

Knowledge Base Article

Table of Contents

Overview	3
Marking a Legal Status Record as Created in Error	3
Deleting a Reimbursability Record	6
Marking the Eligibility Record as Created in Error	8
Recreating a Court Ruling after the Legal Status is Created in Error	9
Adding a Legal Status1	1
Recreating the Eligibility / Reimbursability Record1	2



Overview

This Knowledge Base Article discusses steps on how to correct a legal status that has been linked to an eligibility determination.

If a child's eligibility has already been terminated, these process steps will not apply.

Marking a Legal Status Record as Created in Error

Complete the following steps to navigate to the Legal Action screen:

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

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

- 4. Click the Legal Custody / Status link. The Legal Custody and Status screen appears.
- 5. Click the Maintain Custody & Status link in the appropriate row.

Home	Intake	Case	Provider	Financial	Administration
Workload Court Cal	lendar Placement Reque	ests			
<>	-				
<u>Case Overview</u>					
Activity Log	CASE NAME / ID:		Adoption		
Attorney Communication	Sacwis, Susie / 123456		Open (11/21/2022)		
Intake List					
Forms/Notices	ADDRESS:		CONTACT:		
Substance Abuse Screening	Test, OH 12345	\$			
Ongoing Case A/I	AGENCY:				
Specialized A/I Tool	Test County Children Se	rvices Board			
aw Enforcement	PRIMARY WORKER:	1	SUPERVISOR(S):		
	Test, Worker		Test, Supervisor		
Justrication/waiver	Assign Worker				
Case Services	1				
Legal Actions	Case Actions				
Legal Custody/Status					
Living Arrangement / Guardianship	View Member Details Access	Original Case Program Categorie	s Case Status History View Adoption	Subsidies	

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



6. Click the **Edit** link in the row for the legal status that you want to edit.

egal Custody & Status Filter Crite	ria				
All Persons					
Persons with a Current or Historical L	egal Status				
Persons Under Age 22					
Filter egal Custody & Status Informatio	n				
esult(s) 1 to 1 of 1 / Page 1 of 1					
Case Participant	DOB	Custody Start Date - End Date	Legal Status	Legal Status Effective Date - Termination Date	Agency
edit Sacwis, Susie	07/03/2009	05/11/2022 -	Permanent Custody	10/19/2022 -	Test County Children Services Board

The Legal Custody and Status List screen appears.

7. Click the Edit link next to the legal status that you want to edit.

Legal Custor	ly Episode & Status Information							
Custody Episode (started with Ex-Parte) - Start Date: 05/11/2022 ^								
Custody Epise 05/11/2022	Custody Episode Start Date: Custody Episode End Date: 05/11/2022							
Legal Statu	us Information							
	Legal Sta	tus	Effective Date	Termination Date	Termination Reason			
Legal Re	sponsibility of Test County Children S	ervices Board from 05/11/2022 to	8					
view edit ruling	Permanent Custody	i.	10/19/2022					

The Child Legal Status Details screen appears.

- 8. Click the **Created in Error** check box.
- 9. Click the Save button.



Legal Status Details	
Agency: Test County Children Services Board	
Custody Episode Start Date: 05/11/2022 12:00:00 AM	Custody Episode End Date:
Most Recent Legal Guardianship: 05/11/2022 - 05/11/2022	
Legal Status: *	Effective Date: * Effective Time:
Temporary Custody/Placement and Care	06/28/2022
Termination Reason:	HH:MM AM / PM Termination Date: Expiration Date:
Change in Custody Type 🗸	10/19/2022
Secondary Termination Reason:	
· · · · · · · · · · · · · · · · · · ·	
Was this Custody Episode less than 24 hours?: Ves No Not Answered	
Narrative	✓ABC
	3000
Created in Error	
Created Date: 06/29/2022	Created By:
Modified Date: 11/04/2022	Modified By:
Save	Cancel

The record is saved, and a message displays that your data has been changed.

If an eligibility / reimbursability determination has already been completed (with associated reimbursements) and linked to a legal status, the following warning message appears:

Please correct the following data validation errors:
State payments exist in the system associated to the existing legal status information. This change cannot be saved until the corresponding
reimbursability records have been deleted.

