

# **Completing a Semiannual Administrative Review**



**Knowledge Base Article**

# Completing a Semiannual Administrative Review

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# Completing a Semiannual Administrative Review

## Overview

This article provides step-by-step instruction to complete a Semiannual Administrative Review (SAR).

**Note:** There must be at least one Approved Case Review for this SAR review period to mark the SAR record as Approved.

1. From the SACWIS home screen, navigate to the **Case Overview** screen
2. Click, **Review Tools** in the navigation pane.

The screenshot shows the SACWIS Case Overview interface. On the left, a navigation pane lists various case management tools, with 'Review Tools' highlighted in red. The main content area displays details for an ongoing case, including case name, address, contact information, agency, primary worker, and supervisor. Below the case details is a 'Case Actions' section with a yellow warning box indicating 'Case members have unspecified relationships.' At the bottom, a table displays a list of actions, with columns for 'Action Items', 'Case Alerts', 'Dashboard', and 'Assignments / Eligibility'. The table shows two rows: one for '01/11/2019' with a red icon and the text 'Disposition Completed: Help Me Grow Staff Notification Required', and another for '03/06/2019' with a red icon and the text 'Case Review due'. Each row has an 'Actions...' dropdown menu.

The **Review Tools** grid appears.

3. Select, **Family Case Plan**, from the **Plan Type** drop-down menu.
4. Select, **Semiannual Administrative Review**, from the **Review Tool** drop-down menu.
5. Click, **Add Review**.

# Completing a Semiannual Administrative Review

Case Overview  
Adults Log  
Abuse - Communication  
Intake List  
Safety Assessment  
Substance Abuse Screening  
Forms/Notices  
AR Pathway Switch  
Safety Plan  
Family Assessment  
Children Case Act  
Specialized AR Tool  
Law Enforcement  
Justification/Notice  
Case Services  
Legal Actions  
Legal Custody Status  
Living Arrangement  
Initial Removal  
Placement Request  
Placement  
Independent Living  
Visitation Plans  
Case Plan Tools  
Review Tools  
Family Team Meeting  
Safety Reassessment  
Reunification Assessment  
Case Conference Note  
Child Protective File Path

CASE NAME / ID: Ongoing  
Open (12/06/2018)

Review Tools Filter Criteria

Review Tool: [Dropdown] Agency: [Dropdown]

Approved Date: [From Date] - [To Date]

Filter

Review Tools

Plan Type: [Dropdown] Review Tool: [Dropdown] Add Review

	Review Tool	Status	Approved Date	Plan Name	Agency
xxx	Semiannual Administrative Review	Approved	05/14/2019	Initial Apr 15, 2019	
xxx	Case Review	Approved	04/30/2019	Initial Apr 15, 2019	

The **Members to the Review** screen appears.

## 6. Click, **Select Family Case Plan**.

Case / Workload / Semiannual Administrative Review Members to the Review

CASE NAME / ID: Ongoing / Open (03/13/2018)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Family Case Plan information STATUS: In progress

SAR Topics

- Members to the Review (MIR) No Family Case Plan has been selected
- Custody / P-SVP / In-Home Supportive Services (C)
- Case Progress Review (CP)
- Permanency Planning (PP)
- Permanency Goals (PG)
- Independent Living Information (IL)
- Signatures (S)
- Approval (A)

Select Family Case Plan

**Important:** If there has been only one approved Case Review since the last SAR, a warning will appear (see graphic below).

# Completing a Semiannual Administrative Review

Case / Workload / Semiannual Administrative Review **Members to the Review**

CASE NAME / ID Ongoing / Open (09/13/2018)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Aug 19, 2019 STATUS: In progress

### Family Case Plan Information

Plan Type: Family Case Plan Effective Date: 10/22/2016

Plan Name: Updated Sept 9, 2016

Plan Developed By:

[Select Family Case Plan](#)

### Semiannual Administrative Review Details

Event: 01/12/2016 - Legal Status Last SAR Date: 10/22/2016

**⚠** There is only one approved Case Review since the last SAR. The PCSA shall complete the Case Review every ninety days(Rule 5101:2-38-09).

	Review of Plan	Approved Date	Status
<a href="#">view</a>	Updated Sept 9, 2016		In Progress
<a href="#">view</a>	Initial Mar 9, 2016	08/22/2016	Approved

The **Select Alternative Plan** screen appears.

**Note:** If there are no available FCPs, the following message will appear: *There are no Family Case Plans displayed; only non-recommended, approved Family Case Plans are available for selection.*

## Completing a Semiannual Administrative Review

Select Alternative Plan

CASE NAME / ID	Adoption / Open (06/11/2019)	
REVIEW TOOL: Semiannual Administrative Review	REVIEW FOR PLAN:	STATUS: In progress

Available Family Case Plans

There are no Family Case Plans displayed; only non-recommended, approved Family Case Plans are available for selection.

7. In the **Available Family Case Plans** grid, click, **select**, beside the Family Case Plan to be reviewed.

Case / Workload / Semiannual Administrative Review / Members to the Review

Select Alternative Plan

Select Alternative Plan

CASE NAME / ID	Ongoing / Open (09/13/2018)	
REVIEW TOOL: Semiannual Administrative Review	REVIEW FOR PLAN:	STATUS: In progress

Available Family Case Plans

	Plan Name	Event Date	Plan Type	Effective Date	Agency
<input type="checkbox"/>	Updated Aug 14, 2019		Family Case Plan Status: Approved	08/14/2019 - Adult Signature	

**Important:** Navigating at the SAR Topics, click either **Next Topic**, or select the desired topic from the navigation pane. Ohio SACWIS will automatically save changes.

The **Members to the Review** screen appears.

### Notes:

The SAR Topics listed in the navigation pane will display the following status until all required information has been provided:

 **Not Completed**

Once the topic is complete, the SAR Topics list will display the following status:

 **Completed.**

## Completing a Semiannual Administrative Review

The status may display as **Not Compliant**. A Not Compliant status indicates the topic is complete, but not in compliance.

All SAR Topics must have a Completed (or Not Compliant) to have the SAR approved.

### Reviewing the Members to the Review Topic

**Note:** The Members to the Review page is display only; there is no data to record on this page. All In Progress and Approved Case Reviews since the Approval of the last SAR will display.

The Members to the Review topic will display a **Not Compliant** warning message when there has been only one Approved Case Review since the last SAR. The message reads as follows: **There is only one approved Case Review since the last SAR. The PCSA shall complete the Case Review every ninety days (Rule 5101.2-38-09).**

The screenshot shows the 'Members to the Review' page. The breadcrumb trail is 'Case / Workload / Semiannual Administrative Review / Members to the Review'. The case name is 'Ongoing / Open (09/13/2018)'. The review tool is 'Semiannual Administrative Review' and the plan was updated on 'Aug 14, 2019'. The status is 'In progress'. The SAR Topics sidebar includes: Members to the Review (Not Compliant), Custody / P.SUP. / In-Home Supportive Services (Not Completed), Case Progress Review (Not Completed), Permanency Planning (Not Completed), Permanency Goals (Not Completed), Signatures (Not Completed), and Approval. The main content area shows 'Family Case Plan information' with details like Plan Type (Family Case Plan), Effective Date (08/14/2019), Plan Name (Updated Aug 14, 2019), and Plan Developed By. Below this is 'Semiannual Administrative Review Details' with an event and Last SAR Date (03/26/2019). A yellow warning banner states: 'There is only one approved Case Review since the last SAR. The PCSA shall complete the Case Review every ninety days (Rule 5101.2-38-09)'. At the bottom, a table shows Case Review Status for 'Family Case Plan' with a date of '06/24/2019' and status 'Approved'.

The Members to the Review topic will display a **Not Completed** warning message when there is no Case Review recorded since the approval of the last SAR for the selected plan episode.

