end-dated, with an end reason other than **Created in Error**.

Important: The rule only requires the form to be completed on **Foster Care Placements** but functionality allows agencies to record the information for ALL placement types.

The **Foster Care Exit Interview Records** screen appears.

User is presented with the question, **“Were you able to interview the child?”**

Foster Care Exit Interview Records

No records.

Were you able to interview the child?

[Dropdown menu]
Attempted
No
Yes

Add FC Exit Interview Close

Recording a Foster Care Exit Interview

2. Select **Yes**, **No**, or **Attempted** from the drop down box.
 - When **No** or **Attempted** is selected, click on **Add FC Exit Interview** and the worker documents the **Date** and **Reason** they determined they were unable to conduct a face to face **Foster Care Exit Interview** with the child.
 - If **Yes** is selected, click on Add FC Exit Interview where the **Foster Care Exit Interview** form is displayed.

Note: If a record has been saved with a **No** response to the question, "**Were you able to interview the child?**", the worker is able to add a record with a **Yes** response at a later time. This is to allow the worker to document the **Foster Care Exit Interview** in a situation where the child is not available to interview within the time frames required by rule (ie. AWOL, hospitalization, etc.), but the child is interviewed at a later date. A **No** response and a **Yes** response may only be utilized once.

3. Select the **Add FC Exit Interview** button

The screenshot displays the 'Foster Care Exit Interview Records' section of a software interface. At the top, there are two header bars: one for 'CASE NAME / ID' with a redacted value and 'Ongoing / Open (04/29/2022)', and another for 'CHILD NAME / ID' (redacted), 'DOB' (redacted), and 'GENDER: Female'. Below this is a blue bar labeled 'Foster Care Exit Interview Records'. Underneath, it says 'No records'. A dropdown menu is open for the question 'Were you able to Interview Child?'. The dropdown menu is highlighted with a red box and contains three options: 'Attempted', 'No', and 'Yes'. To the right of the dropdown are two buttons: 'Add FC Exit Interview' and 'Close'.

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CASE NAME / ID: [REDACTED] *Ongoing / Open (04/29/2022)*

CHILD NAME / ID: [REDACTED] DOB: 07/03/2009
CUSTODIAL AGENCY: [REDACTED] County Children Services Board([REDACTED]) PLACEMENT BEGIN DATE: 06/02/2022
PROVIDER: [REDACTED] PLACEMENT END DATE: 10/28/2022
PLACEMENT END REASON: Disruption from Non-Adoptive Placement

Detail Questions Signatures

Were you able to interview the child?
Yes

Person Conducting Interview: [REDACTED]

Interview Date: [REDACTED] [Calendar Icon]

-OR-

Person Search

4. Choose the **Person Conducting the Interview** from the dropdown box.

Note: All workers currently assigned to the child’s case will display in the drop-down box. If the worker who conducted the interview does not display, the user can complete a **Person Search** and select the correct worker.

5. Enter the **Interview Date**.
6. Select **Questions Tab** and 25 Exit Interview Questions will appear where you can type responses in each field box that has up to 4000 characters per box. Complete the **Exit Interview Questions/Responses**.

Note: Answers to All Questions are required before you are able to Complete the FC Exit Interview Questions.

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CHILD NAME / ID: [REDACTED]	DOB: [REDACTED]
CUSTODIAL AGENCY: [REDACTED] County Children Services Board([REDACTED])	PLACEMENT BEGIN DATE: 06/02/2022
PROVIDER: [REDACTED]	PLACEMENT END DATE: 10/28/2022
PLACEMENT END REASON: Disruption from Non-Adoptive Placement	

Detail **Questions** Signatures

What did you like about living in that foster home? ^

✓ ABC
4000

What did you dislike about living in that foster home? ^

✓ ABC
4000

How were you rewarded? ^

✓ ABC
4000

How were you disciplined? ^

✓ ABC
4000

There are 18 Questions that contain **Yes**, **No**, or **N/A** from the answer dropdown list.

