

Completing a Case Transfer



Knowledge Base Article

Completing a Case Transfer

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Completing a Case Transfer

Overview

This article describes steps for the entire case transfer process, including procedures for both the **Transferring Agency** and the **Receiving Agency**.

Important: Although the case transfer process in Ohio SACWIS has improved system usability and streamlined business procedures, best practice encourages both the **Transferring Agency** and the **Receiving Agency** to maintain a high-level of communication throughout the entire case transfer process.

To provide some background, Ohio SACWIS functionality now improves the case transfer process by making it more consistent with Policy's requirements, as well as reducing the manual tasks required to transfer a case.

Some system-enhancement examples are as follows:

- You will no longer be required to manually end-date the child's specific court ordered transfers for their:
 - Associated legal status record
 - Eligibility record
 - Reimbursability record
 - Placement record
- Agencies can now use Ohio SACWIS to “switch ownership” of child-based work items on cases that have a current agency legal status of **Active** and are owned by the Transferring Agency for an active case member. Child-based work items are considered to be “switched” when the Court Ruling record for **Court Jurisdiction Transfer** (initiated by the Transferring Agency) has its **Court Acceptance Date** recorded in Ohio SACWIS (by the Receiving Agency) prior to the actual case transfer.
- A Receiving Agency can accept a case transfer request from a Transferring Agency (or return it for rework) and Ohio SACWIS records the transactions between the two agencies.
- Ohio SACWIS automatically notifies the Receiving Agency about upcoming potential case transfers

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Recording a Court Motion

To transfer a case, the court motion that documents the request must first be recorded in Ohio SACWIS. To do so, the **Transferring Agency** will complete these steps for **court-ordered cases only**:

Navigating to the Legal Actions Screen

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

Note: If you know the **Case ID** number, you can also use the **Search** link to navigate to the **Case Overview** screen.

4. Click the **Legal Actions** link in the **Navigation** menu.

Home	Intake	Case	Provider	Financial	Administration
Workload	Court Calendar	Placement Requests			

< >

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Safety Assessment
- Substance Abuse Screening
- Forms/Notices
- Category/Pathway Switch
- Safety Plan
- Actual Risk Assessment
- Family Assessment
- Ongoing Case Ad
- Specialized Ad Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions**
- Legal Jurisdiction Status
- Child Support Information
- Living Arrangement / Guardianship
- Initial Removal
- Placement Request
- Placement/ICCA

CASE NAME / ID: [] Ongoing Open [] **HAZARD**

ADDRESS: [] CONTACT: []

AGENCY: []

PRIMARY WORKER: [] SUPERVISOR(S): []

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

Case members have unspecified relationships.

Hazards

Person / Address	Hazard Type
[]	[]

The **Legal Actions** screen appears.

Recording the Motion

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The **Transferring Agency** will complete the following steps:

1. Click **Maintain Legal Action** for the participant

The screenshot shows the 'Case' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Workload', 'Court Calendar', and 'Placement Requests'. A sidebar on the left contains a list of menu items, with 'Legal Actions' expanded. The main content area displays 'Case Legal Actions / Delinquency Participants Filter Criteria' with radio buttons for 'All Persons' and 'Persons Under Age 22'. Below this is a table titled 'Case Legal Actions / Delinquency Participants' with columns for 'Case Participants', 'DOB', and 'Legal Action'. Three rows are visible, each with a 'Maintain Legal Action' button highlighted in red. A 'HAZARD' label is visible in the top right corner of the main content area.

2. In the **Legal Action** field, select **Record Motion**.
3. Click the **Add Action** button.

The screenshot shows the 'Record Motion' details screen. At the top, there are fields for 'CASE NAME / ID', 'Ongoing / Open', 'Name', 'Person ID', and 'DOB'. Below these are filter criteria for 'Participant Legal Action Filter Criteria' with radio buttons for 'Current Episode' and 'View Historical', and a 'Created In Error' section with 'Exclude' and 'Include' options. A 'Filter' button is located below the filter criteria. The main section is titled 'Participant Legal Action Information' and contains a 'Legal Action' dropdown menu set to 'Record Motion' and an 'Add Legal Action and Grouping' button. Below this is a table of 'Legal Action Information' with columns for 'Date', 'Legal Action', 'Type', 'Additional Info', 'Court Info', 'Created In Error', and 'Move'. The table contains five rows of data. At the bottom, the 'Legal Action' dropdown is set to 'Record Motion' and the 'Add Action' button is highlighted in red.

The **Record Motion Details** screen appears.

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4. In the **Date Submitted** field, enter the appropriate date.
5. In the **Court Name** field, select the Sending Court name.
6. In the **Motion Filed By** field, click the **Search Person** button to locate the person who filed the motion.

The screenshot displays the 'Record Motion Details' form. The 'Court Information' section includes fields for 'Action Participant', 'Date Submitted', 'File Stamp Date', 'Court Name', and 'Court Address'. The 'Motion Filed By' field is highlighted with a red box, and a 'Search Person' button is visible next to it. Below this, there are sections for 'Reason for Ending Motion', 'Available Motion Types', and 'Selected Motion Types'.

The **Person Search Criteria** screen appears.

7. Complete the filter fields, as needed.
8. Click the **Search** button. The filtered results appear in the **Person Search Results** section of the screen.

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9. Click the **Select** link in the appropriate row.

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

Person Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1
 Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<input type="button" value="select"/>	<input type="text"/>	Unknown Address			

[Related Persons](#)

The **Record Motion Details** screen appears displaying the selected name in the **Motion Filed By** field.

