

Completing a Foster to Adopt (1692) Home Study



Knowledge Base Article

Completing a Foster to Adopt (1692) Home Study

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Completing a Foster to Adopt (1692) Home Study

Overview

In accordance with [5101:2-48-11.1](#) (**Foster Caregiver Adoption of a Foster Child who has Resided with the Caregiver for at least Six Consecutive Months**), if a foster-only caregiver express the desire to adopt a foster child who has been residing with that foster caregiver for at least 6 consecutive months, the public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) shall provide the foster caregiver with a [JFS 01692 "Application For Adoption of a Foster Child"](#).

This knowledge base article outlines the steps to complete a Foster to Adopt 1692 Home Study within the Ohio SACWIS system.

Note: If the Provider has an approved adoptive span, a 1692 is not needed.

Similar to the process for foster care and adoptive care applicants, an **Adoption Foster Caregiver Applicant (1692) Inquiry** is created and linked to the **Foster Care Provider** record where the child has been placed for at least six months.

Note: The child(ren) included in the **Adoption Foster Caregiver Applicant (1692) Inquiry** must be in the agency's **Permanent Custody** to link the completed Inquiry to the **Foster Care Provider** record.

Important: An **Adoptive Placement** cannot be made (neither in Ohio SACWIS nor outside of Ohio SACWIS) until the **Foster to Adopt 1692 Home Study** is completed and approved. However, some agencies may choose to link the **Adoption Foster Caregiver Applicant (1692) Inquiry** to the **Foster Care Provider** record and enter information into the 1692 home study as each requirement is completed. All sections of the 1692 home study must be completed before the agency is able to approve the home study for placement.

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Creating an Adoption Foster Caregiver Applicant (1692) Inquiry

To create the **Adoption Foster Caregiver Applicant (1692) Inquiry** record, complete the following steps:

Completing an Inquiry Search

1. From the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Inquiry** tab. The **Inquiry Search Criteria** screen appears.
3. Select the appropriate agency in the **Agency** field drop-down list.

Note: The agency of the logged in user will default in this field.

4. Enter a name in the **Last Name** field and **First Name** field; OR, if known, enter the **Person ID** for the 1692 applicant.

Important: Use the **SAME Person Id** that is listed as a member of the existing (approved) Foster Care Provider.

5. Enter filter criteria in the other fields, as needed.
6. Click the **Search** button.

The screenshot shows the 'Inquiry Search Criteria' screen. The 'Provider' tab is selected, and the 'Inquiry' sub-tab is active. The 'Agency' field is set to 'Lucas County Children Services'. The 'Person Search Criteria' section includes fields for 'Last Name', 'First Name', and 'Person ID', all of which are highlighted with red boxes. There are also fields for 'Status', 'Reason for Inquiry', 'Provider Type', 'From Inquiry Date', and 'To Inquiry Date'. A 'Search' button is visible at the bottom left.

The **Inquiry Search Results** screen appears, listing any inquiries that match the selected search criteria.

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Inquiry ID	Inquirer 1	Inquiry Date	Provider Type	Address	Status	Provider ID / Name	Inquiry Worker	Agency
1692	1692	03/01/2014	Adoptive Home-Out of State		Completed			Children Services

7. Click **View** to view an **Inquiry** record.
8. Click **Edit** to modify an **Inquiry** record in **Pending** status.

Important: An **Inquiry** cannot be modified once it is linked to a **Provider** record. If a **Provider ID** appears in the **Provider Id** column (outlined in green above), this is an indication that the **Inquiry** has already been linked to a **Provider** record.

Note: In addition, an **Inquiry** with a **Status** of **Completed** (circled in green above) that has not yet been linked to a **Provider** record, cannot be modified.

9. If the **Inquiry Search** does not return a **Pending** (active) 1692 inquiry with your agency, click the **Add Inquiry** button at the bottom of the screen.

The **Inquirers** tab appears.

Completing the Inquirers Tab

Prior to starting the **Adoption Foster Caregiver Applicant (1692) Inquiry**:

- Write down the **Name(s)** and/or **Person ID(s)** for **Applicant 1** and/or **Applicant 2** from the **Foster Care Provider** record so that you can use the same Person ID(s) for **Inquirer 1** and **Inquirer 2** on the **Inquiry** record.

Note: By using the same Person ID(s) that are linked to the **Foster Care Provider** record (where the **Child of Interest** has been placed for at least six months) for **Inquirer 1** and **Inquirer 2**, it ensures that the **Inquiry** gets linked to the correct **Provider ID** for the 1692 applicants.

- Write down the **Name(s)** and/or **Person ID(s)** of the **Child(ren) of Interest** who have been placed in the Foster Home for at least six months.

Important: The **Child(ren) of Interest** must be in the agency's **Permanent Custody** to link the completed **Adoption Foster Caregiver Applicant (1692) Inquiry** to a **Foster Care Provider** record.

Completing a Foster to Adopt (1692) Home Study

From the **Inquirers** tab,

1. Select **Provider Interest/Child of Interest** as the **Reason for Inquiry** by clicking the corresponding radio button.

Note: The **Reason for Inquiry** MUST be **Provider Interest/Child of Interest** when completing an **Adoption Foster Caregiver Applicant (1692) Inquiry**.

