Q. Would it be possible to make the relationship to Inquirer 1 gender specific to the child (i.e. only son, nephew, grandson, etc. for a male child)?

A. We will log this as a change enhancement request. This list is a universal list that is used throughout the SACWIS application.

Q. Will this alleviate the need to create a FINS in order to add a provider, etc. when requesting a home study?

A. The answer to this question depends on who is making the request to your county for the home assessment.

* ICPC requests from another state: If you receive an ICPC request from another state, a FINS – ICPC is still required as you will need to create a case and an ICPC.
* Request from another Ohio county, an Ohio court, or an Ohio correction facility per OAC 5101:2-42-60: Your agency can still create a FINS intake and link it to the other PCSA’s case if you want to track requests from the other counties this way. Or, in the case of a court or correction facility request, you link it to an existing case or create a new case. If your agency does not find this necessary as you will be completing an inquiry and then a provider record in the system to show the request and work completed, that is also permitted.

Q. For ICPC request, would we choose Kinship ICPC?

A. Yes, for ICPC request, you can choose the Kinship ICPC types in the inquiry record

Q. Can you add more than one child of interest on the same inquiry? Why do they need to be separate inquiries?

A. Yes, you can enter multiple children on the same inquiry record.

Q. Will entering information on the optional tab limit the children ultimately placed in the home? I.E. – If you limit the children placed to those under 4, we could not enter the placement of a 5-year-old.

A. No, the optional tab will not limit selection of children placed in the home. This tab can be used to document a specific request that family may request when inquiring about becoming a kinship provider. Again, this tab is optional so it not required to be completed.

Q. I assume we can use the Screen-In Kinship Inquirer for a KPIP Provider Inquiry?

A. Yes, you would select the appropriate inquiry type for kinship and reason for inquiry would be KPIP Inquiry

Q. Will kinship caseworkers be able to link inquiries? At this time, I do not have the ability to do that, my supervisor does.

A. Linking Inquiries is based on security that is assigned to staff. You would need the security user group of Inquiry Decision Maker in order to link inquiry records to provider records.

Q. Does an inquiry need to be made if another county is requesting a courtesy kinship home study?

A. Yes, in order to conduct the kinship assessment, the agency that will be conducting the assessment will need to enter the inquiry record and link it to a provider in order to proceed with completing the kinship assessment(s).

Q. So on the “Inquirer List”, do we need to add everyone that lives in the household?

A. In the inquiry record, you can document only the person that is inquiring and then add members of the household in the provider record once it is created, if you so choose. If the worker has the information of the members in the household at the time the inquiry record is being documented, they can add these members at that time. Majority of the time, this information is not known at the time the inquiry record is being created, thus members can be added in the actual provider record as well.

Q. So doing the assessment in SACWIS is optional – and a hard copy assessment can be done—or is this a transitional phase?

A. When this functionality is available in SACWIS (September 7, 2018), the expectation is that all kinship assessments will be completed in SACWIS.

Q. Currently, \*\*\*\*\*\*\* County puts KPIP cases in as referrals and opens them under a case. With this change, do we now need to put them in as an inquiry, selecting the KPIP as provider type and open them under provider?

A. Yes, KPIP requests will need a kinship inquiry with reason for inquiry as KPIP Inquiry and this inquiry record will need to be linked to a provider record in SACWIS.

Q. What if there are two children and one is a relative and the other child is a non-relative?

A. This would require separate inquiries for each child, both of which would be linked to the same provider.

Q. To clarify, this is all done when the agency retains custody and places with a relative, correct? Not if we are placing with a relative and they are given custody and KPIP.

A. The kinship assessment will be completed for any request received either for the agency holding custody or relative holding custody. The scenario that would include relative holding custody would be when relative is interested in applying for KPIP, however does not have an approved kinship assessment, thus agency would need to complete an assessment for this family.