10. In the **Available Motion Types** field, choose **Court Jurisdiction Transfer**.

11. In the **Receiving Agency** field, select the Receiving Agency's name (required to save the record).

12. In the **Method of Motion** field, select **Written** or **Oral**.

13. Complete the **Motion Narrative** field as needed.

14. Select the **Preferred Primary Disposition/Outcome**.

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The screenshot shows the 'Record Motion Details' form. Key elements include:

- Court Information:** Fields for Action Participant, Date Submitted, File Stamp Date, Court Name, Court Address, Court ID Number, Court Case Number, Judge/Magistrate, and County.
- Motion Fied By:** A search field with a 'Search Person' button.
- Reason for Ending Motion:** A dropdown menu.
- Available Motion Types:** A list of motion types including Annual Court Review (ACR), Amended Motion, Annual Review (Citizen Review Board), Appointment for GAL, Case Plan Review, Child Support, Child's testimony to be videotaped, and Contempt. This list is highlighted with a red box.
- Selected Motion Types:** A list showing 'Court Jurisdiction Transfer' selected.
- Sub-Type:** A dropdown menu.
- Receiving Agency:** A dropdown menu.
- Supervisor Approval Date:** A date field.
- Method of Motion:** A dropdown menu.
- Motion Supported by Affidavit:** A checkbox.
- Motion Narrative:** A text area with 'Spell Check', 'Clear', and 'Save' buttons.
- Preferred Disposition/Outcome:** A dropdown menu.
- Attorney and Guardian Ad Litem Fields:** Search fields for Mother's, Father's, and Child's Attorneys, and Mother's and Father's Guardian Ad Litem.

Saving the Motion

1. When complete, click the **Save** button on the **Record Motion Details** screen.

This screenshot shows the bottom portion of the 'Record Motion Details' form, focusing on the 'Preferred Disposition/Outcome' section and the 'Save' button. The 'Save' button is highlighted with a red box. Other visible elements include:

- Preferred Primary Disposition/Outcome:** A dropdown menu.
- Preferred Secondary Disposition/Outcome:** A dropdown menu.
- Attorney and Guardian Ad Litem Fields:** Search fields for Mother's, Father's, and Child's Attorneys, and Mother's and Father's Guardian Ad Litem.
- Created Date:** A date field.
- Modified Date:** A date field.
- Created By:** A text field.
- Modified By:** A text field.

The **Legal Actions** screen appears displaying a message that your data has been saved. The new information appears in the **Legal Actions** grid section. The **Type** column displays as **Court Jurisdiction Transfer**.

Completing a Case Transfer

Participant Legal Action Information

Legal Action: [Dropdown] Add Legal Action and Grouping

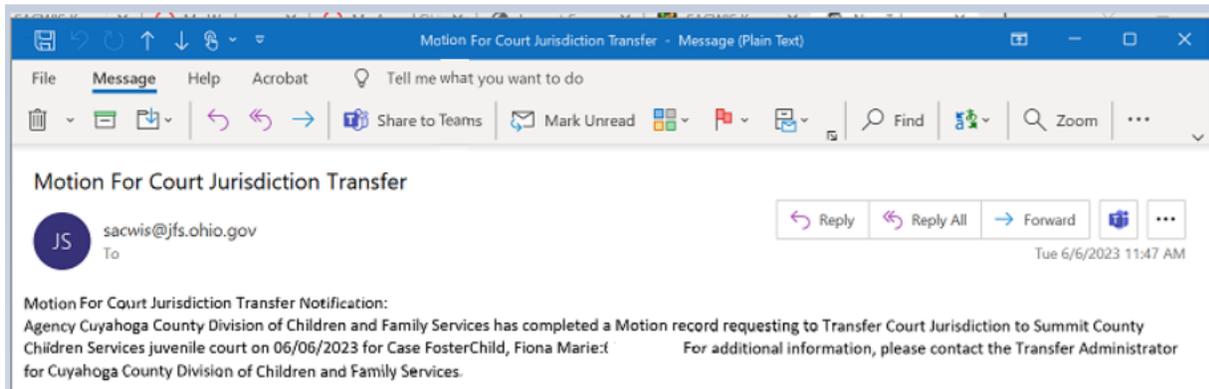
Legal Actions Group Beginning with a Ruling Effective Date: 03/28/2023

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	Move
06/01/2023	Motion	Court Jurisdiction Transfer	Preferred Primary Disposition: Court Jurisdiction Transfer			

Legal Action: [Dropdown] Add Action

More Legal Actions

After saving a court motion, Ohio SACWIS automatically sends the following email notification to all **Receiving Agency** personnel (who have a security role of **Case Transfer Administrator**) to notify them about the request to transfer this case.



Recording a Court Jurisdiction Ruling Record

After recording the motion on a court-involved case, the Transferring Agency will record a **Court Jurisdiction Ruling Record** (also called a **Ruling Record**) to document the Court Jurisdiction Transfer.

However, the Ruling Record must meet the following criteria: A ruling type of **Court Jurisdiction Transfer** and the associated **Court Jurisdiction Transfer** record must be recorded in Ohio SACWIS for **each** active case member with an **Active** legal status.

To record a Ruling Record, complete the following steps:

Completing a Case Transfer

1. Navigate to the **Legal Actions Filter Criteria (Legal Actions)** screen using the steps discussed in the previous section.
2. In the **Legal Action** field, select **Record Ruling**.
3. Click the **Add Action** button.

The screenshot displays the 'Participant Legal Action Filter Criteria' interface. At the top, there are input fields for 'CASE NAME / ID', 'Ongoing', 'Name', 'Person ID', and 'DOB'. Below these are radio buttons for 'Current Episodes' and 'View Historical', and a 'Created in Error' section with 'Exclude' and 'Include' options. A 'Filter' button is located on the left. The main section is titled 'Participant Legal Action Information' and contains a 'Legal Action' dropdown menu with 'Record Ruling' selected, and an 'Add Legal Action and Groups' button. Below this is a table with columns: 'ID', 'Date', 'Legal Action', 'Type', 'Additional Info', 'Court Info', 'Created in Error', and 'Move'. The table contains one row with the following data: ID: 65-01-0003, Date: 05/01/2023, Legal Action: Motion, Type: Court Jurisdiction Transfer, Additional Info: Preferred Primary Disposition: Court Jurisdiction Transfer, Court Info: (empty), Created in Error: (checkbox), Move: (checkbox). Below the table, there is another 'Legal Action' dropdown menu with 'Record Ruling' selected and an 'Add Action' button. A 'Clear' button is at the bottom left, and a 'More Legal Actions' button is at the bottom right.

The **Ruling Information** screen appears.

4. In the **Date of Ruling** field, select the appropriate date.
5. In the **Ruling Type** field, select **Court Jurisdiction Transfer**.
6. Complete the other fields, as needed, such as the **Ruling(s) Received** field.