Agency: **Inquirers** | Address | Referral Sources | Optional Info | Activity/Status

Reason for Inquiry: * Provider Interest/Child Of Interest

Provider Type: Adoptive Home Out of State

Description:

Created By:

Inquiry Worker: *

Inquiry Date: *

Inquiry ID:

Created Date:

Person Name /ID	Gender	(Age) DOB	Role
	FEMALE		Inquirer 1

Specific Children of Interest

Person Name /ID	Gender	(Age) DOB	Relationship to Inquirer 1
	MALE		Non-related Child

Unknown Child(ren) Hint: check if specific child(ren) of interest unknown, this can be in addition to identified child(ren) of interest.

Additional Comments (including details of specific child(ren) of interest):

2. Select the **Inquiry Worker** from the drop down.

Provider > Inquiry > Inquiry Search

Agency: **Inquirers** | Address | Referral Sources | Optional Info | Activity/Status

Reason for Inquiry: * Provider Interest

Provider Type: Adoption Foster Caregiver Applicant (1692)

Description:

Created By:

Inquiry Worker: *

Inquiry Date: * 01/03/2022

Inquiry ID:

Created Date:

Person Name /ID	Gender	(Age) DOB	Role
	MALE		Inquirer 2
	FEMALE		Inquirer 1

Related Persons

Add Inquirer

Specific Children of Interest

Person Name /ID	Gender	(Age) DOB	Relationship to Inquirer 1
-----------------	--------	-----------	----------------------------

Unknown Child(ren) Hint: check if specific child(ren) of interest unknown, this can be in addition to identified child(ren) of interest.

Add Child

3. Select **Adoption Foster Caregiver Applicant (1692)** from the **Provider Type** dropdown list.

4. Enter the **Inquiry Date** in the date field.

Note: The date selected must be on or prior to the **Application Received** date.

5. Click the **Add Inquirer** button.

Completing a Foster to Adopt (1692) Home Study

The **Person Search Criteria** screen appears.

6. Enter the person's information into the filter criteria fields.

- If you know a provider's **Person ID** (that is attached to the **Foster Care Provider** record) you can enter that number in the **Person ID** field rather than create a duplicate person or provider in the system.

Search For Person

Person ID: ~ OR ~ SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

DOB: ~ OR ~ Age Range: -
From Age To Age

Reference, TCN, and Address Criteria ▾

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

Sort by: Relevance (Highest-Lowest) ▾

- AKA/Nicknames

Fewer Results More Results

7. Click the **Search** button.

The results appear in the **Person Search Results** section at the bottom of the screen.

Person Search Results

Result(s) 1 to 15 of 120 / Page 1 of 8

Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

8. Click the check box in the appropriate person's row.

9. Click the **Select** button.

Reminder: Do NOT create a new Person ID. The Person ID for the **Inquirer** should already exist in Ohio SACWIS as the Inquirer's Person ID **MUST** be the same Person ID that is linked to the **Foster Care Provider** record.

Completing a Foster to Adopt (1692) Home Study

The selected person appears in the **Inquirer List** section on the **Inquirers** tab.

10. In the **Role** field, select the appropriate role from the drop-down list.

Important: For **Adoption Foster Caregiver Applicant (1692)** Inquiries, all **Adoptive Applicants** must have a **Role** of **Inquirer**.

Note: When the record is linked to a provider record, **Inquirer 1** will become **Applicant 1** and **Inquirer 2** will become **Applicant 2**.

Provider > Inquiry > Inquiry Search

Agency: County Children Services

Reason for Inquiry: Provider Interest

Provider Type: Foster Care/Adoption

Inquiry Worker: [dropdown]

Inquiry Date: 01/03/2022

Inquiry ID: [input]

Created Date: 01/03/2022 01:29:44 PM

Person Name /ID	Gender	(Age) DOB	Role
	MALE		Inquirer 2
Related Persons	FEMALE		Inquirer 1
Related Persons	FEMALE		[dropdown]

Add Inquirer

Specific Children of Interest

Person Name /ID	Gender	(Age) DOB	Relationship to Inquirer 1
-----------------	--------	-----------	----------------------------

Unknown Child(ren) Hint: check if specific child(ren) of interest unknown, this can be in addition to identified child(ren) of interest.

Add Child

11. If needed, select the **Add Inquirer** button and repeat steps 5 – 10 to add additional **Inquirers** and/or family member(s) and then their applicable role(s).

12. Click the **Add Child** button and repeat steps 6 – 9 (above) to select the correct **Person ID** for the **Child of Interest**.

Reminder: Do NOT create a new Person ID. The Person ID for the **Child of Interest** should already exist in Ohio SACWIS as the Child of Interest's Person ID **MUST** be the same Person ID that is linked to the **Foster Care Placement** into the 1692 Applicant's **Foster Care Provider** record.

The selected person appears in the **Specific Children of Interest** section on the **Inquirers** tab.

Specific Children of Interest

Person Name /ID	Gender	(Age) DOB	Relationship to Inquirer 1
-----------------	--------	-----------	----------------------------

Add Child

Apply Save Cancel

13. Select the **Relationship to Inquirer 1** from the drop-down list.

Completing a Foster to Adopt (1692) Home Study

14. Enter **Additional Comments**, if needed.
15. Repeat steps 12 – 14 as needed to add additional **Child(ren) of Interest**.
16. Click the **Apply** button.
17. Click the **Address** tab.

The **Address** tab appears.

Viewing the Address Tab

The **Address** tab is view only. The fields on this screen are auto-populated from the **Person Address** for **Inquirer 1** which is located in their **Person Profile**.