8. Click, **Next Topic**.

# Completing a Semiannual Administrative Review

The screenshot shows the 'Members to the Review' screen in a web application. The breadcrumb trail is 'Case / Workload / Semiannual Administrative Review / Members to the Review'. The page title is 'Members to the Review'. The case name is redacted. The review tool is 'Semiannual Administrative Review', the review for plan is 'Updated Jul 24, 2019', and the status is 'In progress'. The left sidebar shows 'SAR Topics' with 'Members to the Review' selected and marked as 'Not Completed'. Other topics include 'Custody / PSUP / In-Home Supportive Services' (Completed), 'Case Progress Review' (Not Completed), 'Permanency Planning' (Completed), 'Permanency Goals' (Completed), 'Independent Living Information' (Not Compliant), 'Signatures' (Not Completed), and 'Approval' (Not Completed). The main content area is titled 'Family Case Plan Information' and includes fields for Plan Type (Family Case Plan), Effective Date (07/24/2019), Plan Name, and Plan Developed By. Below this is the 'Semiannual Administrative Review Details' section with fields for Event (05/07/2019-Compliant), Last SAR Date (07/24/2019), and Children in the Semiannual Administrative Review. The 'Children in the Semiannual Administrative Review' section includes fields for Protected under ICWA (No), Court Case Number, Child Location (Kinship Care/Relative), Court ID Number, Agency Legal Status (Court Ordered Prot Sup), and Child's Permanency Goal (Return the children to parent/guardian/custodian (Reunification)). At the bottom, there are buttons for 'Previous Topic', 'Next Topic', 'Apply', 'Save', and 'Cancel'.

The **Custody Information** screen appears.

## Reviewing the Custody / PSUP / In-Home Supportive Services Topic

**Note:** The **Custody / PSUP / In-Home Supportive Services** page is a display only, there is no data to record on this page.

1. Click the **Custody Information** drawer (for each child).

The screenshot shows the 'Custody / PSUP / In-Home Supportive Services' screen in a web application. The breadcrumb trail is 'Case / Workload / Semiannual Administrative Review / Custody Information'. The page title is 'Custody Information'. The case name is redacted. The review tool is 'Semiannual Administrative Review', the review for plan is 'Initial May 22, 2019', and the status is 'In progress'. A green banner at the top says 'Your data has been saved.' The left sidebar shows 'SAR Topics' with 'Custody / PSUP / In-Home Supportive Services' selected and marked as 'Not Completed'. Other topics include 'Members to the Review' (Not Completed), 'Case Progress Review' (Completed), 'Permanency Planning' (Not Completed), 'Permanency Goals' (Not Completed), 'Signatures' (Not Completed), and 'Approval' (Not Completed). The main content area is titled 'Custody / PSUP / In-Home Supportive Services' and includes a field for Number of Living Arrangement Changes (0 details) and a dropdown menu for 'Custody Information'. The dropdown menu is expanded, showing 'Custody Information' selected.

The drawer expands.

2. Click the **details** link to view the **Number of Living Arrangement Changes**.
3. Click the **details** link to view the **Number of Legal Status Changes** made in this review period.
4. Click **details** link to view the **Number of Placement Changes**.

## Completing a Semiannual Administrative Review

**Important:** Both the **Child Location** label and the **Number of Living Arrangement Changes** label will only display for a child that is not in an open agency custody episode.

Case / Workload / Semiannual Administrative Review / Custody Information

The screenshot shows the 'SAR Topics' sidebar on the left with 'Custody / PSUP / In-Home Supportive Services' selected. The main content area displays the following information:

- Members to the Review:** Not Completed (MR)
- Custody / PSUP / In-Home Supportive Services:** Completed (C)
- Number of Living Arrangement Changes:** 0 details
- Custody Information:** ^
- Number of Legal Status Changes:** 0 details
- Agency Legal Status:** No Legal Status
- Number of Placement Changes:** 0 details
- Child Location:** Kinship Care/Non-relative
- The out-of-home placement, protective supervision and/or in-home supportive services must continue or be terminated due to the following reasons.** (expand full screen)
- Text input field containing 'fghfghgh' and a blue 'ABC' button.

5. click, **Close**.

The screenshot shows the 'Changes in Legal Status During Review Period' section with the following text:

Child Name: [Redacted]

There are no Legal Status Changes During Review Period.



the **Custody Information** screen appears.

6. Click the Custody Information link.
7. Enter narrative in response for each child to: **The out-of-home placement, protective supervision and/or in-home supportive services must continue or be terminated due to the following reasons.** Note: This narrative text box only displays for Non-Adoption Family Case Plans.
8. Enter narrative in response for each child to: **Describe how current placement, whether in own home or out-of-home placement (including relative placement, regardless of custody status), provides for the child's specific safety needs and is appropriately meeting the child's basic and special needs.**
9. Click, **Next Topic**.

# Completing a Semiannual Administrative Review

The screenshot displays the 'Custody Information' tab within a 'Semiannual Administrative Review' interface. The interface includes a sidebar with various review topics such as 'Members to the Review', 'Custody / PSUP / In-Home Supportive Services', 'Case Progress Review', 'Permanency Planning', 'Permanency Goals', 'Signatures', and 'Approval'. The main content area shows 'Custody / PSUP / In-Home Supportive Services' with a 'Not Completed' status. It lists several metrics: 'Number of Living Arrangement Changes: 0 details', 'Number of Legal Status Changes: 0 details', 'Agency Legal Status: Temporary Court Order', and 'Number of Placement Changes: 0 details'. A 'Placement Date' of 03/27/2019 is also shown. A red box highlights the 'Custody Information' link in the sidebar. Below the metrics, there are two large text input areas, each with a red border and a character count of 4000. The bottom navigation bar includes buttons for 'Previous Topic', 'Next Topic', 'Apply', 'Save', and 'Cancel', with 'Next Topic' highlighted by a red box.

The **Case Progress Review** screen appears, defaulted to the **Concern Review** tab.

**Note:** The Concern Review tab page is a display only page; there is no data to record on this page.

## Completing the Case Progress Review Topic

**Important: Active Concerns** will display from each Approved Case Review in the last 180 days. For the Concerns Completed During this Review Period, all concern records that have a Completion date within the last 180 days will display.

# Completing a Semiannual Administrative Review

- Click the **Risk Contributors** drawer.

Case / Workload / Semiannual Administrative Review / **Case Progress Review**

**Concern Review** Case Analysis Candidate for Foster Care

Concern Review Case Analysis Candidate for Foster Care

Family Case Plan: Updated Sept 9, 2016  
Case Review: Approved 12/12/2009

**Active Concerns**

[view](#) What is the Concern: The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. [Show More](#)

[Risk Contributors](#) ▼  
[Non-Risk Contributors](#) ▼

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[view](#) What is the Concern: The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. [Show More](#)

**[Risk Contributors](#)** ▼  
[Non-Risk Contributors](#) ▼

**Concerns Completed During this Review Period**

What is the Concern: The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. The potentially 10,000 character narrative would be displayed here. [Show More](#)

[Completion Details](#) ▼

## Completing a Semiannual Administrative Review

The drawer will expand to display existing Risk Contributors

### [Risk Contributors](#) ^

#### Child Functioning

Emotional/Behavioral Functioning *Smith, Jimmy - Age 10*

Physical/Cognitive/Social Development *Smith, Johnny - Age 10*

#### Adult Functioning

Domestic Relations *Smith, Jane - Age 30, Smith, Jacob - Age 30*

#### Historical Functioning

Caretaker's Victimization of Other Children *Smith, Jane - Age 30*

Caretaker's Abuse / Neglect as a Child *Smith, Jacob - Age 30*

#### Family Functioning

Family Roles, Interactions, and Relationships,  
Resource Management and Household Maintenance

### [Non-Risk Contributors](#) v

- On the **Case Progress Review** screen above, click **view** beside a specific concern to see information regarding the concern.

The **Concern Review Details** screen appears.

- Click any of the drawer links to expand the drawer to view available information.
- Click **Close**.

Case / Workload / Semiannual Administrative Review **Concern Review Details**

CASE NAME / ID:	Adoption / Open (09/13/2017)		
REVIEW TOOL: Case Review	REVIEW FOR PLAN: Updated Jul 23, 2019	STATUS: Approved	

#### Concern Review Details

What is the Concern:  
The children are in need of a permanent and stable home.