Note: As shown in green, when the ruling type is **Court Jurisdiction Transfer**, the **Termination** link in the grid disappears and a note appears stating: **The legal status record will be transferred to the Receiving Agency upon entry of Receiving Agency court acceptance date.**

Completing a Case Transfer

Ruling Information

Date of Ruling:

Action Participant:

Court Name:

Court Address:

Ruling Type:

Journalized Date:

Court Case Number:

Court ID Number:

Judge/Magistrate:

County:

Last Modified Date:

Rulings Received:

- Adjudicated Unruly
- Adoption Finalized
- Alcohol and/or Drug (ADD) Tx
- Appointment for GAL
- Best Interest
- Best Interest received via Transcript
- Case Closure
- Child AWOL > 30 days

Selected Rulings Received:

Comments:

Legal Status Information

Note: The legal status record will be transferred to the receiving agency upon entry of receiving agency court acceptance date.

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	<input type="text" value=""/>		

As discussed in the next section, the transfer details will then be added.

Completing a Case Transfer

Recording Transfer Details

The **Transferring Agency** will complete the following steps:

1. Scroll to the bottom of the **Ruling Information** screen. (The steps to navigate to this screen are discussed in the previous section.)
2. Click the **Associate Jurisdiction Transfer** button.

The screenshot shows a web interface for recording transfer details. It includes sections for 'Legal Status Information', 'Appeal Information', and 'Jurisdiction Transfer Information'. The 'Associate Jurisdiction Transfer' button is highlighted with a red box. Below the button, there is a checkbox for 'Ruling has been Created in Error' and 'Save' and 'Cancel' buttons.

The **Transfer Details** screen appears.

3. In the **Receiving Agency** field, select the appropriate agency.
4. Complete the other fields, as needed.

Important: The **Court Acceptance Date** field is disabled (unavailable) for the Transferring Agency.

5. Click the **OK** button.

The screenshot shows the 'Transfer Details' screen. It includes fields for 'Action Participant', 'Person ID', 'Court Jurisdiction Transfer Information', and 'Receiving Court Information'. The 'Receiving Agency' field is highlighted with a red box. At the bottom, there are 'Save', 'Cancel', and 'OK' buttons.

Completing a Case Transfer

The **Ruling Information** screen appears displaying the selected information in the **Jurisdiction Transfer Information** section.

6. Click the **Save** button at the bottom of the **Ruling Information** screen.

The screenshot shows the 'Ruling Information' screen. The 'Jurisdiction Transfer Information' section is highlighted with a red box. It contains a table with two columns: 'Receiving Agency Name' and 'Court Acceptance Date'. The 'Receiving Agency Name' field is populated with 'County Children Services Board'. Below the table, there is a checkbox labeled 'Ruling has been Created in Error' and a 'Cancel' button.

The **Legal Actions** screen appears displaying a message that the data has been saved. The new Ruling Record appears in the **Legal Actions** grid section.

Reminder: A **Court Jurisdiction Ruling Record** is required for each active case member with an **Active** legal status record.

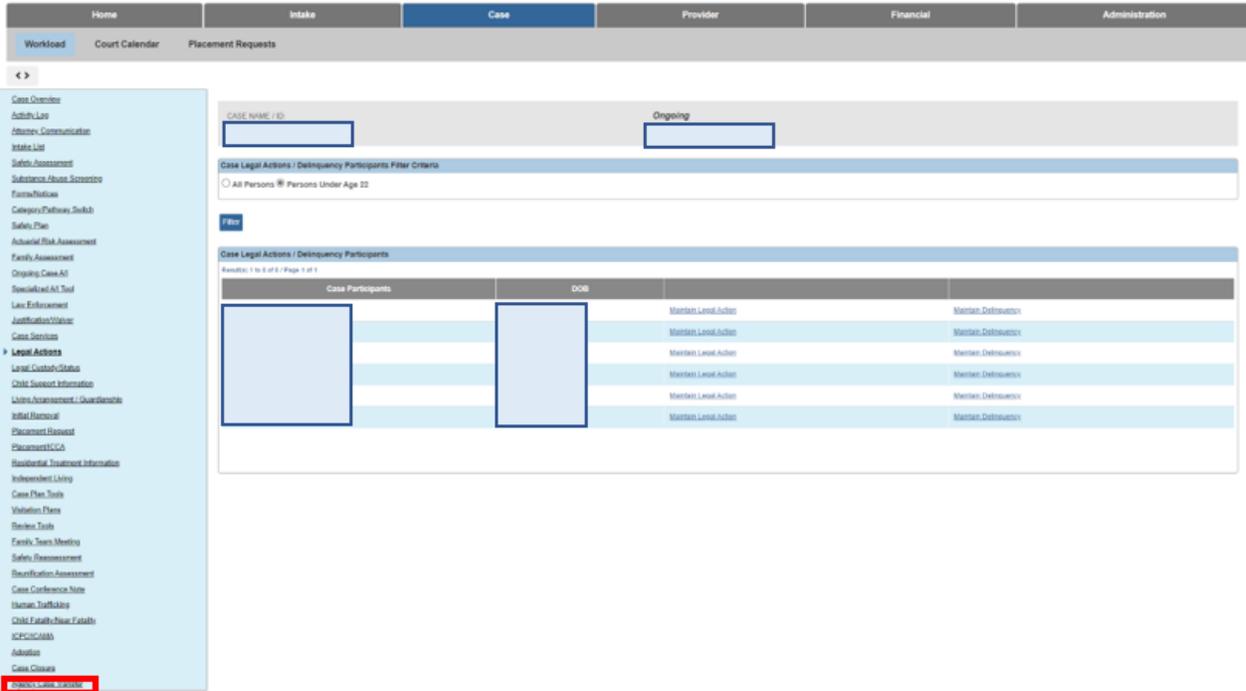
The screenshot shows the 'Legal Actions' screen. A green message bar at the top states 'Your data has been saved'. Below this, there are fields for 'CASE NAME / ID', 'Ongoing /', 'Name', 'Person ID', and 'DOB'. There are also filter options for 'Participant Legal Action Filter Criteria' and 'Legal Action'. A table titled 'Legal Action Information' is displayed, showing a record for a 'Ruling' on '05/01/2023' with the type 'Court Jurisdiction Transfer' and 'Rulings Received' in the 'Additional Info' column. The table has columns for 'Date', 'Legal Action', 'Type', 'Additional Info', 'Court Info', 'Created in Error', and 'Move'.

