**Matching Conference, Pre-Adoptive Staffing and Child Recruitment Plan Webinar**

**11/27/2018 FAQs**

Question (Q): Are there any handouts for the webinar?

Answer (A): Yes. There is the **Child Recruitment Plan flow chart** and the **Sample ODJFS MEPA Coordination Email Letter**. These are attached.

Q: Is the Child Recruitment Plan (CRP) done from the date of Permanent Custody (PC) so there is no delay to determine if an appeal has been filed?

A: Yes, Ideally the CRP should have a begin effective date equal to or greater than the date of PC. Once the Adoption case is created, the CRP can have a backdated effective date back to the PC date.

Q: It is true that if a family is identified AND matched in the Matching Conference, a recruitment plan is not necessary?

A: When an agency receives permanent custody of a child, the agency per rule needs to start recruitment efforts to find a permanent home for the child. Due to this, all children in permanent custody should have at least an initial child recruitment plan completed prior to the child’s pre-adoptive staffing and this plan needs to be linked to the pre-adoptive staffing. You are correct that if you match a child at the initial matching conference, no additional recruitment plans are needed as long as the JFS 01654 Adoptive Placement Agreement that indicates the date of adoptive placement has been signed by all parties.

Q: Is a child still linked if they are on appeal?

A: Don’t understand the question.

Q: Can an In-Progress Child Recruitment Plan be copied and change the name of the child on the plan? This may help if we have a sibling set and plan is similar for all sibs.

A: A CRP can be copied from one sibling to another, however, a Plan with a status of In Progress cannot be copied. Only Plans with a status of Active, Complete, Closed or Created in Error can be copied.

Q: Does a new child recruitment plan created every matching conference, if a family is not presented?

A: Child Recruitment Plans are only required when either there are No Families Identified or No Families Matched.

Q: What did you mean by it can only be linked to one matching case conference?

A: A Child Recruitment Plan has a unique ID and therefore can only be linked to one Matching Conference (MC) record. If the subsequent Matching Conference record requires a Child Recruitment Plan(s) to be linked (because there are No Families Identified or No Families Matched), then a new Child Recruitment Plan must be created. This is because the previous plan has already been linked to a previous MC record.

Q: If a case is under objection or appeal, do we still do a recruitment plan?

A: If the Child’s PC is under appeal, the Agency can still perform Child Recruitment Plan Activities.

Q: If the Pre-Adoptive Staffing and the Matching Conference are completed at the same time, are two separate recruitment plans required to be linked?

A: While a Child Recruitment Plan cannot be linked to more than one Matching Conference record, it can be linked to one Pre-Adoptive Staffing record and one Matching Conference record only.

Q: What should we do if PC is granted and then on appeal?

A: If the Child’s PC is under appeal, the Agency can still perform Child Recruitment Plan Activities. Once the Adoption Case is created, record the recruitment activities.

Q: If there is a family linked, do we still need to do a recruitment plan?

A: If the Matching Conference has at least one Family Matched (meaning a First Choice has been named), then a Child Recruitment Plan is not required to be linked. If there are Families Identified but No Families Matched, then a Child Recruitment Plan is required to be linked for the What are Recruitment Activities for the next 90-days.

Q: Can a Child Recruitment Plan start as soon as the day PC is granted?

A: Ideally. Yes.

Q: Once one of nine Recruitment Activities has been selected (i.e. website for a MC), can the same recruitment activities be selected again on subsequent Child Recruitment Plans?

A: Yes, the Recruitment Activities can be selected as needed on multiple plans. However, if the Recruitment Activity did not find any families, try new Recruitment Activity.

Q: Is it expected that we still document our efforts in the activity log for each child or does this recruitment plan take the place of the activity log?

A: This is an Agency by Agency decision. What is required is the documentation in the Child Recruitment Plan.

Q: If a match is made at the Pre-Adoptive Staffing, will a recruitment plan be needed?