1. Verify that the correct **Address** appears in the **Address List**.
 - If there is not an address listed, or if the address listed is incorrect, these changes must be made through the **Person Profile** for **Inquirer 1**.
 - Since **Inquirer 1** is also listed as **Applicant 1** on the **Foster Care Provider** record, a **Home Study Amendment** may be required to correct the address.

Inquirer	Address	Referral Sources	Optional Info	Activity/Status
Agency: County Children Services			Family Name:	
Address List				
Type	Address	Effective Date	End Date	Primary
Residence		01/01/1900	11/07/2021	No
Residence		11/08/2021		Yes
Contact List				
Type	Contact Details		Primary	
Cell		Yes		
Email		No		
Home		No		
Associated Providers				
Provider ID	Provider Name	Provider Address	Provider Type/Recommending Agency/Approval Date/Type	Status

Apply Save Cancel

2. Verify that at least one **Contact** is recorded in the **Contact List**.
3. Verify that at least one **Contact Type** is listed a **Primary Contact**.
 - 'Yes' will appear in the **Primary** column.
4. Review the **Associated Providers** section.
 - This section displays specific information regarding **Provider Types**, **Recommending Agencies**, **Approval Dates**, and **Type Statuses** for the associated provider records.

Completing a Foster to Adopt (1692) Home Study

Important: If the **Foster Care Provider** is currently approved as an **Adoptive Care Provider**, a 1692 is not required. However, the 1692 Inquiry can be linked to the Provider record, but the **Adoptive Approval Span** will need to be closed before the **Foster to Adopt 1692 Home Study** can be approved.

Completing the Referral Sources Tab

1. Click the **Referral Sources** tab.

The screenshot displays the 'Referral Sources' tab in a software application. The interface is divided into several sections:

- Available Referral Sources:** A list of source types including Agency Staff Member, Agency Website, Business/Company, Church Event, Civic/Community Fair, Community Meeting, County Fair, and Direct Mailing(s). An 'Add' button is located to the right of this list.
- Selected Referral Sources:** A search bar and a 'Remove' button.
- Description:** A text area for entering a description, with 'Spell Check' and 'Clear' buttons below it.
- Attended Recruitment Events:** A table with columns for Agency, Event Type, Event Name, Begin Date, and End Date. An 'Add Event' button is located below the table.
- Buttons:** 'Apply', 'Save', and 'Cancel' buttons are located at the bottom of the page.

2. Select the **Referral Source(s)** from the **Available Referral Sources** tab.
3. Click the **Add >** button.
 - The **Referral Source(s)** appear in the **Selected Referral Sources** box.
4. Enter a **Description**, if needed.
5. Click the **Add Event** if the Inquirer(s) attended a **Recruitment Event** (optional).
6. Click **Apply**.

Completing a Foster to Adopt (1692) Home Study

Completing the Optional Info Tab

Note: The information entered on this tab is optional and the **Inquiry** can be **Completed** if no information is entered on this tab.

1. Click the **Optional Info** tab.
2. Enter the **Acceptable Child Characteristics**.
3. Select the applicable **Race(s)**.
4. Enter the **Ethnicity/Ancestry** information.
 - Select the **Hispanic/Latino** value.
 - Select the applicable **Ethnicities** from the **Available Ethnicity** push box.
5. Enter the **Other Information**.

The screenshot displays the 'Referral Sources' tab within a software application. The interface is divided into several sections:

- Available Referral Sources:** A list of options including Agency Staff Member, Agency Website, Business/Company, Church Event, Civic/Community Fair, Community Meeting, County Fair, and Direct Mailing(s). An 'Add' button is highlighted in red.
- Description:** A text input field with a 'Spell Check' button and a 'Clear' button.
- Selected Referral Sources:** A section for managing selected sources, featuring a 'Remove' button.
- Attended Recruitment Events:** A table with columns for Agency, Event Type, Event Name, Begin Date, and End Date. An 'Add Event' button is highlighted in red.
- Bottom Navigation:** 'Apply', 'Save', and 'Cancel' buttons.

6. Click the **Apply** button.

Completing a Foster to Adopt (1692) Home Study

Completing the Activity/Status Tab

1. Click the **Activity / Status** tab.

The screenshot shows the 'Inquiry Activity Log Filter Criteria' section with 'Created In Error' set to 'Exclude' and 'Include'. Below is the 'Inquiry Activity Log' table with columns for Activity Type, Date of Activity, Comments, and Created In Error. A single entry is visible: 'Invited to Pre-Service Training' on 01/03/2022 with the comment 'Emailed the 2022 pre-service training schedule and requested a call when they are ready to register'. Below the table, a note states: 'Following Activities are required to complete this inquiry: Application Provided, Application Received, Adoption/Foster Packet Provided'. An 'Add Activity' button is highlighted with a red box.

2. Click the **Add Activity** button.

The **Activity Information** screen appears.

The screenshot shows the 'Activity Information' screen. The 'Activity Type' dropdown menu is open, displaying a list of activity types. The 'Add Activity' button is highlighted with a red box. The list includes: Adoption packet provided, Adoption/Foster packet provided, Application Provided, Application Reviewed, Application Returned to Inquirer, Interview meeting, **Add Activity**, All Other Background Check, Approved/Not Pre-Service Training, FB CHECK, Foster Home provided, Foster Visit provided, Foster Care, General, Invited to Meeting, Invited to Pre-Service Training, Meeting Care packet provided, Physical/Psych exam provided, Public Record Check Local.