Q. If there is a home assessment that is not approved, do we also have to enter it into SACWIS?

A. All kinship assessments should be entered in SACWIS effective September 7th. This will include both approved and denied assessments.

Q. If child is from another county, do we have to complete another 1447 since they would be in our county?

A. If your agency is completing the assessment for the kinship provider, you would need to complete the JFS 1447 as part of the assessment. The JFS 1447 can be generated in SACWIS once the assessment is complete.

Q. The trainer has seemed to indicate that if the assessment is approved then the child will be placed there. I just want to be clear that even though a kin may be approved, there may be other reasons that a child is not then actually placed with the kin that was assessed and approved. If the agency decision is to NOT place the child with the kin, even though the kin assessment was approved, what is the advice to demonstrate this in SACWIS – an activity log in the kinship provider record? Simply close the kinship provider record not used and use a comment section when closing to give a little extra detail?

A. If there is a possibility that the kinship placement may be used soon, or if the kinship provider serves as a backup placement for the child, the PCSA would want to keep that provider open. If you know for certain that you will not be placing the child with that kinship provider within the next three to six months, the provider should be closed.

Q. If another child is added in the home we would add child, correct?

A. Each child that family is inquiring about would need to be documented on the inquiry record and when the inquiry record is linked to a provider record, the system will create a ‘Pending’ kinship assessment for each of these children. Worker will need to complete an assessment for each child.

Q. If we actually have a new KPIP application family and there has not been a previously completed home study, will we be able to use this same functionality for KPIP home study/assessments? Or is it only for PCSA placements?

A. Yes, you will use the same functionality to complete kinship assessments for KPIP inquiries.

Q. Where is the Caregiver’s signature? On the paper assessment?

A. Yes, users will need to generate/print the Caregiver’s Assurance section of the report and have the caregiver’s sign the paper copy of the Caregiver’s Assurance portion of the report.

Q. It appears that we can determine eligibility for a KPIP provider even without an assessment completed. Is that correct?

A. No, KPIP eligibility requires that an approved kinship assessment exists for the provider. If an assessment was previously approved and you have a paper copy, you can select the appropriate drop down selection on the inquiry record indicating that an approved assessment was already completed. The system will not create a pending kinship assessment when the inquiry is linked to the provider record due to the user is not required to complete another kinship assessment if one has been completed and approved outside of SACWIS.

Q. So if the relative needs to sign the assurance form, do we need to keep this in our records or just clicking it was done in the system satisfies that they received and agreed to the assurance?

A. The signed assurance should be kept in agency records.

Q. We use a more comprehensive assessment tool in \*\*\*\*\* County. Is the tool in SACWIS required?

A. The home assessment functionality in SACWIS is required to document kinship home assessments. There are numerous places within the functionality that allow for narrative when agencies wish to provide more detail or thorough information.

Q. Once the assessment is complete, is there a report option to have the family sign the completed assessment?

A. Once kinship assessment is complete, users will need to generate/print the Caregiver’s Assurance section of the JFS 1447 report and have the caregiver’s sign the paper copy of the Caregiver’s Assurance portion of the report.

Q. For approval when sent to supervisor, we just Approve-Final and good to go?

A. Yes, supervisor will approve the Kinship Assessment and then approved report can be generated.

Q. Validate for Approval – Would the supervisor need to be assigned to the provider in order to validate for approval?

A. No, the supervisor does not need to be assigned to the provider in order to approve the kinship assessment record in SACWIS.

Q. Is there an option to be able to upload the caregiver assurance form to SACWIS?

A. No, no ability to upload the caregiver assurance form to SACWIS at this time.

Q. With this annual basis check, is it the requesting agency’s responsibility to request?

A. The agency who completes the assessment will receive the notification/alert of the required annual update. The agency should then complete the update and provide information to the requesting agency.

Q. How will this work for cases in which the agency doesn’t hold custody (but completes the home study anyhow)? As in, the kinship caregiver is granted temporary custody and the agency has PSUP. Would it be entered in here at all?