A: Yes, until such time the Matching Conference has occurred and the Family has been identified as First Choice, a Child Recruitment Plan is required. A Child Recruitment Plan is required to be linked to the Pre-Adoptive Staffing record.

Q: Does an Activity Log need to be completed and enter notes in the CRP? Or is it one or the other?

A: This is an Agency by Agency decision. What is required is the documentation in the Child Recruitment Plan.

Q: But don't the cases stay in ongoing status in SACWIS until the appeal is resolved??? Is the recruitment plan only available when the case is in adoption?

A: Simply because the Child’s PC legal status is under appeal does not mean the Adoption Case cannot be created. Child Recruitment Plans can only be created in an adoption case but can be backed date to the effective date of the PC.

Q: If Agency has kids already in care for a while now, does Agency need to do a recruitment plan for them now?

A: Yes. All children in current agency PC legal status as of 11/29/2018 are required to have Child Recruitment Plans. For the newly created plans, regardless of how long in PC, only need to go back ninety days to document recruitment activities.

Q: At what point can the recruitment plan legally be created as a child is legally not free until after PC related to appeal and objection period.

A: If the Child’s PC is under appeal, the Agency can still perform Child Recruitment Plan Activities. Once the Adoption Case is created, record the recruitment activities. In addition, simply because the Child’s PC legal status is under appeal does not mean the Adoption Case cannot be created.

Q: If there are recruiters assigned to the case, will they have access to enter information into the recruitment plan? Will Caseworkers be only one entering recruitment efforts?

A: Each PCSA is responsible for assigning security to persons assigned to cases. If a PCSA is utilizing a recruiter including a WWK recruiter, nothing in rule prevents this person as well as the caseworker and adoption assessor from recording recruitments efforts made on behalf of the child. The goal is to use the child recruitment plan as an additional tool to find permanency for the child.

Q: What security is required to enter a Child Recruitment Plan? Is it tied to case assignment or Adoption worker user group, or will there be a new user group for staff to complete a CR plan on any adoption case?

A:

Q: Does the Pre-Adoptive Staffing (View Person Info) link only pick up clinically diagnosed characteristics or observed characteristics as well?

A: The (new) View Person Info hyperlinks navigate user to the Person tab in view mode only. The system will display all data and information that has been recorded on these pages.

Q: On the View Person Info portion, would it be possible for that to open in a new window that could be viewed alongside the main screen?

A: We can take this under advisement for a future Change/Enhancement.

Q: Do the Recruitment Activities options disappear after they are selected? Do they reappear in the next CRP? We often try and try again with certain efforts.

A: No, the Recruitment Activities do not disappear. These nine defined recruitment activities are always available for selection on Child Recruitment Plans with a status of In Progress and Active.

Q: Please define what you mean by "child study inventory" and what is expected in this section?

A: This portion of the Pre-Adoptive Staffing asks for the *status* of the Child Study Inventory.

Q: Can the WWK Recruiter enter a recruitment plan?

A: The development of a child recruitment plan should involve the entire service team including any assigned recruiters. This can occur prior to the pre-adoptive staffing, during the staffing as well as during a matching conference since the professionals involved with the child are all present. Ultimately, as the plan is considered a part of the pre-adoptive staffing and matching conference, rule requires the PCSA with permanent custody of the child be responsible for the completion of the plan.

Q: Is a new recruitment plan needed for each Matching Conference?

A: Child Recruitment Plans are only required when either there are No Families Identified or No Families Matched. If the Matching Conference has at least one Family Matched (meaning a First Choice has been named), then a Child Recruitment Plan is not required to be linked. If there are Families Identified but No Families Matched, then a Child Recruitment Plan is required to be linked for the What are Recruitment Activities for the next 90-days.

Q: When do you change a status on the recruitment plan activity as "completed"?