Adding a Case Transfer Record

The **Transferring Agency** will complete the following steps:

1. Navigate to the appropriate **Case Overview** screen using the steps previously discussed.
2. Click the **Agency Case Transfer** link at the bottom of the **Navigation** menu.

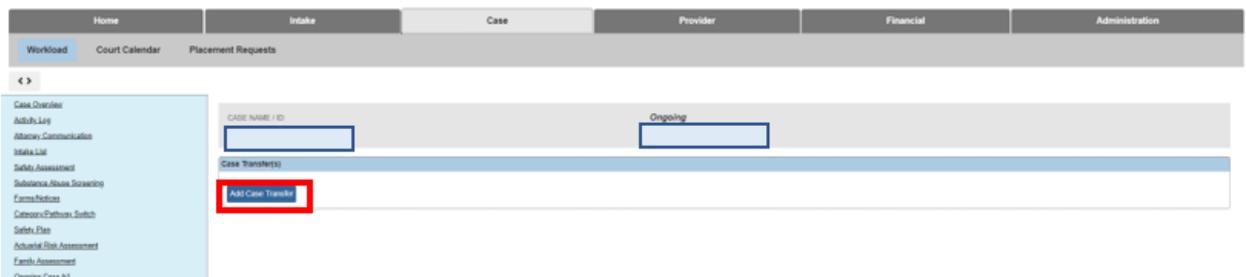
Completing a Case Transfer



The **Case Transfer(s)** screen appears.

Note: The **Case Transfer(s)** screen is comparable to the **Case Closure** screen in that both screen look similar and require equivalent steps to complete the approval process.

3. Click the **Add Case Transfer** button.



The **Case Transfer Details** screen appears.

Completing a Case Transfer

4. In the **Receiving Agency** field, select the appropriate agency from the drop-down list.
5. In the **Case Transfer Reason** field, select the appropriate value. If the transfer was court-ordered, select **Court Ordered Transfer**.
6. Click the **Link Activity** button.

Important: To process the case transfer for approval, an activity must be linked in the **Case Transfer Summary Information** section of the screen.

Case > Workload > Case Transfer

CASE NAME / ID: [] Ongoing: []

Case Transfer Details

Sending Agency: [] Status: []

Case Transfer Effective Date: [] Created Date: [] Created By: []

Modified Date: [] Modified By: []

Receiving Agency*: []

Case Transfer Reason*: **Court Ordered Transfer**

Case Transfer Summary Information

Activity Date	Responsible Worker	Transfer Summary Narrative
Link Activity		

Additional Comments: []

Special Check: Clear 2000

Note: System will only copy active approved non-recommended Family Case Plans / Case Plans.

Validate for Approval Process for Approval

Save Cancel

The **Activity Log** screen appears.

7. If needed, enter search criteria in the **Activity Log Filter Criteria** fields.
8. Click the **Filter** button. The results appear in the **Activity Log** section.
9. Click the **Select** link in the appropriate row.

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CASE NAME / ID: Ongoing

Activity Log Filter Criteria

Activity From Date: Activity To Date:

Case Category:

Contact Type:

Category:

Sub Category:

Activity State:

Agency:

Sort Results By: Traverse Records Only

Activity Log

Results: 1 of 1 of 1 / Page 1 of 1

Select	Activity Date	Contact Type	Category	Sub Category	Created By	Activity State	Narrative
<input type="checkbox"/>	01/23/2025	General	Case Transfer	Case Transfer Summary	<input type="text"/>	Completed	<input type="button" value="i"/>

Associated Participants:

The **Case Transfer Details** screen appears displaying the activity in the **Case Transfer Summary Information** section (grid) as shown on the next page.

Completing a Case Transfer

10. When complete, click the **Save** button at the bottom of the **Case Transfer Details** screen.

The screenshot shows the 'Case Transfer Details' form. At the bottom left, the 'Save' button is highlighted with a red box. The form includes fields for 'Case Name / ID', 'Sending Agency', 'Case Transfer Effective Date', 'Status' (set to 'In progress'), 'Created Date', 'Modified Date', 'Created By', 'Modified By', 'Receiving Agency' (set to 'County Children Services Board'), and 'Case Transfer Reason' (set to 'Court Ordered Transfer'). Below these is a 'Case Transfer Summary Information' table with columns for 'Activity Date', 'Responsible Worker', and 'Transfer Summary Narrative'. There is also an 'Additional Comments' text area and buttons for 'Save', 'Cancel', and 'Print'. A note at the bottom states: 'Note: System will only copy active approved non-recommended Family Case Plans / Case Plans.' Below the note are buttons for 'Markable for Approval' and 'Printable for Approval'.

The **Case Transfer(s)** screen appears displaying a message that your data has been saved. As shown, the **Status** field displays **In Progress**.

The screenshot shows the 'Case Transfers' screen. At the top, a green notification bar says 'Your data has been changed'. Below this is a table with columns: 'Sending Agency', 'Receiving Agency', 'Case Transfer Effective Date', and 'Status'. The 'Status' column for the first row is highlighted with a green box and contains the text 'In progress'. The 'Sending Agency' is 'County Department of Job and Family Services' and the 'Receiving Agency' is 'County Children Services Board'. A 'Save Case Transfer' button is visible at the bottom left of the table.