3. Select the **Activity Type** from the drop down.

Important: While users can select any **Activity Type**, the following 3 activities are required to complete the inquiry: **Application Provided, Application Received, and Adoption Packet Provided or Adoption/Foster Packet Provided.**

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4. Enter the **Date of Activity**.

- This date should be the date the activity occurred, not the date you are entering the record. All activity dates should be the day of or after the date of the inquiry.

5. Record the **Comments** for the activity.

Activity Information

Activity Type: *

Date of Activity: *

Comments:

Spell Check Clear 4000

Created in Error

Created By: Created Date:

Modified By: Modified Date:

OK Cancel

6. Click the **OK** button.

The **Activity/Status** tab appears displaying the recorded activities in the **Inquiry Activity Log** section.

Reminder: At minimum, the following **3 Activity Types** must be recorded in the **Inquiry Activity Log to Complete** the Inquiry Record: **Application Provided, Application Received, and Adoption Packet Provided or Adoption/Foster Packet Provided.**

7. Update the **Status** to 'Screen In – Application Received'.

Completing a Foster to Adopt (1692) Home Study

Inquirers	Address	Referral Sources	Optional Info	Activity/Status																				
Inquiry Activity Log Filter Criteria																								
Created In Error: <input checked="" type="radio"/> Exclude <input type="radio"/> Include																								
Inquiry Activity Log																								
<table border="1"><thead><tr><th></th><th>Activity Type</th><th>Date of Activity</th><th>Comments</th><th>Created in Error</th></tr></thead><tbody><tr><td>view</td><td>Application Provided</td><td>07/01/2023</td><td></td><td></td></tr><tr><td>view</td><td>Application Received</td><td>07/01/2023</td><td></td><td></td></tr><tr><td>view</td><td>Adoption packet provided</td><td>07/01/2023</td><td></td><td></td></tr></tbody></table>						Activity Type	Date of Activity	Comments	Created in Error	view	Application Provided	07/01/2023			view	Application Received	07/01/2023			view	Adoption packet provided	07/01/2023		
	Activity Type	Date of Activity	Comments	Created in Error																				
view	Application Provided	07/01/2023																						
view	Application Received	07/01/2023																						
view	Adoption packet provided	07/01/2023																						
Following Activities are required to complete this inquiry: Application Provided, Application Received, Adoption Packet Provided or Adoption/Foster Packet Provided																								
Status:																								
Status: * <input type="text" value="Screen In - Application Received/Accepted"/> Status Date: <input type="text"/> Closed Reason: <input type="text"/>																								
Comments: <input type="text"/>																								

8. Click the **Save** button.

Linking a 1692 Inquiry to a Provider

To link an Adoption Foster Caregiver Applicant (1692) Inquiry to a Foster Care Provider record:

- The **Child(ren) of Interest** must be in the agency's **Permanent Custody** to link the completed **Adoption Foster Caregiver Applicant (1692) Inquiry** to a **Foster Care Provider** record.
- The **Person ID(s)** used for **Inquirer 1** and **Inquirer 2** must have the role of an **Applicant** on the Foster Care Provider record.
- There must be an **Active Foster Care Certification** for the Provider.
- There may be an **Active Adoptive Care Span** at the time the 1692 Inquiry is linked, however, this span must be **Closed** prior to finalizing the 1692 home study.

1. Click the **Inquiries to be Linked** tab.

The list of **Inquiries to be Linked to Provider** screen appears.

Completing a Foster to Adopt (1692) Home Study



2. Click the **Link** hyperlink next to the appropriate row.

The **Link Provider Information** screen appears.

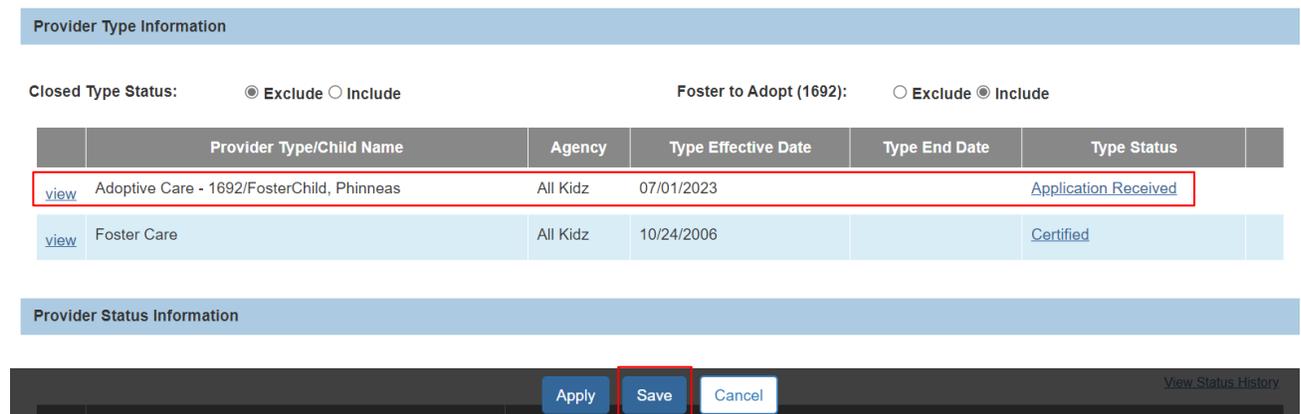
3. Click the **Link** hyperlink next to the appropriate row.