**Risk Contributors** ^

There are no selected Risk Contributors for this Concern.

**Non-Risk Contributors** v

- Linked Services v
- Successfully Completed Services v
- End-Dated Services v

**Close**

## Completing a Semiannual Administrative Review

The **Case Progress Review** screen appears.

1. Click the **Case Analysis** tab.

The **Case Analysis** tab page appears.

**Note:** The **Case Analysis** tab page is a display only page; there is no data to record on this page.

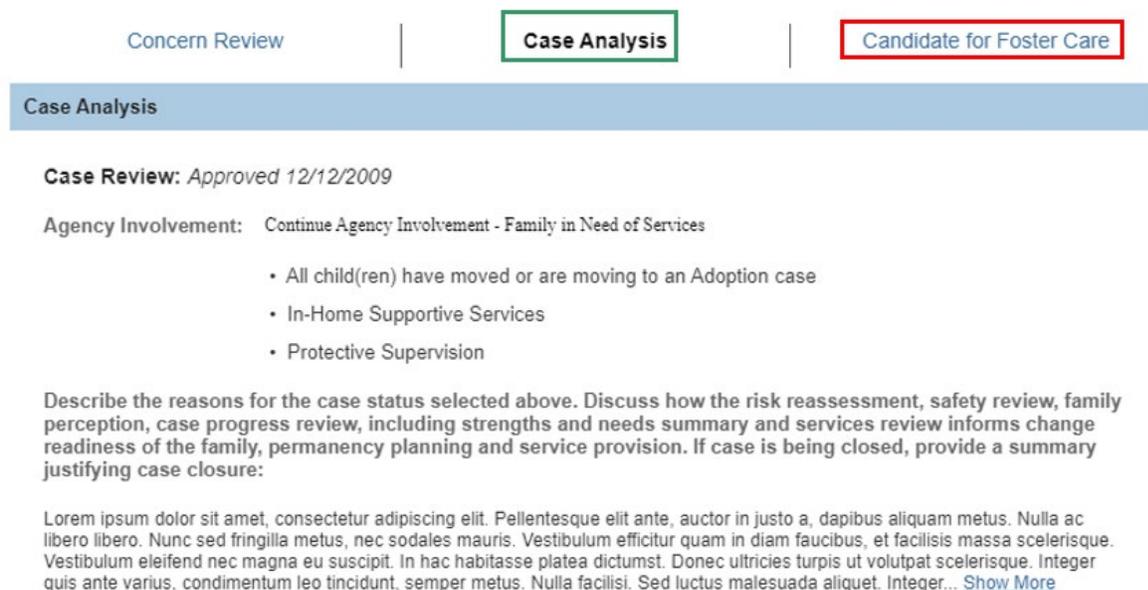
**Important:** Case Analysis will display from each Approved Case Review in the last 180 days.



The **Case Analysis** tab page appears.

This screen displays the date the Case Review was approved, as well as the Agency's involvement. The screen will also display narrative in response to: Describe the reasons for the case status selected above. **Discuss how the risk reassessment, safety review, family perception, case progress review, including strengths and needs summary and services review informs change readiness of the family, permanency planning and service provision.** If case is being closed, provide a summary justifying case closure/

- a. Click the **Candidate for Foster Care** tab.



## Completing a Semiannual Administrative Review

The **Candidate for Foster Care** tab screen appears.

1. Click, **edit**.

Case / Workload / Semiannual Administrative Review / Candidate for Foster Care

CASE NAME / ID: Ongoing / Open (09/13/2018)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Aug 14, 2019 STATUS: In progress

SAR Topics

- Members to the Review (MR) Not Compliant
- Custody / PSUP / In-Home Supportive Services (C) Not Completed
- Case Progress Review (CP) Not Completed
- Permanency Planning (PP) Not Completed

Concern Review Case Analysis Candidate for Foster Care

Child(ren) that are Candidates For Foster Care

edit Not Completed  
Reason: Child not at Serious Risk  
Explanation:

edit Not Completed  
Reason: Child not at Serious Risk  
Explanation:

**Note:** The **Candidate for Foster Care** tab page will not provide the edit option when all children are in the agency custody for this review period. When a child is in agency custody, this tab is not required. The following message will display: ***All children are in agency custody.***

Case / Workload / Semiannual Administrative Review / Candidate for Foster Care

CASE NAME / ID: Adoption / Open (09/13/2017)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Jul 23, 2019 STATUS: In progress

SAR Topics

- Members to the Review (MR) Not Compliant
- Custody / PSUP / In-Home Supportive Services (C) Completed
- Case Progress Review (CP) Completed

Concern Review Case Analysis Candidate for Foster Care

Child(ren) that are Candidates For Foster Care

All children are in agency custody.

The **Candidate Explanation** screen appears.

1. Select from the **Reason** drop-down menu.
2. Enter narrative in the text box in response to **Explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal.**
3. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
4. Click, **Save**.

# Completing a Semiannual Administrative Review

**Candidate Explanation**

Child Candidate for Foster Care: Smith, Jimmy - Male, Age 10

Reason from Family Case Plan: Reason value

Explanation from Family Case Plan:

1000 Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Solutis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem... [Show More](#)

Reason:

Explain why the child is at serious risk of removal and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal:

[Expand Full Screen](#)

✓ ABC  
4000

**Apply to Other Children**

⚠ Selecting an option below will override any existing responses

	Child Name
<input type="checkbox"/>	Smith, Jarob - Male, Age 10
<input type="checkbox"/>	Smith, John - Male, Age 10

Previous Next Apply **Save** Cancel

The **Candidate for Foster Care** tab screen appears.

1. Click the **Permanency Planning** topic.

SAR Topics

- Members to the Review (MR) Not Compliant
- Custody / PSUP / In-Home Supportive Services (C) Not Completed
- Case Progress Review (CP) Completed
- Permanency Planning (FP) Not Completed**
- Permanency Goals (PG) Not Completed
- Signatures (S) Not Completed
- Approval (A)

Concern Review Case Analysis **Candidate for Foster Care**

**Child(ren) that are Candidates For Foster Care**

edit  Completed

Reason: Child not at Serious Risk  
Explanation: test

edit  Completed

Reason: Child not at Serious Risk  
Explanation: test

## Completing a Semiannual Administrative Review

The **Permanency Planning** screen appears.

### Completing the Permanency Planning Topic

#### Completing the Permanency Planning Narrative of Agency Recommendation of Child's Custody Arrangement

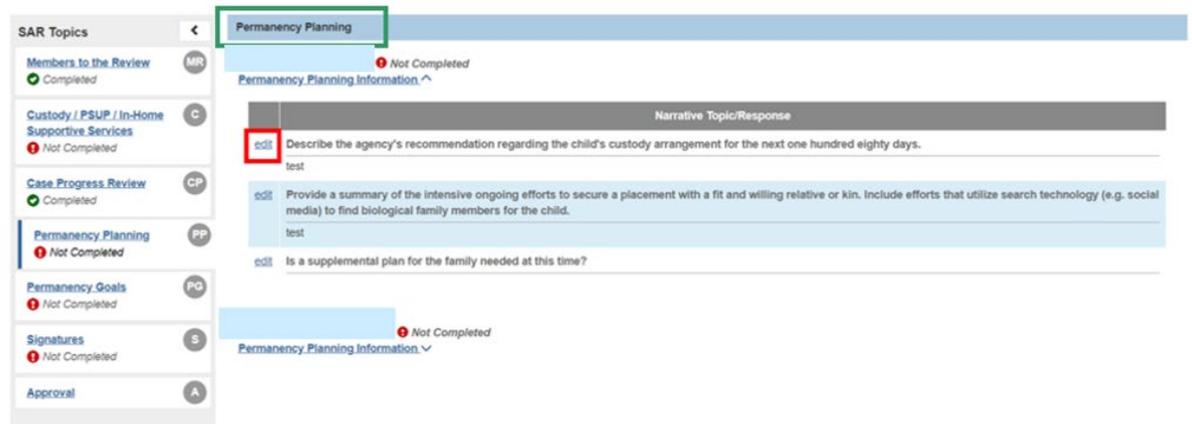
1. Click the **Permanency Planning Information** drawer under the child's name (for each child listed).