A. The home assessment is only required to be completed when the agency holds custody, when another state is requesting an assessment on a relative or nonrelative substitute caregiver, or when a kinship caregiver who holds legal custody is applying for KPIP.

Q. Once the assessment is routed to the supervisor, can the assessment be edited by the supervisor?

A. Yes, if the supervisor is assigned to the provider record, supervisor has the ability to edit the assessment and make modifications to the record. Supervisor does not need to be assigned to the kinship assessment to approve final.

Q. How do we facilitate approval beyond the supervisor level?

A. The record could continue to be routed to management levels above the immediate supervisor if agency business process required upper management to approve final.

Q. On the background, is there a time line on felony charges? Or does this mean any charges at any time?

A. If a kinship caregiver or adult in the home has a conviction for a disqualifying offense, whether it is a misdemeanor or felony, the adult with the conviction must meet the rehabilitation standards in rule 5101:2-42-18 (G). For misdemeanor convictions, at least one year must have elapsed from the date the person was fully discharged from imprisonment or probation. For felony convictions, at least five years must have elapsed from the date the person was fully discharged from imprisonment or probation. Paragraph (F) of rule 5101:2-42-18 prohibits approval of a kinship provider when the relative or nonrelative or other adult residing in the home has a felony conviction for spousal abuse, rape, sexual assault, or homicide. There are no rehabilitation standards in those cases.

Q. Will we need children’s social security numbers?

A. Yes, rule requires that SSN’s be entered for everyone on the kinship assessment record.

Q. If the home study is on birth father and they have a homicide conviction, what is the process?

A. Parents are not considered substitute caregivers by definition. If the agency chooses to use the kinship home assessment to assess whether it is safe for a child to reside with a birth parent, the agency should use all of the information from the assessment to make a decision about placing the child with that parent. Nothing in the rule would in and of itself disqualify a parent from having their child live in their home.

Q. If the assessment is accidentally approved, is there a way to ‘unapprove’ it or is it a help desk request?

A. Once assessment is approved, there is no way to ‘unapprove’ the assessment in SACWIS. The only way for assessment status to be changed would be to send a problem report to the SACWIS help desk and a data fix would need to be completed for this request.

Q. So it is possible another county completed assessment and it would generate in the system. I would still have to complete another one since the child is in my county, correct?

A. If referencing a KPIP provider and an assessment was previously approved by another county for the specific child, your agency can use the approved assessment to determine eligibility for child and are not required to complete another assessment.

Q. If the Provider type is on the Other Services tab, will it convert automatically?

A. All kinship services that currently exists on the Other Services Tab will be moved to the ODJFS Services Tab when this functionality goes into SACWIS. Also, when kinship assessments are completed in SACWIS, the kinship service will generate as an ODJFS Service.

Q. Is there a copy feature for assessments completed (approved) by the county after this functionality is added?

A. Yes, for approved kinship assessments, a copy feature will exist on the most recent assessment for the child. This feature will be used to amend an assessment or to complete an annual assessment, if applicable.

Q. I have some inquiries that have already been entered and are in the process of being approved under the old process. If they are being deleted, will we need to start over with a new inquiry?

A. For inquiries that have not yet been screened in, they will not be deleted so users may proceed with these inquiries. For those inquiries that have been screened in but not linked to a provider record (those kinship inquiries that are on the Inquires to be Linked tab), these inquires will be closed and user will need to start over with a new inquiry record.

Q. We normally set up kinship providers for use in living arrangements but do not do a formal placement in the placement area. We use placements for foster children only. Does this mean that all of our providers listed as Living Arrangement providers will be closed if I do not do a placement for them?

A: Living arrangements are not considered placements in SACWIS, thus should not be entered as placements in the system. Providers that have a kinship provider type will be closed if no current kinship placement exists on the provider and if no other provider types exist on the provider record.