Note: All provider records, of which the **Inquirer** is a member, will appear on this page. However, the **Link** hyperlink will only display on the **Foster Care Provider** record where the **Child of Interest** is placed.



[Cancel](#)

The **Manage Provider Details** screen appears. Scroll to the **Provider Type Information** section.



4. Verify the following:

- The **Provider Type/Child Name** column displays the value of **Adoptive Care-1692/ Child Last Name, Child First Name**.
- The **Type Status** column displays **Application Received**.

5. Click the **Save** button.

Completing a Foster to Adopt (1692) Home Study

Navigating to the Foster to Adopt (1692) Home Study Topics Screen

The **Provider Overview** screen appears.

Provider Overview

- Activity Log
- Inquiries
- Forms/Notices
- Skills
- Training
- Acceptance Criteria
- Description of Home
- Description of Family
- Foster to Adopt (1692) Home Study**
- Home Study
- Approval/Certification
- Large Family Assessment
- Service Credentials
- Placements/Services
- Complaints/Rule Violations
- Waiver
- AP Search History
- Living Arrangement

PROVIDER NAME / ID: *FosterMom, Fi & FosterDad, Fo / 32* CATEGORY / STATUS: *Home / Active*

PRIMARY ADDRESS: *100 Main Street Anywhere, OH 40000* PRIMARY CONTACT: *Home: (555) 555-5555*

Provider Actions

[Provider Information](#) | [Linked 1692 Providers](#) | [Associated Providers](#)

Approval/Certification Spans

Provider Type	Level of Care	Approval/Certification Period	Agency	Certifying Entity
Foster Care	Treatment Foster Home	10/24/2022 - 10/23/2024	All Kidz	ODJFS

[View History](#)

Approval Information

1. Click the **Foster to Adopt (1692) Home Study** link in the **Navigation** menu.

The **Maintain Home Study History** screen appears.

PROVIDER NAME / ID: *FosterMom, Fi & FosterDad, Fo / 32* CATEGORY: *Home*

Home Study Filter Criteria

Created in Error: Exclude Include

Maintain Home Study History

	Child Name	Application Received Date	Recommendation	Status	Decision Effective Date	Agency	Letter Sent
edit	FosterChild, Phinneas	07/01/2023	Pending	In progress		All Kidz	

Note: The 'In Progress' 1692 Home Study record was automatically created when the Adoption Foster Caregiver Applicant (1692) Inquiry was linked to the provider record.

Completing a Foster to Adopt (1692) Home Study

Completing the Home Study Topics

The **Maintain Home Study Information** screen appears displaying the **Foster to Adopt Home Study Topics**.

Maintain Home Study Information			
Agency:	All Kidz		
Provider Type:	Adoptive Care - 1692	1692 Applicant 1:	FosterMom, Fi
Date of Foster Care Placement:	05/31/2016	1692 Applicant 2:	FosterDad, Fo
Date of Application for Adoption:	07/01/2023	Child Name:	FosterChild, Phinneas
Foster to Adopt Home Study Topics			
Topic	Status		
Basic Provider Information (Name, Household Members, Address and Contact, Caregiver)			
Verifications	Not Completed		
Training	Training Requirements Not Completed		
Information on the child to be Adopted	Not Completed		
Narratives	Not Completed		
Recommendation	Pending		
<input type="button" value="Validate for Approval"/>			

Completing the Basic Provider Information Topic

1. Click the **Basic Provider Information (Name, Household Members, Address and Contact, Caregiver)** link (shown above).

The **Provider Information** screen appears.

Member List						
Name/Person ID	Date of Birth	Role	Effective Date	Type	Estimated Leave Date	
FosterMom, Fi32	01/01/1992	Applicant 1	03/15/2009	Permanent		
Skills:						
FosterDad, Fo32C	01/01/1990	Applicant 2	03/15/2009	Permanent		
Skills:						
Applicant Relationship Information						
Marital Status						
Marital Status:	Married two parent household with two biological/adoptive parents			Effective Date:	10/24/2006	
Provider Address						
Address:	100 Main Street Anywhere, OH 40000					
Directions to Home from Agency:	Make a left onto South Street from the Agency. Go west on I-100 for 7 miles and take Exit 235. Turn right onto Main Street. The house will be on the right in 3.7 miles.					
Name of Public School District:						
Provider Contact						
Type	Detail	Description				
Home	(555) 555-5555	Default Phone Number, needs correction				
Expiration date of current foster home certificate or adoptive home study approval:						
[HINT: An expiration date only displays when completing the JFS 01385]						
<input type="button" value="Close"/> <input type="button" value="Update Provider Information"/>						

Completing a Foster to Adopt (1692) Home Study

Comments:

Spell Check Clear 4000

Apply to Other Children

Child Name - DOB

Apply Save Cancel

2. Select the **Assessor** from the drop down.
3. Select **Verified** from the **Status** drop down for each required item.
4. Enter the **Date** the item was verified (not required).
5. Enter **Comments** in the narrative text box (not required).
6. Click the **Apply to Other Children** checkbox to apply the **Verification Tasks** to other children included in the 1692 home study, if applicable.
7. Click **Save**.

The **Foster to Adopt Home Study Topics** screen appears.