Policy Notes: On the Question **"Were the foster parents nice to you?"** - If there is a difference in treatment between the 2 adults in the home, please explain it in the additional information section.

If the **wording to a question was adjusted** based on the age and developmental level of a child, you may **indicate the wording used in the narrative field** for that specific question.

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Were you comfortable in that foster home? No ^ ⓘ

No ▾

Response



3992

Did you feel safe in that home? No ^ ⓘ

No ▾

Response



3992

Do you think that is a good foster home for other children? Yes ^ ⓘ

Yes ▾

Response



3992

Do you understand why you left that home? Yes ^ ⓘ

Yes ▾

Response



3992

Were the foster parents nice to you? No ^ ⓘ

No ▾

Response



3992

7. Select the **Signatures Tab** to add **Referral Information**, **Follow Up** actions as needed, **Agency Representative Signature**, and **Signature Date**.

Note: The **Referral Information** and **Follow-up** fields are not required. These fields will retain historic narrative and can be updated even after the **Foster Care Exit Interview** form is marked as **Complete**.

8. Select the correct agency representative from the **Agency Representative Signature** drop down box.

Note: Similar to the **Person Conducting the Interview** field, all workers currently assigned to the child's case will display in the **Agency Representative Signature** drop-down box. If the employee who signs the **Foster Care Exit Interview** is not

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also assigned to the case, the user can complete a **Person Search** and select the correct employee.

9. Enter the signature **Date**.

Important: The first **Agency Representative Signature** field and **Date** field are required fields. However the second **Agency Representative Signature** field and **Date** field are optional and can be added after the **Foster Care Exit Interview** is marked as **Complete**.

10. Change the **Status** to **Complete**.

11. Click **Save**.

Note: When a **Foster Care Exit Interview** is marked as **Complete**, an email notification is sent to the **Provider Worker, Homestudy Assessor, Homestudy Supervisor**, and **Supervisor** assigned to the provider record where the child had been placed.

Important: The **Completed Foster Care Exit Interview** can also be viewed from the **Provider Record** of the resource where the child was placed.

Note: **Private Agency Workers** will NOT receive email notifications because current functionality does not require them to have assignment to the provider record. However, **Private Agency Workers** are able to **View** the completed **Foster Care Exit Interview** and generate the **JFS 01678 Foster Care Exit Interview Report** for their own providers.

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Detail Questions **Signatures**

Referral Information:

Record any information pertaining to Child Specific Service Referrals as a result of this form being completed

Follow Up:

Record any information pertaining to what the caseworker recommends for planning and or follow-up for the child

Agency Representative Signature:

-OR-

Person Search

Signature Date:



Agency Representative Signature (Optional):

-OR-

Person Search

Signature Date (Optional):



Status: Draft

Apply

Save

Close

Recording a Foster Care Exit Interview

Generating the JFS 01678 Report

A **Report** link displays to the right of records where a **FC Exit Interview** was recorded.

1. Click the **Report** link.

Case / Workload / Placement / Exit Interview

CASE NAME / ID: [REDACTED]		Ongoing / Open (04/29/2022)			
CHILD NAME / ID: [REDACTED]	DOB: [REDACTED]	GENDER: Female			
Foster Care Exit Interview Records					
	Conducted	Status	Date	Created By	Created Date
edit	Yes	Complete	10/28/2022	[REDACTED]	10/28/2022

Were you able to Interview Child?



2. Click the **Report** button.
3. View the **JFS 01678 Foster Care Exit Interview** report.

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Ohio Department of Job and Family Services
FOSTER CARE EXIT INTERVIEW

The JFS 01678 FOSTER CARE EXIT INTERVIEW form is to be used by all Public Children Services Agencies (PCSA) and Private Child Placing Agencies (PCPA) in conjunction with completing the FOSTER CARE EXIT INTERVIEW outlined in OAC 5101:2-42-65.1. The face-to-face interview is to be completed within seven days after the child's exit from each foster care placement. The form can be used as a template to initiate a conversation between the caseworker and the child/youth. Wording can be adjusted based on the age and developmental level of the child.