Q. Will the kinship providers automatically expire a year after approval or just alert to work to do an annual update?

A: No expiration will occur in SACWIS on the kinship assessment, however users must follow policy/ rule regarding amendments and annual updates, when applicable.

Q. When a KPIP applicant already has custody of a child and the child has been a household member, is that child still entered as a ‘child of interest’ or as a household member for KPIP applicants?

A. If the provider is applying for KPIP for that specific child, the child would be entered as a ‘child of interest’ on the kinship assessment.

Q. I do the KPIP Program. When someone doesn’t have a home study, we must complete one. To begin this process, I have to enter a FINS. Will all of this process alleviate this need?

A. A FINS not necessary for KPIP.

Q. Is the amendment process like the case plan where you can note it as being amended or updated?

A. There are check boxes indicating reasons for amending the assessment and user will select the appropriate check box to indicate the reason amendment is being completed.

Q. All of our Kinship families come to the agency already having legal custody granted to them through our local court. Does this change anything in regards to the new process?

A. If the kinship family is applying for KPIP, your agency is required to conduct the home assessment in accordance with rule 5101:2-42-18 and enter it into SACWIS.

Q. If not an emergency placement, and we approve the home study for placement, will we still need to manually enter the service credentials as we do now?

A. No, once the kinship assessment is approved, the system will automatically generate a kinship service as an ODJFS Approved Service. There will be no need to add this service as an ‘Other Service’.

Q. Can/Should we close the provider once the provider has been created and eligibility has been determined?

A. It is not required that a provider remain active once KPIP eligibility has been determined.

Q. What constitutes ‘being completed outside of the system’ in regards to assessment approval?

A. If a kinship assessment has been previously approved and you have a paper copy of the assessment, you will not need to complete a new assessment in SACWIS.

Q. Could you please send that rule number?

A. 5101:2-42-18

Q: Technically aren't all KPIP assessments completed outside the system?

A: No, for those providers that are applying for KPIP and do not have an approved kinship assessment, an assessment will need to be completed to determine eligibility for the KPIP. Once this functionality is in SACWIS, the expectation is that all needed kinship assessments will be completed in SACWIS.

Q: How many characters are going to be in the narrative boxes in the kinship assessment?

A: 10,000 characters

Q: It was mentioned that staff should send the assessment to their supervisors for approval. Our process in \*\*\*\*\*\*\*\* has been that supervisors complete the inquiry and link the provider...will that change?

A: No, no need to change your business process. Supervisors can still complete the inquiry and link it to a provider and then worker can complete the kinship assessment(s) and route to the supervisor for approval.

Q: So, if a family has already been approved and payment is regenerated, do we hit the approved button?

A: If family already has an approved assessment and KPIP eligibility has been determined, there is no need to completing another kinship assessment for the child.

Q: If a home assessment was not completed but this person may have had child for 3-5 years, that one is to be completed?

A: If a child has been in the custody of the kinship provider for any amount of time, and the kinship provider is applying for KPIP for the first time, but a home assessment was never conducted for the specific child for whom the kinship provider is applying for KPI, a home assessment is required to be completed (within SACWIS) as an eligibility requirement for KPIP.

Q: Also, all of the background information is usually completed in the linked section. It appears that it will no longer be linked this way. Correct?

A: Background information will need to be documented in the kinship assessment area when completing the assessments.

Q: Do you have to do annual assessments when the provider already has custody?

A: When the PCSA does not have custody of the child, kinship home assessments (including annual updates) are not required.

Q: Clarification if in process of completing application now, we should enter info now into system since it will be live tomorrow?

A: Advice was provided that if inquiry record has not yet been screened in that agency leave inquiry until pending until functionality goes into SACWIS and then agency can proceed with linking the inquiry record to a provider record, which will then create a pending kinship assessment. If provider record has already been created, advice was to complete kinship assessment, if applicable, prior to functionality going into SACWIS and add provider type status of approved, if assessment was approved and place the child, if applicable.