Completing the Training Topic

1. Click the **Training** link.

The **Completed Training List** screen appears.

Trainer Name	Session ID / Name	Session Start Date	Number of Hours	How Delivered	Status
<input type="checkbox"/> Link Training					

Link Training Requirements have been Successfully Completed

Apply Save Cancel

2. Click the **Link Training** button.
3. Check the box next to any training taken for the 1692 process.
4. Click OK.

Completing a Foster to Adopt (1692) Home Study

Training Session Search Criteria

From Session Date: OR To Session Date:

Provider MemberID: OR Historical Provider MemberID:

Training Type:

Level of Care:

Actual Hours:

Apply Hours to Certification:

Delivery Method:

Location:

Filter **Clear Form**

Completed Training List

#	Member Name / Person ID	Training Type	Level of Care	Session Name / ID	Instructor Name	Session Date	Delivery Method	Location	Actual Hours	Apply Hours to Certification
<input type="checkbox"/>	FosterMom, Fl	Continuing	Treatment Foster Home	What Every Parent Should Know About Substance Abuse 88777962	Dr. Denis Daley	03/22/2023	Live Synchronous Training	Agency	3	Yes
Training Competencies: Effects of physical abuse, sexual abuse, emotional abuse, neglect, and substance abuse - Resource Readiness: Substance Abuse - Topic 988: Caregiver/Adoptive Parent Training On Substance Abuse										
<input type="checkbox"/>	FosterDad, Fo	Continuing	Treatment Foster Home	What Every Parent Should Know About Substance Abuse 88777962	Dr. Denis Daley	03/22/2023	Live Synchronous Training	Agency	3	Yes
Training Competencies: Effects of physical abuse, sexual abuse, emotional abuse, neglect, and substance abuse - Resource Readiness: Substance Abuse - Topic 988: Caregiver/Adoptive Parent Training On Substance Abuse										
<input type="checkbox"/>	FosterMom, Fl	Continuing	Treatment Foster Home	Educational Advocacy 88786283	Anthony President	01/29/2023	Live Synchronous Training	Agency	3	Yes
Training Competencies: Resource Readiness: Education advocacy										
<input type="checkbox"/>	FosterDad, Fo	Continuing	Treatment Foster Home	Educational Advocacy 88786283	Anthony President	01/29/2023	Live Synchronous Training	Agency	3	Yes
Training Competencies: Resource Readiness: Education advocacy										

Total Training Hours for Summary : 1248.0

OK

The **Completed Training List** screen appears displaying the selected training(s).

Completed Training List

Trainee Name	Session ID / Name	Session Start Date	Number of Hours	How Delivered	Status
utms FosterMom, Fl	88777962 / What Every Parent Should Know About Substance Abuse	03/22/2023	3	Live Synchronous Training	Completed
utms FosterDad, Fo	88777962 / What Every Parent Should Know About Substance Abuse	03/22/2023	3	Live Synchronous Training	Completed

Link Training

All Training Requirements have been Successfully Completed

Save **Cancel**

- Click the box indicating **All Training Requirements have been Successfully Completed**, then click **Save**.

The **Foster to Adopt Home Study Topics** screen appears.

Completing the Information on the Child to be Adopted Topic

- Click the **Information on the Child to be Adopted** link.

Maintain Home Study Information

Agency: All Kids

Provider Type: Adoptive Care - 1692

Date of Foster Care Placement: 05/31/2016

Date of Application for Adoption: 07/01/2023

1692 Applicant 1: FosterMom, Fl

1692 Applicant 2: FosterDad, Fo

Child Name: FosterChild, Phineas Wayne

Foster to Adopt Home Study Topics

Topic	Status
Basic Provider Information (Name, Household Members, Address and Contact, Caregiver)	
Verifications	Completed
Training	Training Requirements Completed
Information on the child to be adopted	Not Completed
Narratives	Not Completed
Recommendation	Pending

Validate for Approval

Close

The **Information on the Child to be Adopted** screen appears.

Completing a Foster to Adopt (1692) Home Study

Information on the child to be adopted

Is the child a part of a sibling group? Yes No

If yes, how many children are part of this sibling group?

Are you interested in exploring the adoption of the sibling group? Yes No

These fields are disabled and no longer required if home study start date is on or after 10/01/2019

How long has this child been living in your home?

Were you involved in the child's case plan? Yes No

If yes, please discuss how you have been working to achieve the case plan goals:

Spell Check Clear 4000

Apply to Other Children

Child Name - DOB

Apply Save Cancel

2. For each question, click the radio button that corresponds to the correct answer.
3. Click the **Apply to Other Children** checkbox to apply the **Verification Tasks** to other children included in the 1692 home study, if necessary.
4. Click the **Save** button.

The **Foster to Adopt Home Study Topics** screen appears

1. Click the **Narratives** link.

Maintain Home Study Information

Agency: All Kids

Provider Type: Adoptive Care - 1692

Date of Foster Care Placement: 05/31/2016

Date of Application for Adoption: 07/01/2023

1692 Applicant 1: FosterMom, Fi

1692 Applicant 2: FosterDad, Fo

Child Name: FosterChild, Phineas Wayne

Foster to Adopt Home Study Topics

Topic	Status
Basic Provider Information (Name, Household Members, Address and Contact, Caregiver)	Completed
Verifications	Completed
Training	Training Requirements Completed
Information on the child to be Adopted	Completed
Narratives	Not Completed
Recommendation	Pending

Validate for Approval

Close

The **Foster to Adopt Home Study Narratives** screen appears.