A: Child Recruitment Plans are Actively worked up until the date of the Matching Conference (thus the status is Active). At the time the Matching Conference is held, the Child Recruitment Plan should be Complete (thus status updated to Complete). No further updates can be made to a Child Recruitment Plan with a Status of Complete other than recording the End Date. Entering the end date and saving, the system will change the status to Closed.

Q: Our agency sends Flyers to other Agency's for each 90-day matching and they are copied for each file. Now do we continue to do this or do we have to do other recruitment each time we have a matching?

A: If the Matching Conference has No Families Identified or No Families Matches, then a Child Recruitment Plan is required. One of the recruitment activities available for selection is Flyers/Brochures. If this recruitment activity does not work in finding a family, please try another recruitment activity.

Q: When does this functionality go in SACWIS?

A: Build 3.19 has all the Matching Conference, Pre-Adoptive Staffing and Child Recruitment Plan functionality. This also has all the new reports and revised JFS 01689, JFS 01690, JFS 01610 and JFS 01609. This will be in Production Thursday 11/29/2018 night.

Q: Will SACWIS also email the other invited participants, not just the JFS MEPA coordinator?

A: No. As part of the updates, the generate email notifications was removed. The only requirement is to notify the ODJFS MEPA Coordinator.

Q: Does ORC require the child recruitment plan?

A: No, OAC does 5101:2-48-16 (I)(3) and (X).

Q: At the time of the matching, how will we document recruitment efforts which are still ongoing and have not yet been completed when we have to end-date those efforts despite their ongoing nature?

A: A Child Recruitment Plan for each child will need to be created prior to the completion of the Matching Conference. If No Families Identified or No Families Matched from the Matching Conference, then the Child Recruitment Plan will need to be Closed and a new Child Recruitment Plan started. The Copy feature can be utilized when creating the new/subsequent recruitment plan.

Q: When the system "looks back" for the recruitment plan when linking to a Matching Conference, will it only look back at ninety days or does it look for the last active recruitment plan?

A: The system has a buffer that will allow plans to be linked to the Matching Conference outside of 90 days.

Q: What if you have families to consider, but at the matching conference decide that none of them should be matched? There wouldn't be a recruitment plan in progress, since the plan prior to the matching would have been to select one of the families. Is the expectation that the recruitment plan for the next 90 days is then done AT the matching conference?

A: When there are No Families Matched, only a Child Recruitment Plan for *the next ninety days* is required to be linked. A new Child Recruitment Plan would be created and ideally discussed at the Matching Conference since all the key persons are present.

Q: When you copy the first plan for the second plan do you need to go back and close the first plan after you copy it?

A: The system will not automatically Close the recruitment plan that was copied. This is because the plan being copied is for a sibling since a child cannot have more than one Active Child Recruitment Plan at a time. Therefore, system will never allow the copy of an Active Plan to the same child. System does allow the copy of a Closed Recruitment plan.

Q: Do we have to utilize the generate e-mail link to MEPA via SACWIS? We must e-mail all other invitees which we do already through outlook. Is that new aspect just an option if we choose to use?

A: It is not a Generate email link. Upon creation of a brand-new Matching Conference record, the email notification is automatically sent to the ODJFS MEPA Coordinator mailbox, thus there is no “option to not use feature”. Each Agency can continue to send email notifications to other invitees.

Q: For the matching conference, what is the difference between the "0" and "-"?

A: + MEETS NEED VERY WELL Extensive experience, knowledge or insight of the child's need in the family's background Understands and/or seeks out the need for training and education Family's lifestyle will accommodate the child currently or with some modifications Family readily recognizes the child`s need or issue as important Specialized support and resources exist in the environment to assist the caregiver and child. 0 PARTIALLY ABLE TO MEET NEED Some experience, knowledge or insight with the child's need in the family's background Family's lifestyle requires some alteration Limited understanding of the child's need Some support or resources in the environment to assist the caregiver and child No experience with the child's need, though the family is willing to learn. - NOT ABLE TO MEET No experience, knowledge, or insight with the child's specific need Unmotivated to learn or be trained about the child's need Family's lifestyle is incompatible with meeting the child's need Family denies the importance or relevance of the child’s need No support or resources exist in the environment to assist the caregiver or child

Q: Is there a Generate Notices button for the Matching Conference to generate letters?