Q: If we are waiting on placement to enter children under a specific provider and they have not done so that provider will be closed tomorrow and will need to be completed again?

A: Yes, when functionality goes into SACWIS, child will need the child specific kinship provider type on the provider record in order to make placement with the provider. If placement is not made prior to functionality going into SACWIS, agency will need to add an inquiry and link to the provider record and complete the pending kinship assessment that gets created in order to place a child as a kinship placement in SACWIS.

Q: Another home study IS NEEDED if they moved ...or an update

A: Yes, if family moves, kinship assessment update is required.

Q: The SSN of all household members is a required--what if the family does not know/have the SSN for their children

A: SSN's are required for all members per policy.

Q: For the annual KPIP redeterminations, what will now be required?

A: Home assessments completed for KPIP do not require annual updates. They only require updates/amendments when the family moves to a new home or when a new adult is residing in the home.

Q: When completing a new KPIP home assessment what code will you use for reason for inquiry?

A: KPIP Inquiry

Q: KPIP cannot be completed on cases when the agency still holds custody. So, aren't all KPIP applications from families who already hold custody?

A: Yes, a requirement for KPIP is that family holds custody of child so the child would not be in the custody of the agency, thus in these scenarios, child will never be ‘placed’ with a provider.

Q: If the person is initially applying for KPIP and they have a previous home assessment however they have moved or have a new household member what do you enter for the initial inquiry since the previously approved home assessment is not valid?

A: The initial home assessment continues to be valid, but requires an update to ensure that the home meets the safety requirements, or that the new adult has had background checks and does not have any disqualifying offenses. Since the approved home assessment that is still valid is not in SACWIS, users should document the policy requirements regarding moving to a new address or a new household member residing in the home in an activity log on the provider record.

Q: Do you have to close a home study every time a child leaves. If so if a child comes back into care 3 months later can the original study be used or does a new one need to be done.

A: When child leaves, kinship provider type for child should be closed and if child comes back into custody, agency will need to start the process over by adding a kinship inquiry for the child and link to the provider record. This will create the in progress kinship assessment in which agency must complete per rule.

Q: If a study is being done on a grandma and dad is in the home and he has an exclusionary offense but it is not exclusionary for dad's, how do we enter in SACWIS home study?

A: In accordance with rule 5101:2-42-18, prohibited offenses apply to all adult members of the home, even a biological parent. If a biological parent has a conviction for a prohibited offense, that individual must meet rehabilitation requirements for the kinship placement to be approved by the PCSA.

Q: Will agencies follow this format when completing relative placement home studies for ICPCs?

A: Yes, this is the same process agencies will follow when conducting a kinship home assessment for another state requested through ICPC.

Q: So in that instance then if the agency custody terminated but the child is still with the provider in a legal custody status now and wants to apply for KPIP a whole new inquiry and assessment needs completed?

A: No, if an approved kinship assessment already exists for the child/provider, you can use that assessment for determining KPIP eligibility. There is a drop down selection in the inquiry record that is documented for KPIP that user would select stating an approved assessment already exists.

Q: If the agency doesn't hold custody, a home assessment is not technically required per rule...but if the agency still completes on (for whatever the reason), would it be entered into SACWIS? The caregivers aren't actually providers in that scenario because the agency doesn't hold custody.

A: If the agency does not hold custody of the child, the kinship home assessment is not required – unless another state is requesting it through the ICPC, or the kinship caregiver has legal custody and is applying for KPIP.

Q: If a new assessment is being completed within six months of the home closing, do the caregivers need to have new criminal background checks done?

A: If background checks were completed within the previous twelve months, the same background check results can be used.

Q: So is this only for PLACEMENTS we make with kin (where we hold custody of the child), or do we need to do Kinship Assessments in SACWIS if the parents have made a safety plan with kin and we are monitoring the safety plan?