When this occurs, the court worker and eligibility worker should work together to correct the data issue(s) in Ohio SACWIS.



Deleting a Reimbursability Record

To delete reimbursability records back to a specific eligibility date, complete the following steps:

Important:

- You must have a security of **Reimbursability Specialist** to delete a record.
- Deleting a reimbursability record will reverse all associated reimbursements.
- 1. From the Ohio SACWIS Home screen, click the Financial tab.
- 2. Click the **Eligibility** tab.
- 3. Click the Eligibility / Reimbursability link. The Child Selection screen appears.
- 4. Type the appropriate person ID number in the **Person ID** field.
- 5. Click the **Go** button.

Note: Or use the Person Search button to locate the child.

Home	Intake	Case	Provider	Financial	Administration
Services Eligibi	lity Payment	Benefits			
<>					
CRIS-E/OIES Inquiry Eligibility/Reimbursability	Person Selection				
Adoption Subsidy Nonrecurring	Person Search		~ OR ~	Person ID:	Go
PASSS KPIP					
Medicaid Eligibility CRIS-E/OIES Inquiry History					
Medicaid Mailing Info					

The **Child Selection** screen expands to display the **Program Eligibility** section and the **Program Reimbursability** section.

6. In the **Program Reimbursability** section, click the **Delete** link in the appropriate row.

	Reimbursability Type	Status	IV-E Reimbursable	Effective Date	End Date	
W	Placement	Complete	Yes	05/10/2023	- 10	L â
<u>view</u>	Placement	Complete	Yes	05/09/2023	05/09/2023	L î
view	Placement	Complete	Yes	04/25/2023	05/08/2023	Ŀ
view	Initial	Complete	Yes	01/25/2023	04/24/2023	L â

The following warning message appears.

7. Click the **OK** button.

Important: As mentioned above, deleting a reimbursability record will reverse all associated reimbursements.

sacwis-uat.jfs.ohio.gov says		
To delete this program reimbursability reco	ord, click OK.	
	ОК	Cancel

The record is deleted.

8. If there is more than one record, repeat the previous steps until the desired eligibility date is reached.



Marking the Eligibility Record as Created in Error

To mark an eligibility record as created in error, complete the following steps:

- 1. Navigate to the Child Selection screen using the steps previously discussed.
- 2. In the **Program Eligibility** section, click the **Edit** link in the appropriate row.

Program Eligibility					
Include Created in Error					
	a service and a			2	
Legal Responsibility of Testing Co	ounty Children	Services Board from	n 01/25/2023 to Present	^	
Legal Responsibility of Testing Co	Status	Services Board from	n 01/25/2023 to Present Effective Date	Termination Date	

The Eligibility Details screen appears.

- 3. Near the bottom of the screen, click the Created in Error check box.
- 4. Click the **Save** button.

Eligibility Details	
Eligibility Month: * 01/2023	Effective Date: * 01/25/2023 Termination Date:
Initial Program Eligibility	
Initial Removal and corresponding placement exists. Removal Date: 01/25/2023	YES



	Override Eligibility	
Child not eligible due to Invalid Removal		
Created in Error		
Created By:	Created Date:	01/25/2023 11:52:00 AM
Modified By:	Modified Date:	01/27/2023 01:06:49 PM
	Apply Save Cancel	

The **Child Selection** screen appears displaying a **Yes** value in the **Created in Error** column.

Recreating a Court Ruling after the Legal Status is Created in Error

After marking a legal status as created in error, complete the following steps to recreate the court ruling:

- 1. Navigate to the child's **Case Overview** screen.
- 2. Click the Legal Action link. The Legal Actions screen appears.
- 3. In the Legal Action field, select Maintain Legal Action.

Actuarial Risk Assessment	Case Legal Actions / Delinquency Participa Result(s) 1 to 2 of 2 / Page 1 of 1	nts		
Ongoing Case A/I Specialized A/I Tool	Case Participants	DOB		
Law Enforcement	Sacwis, Susie	05/09/2006	Maintain Legal Action	Maintain Delinguency
<u>Justification/Waiver</u> Case Services	Sacwis, Susie	12/22/2001	Maintain Legal Action	Maintain Delinquency
Legal Actions				

The Participant Legal Action screen appears.