Completing a Foster to Adopt (1692) Home Study

Foster to Adopt Home Study Narratives		
	Narrative Topic	Narrative
edit	If additional household members have moved into the home since the most recent homestudy or recertification, please describe their general characteristics, including why he/she is living in the household, whether they plan on being a permanent member of the home, and what his/her role will be regarding the adopted child(ren).	
edit	List any significant health changes since the most recent homestudy or recertification, provide supporting documentation from a licensed physician or health care professional.	
edit	Please describe the relationship between the child(ren) and members of your family.	
edit	Please describe how the child(ren) feels about becoming a permanent member of your family.	
edit	How do you plan to address any special needs the child has? What is your plan to handle any long-term difficulties or challenges the child(ren) may have?	
edit	In the event that you or your spouse are unable to care for the child(ren), what arrangements have you made for their care? Is this the same plan you have for other children in your home?	
edit	Please describe how you will meet your adopted child's needs in the absence of Foster Care Maintenance.	
edit	Please identify any training needs that you may have.	

Close

2. Click the **Edit** link for each **Narrative Topic**.

The **Narrative Details** screen appears.

Narrative Details	
Topic:	List any significant health changes since the most recent homestudy or recertification- provide supporting documentation from a licensed physician or health care professional.
Narrative: *	
(expand full screen)	
<div style="border: 1px solid #ccc; height: 150px;"></div>	
Spell Check	Clear 4000
Apply to Other Children	
<input type="checkbox"/>	Child Name - DOB

Apply Save Cancel Previous Next

3. Enter the **Narrative** in the text box.
4. Click the **Apply to Other Children** checkbox to apply the **Verification Tasks** to other children included in the 1692 home study, if necessary.
5. Click the **Next** button to advance through the **Narrative Topics**.
6. Repeat Steps 2-4 for each **Narrative Topic**.
7. Click the **Save** button.

The **Foster to Adopt Home Study Topics** screen appears.

Completing a Foster to Adopt (1692) Home Study

Completing the Recommendation Topic

1. Click the **Recommendation** link.

Topic	Status
Basic Provider Information (Name, Household Members, Address and Contact, Caregiver)	
Verifications	Completed
Training	Training Requirements Completed
Information on the child to be Adopted	Completed
Narratives	Completed
Recommendation	Pending

Close

The **Recommendation Information** screen appears.

Recommendations: * Pending

Decision Effective Date: []

Date Letter Sent: []

Comments: []

Spell Check Clear 4000

Apply Save Cancel

1. Select **Approve** (or the appropriate recommendation) from the **Recommendation** drop down box.
2. Enter the **Decision Effective Date**.
3. Enter **Date Letter Sent**: (not required)
4. Enter **Comments** in the text box (not required).
5. Click the **Save** button.

The **Foster to Adopt Home Study Topics** screen appears.

Completing a Foster to Adopt (1692) Home Study

Processing the 1692 Home Study for Approval

1. Click the **Validate for Approval** button.

Maintain Home Study Information

Agency:	All Kidz	1692 Applicant 1:	FosterMom, FI
Provider Type:	Adoptive Care - 1692	1692 Applicant 2:	FosterDad, Fo
Date of Foster Care Placement:	05/31/2016	Child Name:	FosterChild, Phineas Wayne
Date of Application for Adoption:	07/01/2023		

Foster to Adopt Home Study Topics

Topic	Status
Basic Provider Information (Name, Household Members, Address and Contact, Caregiver)	
Verifications	Completed
Training	Training Requirements Completed
Information on the child to be Adopted	Completed
Narratives	Completed
Recommendation	Approve

Validate for Approval

Close

If required information is missing, the **Unresolved Tasks** screen appears.

Unresolved Tasks

Topic	Message
Narrative	Narrative information is missing
Training	'All Training requirements have been successfully completed field' has not been checked
Verifications	Verifications are required to be 'Verified' or 'Not Applicable'.

2. Complete any **Unresolved Tasks**, if necessary.

When all **Foster to Adopt Home Study Topics** are **Complete** the **Process for Approval** button appears on the **Unresolved Tasks** screen.

Unresolved Tasks

Topic	Message
-------	---------

Process for Approval

Close

3. Click the **Process for Approval** button.

Completing a Foster to Adopt (1692) Home Study

The **Process Approval** screen appears.

Work Item

ID: 3282874 Type: PROVIDER Reference: Foster/Mom, FI & Foster/Dad, Fo
 Task ID: 53948256 Task Type: Home Study Task Reference: Task Status:

Routing/Approval Action

Action: * Please Select An Action ▼

Comments:

Agency: All Kidz ▼

Reviewers/ Approvers: Please Select A Reviewer/Approver ▼

Save Cancel

4. Select the appropriate **Action** from the drop-down box.

Note: If the logged in user has the **User Group Security** to final-approve a home study they will see **Approved-Final** as an option in the **Action** dropdown. If the logged in user does not have this security, they will need to **Route** the home study to their supervisor for approval.

- 5. Select the appropriate approval authority from the **Reviewers/Approvers** drop down box.
- 6. Click the **Save** button.

The **Provider Overview** screen now displays the **Approval Information** for the **Adoptive Care – 1692** provider type.

