

TOPIC: MEMBERS TO THE REVIEW

Q1. Will the blank SAR form still be available online?

A1. A blank version of the new SAR form will not be added to ODJFS forms central. The JFS 01412 Semi-annual Administrative Review (SAR) form is being discontinued with the implementation of the new functionality. The new SAR will now be required to be completed in and generated from SACWIS. SACWIS will have the capacity to generate a blank SAR within the case, if needed.

Q2. If a Case Review and a SAR are being worked on at the same time, how will the Case Review pull into the SAR?

A2. If there is an approved Case Review within the SAR period, it will display in the Members to the Review Topic and relevant information from it will pre-populate the SAR. If there is an "In Progress" Case Review within the review period, it will display as "In Progress" on the Members to the Review topic but the relevant information from it will not pre-populate the SAR because the case review has not been finalized. SACWIS business rules will require at least 1 Approved Case Review within the review period to Approve the SAR. However, rule requires a case review to be completed every 90 days and the SAR every 180 days. This means two case reviews should be approved during an SAR period under review.

TOPIC: PERMANENCY GOALS

Q1. Are the Child's Education & Health information forms (JFS 01443) still to be printed out separately and filed at the SAR time?

A1. Yes, this information is required to be filed at the time of the SAR. Please see Ohio Administrative Code [5101:2-38-08](#) for additional guidance. There is an expandable drawer labeled "JFS 01443 Child's Education and Health Information" that is a display-only view of the child's School Name, Beginning Grade, and number of Active Medical Providers. If the worker clicks the link to expand the drawer, the child(ren)'s School Name and Beginning Grade will display. If the worker does not click on the drawer to expand the section, the school information will not be visible on this screen.

TOPIC: INDEPENDENT LIVING INFORMATION

Q1. What is the difference between a Youth Support Person and a Permanent Adult Connection.

A1. A Permanent Connection is defined as a supportive adult who will provide various supports to a young person in foster care and beyond the transition from care, with a goal of establishing a lifelong, kin-like relationship.

A Youth Support Person Is someone a youth age 14 years old and older selects to participate in the case planning process and semi-annual review process. A person can be both a Permanent Adult Connection and a Youth Support Person.

Q2. Who are you supposed to invite to the SAR for a child who is of IL age?

A2. In addition to required parties outlined in [5101:2-38-10](#) foster youth age 14 and older may select two individuals to provide support during case planning and semi-annual reviews. These two individuals could be a Youth Support Person and/or a Permanent Adult Connection.

TOPIC: SIGNATURES

Q1. Who in addition to the parties to the plan, who should be invited to the SAR?

A1. In-home and supportive services cases

- All of the parties to the case plan
- Case worker-responsible for the day to day case management
- Supervisor

Protective supervision and substitute care cases

- All parties to the case plan
- Caseworker responsible for the day to day management of the case
- Supervisor
- Substitute caregiver
- Two persons selected by the child pursuant to [5101:2-42-90](#) and in accordance with the foster youth rights handbook.

Q2. Will the signatures added using the Add Signature button/functionality display or copy to the next SAR?

A2. For the initial SAR, the signatures on the SAR will populate from the signatures section of the Family Case Plan. For subsequent SARs, the signatures will copy over from the last SAR. Signatures for any SAR can be changed/deleted if they are not an adult participating in the Family Case Plan or a child age 14 and above participating in the Family Case Plan.

TOPIC: APPROVAL

Q1. If the case review pulls into the SAR, will we only have to submit the SAR document to the court?

A1. Yes, the SAR is a federal requirement; It is a formal procedure and must be reviewed with the family. Because the concern review and case analysis portions of the case review are being included in the SAR with the new functionality, only the SAR needs to be printed out and filed with the court.

Q2. Since the reunification assessment will no longer be required for the SAR, will the reunification assessment only be due for court?

A2. The reunification assessment is required:

- (1) Prior to the reunification of a child to his removal home if the child has been out of the home for thirty days or more.
- (2) When the risk level of the case has reduced to moderate or below within the case review tool .
- (3) No more than sixty days prior to any court hearing for a child in the PCSA's temporary custody

Semi-annual Administrative Review (SAR) FAQs for Title IV-E Juvenile Courts

Q1. If we have custody of one child in the family and the PCSA has custody of a sibling, will the information about the other sibling pull into our SAR?

A1. If you are working on 2 different cases, it will not.

Q2. Children in our custody often don't have a court hearing before they go home at the end of their sentence. Will the reunification assessment be due before they go home?

A2. Yes, the reunification assessment is due for any child who has been placed outside of their home for more than thirty (30) days regardless of the circumstances precipitating the child's placement out of the home. Further, The PCSA (in this case the Court) shall complete the Reunification Assessment prior to the reunification of a child to his removal home if the child has been out of said home for thirty days or more. This applies to both voluntary out of home safety plans and legally authorized out of home placement.

Q3. Some courts put the date of the next SAR in the court order/entry when they initially receive custody. What date should we use for the "Notice by US Mail" section of the SAR?

A3. The date that the parent is given the notification of the next SAR date. In this example, the date of the court hearing in which the agency received custody of the child.