The screenshot shows the SAR Topics interface. At the top, it displays 'CASE NAME / ID' and 'Adoption / Open (09/13/2017)'. Below that, 'REVIEW TOOL: Semiannual Administrative Review', 'REVIEW FOR PLAN: Updated Jul 23, 2019', and 'STATUS: In progress' are visible. The 'SAR Topics' section on the left includes 'Members to the Review' (Not Compliant), 'Custody / PSUP / In-Home Supportive Services' (Completed), 'Permanency Planning' (Not Completed), 'Permanency Goals' (Not Completed), 'Signatures' (Not Completed), and 'Approval'. The 'Permanency Planning' drawer is expanded, showing 'Permanency Planning Information' with a red box around the dropdown arrow.

The drawer will expand.

2. Click, **edit**, beside: **Describe the agency's recommendation regarding the child's custody arrangement for the next one hundred eighty days.**



The screenshot shows the SAR Topics interface with the 'Permanency Planning' drawer expanded. The 'Narrative Topic/Response' section is visible, containing three text input fields. The first field is highlighted with a red box and has an 'edit' icon next to it. The text in the first field is 'Describe the agency's recommendation regarding the child's custody arrangement for the next one hundred eighty days.' The second field contains 'Provide a summary of the intensive ongoing efforts to secure a placement with a fit and willing relative or kin. Include efforts that utilize search technology (e.g. social media) to find biological family members for the child.' The third field contains 'Is a supplemental plan for the family needed at this time?'. The 'Permanency Planning' drawer is also visible on the left side of the screen.

The **Permanency Planning Narrative** screen appears.

1. Enter narrative in response to: **Describe the agency's recommendation regarding the child's custody arrangement for the next on hundred eighty days.**
2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
3. Click, **Next**.

# Completing a Semiannual Administrative Review

Case / Workload / Semiannual Administrative Review / Permanency Planning / Planning Narrative

**Permanency Planning Narrative**

CASE NAME / ID: [redacted] Ongoing / Open (09/13/2018)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Aug 14, 2019 STATUS: In progress

**Permanency Planning Narrative**

Child Name: [redacted]

Describe the agency's recommendation regarding the child's custody arrangement for the next one hundred eighty days. (expand full screen)

test

✓ ABC  
3996

**Apply to Other Children**

⚠ Selecting an option below will override any existing responses

Child Name

[redacted]

Previous **Next** Apply Save Cancel

The **Permanency Planning Narrative** screen appears.

## Completing the Summary Narrative of Ongoing Efforts to Secure a Placement

1. In the **Permanency Planning Narrative** grid, enter narrative in response to:  
**Provide a summary of the intensive ongoing efforts to secure a placement with a fit and willing relative or kin. Include efforts that utilize search technology (e.g. social media) to find biological family members for the child.**
2. If necessary, place a checkmark in the checkbox beside the name of the child in the **Apply to Other Children** grid.
3. Click, **Next**.

Case / Workload / Semiannual Administrative Review / Permanency Planning / Planning Narrative

**Permanency Planning Narrative**

CASE NAME / ID: [redacted] Ongoing / Open (09/13/2018)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Aug 14, 2019 STATUS: In progress

**Permanency Planning Narrative**

Child Name: [redacted]

Provide a summary of the intensive ongoing efforts to secure a placement with a fit and willing relative or kin. Include efforts that utilize search technology (e.g. social media) to find biological family members for the child. (expand full screen)

test

✓ ABC  
3996

## Completing a Semiannual Administrative Review

Apply to Other Children

⚠ Selecting an option below will override any existing responses

	Child Name
<input type="checkbox"/>	

Previous Next Apply Save Cancel

The **Permanency Planning Narrative** screen appears.

### Completing the Permanency Planning Narrative when Agency has filed a Motion for Permanent Custody

1. If applicable, select the appropriate radio button in response to the following question: **Has the agency filed a motion for permanent custody?**

**Important:** If a Motion for Permanency Custody has already been recorded in SACWIS, the system will automatically select the radio button **Yes, the agency has filed a motion for permanency custody** (example below) and will display the date of the Motion. This radio button will remain not editable.

2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
3. Click, **Next**.

Permanency Planning Narrative

Child Name: Smith, Tommy - Male, Age 6

**Has the agency filed a motion for permanent custody? \***

Yes, the agency has filed a motion for permanent custody  
Motion for Permanent Custody Date Submitted: 08/22/2016

No, the agency has compelling reasons for not recommending Termination of Parental Rights (the compelling reasons and the permanency plan are explained below)

No, the agency has not provided the child's parents, guardian or custodian or the child with services outlined in the Family Case Plan. (the services needed as well as the plan to address them is outlined below)

Not Answered

Apply to Other Children

⚠ Selecting an option below will override any existing responses.

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male, Age 10 - <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male, Age 10
<input type="checkbox"/>	Smith, Jeremy - Male, Age 10 - <i>Completed</i>
<input type="checkbox"/>	Smith, James - Male, Age 10
<input type="checkbox"/>	Smith, Jason - Male, Age 10
<input type="checkbox"/>	Smith, Jacob - Male, Age 10

Previous Next Apply Save Cancel

## Completing a Semiannual Administrative Review

The **Permanency Planning Narrative** screen appears.

In the screen below, the radio button selected is: **No, the agency has compelling reasons for not recommending Termination of Parental Rights.**

1. Enter narrative in response to: **Document the compelling reasons for determining the Termination of Parental Rights would not be in the interest of the child.**
2. Click, **Save.**

Case / Workload / Semiannual Administrative Review / Permanency Planning / Planning Narrative

**Permanency Planning Narrative**

CASE NAME / ID: [REDACTED] Adoption / Open (09/13/2017)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Jul 23, 2019 STATUS: In progress

**Permanency Planning Narrative**

Child Name: [REDACTED]

Has the agency filed a motion for permanent custody? \*

Yes, the agency has filed a motion for permanent custody

Yes, Motion filed. Not recorded in SACWIS

No, the agency has compelling reasons for not recommending Termination of Parental Rights (the compelling reasons and the permanency plan are explained below)

Document the compelling reasons for determining the Termination of Parental Rights would not be in the interest of the child. \* (expand full screen)

[REDACTED]

✓ ABC  
4000

Previous Next Apply **Save** Cancel

On the screen below, the radio button selected is: **No, the agency has not provided the child's parents, guardian or custodian or the child with services outlined in the Family Case Plan.**

1. Provide narrative in response to: **Document the reason for determining that the Termination of Parental Rights shall not be pursued because the agency has not provided the child's parent, guardian, or custodian or the child with services outlined in the family case plan which were deemed necessary for the safe return of the child to the child's home.**
2. Click, **Next.**

## Completing a Semiannual Administrative Review

No, the agency has not provided the child's parents, guardian or custodian or the child with services outlined in the Family Case Plan (the services needed as well as the plan to address them is outlined below)

Document the reason for determining that the Termination of Parental Rights shall not be pursued because the agency has not provided the child's parent, guardian, or custodian or the child with services outlined in the family case plan which were deemed necessary for the safe return of the child to the child's home. \* (expand full screen)

Not Answered

Apply to Other Children

⚠ Selecting an option below will override any existing responses

	Child Name
<input type="checkbox"/>	
<input type="checkbox"/>	

The **Permanency Planning Narrative** screen appears.

### Completing the Permanency Planning Narrative when a Concurrent Plan is Needed for the Family

1. Select, **Yes** or **No**, from the: **Is a concurrent plan for the child needed at this time?** drop-down menu.

**Note:** If **No** is selected:

2. Enter narrative in the **If the child is currently in Temporary Custody and the Case Plan Goal is Reunification, please identify the child's concurrent plan objective as one of the following: Custody to relative/kinship, Adoption, or Independent Living/Emancipation with family and kinship connections. In addition describe in detail the Concurrent Plan activities (Including but not limited to potential placements, permanent connections and services being provided for Concurrent Planning** text box.