A: Kinship home assessments are not required when the parent retains custody and has placed the child with a kinship caregiver as part of a safety plan.

Q: In the instance described (a child leaves a kinship home and returns a short time later) will we be able to copy a pre-existing assessment into a pending status?

A: If child leaves a kinship home and then a short time later is placed back in that home, the process would start over where agency user would enter an kinship inquiry for the child and then when inquiry is linked, the system will create a pending kinship assessment for the child in which agency will complete prior to being able to place child back as a kinship placement.

Q: If a third-party consultant conducts and approves a home study on a family asking for custody through the courts, this home study report will not replace or keep the agency from having to conduct a 1447 correct?

A: If the kinship caregiver is applying for KPIP after receiving legal custody, the PCSA is required to complete a home assessment in accordance with rule 5101:2-42-18 within SACWIS. The home assessment conducted by a third-party consultant does not meet the requirement for KPIP that the home assessment be conducted and approved by the PCSA.

Q: If the agency does not hold custody of the child when the child is placed in the provider home, but rather gives custody to that provider, does the agency need to enter the child into "placement" with the provider?

A: The child would not be considered a placement in the home as the placement section of SACWIS is only when an agency has custody.

Q: Why can't we do an amendment rather than a new assessment when we close a kin and then need to use them again, especially if the need occurs less than one year from the closing of the kinship provider resource. Obviously, this presumes that the kinship assessment was approved before closing.

A: If child leaves the kinship home and then returns sometime later as a placement, rule requires a new kinship assessment be completed. Agency would need to document a new kinship inquiry and link it to the existing provider and this will create the pending kinship assessment that must be completed before kinship placement can occur.

Q: If a relative gets temporary or legal custody of a child, do we have to take them out of provider and add them to living arrangements?

A: If the kinship home is remaining open after the relative is given custody of the child, the agency would be able to use the living arrangement functionality to show the child is in that relative’s home.

Q: Will new (after 9/6) KPIP providers continue to show up in my provider workload?

A: Yes, as long as user is assigned to the provider record.

Q: So, for clarification -- KPIP, if already exists outside of SACWIS, a shell is created, our agency adds "existing assessment - approved" and good to go? Or for existing KPIPs new inquiries are needed and then add "outside assessment" exists?

A: If an approved kinship assessment exists outside of SACWIS for a provider that is applying for KPIP, user would enter the kinship inquiry record with reason for inquiry=KPIP inquiry and then in the drop down area, user should select that the approved assessment exists, thus no pending kinship assessment will be created when inquiry record is linked to the provider record.

Q: Do 1447s now need to be completed on all families already receiving KPIP, if one hasn't been done in the past, in order for the family to continue to receive funds? Or are they "grandfathered in" for lack of better words?

A: Yes, the completion of kinship home assessments (the JFS 01447) in accordance with rule 5101:2-42-18 are required for KPIP eligibility.

Q: Are these assessments in SACWIS only for children that the PCSA holds custody of or are they for any kinship assessment completed (for children in the temporary custody of relatives who are looking at legal custody)?

A: Kinship home assessments, completed in accordance with rule 5101:2-42-18 are required when the PCSA holds custody, when another state requests a kinship home assessment through the ICPC, or when a kinship provider who holds legal custody of a child is applying for KPIP.

Q: When a case transfers from one county to another and the child is discharged using "Agency Transfer" will the provider close??? The child is still in the provider home.

A: The provider will not close due to a case transfer.

Q: Do you have to approve or deny a kinship assessment? Lots of time we defer to the court, caseworker and GAL.

A: All kinship home assessments conducted in accordance with rule 5101:2-42-18 are required to be approved or not approved by the PCSA (paragraph (I) of this rule), unless the family withdraws from consideration. Kinship assessments that are completed in SACWIS will be routed to a supervisor for final approval for the recommendation selected in the assessment.