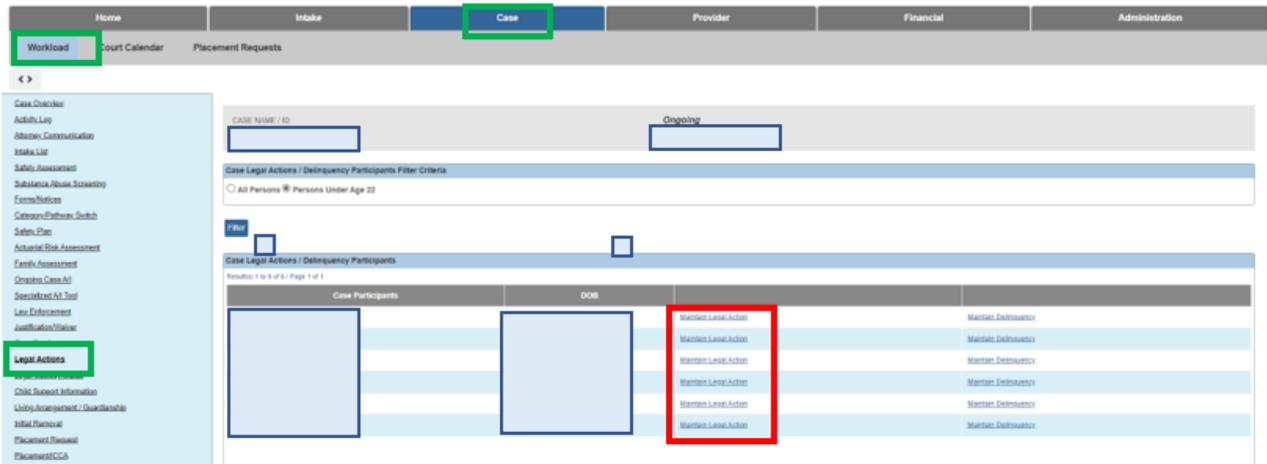
Completing a Case Transfer

Entering the Court Acceptance Date

The Receiving Agency will locate the already existing Ruling Record(s) created by the Transferring Agency and then complete the following steps to record the Court Acceptance Date for each ruling that was recorded:

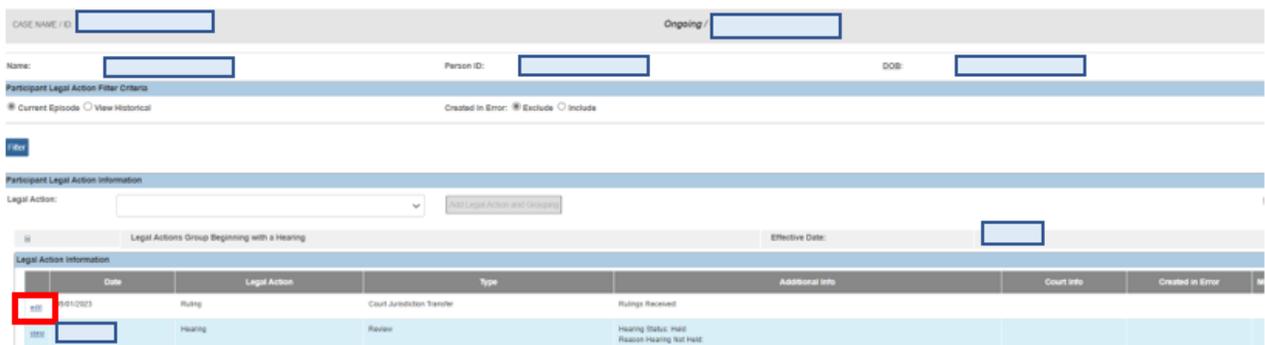
1. Navigate to the appropriate **Legal Actions** screen using the steps previously discussed.
2. Click the **Maintain Legal Action** for the correct Case Participant

Note: You can also navigate to the associated Court Ruling Record and enter the Court Acceptance Date there.



The **Participant Legal Action** screen appears.

3. Click the **edit** link for the Court Jurisdiction Transfer Ruling Record



Completing a Case Transfer

The **Ruling Information** screen appears.

4. In the **Jurisdiction Transfer Information** section, click the **edit** link.

Jurisdiction Transfer Information

Receiving Agency Name	Court Acceptance Date
edit County Children Services Board	

Ruling has been Created in Error

The **Transfer Details** page appears.

Important: As previously stated, once this date is recorded, **the transfer is final and cannot be modified by anyone.**

5. In the **Court Acceptance Date**, select the correct date.
6. In the **Court Name** field, select the court name.
7. Click the **OK** button.

Transfer Details

Action Participant: Person ID:

Court Jurisdiction Transfer Information

Original Case Number: Originating Court ID:

Receiving Agency:

Receiving Court Information

Court Acceptance Date:

Receiving Court Case Number: Receiving Court ID:

Court Name: Judge/Magistrate:

Court Address: County:

Narrative:

The **Ruling Information** Screen appears.

8. Click the **Save** button.

Completing a Case Transfer

CASE NAME: [] Ongoing: []

Ruling Information

Date of Ruling: 05/01/2023
Action Participant: []
Court Name: []
Court Address: []
Court Case Number: []
Court ID Number: []
Judge/Magistrate: []
County: []
Ruling Type: Court Jurisdiction Transfer
Last Modified Date: 05/01/2023
Journalized Date: []

Rulings Received:

- Child Support - Health Insurance Terminated
- Committed to DHS
- COPS
- COPS Extension
- COPS/TCOPS Terminated
- Court Ordered Against Agency Recommendation
- Courtesy Supervision
- Custody Extension

Selected Rulings Received:

- Court Jurisdiction Transfer

Comments: []

Spell Check Clear 4000

Legal Status Information

Note: The legal status record will be transferred to the receiving agency upon entry of receiving agency court acceptance date.

Legal Status	Effective Date	Termination Date	Termination Reason
Temporary Custody/Placement and Care	[]		

Add Legal Status

Appeal Information

Add Appeal / Objection

Jurisdiction Transfer Information

Receiving Agency Name	Court Acceptance Date
County Children Services Board	05/01/2023

Ruling has been Created in Error

Save Cancel

The following validation message appears.

9. Verify (again) that the court acceptance date is correct.
10. If so, click the **OK** button.

sacwis-uat.jfs.ohio.gov says

Child specific items including legal status and placement, etc. will be transferred to your agency effective 05/01/2023 upon save, click OK to continue or Cancel to stay on the same page.

OK Cancel

Completing a Case Transfer

As shown on the next page, a message appears that your data has been changed and the Court Acceptance Date appears in the **Date** field grid column.

Important: Once the Court Acceptance Date has been saved, the **Receiving Agency** now has responsibility for each child's:

- Legal Status
- Placement
- Eligibility
- Reimbursability
- Service Authorization

The screenshot displays a web application interface. At the top, a green notification bar contains the text "Your data has been saved" in a red-bordered box. Below this, there are several input fields for "CASE NAME / ID", "Ongoing", "Name", "Person ID", and "DOB". A section titled "Participant Legal Action Filter Criteria" includes radio buttons for "Current Episode" and "View Historical", and a "Created in Error" section with "Exclude" and "Include" options. A "Filter" button is also present. The main section is "Participant Legal Action Information", which includes a "Legal Action" dropdown menu and a "Add Legal Action and Comments" button. Below this, there is a table with the following data:

Date	Legal Action	Type	Additional Info	Court Info	Created in Error	More
05/01/2023	Filing	Court Jurisdiction Transfer	Filing Received: Court Jurisdiction Transfer Agency Legal Status: Temporary Custody/Placement and Care			

Refer to the next sub-section for additional changes on other Ohio SACWIS screens that occur after the Court Acceptance Date is entered.