**Note:** The Concurrent Plan Objective from the linked Family Case Plan will pull into this page. The Concurrent Plan Objective does not need typed into the text box.

3. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
4. Click **Save**.



## Completing a Semiannual Administrative Review

- If necessary, place a checkmark(s) in the check box(es) beside the name of the child(ren) in the **Apply to Other Children** grid.
- Click, **Next**.

Case / Workload / Semiannual Administrative Review / Permanency Planning / Permanency Planning Narrative

### Permanency Planning Narrative

CASE NAME / ID: *Smith, Person P / 0000000 [ R ]* Ongoing / Open (01/01/2014)

REVIEW TOOL: *Semiannual Administrative Review* REVIEW FOR PLAN: *Initial Sept 22, 2016* STATUS: *In Progress*

#### Permanency Planning Narrative

Child Name: Smith, Tommy - Male, Age 6

Is a Concurrent Plan for the child needed at this time? \* i

Yes

If the child is currently in Temporary Custody and the Case Plan Goal is Reunification, please identify the child's concurrent plan objective as one of the following: Custody to relative/kinship, Adoption, or Independent Living/Emancipation with family and kinship connections. In addition describe in detail the Concurrent Plan activities (Including but not limited to potential placements, permanent connections and services being provided for Concurrent Planning:

[Expand Full Screen](#)

✓ ABC

10000

#### Apply to Other Children

⚠ Selecting an option below will override any existing responses

Child Name

Smith, Jimmy - Male, Age 10 - Completed

Smith, Joseph - Male

Smith, Jeremy - Male, Age 10 - Completed

Previous

Next

Apply

Save

Cancel

The **Permanency Planning Narrative** screen appears.

## Completing the Permanency Planning Narrative for Agency's Progress toward Implementing Concurrent Plan

- Enter narrative in response to: **Describe the agency's progress toward implementing the child's Concurrent Plan, including whether any amendments are needed.**

**Note:** The Planning Narrative only displays when there is an affirmative response to: **Is a concurrent plan for the child needed at this time?**

- If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.
- Click, **Save**.

# Completing a Semiannual Administrative Review

Case / Workload / Semiannual Administrative Review / Permanency Planning / Permanency Planning Narrative

## Permanency Planning Narrative

CASE NAME / ID: *Smith, Person P / 0000000 [ R ]* Ongoing / Open (01/01/2014)

REVIEW TOOL: *Semiannual Administrative Review* REVIEW FOR PLAN: *Initial Sept 22, 2016* STATUS: *In Progress*

### Permanency Planning Narrative

Child Name: *Smith, Tommy - Male, Age 6*

Describe the Agency's progress toward implementing the child's Concurrent Plan, including whether any updates are needed:

[Expand Full Screen](#)

✓ ABC  
10000

### Apply to Other Children

**⚠** Selecting an option below will override any existing responses

<input type="checkbox"/>	Child Name
<input checked="" type="checkbox"/>	Smith, Jimmy - Male, Age 10 - <i>Completed</i>
<input type="checkbox"/>	Smith, Joseph - Male, Age 10
<input type="checkbox"/>	Smith, Jeremy - Male, Age 10 - <i>Completed</i>
<input type="checkbox"/>	Smith, James - Male, Age 10
<input type="checkbox"/>	Smith, Jason - Male
<input type="checkbox"/>	Smith, ...

The **Permanency Planning Narrative** screen appears.

**Note:** This Permanency Planning narrative displays only for a child that has a current legal status of PPLA.

## Completing Permanency Planning Narrative for Describing Reasonable and Prudent Parent Standard

1. Enter narrative in response to: **Describe efforts the agency has taken to ensure child's caregiver is following the Reasonable and Prudent Parent Standard and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities.**
2. If necessary, place a checkmark in the check box(es) beside the name of the child(ren) in the **Apply to Other Children** grid.
3. Click, **Next**.

# Completing a Semiannual Administrative Review

Case / Workload / Semiannual Administrative Review / Permanency Planning / Permanency Planning Narrative

## Permanency Planning Narrative

CASE NAME / ID: Doe, Jane / 000000000 [R]

Ongoing / Open (01/01/2014)

REVIEW TOOL: Semiannual Administrative Review

REVIEW FOR PLAN: Initial Sept 22, 2016

STATUS: In Progress

### Permanency Planning Narrative

**⚠** Pursuant to Ohio Revised Code section 2151.315 (B) A child who is subject to out of home care for alleged or adjudicated abused, neglected or dependent children is entitled to participate in age appropriate extracurricular, enrichment, or social activities.

Child Name: Smith, Tommy - Male, Age 6

Describe efforts the agency has taken to ensure child's caregiver is following the "Reasonable and Prudent Parent Standard" and the efforts to ensure the child has regular, ongoing opportunities to engage in age or developmentally appropriate activities.

Expand Full Screen

ABC

10000

### Apply to Other Children

**⚠** Selecting an option below will override any existing responses

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male, Age 10 - Completed
<input type="checkbox"/>	Smith, Joseph - Male, Age 10
<input type="checkbox"/>	Smith, Jeremy - Male, Age 10 - Completed
<input type="checkbox"/>	Smith, James - Male, Age 10
<input type="checkbox"/>	Smith, Jason - Male, Age 10
<input type="checkbox"/>	Smith, Jacob - Male, Age 10

Previous

Next

Apply

Save

Cancel

The Permanency Planning Narrative screen appears.

## Completing Permanency Planning Narrative for Activities Child Participated in Last Six Months

1. Enter narrative in response to: **Identify the activities the child has/is participating in during the last six months as well as any activities planned.**

**Note:** This permanency planning narrative only displays for all children that have a current legal status of either Permanent Custody (PC), Permanent Surrender (PS) or Planned Permanent Living Arrangement (PPLA).

2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child(ren) in the **Apply to Other Children** grid.
3. Click, **Next**.

# Completing a Semiannual Administrative Review

Case / Workload / Semiannual Administrative Review / Permanency Planning / Planning Narrative

**Permanency Planning Narrative**

CASE NAME / ID: Adoption / Open (09/13/2017)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Jul 23, 2019 STATUS: In progress

**Permanency Planning Narrative**

▲ Pursuant to Ohio Revised Code section 2151.315 (B) A child who is subject to out of home care for alleged or adjudicated abused, neglected or dependent children is entitled to participate in age appropriate extracurricular, enrichment, or social activities.

Child Name: [Redacted]

Identify the activities the child has/is participating in during the last six months as well as any activities planned. (expand full screen)

holshlyof [ABC] 3992

**Apply to Other Children**

▲ Selecting an option below will override any existing responses

	Child Name
<input type="checkbox"/>	[Redacted]
<input type="checkbox"/>	Not Completed

Previous **Next** Apply Save Cancel

The **Permanency Planning Narrative** screen appears.

## Completing Permanency Planning Narrative for Agency's Recommendation Regarding PPLA

1. Select the applicable radio button in response to: **The agency's recommendation regarding the child's PPLA status is:**  
**Important:** This permanency planning narrative displays only for children who have a current legal status of Planned Permanent Living Arrangement (PPLA).
2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child(ren) in the **Apply to Other Children** grid.
3. Click, **Next**.

## Completing a Semiannual Administrative Review

Case / Workload / Semiannual Administrative Review / Permanency Planning / Permanency Planning Narrative

**Permanency Planning Narrative**

CASE NAME / ID: *Doe, Jane / 000000000 [R]* *Ongoing / Open (01/01/2014)*

REVIEW TOOL: *Semiannual Administrative Review* REVIEW FOR PLAN: *Initial Sept 22, 2016* STATUS: *In Progress*

**Permanency Planning Narrative**

Child Name: *Smith, Tommy - Male, Age 6*

The agency's recommendation regarding the child's PPLA status is:

Not Answered

To reunify the child with family

To proceed to file a motion with the court to terminate parental rights.