4. Click the **Add Action** button.



Action:			Add Legal Action and Grouping	g			Expa
	Legal Actio	ns Group Beginning with a Ru	ling	Effective Date:	08/31/2023		
al Action In	formation						
	Date	Legal Action	Туре	Additional Info	Court Info	Created in Error	Move
edit 08/31 SORY	1/2023	Ruling	Delinquency/Unruly	Rulings Received: Added as a Party to Case			
	1/2023	Ruling	Delinquency/Unruly	Rulings Received: Adjudicated Dependent			

The Ruling Information screen appears.

- 5. In the **Date of Ruling** field, enter the appropriate date.
- 6. In the Action Participant field, select the appropriate person.
- 7. In the **Ruling Type** field, select the appropriate type from the drop-down list.
- 8. In the **Ruling(s)** Received field, select the appropriate value(s).
- 9. Click the **Add** button to move the value(s) to the **Selected Ruling Received** field.
- 10. Click the Add Legal Status button.

Ruling Information			
Date of Ruling:* Action Participant:* Court Name: Court Address:		Court Case Number: Court ID Number: Judge/Magistrate: County:	~ ~
Ruling Type:*		V Last Modified Date:	
Q Add Active Efforts (ICWA) Added as a Party to Case Adjudicated Abused Adjudicated Delinquent Adjudicated Deserted Child/Safe Hvn Baby Adjudicated Neglected Adjudicated Unruly Adjudicated Unruly		Selected Rulings Received:	
Legal Status Information Legal Status Effective Date		Termination Date	Termination Reason
Add Legal Status	_		,



The Legal Status Details screen appears.

Adding a Legal Status

- 1. Complete the fields, as required.
- 2. Click the **OK** button.

Legal Status Details		
Agency: Athens County Children Services Board		
Custody Episode Start Date: 06/23/2022 12:00:00 AM	Custody Episode End Date:	
Most Recent Legal Guardianship: 12/15/2020 - 06/23/2022		
Legal Status: *	Effective Date: *	Effective Time:
	·	HELMM AM / PM
Termination Reason:	Termination Date:	Expiration Date:
Secondary Termination Reason:		
	•	
Was this Custody Episode less than 24 hours?: ○ Yes ○ No ● Not Answered		
Narrative		
		~ABC
ОК	Cancel	

The **Ruling Information** screen appears displaying the **Legal Status Information** in the grid.

Legal Status Information				
F				
Legal Status	Effective Date	Termination Date	Termination Reason	
Temporary Custody/Placement and Care	06/23/2022			<u>terminate</u>
Add Legal Status				
Appeal Information				
Add Appeal / Objection				
Jurisdiction Transfer Information				
Receiving Agency Na	me	Court	Acceptance Date	
Associate Jurisdiction Transfer				
Ruling has been Created in Error				
ve Cancel				



3. Click the **Save** button at the bottom of the screen.

The **Legal Actions** screen appears displaying a message that your data has been saved.

O Your data has been saved	×
CASE NAME / ID: Sacwis, Susie / 123456	Ongoing / Open (06/17/2022)

Recreating the Eligibility / Reimbursability Record

To recreate a record after the Legal Status has been corrected, complete the following steps:

- 1. Navigate to the Child Selection screen using the steps previously discussed.
- 2. In the Program Eligibility section, click the Edit link in the appropriate row.

Program Eligibility					
Include Created in Error					
Legal Responsibility of Testing Co	unty Children	Services Board fror	n 01/25/2023 to Present	^	
Determination Type	Status	IV-E Eligible	Effective Date	Termination Date	
edit Initial	Complete	Yes	01/25/2023		Ŀ

The Eligibility Details screen appears.

- 3. Complete the new (pending) eligibility record.
- 4. If the child is program eligible, complete reimbursability record(s) as needed.

If you have additional questions pertaining to this Deployment Communication, please contact the <u>Customer Care Center</u>.