A: No. As part of the updates, the generate email notifications was removed. The only requirement is to notify the ODJFS MEPA Coordinator.

Q: Are we required to generate the invitation letters in SACWIS? We do a lot of invitations via e-mail.

A: No. This is not a requirement. It was an added feature based on input from the user community.

Q: Our Agency has two Matching Conferences next week. Will I need to create a Recruitment plan to link to the new matching conferences next week? One is a new matching conference and one is a subsequent matching conference.

A: Yes. Beginning 11/29/2018, all Matching Conferences that have either No Families Identified or No Families Matched, will require a Child Recruitment Plan to be linked for the last ninety days and the next ninety days.

Q: Are recruitment plans required until the child is on Adoptive Placement?

A: Recruitment plans are required until there is a family matched with the child. Per 5101:2-48-16, matching conferences are required until there is an adoptive placement agreement (JFS 01654) complete with signatures and placement date, or until the child is eighteen or is no longer in permanent custody.

Q: Can any user enter data into the recruitment plan or only assigned workers?

A: At this time, assignment is needed however, the SACWIS team is looking at that rule to revise.

Q: Where is the information for the 1610 and 1609 documented on the 1689?

A: There are several narratives text boxes throughout the Matching Conference and matching chart that pull into the JFS 01689 form.

Q: Where do the pre-adoptive staffing participants pull from? Do they need to be added as a participate or associated to the adoptive case?

A: Upon creation of a Pre-Adoptive Staffing record and a Matching Conference record, the system will automatically add the following as participants: child/youth, the assigned Adoption worker(s) and the Adoption Supervisor(s), the Provider Caseworker, WWK Worker and IL Worker. In addition, any non-end dated associated persons with a role of CASA, GAL Foster Parent, Kinship Caregiver Tribal Representative, WWK Recruiter, Probation Officer, Caseworker, Medical Professional, and Social Worker or WWK Recruiter will also be added to the Matching Conference Participants record at the time of the Matching Conference creation.

Q: Is there going to be someplace on the case plan amendment document for case workers to transfer the recruitment efforts to the permanency section by clicking a box to have it copied over instead of them having to re-type the information?

A: At the time the **Family Case Plan** functionality is in Production (2019), the Child Recruitment Plan activities will be addressed. Users will not have to re-enter this information.

Q: Please explain the subsequent family decision selection.

A: This is current SACWIS functionality allowing the Agency to document the family’s decision and change in decision form the Matching Conference.

Q: What families pull into the Inquire Family portion of the Matching Conference?

A: When a new matching conference record is created, the system adds the following families to the Inquiry Name grid: All inquiries where the provider type is associated to adoptive care type of the provider (Adoption, Adoption ICPC, Foster Care/ Adoption, Foster Care / Adoption ICPC, and Adoption Foster Caregiver Applicant (1692)) and at least one of the children listed on the matching conference record is listed as a specific Child of Interest where those inquiries are not linked to any Providers. Only inquiries with a status of Pending or Screened -In Application received/ Accepted will be displayed.  Inquiries where the Exclude from future matches checkbox is checked on the previous Matching Conference record will not display on any future matching conference records

The following Knowledge Base Articles have been posted.

Creating a Child Recruitment Plan

<http://jfskb.com/sacwis/index.php/case/92-adoption/899-creating-a-child-recruitment-plan>

Completing a Pre-Adoptive Staffing record

<http://jfskb.com/sacwis/index.php/case/92-adoption/889-completing-a-pre-adoptive-staffing-record>

Completing a Matching Conference record

<http://jfskb.com/sacwis/index.php/case/92-adoption/907-completing-a-matching-conference-record>