To maintain the child in a Planned Permanent Living Arrangement

**Apply to Other Children**

Selecting an option below will override any existing responses

	Child Name
<input checked="" type="checkbox"/>	Smith, Jimmy - Male, Age 10 - Completed
<input type="checkbox"/>	Smith, Joseph - Male, Age 10
<input type="checkbox"/>	Smith, Jeremy - Male, Age 10 - Completed
<input type="checkbox"/>	Smith, James - Male, Age 10
<input type="checkbox"/>	Smith, Jason - Male, Age 10
<input type="checkbox"/>	Smith, Jacob - Male, Age 10

The **Permanency Planning Narrative** screen appears.

### Completing Permanency Planning Narrative Efforts to Locate an Adoptive Home

1. Enter narrative in response to: **Describe the agency's efforts to locate an adoptive placement for a child who is in the permanent custody of the agency. Include information on child-specific recruitment activities and the results of those activities.**

**Note:** This permanency planning narrative only displays for all children that have a current legal status of either Permanent Custody (PC), Permanent Surrender (PS).

**Note:** If the child(ren) have any Active, Complete or Closed Child Recruitment Plans, the system will add the narrative **See existing child recruitment plan(s)**, or, **Child is in an Adoptive Placement Setting and See existing child recruitment plan(s)**.

2. If necessary, place a checkmark(s) in the check box(es) beside the name of the child in the **Apply to Other Children** grid.

## Completing a Semiannual Administrative Review

**Important:** If the child in focus has at least one child recruitment plan that will display on this SAR, the **Apply to Other Children** function cannot be utilized and will be grayed out.

3. Click, **Next**.

Case / Workload / Semiannual Administrative Review / Permanency Planning / Permanency Planning Narrative

**Permanency Planning Narrative**

CASE NAME / ID: Doe, Jane / 000000000 [R] Ongoing / Open (01/01/2014)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Initial Sept 22, 2016 STATUS: In Progress

**Permanency Planning Narrative**

Child Name: Smith, Tommy - Male, Age 6

Describe the agency's efforts to locate an adoptive placement for a child who is in the permanent custody of the agency. Include information on child-specific recruitment activities and the results of those activities

[Expand Full Screen](#)

See existing child recruitment plan(s)

Child Study Inventory Reviewed and Updated:

---

Recruitment Plan ID: <input type="text"/>	Status: Active	Effective Date: 01/01/2019	End Date: <MM/DD/YYYY>
Recruitment Plan ID: <input type="text"/>	Status: Closed	Effective Date: 11/01/2018	End Date: 12/26/2018

---

**Apply to Other Children**

 Selecting an option below will override any existing responses

	Child Name
<input type="checkbox"/>	Smith, Jimmy - Male, Age 10 - Completed
<input type="checkbox"/>	Smith, Joseph - Male, Age 10
<input type="checkbox"/>	Smith, Jeremy - Male, Age 10 - Completed
<input type="checkbox"/>	Smith, James - Male, Age 10
<input type="checkbox"/>	Smith, Jason - Male, Age 10
<input type="checkbox"/>	Smith, Jacob - Male, Age 10

## Completing a Semiannual Administrative Review

The **Permanency Planning** screen appears.

1. Click the **Permanency Planning Information** drawer for another child. Drawer expands. Complete the same steps as listed above for each Permanency Planning Narrative.
2. If the Apply to Other Children option was used: Click, **Next Topic**.

The screenshot shows the 'Semiannual Administrative Review' tool interface. At the top, it indicates 'REVIEW FOR PLAN: Updated Jul 23, 2019' and 'STATUS: In progress'. The left sidebar lists 'SAR Topics' with icons and status indicators: 'Members to the Review' (MR, Not Compliant), 'Custody / PSUP / In-Home Supportive Services' (C, Completed), 'Case Progress Review' (CP, Completed), 'Permanency Planning' (PP, Not Completed), 'Permanency Goals' (PG, Not Completed), 'Independent Living Information' (IL, Not Compliant), 'Signatures' (S, Not Completed), and 'Approval' (A). The main content area is titled 'Permanency Planning' and shows 'Permanency Planning Information' with a 'Not Completed' status. Below this is a 'Narrative Topic/Response' section with several text input fields, each with an 'edit' link. The bottom navigation bar contains buttons for 'Previous Topic', 'Next Topic' (highlighted with a red box), 'Apply', 'Save', and 'Cancel'.

The **Permanency Goals** screen appears.

### Completing the Permanency Goals Topic

1. Select the applicable radio button (**Yes** or **No**) in response to: **For each child, was the JFS 01443 Child's Education and Health Information Form updated, reviewed and discussed?**
2. Select the applicable radio button (**Yes** or **No**) in response to: **A copy of the JFS 01443 was provided to the parent(s) and substitute caregiver.**
3. Click the **JFS 01443 Child's Education and Health Information Form(s)** drawer.

**Note:** The **Education and Physical Health Information** section displays only if at least one child has an open custody episode.

The drawer expands.

#### Important:

- The screen displays the most recent generated report date (based on the system date for unapproved SARs or Approval Date for approved SARs) for

## Completing a Semiannual Administrative Review

JFS 01443 – Child’s Education Information and the JFS 01443 Child’s Health Information for each child.

- If the JFS 01443 report has never been generated, the system will display **No Report Generated** for that specific report.
- The system will display **No Current School Recorded** for children who do not have a non-end-dated school record. The system will display the school name on the associated person: **Education – School History – School Name** where end date is null.
- The system will display **No Current Medical Provider Recorded** for children who do not have a non-end-dated provider record. System will display the beginning grade on the associated person: Education – School History – Beginning grade where end date is null.
- The school and provider information will only display for unapproved SARs and will display as of the system date.

REVIEW TOOL: *Semiannual Administrative Review* REVIEW FOR PLAN: *Updated Jul 23, 2019* STATUS: *In progress*

SAR Topics < **Education and Physical Health Information**

Members to the Review (MR) **Not Compliant**

Custody / PSUP / In-Home Supportive Services (C) **Completed**

Case Progress Review (CP) **Completed**

Permanency Planning (PP) **Not Completed**

**Permanency Goals (PG) Not Completed**

Independent Living Information (IL) **Not Compliant**

Signatures (S) **Not Completed**

Approval (A)

For each child, was the JFS 01443 Child's Education and Health Information Form updated, reviewed and discussed?

Not Answered  Yes  No

A copy of the JFS 01443 was provided to the parent(s) and substitute caregiver.

Not Answered  Yes  No

JFS 01443 Child's Education and Health Information Form(s) ^

Note: The Health and Education dates are based on the most recent generated reports

Health: No Report Generated Education: No Report Generated

No Current School Recorded

1 Current Medical Provider(s)

Health: No Report Generated Education: No Report Generated

School Name: Beginning Grade:

No Current Medical Provider Recorded

4. Click the **Permanency Goals** drawer.

The drawer expands.

5. Select, **Yes** or **No**, from the drop-down menu is response to: **Does the child’s current permanency goal need to be modified?**

# Completing a Semiannual Administrative Review

Case / Workload / Semiannual Administrative Review / Permanency Goals

CASE NAME / ID: [REDACTED] Ongoing / Open (11/29/2021)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Mar 23, 2022 STATUS: In progress

Your data has been saved.

**SAR Topics**

- Members to the Review (MIR) Not Compliant
- Custody / P/SUP / In-Home Supportive Services (C) Not Compliant
- Case Progress Review (CP) Not Compliant
- Permanency Planning (PP) Not Compliant
- Permanency Goals (PG) Not Compliant**
- Signatures (S) Not Compliant
- Approval (A)

**Education and Physical Health Information**

For each child, was the JFS 01443 Child's Education and Health Information Form updated, reviewed and discussed?

Not Answered  Yes  No

A copy of the JFS 01443 was provided to the parent(s) and substitute caregiver.