Approval/Certification Spans

Provider Type	Level of Care	Approval/Certification Period	Agency	Certifying Entity
Foster Care	Treatment Foster Home	10/24/2022 - 10/23/2024	All Kidz	ODJFS

View History

Approval Information

Provider Type	Type Status	Decision Effective Date	Agency	Child Name
Adoptive Care - 1692	Approved	07/10/2023	All Kidz	FosterChild, Phinneas Wayne

Action Items **Provider Alerts** **Assignments**

No Action Items Found

Completing a Foster to Adopt (1692) Home Study

Recording the Letter Sent Date

1. Click the **Foster to Adopt (1692) Home Study** link from the navigation menu.
2. Click the **Date** link in the **Letter Sent** column.

The screenshot shows a navigation menu on the left with the link "Foster to Adopt (1692) Home Study" highlighted in red. The main content area displays the "Maintain Home Study History" table. The table has columns for Child Name, Application Received Date, Recommendation, Status, Decision Effective Date, Agency, and Letter Sent. A red box highlights the "Date" link in the Letter Sent column for the record of FosterChild, Phineas Wayne.

Child Name	Application Received Date	Recommendation	Status	Decision Effective Date	Agency	Letter Sent
view FosterChild, Phineas Wayne	07/01/2023	Approve	Approved	07/10/2023	All Kidz	Date

The **Recommendation Information** screen appears.

The screenshot shows the "Recommendation Information" screen. It includes a "Recommendation:" dropdown menu set to "Approve", a "Decision Effective Date:" field with the value "07/10/2023", and a "Date Letter Sent:" field with a calendar icon. A red box highlights the "Date Letter Sent:" field. Below the fields is a large "Comments:" text area and "Apply", "Save", and "Cancel" buttons.

3. Enter the **Date Letter Sent**.
4. Click the **Save** button.

The **Maintain Home Study History** screen appears with the **Letter Sent** date displayed on the approved home study record.

The screenshot shows the "Maintain Home Study History" table with the "Letter Sent" date updated to "07/10/2023" for the record of FosterChild, Phineas Wayne.

Child Name	Application Received Date	Recommendation	Status	Decision Effective Date	Agency	Letter Sent
view FosterChild, Phineas Wayne	07/01/2023	Approve	Approved	07/10/2023	All Kidz	07/10/2023

Completing a Foster to Adopt (1692) Home Study

Linking a 1692 Provider to a Placement Record

When adding an **Adoptive Placement** for a child with a **1692 Placement Provider**, click the **Link 1692 Provider** button within the **Placements** screen.

Case > Workload > Placements

Case ID: [] Case Name: [] Case Status: Open (02/13/2012) Case Category: Adoption

Service Information

Agency: County Children Services Board

Child Name/ID: []

Service Type: Approved Adoptive Home

Placement Type: Adoptive Placement - AP

DOB: []

Begin Date: 06/06/2014

Estimated End Date: []

Additional Placement Information

ICPC Placement Emergency Placement After-Hours Placement ICWA Placement

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

Provider Information

Provider	Service Description	Service ID	Primary Address	ICCA Delivered Date	Relationship To Child
Link Provider Link 1692 Provider <input type="checkbox"/> Non-Conforming Placement					

Reason: []

Provider Used to Determine Payment

Pay Substitute Care Placement Rate in Lieu of Subsidy

Payment Service Type: []

Payment Provider	Service Description	Service ID	Primary Address
Link Provider			

Status: Draft

Upon clicking **Link 1692 Provider**, Ohio SACWIS will automatically pull in the **1692 Provider** to which the child is linked.

Case > Workload > Placements

Case ID: [] Case Name: [] Case Status: Open (02/13/2012) Case Category: Adoption

Service Information

Agency: []

Child Name/ID: []

Service Type: Approved Adoptive Home

Placement Type: Adoptive Placement - AP

DOB: 08/16/1997

Begin Date: 06/06/2014

Estimated End Date: []

Additional Placement Information

ICPC Placement Emergency Placement After-Hours Placement ICWA Placement

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

Provider Information

Provider	Service Description	Service ID	Primary Address	ICCA Delivered Date	Relationship To Child
Link Provider Link 1692 Provider <input type="checkbox"/> Non-Conforming Placement	Adoptive Placement				select

Reason: []

Completing a Foster to Adopt (1692) Home Study

Closing the Adoptive Care – 1692 Provider Type Record

The **Adoptive Care-1692 Provider Type** will automatically **Close** when the **Child's Placement is End-Dated** within the **Placements** screen on the child's Case record.

End Date:	06/06/2014	* The following end information will only be saved if an end date is entered
End Reason:	Discharge	
Secondary End Reason:		
Discharge Reason:	Adoption Finalized	
Was there an effort to maintain placement?:	No	

The placement end-date will be a result of the child's **Adoption Finalization** (as shown above) OR due to a **Placement Move** recorded in Ohio SACWIS.

The **Provider Type Information** will reflect the closure of the **Adoptive Care – 1692 Provider Type** status.

Provider Type Information					
Closed Type Status:		Foster to Adopt (1692):			
Exclude Include		Exclude Include			
	Provider Type/Child Name	Agency	Type Effective Date	Type End Date	Type Status
view	Adoptive Care - 1692	County Children Services Board	05/01/2014	06/06/2014	Closed
xview	Adoptive Care	County Children Services Board	09/19/2009	11/26/2009	Closed
xview	Foster Care	County Children Services Board	05/10/1996		Certified

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