Exit Interview				
Person Conducting the Interview [redacted]		Custodial Agency [redacted] County Children Services Board		
Child's Name/Person ID [redacted]			Date of Interview 10/28/2022	
Name of Foster Home Child Just Left [redacted]				
Date Placed in this home 06/02/2022		Date Removed from this home 10/28/2022		
Reason child left placement Disruption from Non-Adoptive Placement				
What did you like about living in that foster home? test				
What did you dislike about living in that foster home? test				
How were you rewarded? test				
How were you disciplined? test				
What else would you like to tell me about that home? test				
Was there anything else that could have been done to make that placement better? test				
Is there anything else you would like us to know? test				
Respond based on the child's experience	YES	NO	N/A	Additional Information
1. Were you comfortable in that foster home?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Response
2. Did you feel safe in that home?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Response

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Viewing the Foster Care Exit Interview from the Provider Record

1. Navigate to the **Provider Overview** screen.
 - From the Ohio SACWIS **Home** screen, click the **Provider** tab.
 - Click the **Provider Search** tab.
 - Input the appropriate **Provider ID**, click Search and navigate to the **Provider Overview** screen.
2. Click the **Placement/Services** link from the **Navigation** menu.

The **Placements Filter Criteria** screen appears.

The **Placement Filter Criteria** defaults to **Current**.

3. Select the **Historical** or **All** radio button.
4. Click **Filter** to view the results.

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The screenshot shows a web application interface for provider management. At the top, there is a navigation bar with tabs: Home, Intake, Case, **Provider**, Financial, and Administration. Below this is a sub-menu with options: Workload, **Provider Search**, Provider Match, Recruitment, Inquiry, Training, Contracts, and Agency Certifications. A left sidebar contains a list of navigation links, with **Placements/Services** highlighted. The main content area is titled 'PROVIDER NAME / ID: [redacted] CATEGORY: Home'. It features a 'Placements' filter section with 'From Begin Date' and 'To Begin Date' fields, a 'Sort Results By' dropdown set to 'Begin Date (Descending)', and radio buttons for 'Current', 'Historical', and **All**. Below this is a table of placements with columns: Person Name/ID, Gender, DOB, Age, Begin/End Date, End Reason, Service Description, Agency, and Status. The table contains four rows of data, with the last row having a **view Exit Interview** link circled in red.

Person Name/ID	Gender	DOB	Age	Begin/End Date	End Reason	Service Description	Agency	Status
[redacted]	FEMALE	[redacted]	14	08/17/2022 /		Treatment Foster Care Traditional Needs	County Children Services Board	Completed
[redacted]	FEMALE	[redacted]	16	08/17/2022 / 07/29/2022	Disruption from Non-Adoptive Placement	Treatment Foster Care Exceptional Needs	County Children Services	Completed
[redacted]	FEMALE	[redacted]	16	08/18/2022 /		Treatment Foster Care Exceptional Needs	County Children Services	Completed
[redacted]	FEMALE	[redacted]	13	08/02/2022 / 10/28/2022	Disruption from Non-Adoptive Placement	Treatment Foster Care Exceptional Needs	County Children Services Board	Completed

5. Select the **View Exit Interview** hyperlink.

The **FC Exit Interview** screen appears.

From this screen, the worker can **View** the **Foster Care Exit Interview** information and also generate **JFS 01678 Foster Care Exit Interview** report.

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CASE NAME / ID: [redacted] *Ongoing / Open (04/29/2022)*

CHILD NAME / ID: [redacted] DOB: [redacted] GENDER: Female

Foster Care Exit Interview Records

	Conducted	Status	Date	Created By	Created Date	
edit	Yes	Complete	10/28/2022	[redacted]	10/28/2022	

[Close](#)

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@ifs.ohio.gov.