Not Answered  Yes  No

JFS 01443 Child's Education and Health Information Form(s) v

**Permanency Goals**

Permanency Goals ^

Current Permanency Goal: Return the child(ren) to parent/guardian/or custodian (Reunification)

Current Concurrent Plan Objective: N/A

Does the child's current permanency goal need to be modified?:

Previous Topic Next Topic Apply Save Cancel

The screen will expand to request further information depending on the answer about the child's current permanency goal.

**Note:** The screen below shows the screen expanded when the response to, Does the child's current permanency goal need to be modified, is **Yes**.

## Important:

- The recommended permanency goal drop-down selection will not include the child's current permanency goal.
  - The recommended permanency goal selection is based on the child's current legal status/recommended legal status.
6. Select from the drop-down menu for: **What will be the recommended permanency goal?**
  7. Select the applicable radio button (Yes or No) in response to: **Have the KGAP Narratives for this child been reviewed and discussed?**
    - a. This question will only populate when:
      - i. The youth is in an open custody episode at the time of the SAR  
and
      - ii. The youth has a Concurrent Plan Objective, Permanency Goal, or SAR Recommended Permanency Goal of Legal Custody to Relative/Kinship
  8. Select a date for: **What is the estimated date for the updated permanency goal achievement?**
  9. Click, **Next Topic**.

# Completing a Semiannual Administrative Review

Case / Workload / Semiannual Administrative Review / Permanency Goals

CASE NAME / ID: [Redacted] Ongoing / Open (11/29/2021)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Mar 23, 2022 STATUS: In progress

Your data has been saved.

**SAR Topics**

- Members to the Review (MR) Not Compliant
- Custody / P.SUP / In-Home Supportive Services (C) Not Completed
- Case Progress Review (CP) Not Completed
- Permanency Planning (PP) Not Completed
- Permanency Goals (PG) Not Completed**
- Signatures (S) Not Completed
- Approval (A)

**Education and Physical Health Information**

For each child, was the JFS 01443 Child's Education and Health Information Form updated, reviewed and discussed?

Not Answered  Yes  No

A copy of the JFS 01443 was provided to the parent(s) and substitute caregiver.

Not Answered  Yes  No

JFS 01443 Child's Education and Health Information Form(s) ↓

**Permanency Goals**

Permanency Goals ^

Current Permanency Goal: Return the child(ren) to parent/guardian/or custodian (Reunification)

Current Concurrent Plan Objective: N/A

Does the child's current permanency goal need to be modified?:

What will be the recommended permanency goal:

Have the KGAP narratives for this child been reviewed and discussed?  
 Not Answered  Yes  No

What is the estimated date for the updated permanency goal achievement?:

Previous Topic **Next Topic** Apply Save Cancel

**Note:** If the response to Does the child's current permanency goal need to be modified, is **No**, the screen expands as shown in the graphic below.

1. Complete the requested information.
2. Once the required information has been recorded for each child, click, **Next Topic**.

Case / Workload / Semiannual Administrative Review / Permanency Goals

CASE NAME / ID: [Redacted] Ongoing / Open (11/29/2021)

REVIEW TOOL: Semiannual Administrative Review REVIEW FOR PLAN: Updated Mar 23, 2022 STATUS: In progress

Your data has been saved.

**SAR Topics**

- Members to the Review (MR) Not Compliant
- Custody / P.SUP / In-Home Supportive Services (C) Not Completed
- Case Progress Review (CP) Not Completed
- Permanency Planning (PP) Not Completed
- Permanency Goals (PG) Not Completed**
- Signatures (S) Not Completed
- Approval (A)

**Education and Physical Health Information**

For each child, was the JFS 01443 Child's Education and Health Information Form updated, reviewed and discussed?

Not Answered  Yes  No

A copy of the JFS 01443 was provided to the parent(s) and substitute caregiver.

Not Answered  Yes  No

JFS 01443 Child's Education and Health Information Form(s) ↓

**Permanency Goals**

Permanency Goals ^

Current Permanency Goal: Return the child(ren) to parent/guardian/or custodian (Reunification)

Current Concurrent Plan Objective: N/A

Does the child's current permanency goal need to be modified?:

Have the KGAP narratives for this child been reviewed and discussed?  
 Not Answered  Yes  No

What is the estimated date to achieve the permanency goal?:

Previous Topic **Next Topic** Apply Save Cancel

## Completing a Semiannual Administrative Review

The **Independent Living Details** screen appears.

### Completing the Independent Living Information Topic

**Note:**

- The Independent Topic will display when a Child Plan Participant, who is 14 years of age and older, has a non-end-dated Agency Legal Status of Custody. If there is no Active Independent Living plan, a text box will display for this child.
- If there is an Active Independent Living plan, the Readiness Reviews will display regardless of age or legal status.
- SACWIS will display all IL Readiness Review records with a Review Date that is between the last Approved SAR Date and the last 180 days.

*Note: This section displays Active Independent Living plan(s)*

**Smith, Jimmy - Male, Age 16** ! *Not Compliant*

[Independent Living Information](#)

*The independent living plan shall be reviewed at least every ninety days after the completion of the Independent Living Plan until the agency's custody is terminated.*

	Readiness Effective Date	Date Assessment Completed	IL Plan Developed Date	Review Date	Readiness Review Narrative
--	--------------------------	---------------------------	------------------------	-------------	----------------------------

<a href="#">view</a>	08/22/2016	08/22/2016	08/22/2016	08/22/2016	Goal detail text
----------------------	------------	------------	------------	------------	------------------

[Credit Report Information](#)

*For each child in the custody of the PCSA who has attained the age of fourteen, the PCSA shall request a credit report from each of the three major credit reporting agencies each year until the child is discharged from substitute care. A request shall be submitted to at least one credit reporting agencies by the first SAR held after the child attains the age of fourteen.*

	Credit Reporting Agency	Requested Date	Provided Date	Inconsistencies	
<a href="#">edit</a>	Equifax	04/16/2013	09/08/2014	No	
<a href="#">edit</a>	TransUnion	12/31/2014		Yes	
<a href="#">edit</a>	Experian	12/31/2014		No	

## Completing a Semiannual Administrative Review

[Youth Contacts](#) 

Smith, Jane Female Age 39, DOB 07/01/1978

PERMANENT ADULT CONNECTION

YOUTH SUPPORT PERSON

---

Smith, Jane Female Age 39, DOB 07/01/1978

YOUTH SUPPORT PERSON

---

Smith, Jane Female Age 39, DOB 07/01/1978

PERMANENT ADULT CONNECTION

The Independent Living Topic (IL) will display a Status of Completed for each Youth when there is an Active Independent Living Plan, or when there is narrative that has been recorded in the text box. Otherwise the Not Completed icon and label will display.

The IL Topic will display a Status of **Not Completed** by each child's name that displays when the Independent Living narrative is not completed.

The IL Topic will display a Status of **Not Compliant** by each child's name that displays when either is true:

**Three Credit Reports** have *not been* recorded within the last 365 days and a child plan participant has been in a non-end-dated Legal Custody Episode for 366 days from both of the following:

1. Legal Custody Episode Start Date
2. Child's 14th birthday

There is only one Readiness Review recorded when there is an active IL plan where the plan developed date is at least 180 days ago

There are no Readiness Reviews recorded when there is an active IL plan where the plan developed date is between 90 and 180 days

The IL Topic will display a Status of **Completed** when both are true:

**Three Credit Reports** *have been* recorded within the last 365 days and a child plan participant has been in a non-end-dated Legal Custody Episode for 366 days from both of the following:

1. Legal Custody Episode Start Date
2. Child's 14th birthday

There are at least two Readiness Reviews recorded when there is an active IL plan where the plan developed date is at least 180 days ago.

## Completing a Semiannual Administrative Review

There is at least one Readiness Review recorded when there is an active IL plan where the plan developed date is between 90 and 180 days from the unapproved and the approved date of the SAR.

The **Signatures** screen appears.