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Ohio SACWIS Screen Changes after Entering the Court Acceptance Date

Legal Custody Episode & Status Information Screen Changes

After entering the Court Acceptance Date, Ohio SACWIS automatically updates the following on the **Legal Custody Episode & Status Information** screen:

- The Transferring Agency's legal status record is terminated and the **Termination Reason** field displays **Custody to Another Agency**.
- A new grid row appears showing that the legal status ownership has switched from the **Transferring Agency** to the **Receiving Agency**.
- The **Termination Date** field displays the Court Acceptance Date.
- The **Effective Date** field in the new grid row now displays the Court Acceptance Date.

To view these changes on the **Legal Custody Episode & Status Information** screen, complete the following steps:

1. Navigate to the appropriate **Case Participants** screen using the steps previously discussed in this Knowledge Base Article.
2. Click the **edit** link. The **Legal Custody and Status** screen appears.

Case Participant	DOB	Custody Start Date - End Date	Legal Status	Legal Status Effective Date - Termination Date	Agency
055			Temporary Custody/Placement and Care		Department of Job and Family Services
055			Temporary Custody/Placement and Care		Children Services Board
055			Temporary Custody/Placement and Care		Department of Job and Family Services
055			Temporary Custody/Placement and Care		Department of Job and Family Services
055			Temporary Custody/Placement and Care		Department of Job and Family Services

The **Legal Custody Episode & Status Information** screen appears displaying a grid showing the child's legal status history.

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Placement Record Screen Changes

After entering a Court Acceptance Date, Ohio SACWIS automatically updates specific items on the **Placement** screen.

1. To view this screen, navigate to the **Case Overview** screen using the steps previously discussed in this Knowledge Base Article.
2. Click the **Placement/ICCA** link in the **Navigation** menu. The **Placement Records** screen appears.

As shown in green, the system updates on this screen include:

- The **Transferring Agency's** placement record is end-dated with the court acceptance date.
- A new grid row appears displaying a draft placement record with the begin date as the court acceptance date.

The screenshot displays the Placement/ICCA screen in Ohio SACWIS. The left sidebar shows the 'Placement/ICCA' menu item highlighted in red. The main content area shows a 'Placement Records Filter Criteria' section with various search options. Below this is a table titled 'Placement / Non-Custodial Parent Records' with 3 columns: 'Child Name, Age, DOB', 'Service Description', 'Provider Name / Non-Custodial Parent', 'Begin Date - End Date', 'Agency', and 'Status'. The table shows three rows of data. The first row has a 'Draft' status, the second has a 'Completed' status, and the third has a 'Completed' status. The 'Begin Date - End Date' column for the first row is highlighted in green, and the 'Status' column for the first row is also highlighted in green.

Child Name, Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status
001			05/01/2023	County Children Services Board	Draft
001			08/01/2022 - 05/01/2023	County Department of Job and Family Services	Completed
001			11/29/2021 - 08/01/2022	County Department of Job and Family Services	Completed

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Service Information Screen Changes

After entering a Court Acceptance Date, Ohio SACWIS automatically creates a draft placement record. However, the **Receiving Agency** must navigate to the record and **complete the following steps** to link a provider:

Note: As discussed later, you may also need to refer to the **Managing Case Services** Knowledge Base Article to complete these steps.

1. Navigate to the **Case Overview** screen using the steps previously discussed.
2. Click the **Placement** link in the **Navigation** menu. The **Placement Records** screen appears.
3. Click the **Edit** link in the appropriate row.

The screenshot displays the Ohio SACWIS Placement Records screen. On the left, a navigation menu lists various case management functions, with 'Placement/ICCA' highlighted in red. The main interface features a header with 'CASE NAME / ID' and 'Ongoing'. Below this, there are tabs for 'Placement', 'ICCA', 'Family & Permanency Team', and 'GRIP Assessment'. The 'Placement Records Filter Criteria' section includes a 'Child Name' dropdown, a 'Date Range' selector, a 'Status' dropdown, and checkboxes for 'Include Created in Error', 'Include Non-Custodial Parent', 'Include Historical', and 'Include Placement Records for Inactive Members'. A 'Sort Results By' dropdown is set to 'Begin Date (Descending)'. Below the filters are 'Filter' and 'Clear Filters' buttons. The 'Placement / Non-Custodial Parent Records' section shows a table with 3 results. The first row is highlighted in blue, and the 'Edit' link in the 'Actions' column is highlighted in red.

Child Name	Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	Actions
000				05/01/2023	County Children Services Board	Draft	
000				08/01/2022 - 05/01/2023	County Department of Job and Family Services	Completed	Actions
000				11/29/2021 - 08/01/2022	County Department of Job and Family Services	Completed	Actions

The **Service Information** screen (also called the **Placement** screen) appears.

Completing a Case Transfer

- If applicable, complete the **applicable checkboxes** in the **Additional Placement Information section**.
- In the **Does the child have a kinship relationship with the provider?** dropdown select **yes or no**
- Click the **Link Provider** button.

Case / Workload / Placement/CCA
Placement Setting Information

CASE NAME / ID: [] Ongoing / []

CHILD NAME / ID: [] AGE / DOB: [] AGENCY: [] County Children Services Board

Placement Setting Details

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

Service Type: *
Family Foster Home

Begin Date: *
05/01/2023

Placement Type: *
Certified Foster Home

Estimated End Date: *

Additional Placement Information

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

After Hours Placement
 ICWA Placement

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

Provider:
No Provider linked

Link Provider

Status: *
Draft

The **Provider Information** screen appears.

- Link the appropriate provider using the steps in the **Managing Case Services Knowledge Base Article**.

After selecting a provider, the **Service Information** screen appears.