### Completing the Signatures Topic

1. Enter **Date Held**.
2. Select from the **Signature Captured** drop-down menu.
3. If **Signature Captured** is **No**, select from the **Reason Signature Not Captured** drop-down menu.
4. Select from the **Participated in SAR** drop-down menu.
5. If Participated in SAR is **No**, record narrative in the **Explain** narrative box.

**Note:** If **Yes**, is selected from the Participated in SAR drop-down menu, system will not prompt to enter an explanation.

6. Enter a date for: **Notified by U.S. Mail**.
7. Enter narrative for: **If 2 Youth Support Persons have not been identified and invited to the SAR for each youth 14 and older and in agency custody, please provide the rationale.**

**Note:** This question will display only when at least one child plan participant is 14 years of age or older and the child is in agency custody.

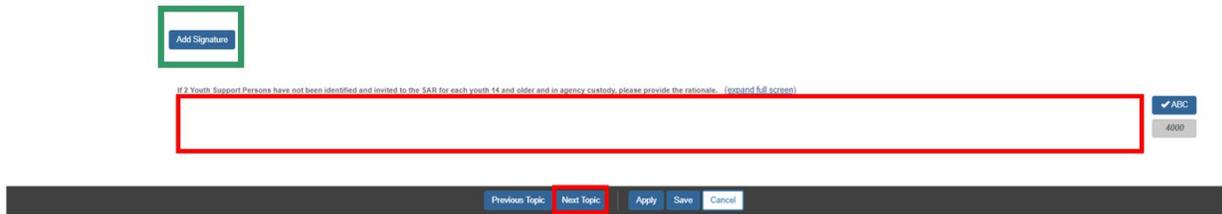
**Note:** Complete steps 1-7 (or 1-8) for each SAR participant.

**Note:** If it is not necessary to add a signature, click, **Next Topic** and skip to the instructions for Completing the **Approval Topic**.

8. If it is necessary to add another signature, click **Add Signature**

The screenshot displays the 'Signatures' screen within a web application. The interface includes a sidebar on the left with various review topics, a main content area with a header 'Semiannual Administrative Review Details', and several input fields. Red boxes highlight the following elements: the 'Date Held' field (08/15/2019), the 'Signature Captured' dropdown menu (set to 'No'), the 'Reason Signature Not Captured' dropdown menu, the 'Participated in SAR' dropdown menu (set to 'No'), the 'Explain' narrative box, and the 'Notified by U.S. Mail' field. The sidebar also shows 'Signatures' as the current active topic.

# Completing a Semiannual Administrative Review



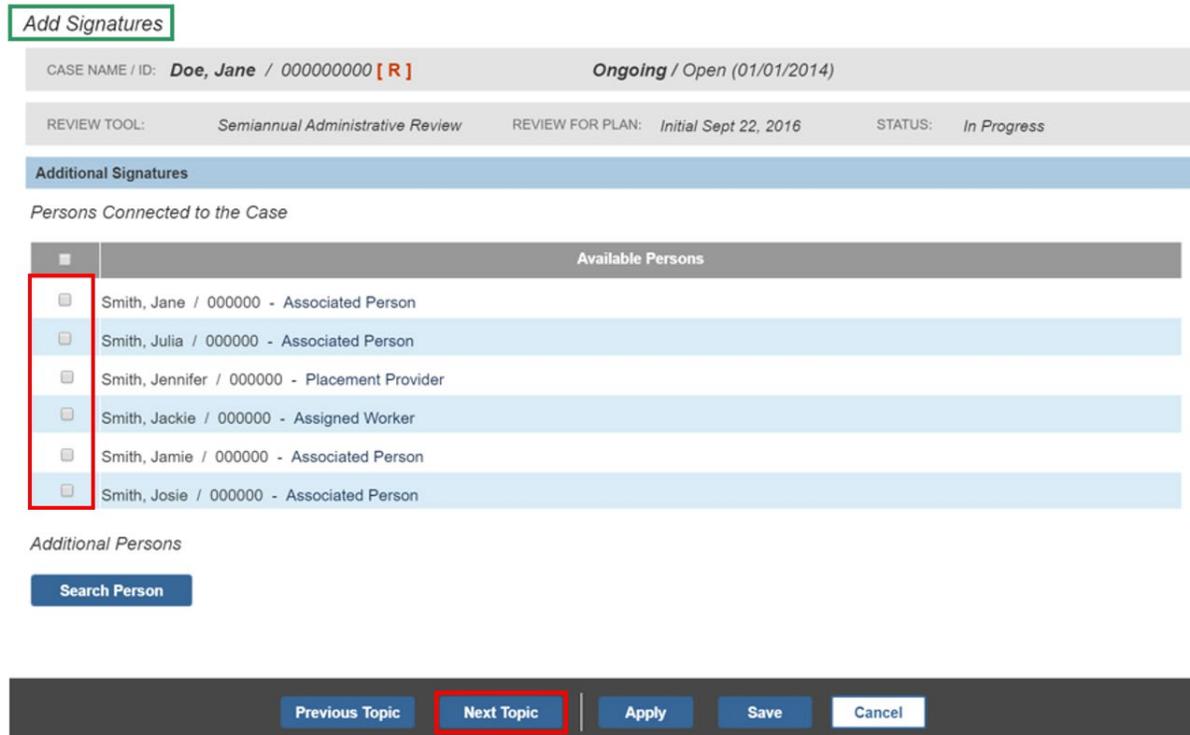
## Adding Signatures

The **Add Signatures** screen appears.

1. Place a checkmark in the check box(es) beside the name of the individual(s) whose signature(s) need to be added.
2. Click, **Save**.

**Note:** The **Signatures** screen will appear. repeat the steps previously listed for adding a signature.

3. Click, **Next Topic**.



## Completing a Semiannual Administrative Review

The **Approval** screen appears.

### Completing the Approval Topic

If there is a response(s) or required information missing from any of the SAR Topics, the Approval screen will display the validations per topic.

1. Select the Topic(s) that is missing information.
2. Once you have provided all required information, click Approval in the SAR Topics navigation pane.

The screenshot shows the 'Approval' screen for a Semiannual Administrative Review. The 'SAR Topics' navigation pane on the left includes: Members to the Review (Completed), Custody / PSUP / In-Home Supportive Services (Not Completed), Case Progress Review (Not Completed), Permanency Planning (Completed), Permanency Goals (Completed), Signatures (Not Completed), and Approval (Not Completed). The main content area displays 'Approval Information' with validation messages for 'Custody / PSUP / In-Home Supportive Services' and 'Case Progress Review'. A green box highlights these validation messages, and a red box highlights the 'Approval' button in the navigation pane.

The **Approval** screen appears.

### Submitting for Approval

3. Click **Submit for Approval**.

The screenshot shows the 'Approval' screen after the validation messages have been resolved. The 'SAR Topics' navigation pane now shows 'Custody / PSUP / In-Home Supportive Services' as 'Completed'. The main content area displays 'Approval Information' with the message 'This SAR is ready for approval'. A red box highlights the 'Submit for Approval' button in the main content area.

The **Process Approval** screen appears.

4. Select from the **Action** drop-down menu.
5. Enter narrative in the **Comments** text box.

## Completing a Semiannual Administrative Review

**Note:** If necessary, select from the **Agency** drop-down menu.

- If you do not have approval access rights, select for the **Reviewers/Approvers** drop-down menu.
- Click, **Save**.

**Process Approval**

**Work Item**

ID: [ ] Type: CASE Reference: [ ]  
Task ID: [ ] Task Type: Review Tool Task Reference: [ ]  
Task Status: [ ]

**Routing/Approval Action**

Action: \* [Please Select An Action ▼]  
Comments: [ ]

Agency: [ ]  
Reviewers/ Approvers: [Please Select A Reviewer/Approver ▼]

Spell Check Clear 2000

Save Cancel

If you need additional information or assistance, please contact the Automated Systems Help Desk at [SACWIS\\_Help\\_Desk@jfs.ohio.gov](mailto:SACWIS_Help_Desk@jfs.ohio.gov).

Maybe add a link here to the Case Review KBA and the FCP KBA.