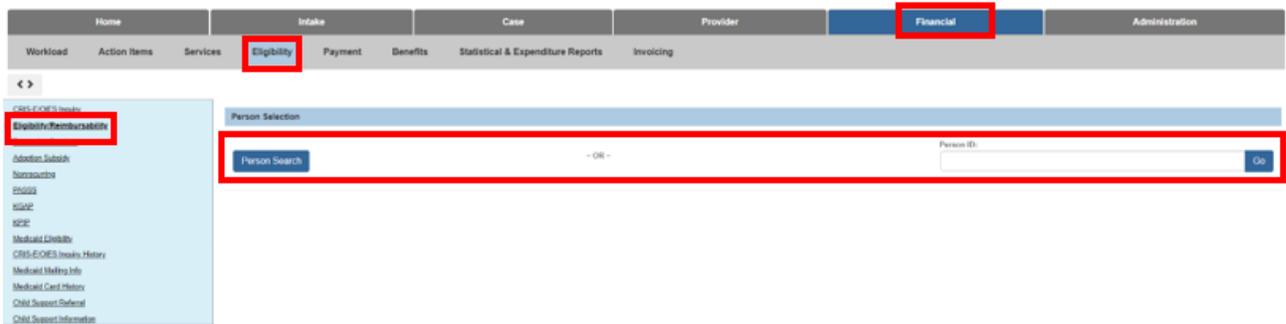
- Click the **Save** button at the bottom of the **Service Information** screen.

Completing a Case Transfer

Child Selection Screen Changes

When the Court Acceptance Date is entered in the Ruling Record, Ohio SACWIS automatically updates the **Child Selection** screen's **Program Eligibility** and **Program Reimbursability** sections. To view this screen, complete the following steps:

1. From the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Eligibility** tab.
3. Click the **Eligibility / Reimbursability** link. The **Child Selection** screen appears.
4. Type the person ID number in the **Person ID** field or use the **Person Search** button to locate the child.
5. Click the **Go** button.



The **Child Selection** screen expands to display the **Program Eligibility** section and the **Program Reimbursability** section. As shown below:

- The **Program Eligibility** section shows the “switch” of legal responsibility to the **Receiving Agency**.
- In the **Program Reimbursability** section:
 - The **End Date** field is dated one-day prior to the Court Acceptance Date.
 - A new (pending) row appears with the **Effective Date** field displaying the Court Acceptance Date.

Completing a Case Transfer

Name	Intake	Case	Provider	Financial	Administration		
Workload	Action Items	Services	Eligibility	Payment	Benefits	Statistical & Expenditure Reports	Invoicing

[CBS-ECHS Invoicing](#)
[Eligibility/Reimbursement](#)
[Prevention Services](#)
[Adoption Subsidy](#)
[Nonresidential](#)
[FASIS](#)
[IGAP](#)
[HSP](#)
[Medical Eligibility](#)
[CBS-ECHS Invoicing History](#)
[Medical Malpractice](#)
[Medical Card History](#)
[Child Support Referral](#)
[Child Support Information](#)

Person Selection
 Person Search: -- OR --
 Person ID:

Name / ID: Age, DOB:
 Assigned Workers: Title (V/E # / Medicaid Recipient ID): [Legal Status History](#)

Program Eligibility
 Include Created to Error
 Legal Responsibility of County Children Services Board from 05/01/2023 to Present
 Legal Responsibility of County Department of Job and Family Services from 11/29/2021 to 08/01/2023 ^

View	Determination Type	Status	V/E Eligible	Effective Date	Termination Date
View	Initial	Complete	Yes	11/29/2021	

Program Reimbursement
 Initial Eligibility from 11/29/2021 - Present ^

View	Reimbursement Type	Status	V/E Reimbursable	Effective Date	End Date
View	Placement	Pending	Not Determined	05/01/2023	
View	Annual Reasonable Efforts	Complete	Yes	02/01/2023	04/30/2023
View	Initial	Complete	Yes	11/29/2021	01/31/2023

Completing a Case Transfer

Service Authorization Summary Screen Changes

After entering a Court Acceptance Date, Ohio SACWIS automatically updates specific items on the **Service Authorization Summary** screen.

1. Navigate to the Ohio SACWIS **Home** screen using the steps previously discussed.
2. Click the **Placement** link in the **Navigation** menu. The **Placement Records** screen appears.
3. Click the **Authorize** link for the appropriate **Completed** placement record.

The screenshot displays the Ohio SACWIS Placement Records interface. On the left, the navigation menu has 'Placement/ICCA' highlighted with a red box. The main area shows a case for 'Humphrey, Trinity / 51639963' with a status of 'Ongoing' and 'Open (11/29/2021)'. Below this are filter criteria for 'Child Name' and 'Date Range'. A table titled 'Placement / Non-Custodial Parent Records' shows one record with 'ICCA' in the 'Child Name' column (highlighted with a red box), a 'Begin Date' of '05/01/2023', 'County Children Services Board' as the 'Agency', and a 'Status' of 'Completed' (highlighted with a green box). The 'Status' column also includes an 'Actions' dropdown menu.

The **Service Authorization Summary** screen appears.

When the court acceptance date is entered in the Ruling Record, Ohio SACWIS automatically updates the following on this screen:

- The **Transferring Agency's** service authorization record is end-dated with the Court Acceptance Date.
- A new grid row appears displaying the draft service authorization record with the **Begin Date** field displaying the Court Acceptance Date.

Note: The **Receiving Agency's** Service Authorization Administrator must update the pending service authorization with the appropriate service for the placement.

Completing a Case Transfer

The screenshot shows a web application interface for managing service authorizations. At the top, there is a 'Service Authorization Summary' section with fields for 'AUTH ID' and 'PROVIDER AUTH ID'. Below this, there are fields for 'SERVICE AUTH TYPE' (set to 'Placement') and 'PLACEMENT SETTING ID'. A 'Filter Criteria' section includes radio buttons for 'Created in Error' (selected) and 'Exclude', and an 'Include' button. The main section is 'Child Specific Details', which contains a table with columns: 'Auth ID', 'Service Desc', 'Cost Type', 'Begin Date', 'End Date', 'Status', and 'Created in Error'. A single row is visible with 'Auth ID' '0001', 'Service Desc' 'Family Foster Home', 'Cost Type' '00010003', 'Status' 'Pending', and a 'Delete' link. Below the table are 'Begin Date' and 'End Date' input fields with calendar icons, and an 'Add Service Authorization' button. At the bottom, there are links for 'Document Label History', 'Add on Cost History', and 'Create Addition Child'. A 'Close' button is on the left and a 'Generate Report' button is on the right.

Important: This concludes the **Receiving Agency's** process for completing the child-specific transfer for court involved work items. **However, this does not mean the case has been transferred.**

To complete the case transfer process, the **Transferring Agency** must meet all requirements for any outstanding work items. Then, the **Receiving Agency** is given the opportunity to review, reassign for re-work, and/or accept the transfer. More details about this are discussed in the next sub-sections.

Completing the Case Transfer Process (Transferring Agency)

To complete the case transfer, the **Transferring Agency** must complete the following steps:

1. Navigate to the **Case Overview** screen using the steps previously discussed in this Knowledge Base Article.
2. Click the **Agency Case Transfer** link in the **Navigation** menu. The **Case Transfer(s)** screen appears.
3. Click the **Edit** link on the existing **In Progress** transfer record.

Completing a Case Transfer

The screenshot shows a web application interface for managing case transfers. At the top, there are navigation tabs: Home, Intake, Case (selected), Provider, Financial, and Administration. Below these are sub-tabs: Workload, Court Calendar, and Placement Requests. A left-hand navigation menu lists various case management functions, with 'Agency Case Transfer' highlighted in red. The main content area is titled 'Ongoing' and shows a 'Case Transfer(s)' table. The table has the following columns: Sending Agency, Receiving Agency, Case Transfer Effective Date, Status, and Action. A single row is visible, showing a transfer from 'Department of Job and Family Services' to 'Adams County Children Services Board' with a status of 'In progress' (highlighted in green) and an 'Edit' link. Below the table is an 'Add Case Transfer' button.

The **Case Transfer Details** screen appears.

The **Transferring Agency** will process the record for approval.

4. When complete, click the **Validate for Approval** button on the **Case Transfer Details** screen. The **Unresolved Items for Transfer** screen appears.
5. Complete any unresolved work items.
6. When work items are resolved, click the **Process for Approval** button.

Completing a Case Transfer

Case > Workload > Case Transfer

CASE NAME / ID: [] Ongoing / []

Case Transfer Details

Sending Agency: [] County Department of Job and Family Services

Case Transfer Effective Date: [] Status: In progress

Created Date: 05/01/2023 02:47:50 PM Created By: []

Modified Date: 05/01/2023 02:51:25 PM Modified By: []

Receiving Agency: [] County Children Services Board

Case Transfer Reason: [] Court Ordered Transfer

Case Transfer Summary Information

Activity Date	Responsible Worker	Transfer Summary Narrative
05/01/2023	[]	[]

Additional Comments:

Apply Checks [] Clear []

Note: System will only copy active approved non-recommended Family Case Plans / Case Plans.

Route to Approver **Process for Approver**

Save Cancel

The **Process Approval** screen appears.

Important: The Ohio SACWIS case transfer functionality allows the **Transferring Agency** to:

- Route the case transfer record internally to the appropriate supervisor.

If the process within your agency requires a manager to review the case transfer record prior to sending it to your agency's transfer administrator, select your agency from the **Agency** field drop-down list. Then, choose the appropriate name in the **Reviewer / Approver** field.

Only agency employees who have the security of **Case Transfer Administrator** have the ability to route the case transfer to the Receiving Agency.

- Route the case transfer record directly to the Receiving Agency.

Only Receiving Agency employees who have the security of **Case Transfer Administrator** will populate the **Reviewer / Approver** field.

Completing a Case Transfer

7. In the **Action** field, select the appropriate action.
8. In the **Agency** field, select the appropriate agency.
9. In the **Reviewers / Approvers** field, select the appropriate name.
10. When complete, click the **Save** button.

The screenshot shows the 'Process Approval' screen in a web application. The navigation bar includes 'Home', 'Intake', 'Case', 'Provider', 'Financial', and 'Administration'. The 'Case' tab is active, and the 'Approvals' sub-tab is selected. The main content area is titled 'Process Approval' and contains a 'Work Item' section with fields for ID, Task ID, Type (Case Transfer), and Reference. Below this is the 'Routing/Approval Action' section, which includes an 'Action' dropdown menu (highlighted with a red box), a 'Comments' text area, an 'Agency' dropdown menu (highlighted with a red box), and a 'Reviewers/ Approvers' dropdown menu (highlighted with a red box). At the bottom left, there are 'Edit' and 'Save' buttons.

Completing the Case Transfer Process (Receiving Agency)

To continue the case transfer process, the **Receiving Agency** will complete the following steps:

1. Navigate to the **Case Overview** screen using the steps discussed previously in this Knowledge Base Article.
2. Click the **Agency Case Transfer** link in the **Navigation** menu. The **Case Transfer(s)** screen appears.
3. Click the **edit** link in the appropriate row.

The screenshot shows the 'Case Transfer(s)' screen with a table of case transfers. The table has columns for 'Sending Agency', 'Receiving Agency', 'Case Transfer Effective Date', and 'Status'. The first row shows a case transfer from 'County Department of Job and Family Services' to 'County Children Services Board' with a status of 'Pending Approval'. An 'edit' link is visible in the first row. At the bottom left, there is an 'Add Case Transfer' button. The top right corner indicates 'Results: 1 to 1 of 1 | Page 1 of 1'.

Sending Agency	Receiving Agency	Case Transfer Effective Date	Status
County Department of Job and Family Services	County Children Services Board		Pending Approval

The **Process Approval** screen appears.

Completing a Case Transfer

Important: Upon approval, the **Receiving Agency** will receive an email notification indicating that a work item has been routed to them.

4. View the information and/or comments as needed.
5. The **Receiving Agency's Transfer Administrator** will then navigate to the **Process Approvals** screen to review the case transfer record (following the same process as all Ohio SACWIS work items that are pending approval).
6. Once the case transfer record has been reviewed, the decision can be made to:
 - Decline for re-work, record comments, and then route the case transfer work item(s) back to the **Transferring Agency**. This process can continue for as long as needed.
 - Accept the case transfer record by final approving the work item(s).
7. Once accepted and approved, the **Transferring Agency's** assignments are end dated.
 - The **Receiving Agency Transfer Administrator** will be assigned to the case effective on the case transfer approval date (unless previously assigned during the court acceptance date process)
 - The **Case Status History** screen will create a new record to show when ownership of the case changed from the Transferring Agency to the Receiving Agency.
8. At the discretion of the **Receiving Agency Transfer Administrator**, the case can then be either reassigned or assigned as needed.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).