

Modifying a Placement Discharge End Reason

All children who exit agency custody should be discharged from placement. For a child to be discharged from the AFCARS reporting population, it is necessary to discharge that child's placement when he or she exits agency custody.

It is not sufficient to end date a placement with a reason other than **Discharge**. If the child exits agency custody and the placement is not discharged, the child will be incorrectly dropped from the AFCARS report. Discharging a child's placement will also automatically populate the discharge date and discharge reason in the child's initial removal record in SACWIS.

If a placement was end-dated with a reason other than **Discharge**, the placement end reason **can be edited** as long as the placement end date matches the legal status end date. To modify a placement discharge record that currently exists with a reason other than discharge, complete the following steps:

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID Number**.

Home Intake **Case** Provider Financial Administration
Workload Court Calendar Placement Requests

Case Workload
Caseworker: [dropdown] Sort By: Case Name Ascending [dropdown] Filter
Sacwis, Susie
Red, Rose 7654321

The **Case Overview** screen appears.

4. Click the **Placement** link in the **Navigation** menu. The **Placement Records Filter Criteria** screen appears.
5. Click the **Edit** link in the appropriate grid row (**Placement Records** section).

Placement Records Filter Criteria
From Begin Date: [calendar] To Begin Date: [calendar]
Child's Name: [dropdown] Status: [dropdown]
Sort Results By: Begin Date (Descending) [dropdown]
Created In Error: ☒ Exclude ☐ Include
Filter Clear Form

Placement Records
Result(s) 1 to 1 of 1 Page 1 of 1

	Child Name	Service Description	Provider Name	Begin Date/End Date	Agency	Status	
edit report	Red, Rose			01/13/2012	County Department of Job and Family Services	Completed	leave

Child Name: [dropdown] Add Placement Record

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The **Service Information** screen appears. This is a long screen, so you may need to scroll down. When modifying an existing record, the **End Reason** field will display another value other than **Discharge**.

6. In the **End Reason** field, select **Discharge** from the drop-down list.
7. In the **Secondary End Reason** field, select a reason from the drop-down list.
8. In the **Discharge Reason** field, select the appropriate reason.
9. In the **Was there an effort to maintain placement** field, select **Yes** or **No**.
10. Complete the other fields, as needed.
11. Click the **Save** button at the bottom of the screen.

The screenshot shows the 'Service Information' form. A red box highlights the top section containing the following fields:

- End Date:** 07/24/2012 (with a calendar icon and a note: '* The following end information will only be saved if an end date is entered')
- End Reason:** Discharge (dropdown menu)
- Secondary End Reason:** Discharge (dropdown menu)
- Discharge Reason:** Independent Living (dropdown menu)
- Was there an effort to maintain placement?:** No (dropdown menu)

Below these fields are three text areas for narrative text, each with a 'Spell Check' and 'Clear' button. At the bottom of the form, the **Save** button is circled in red, along with 'Apply' and 'Cancel' buttons.

The **Placement Records Filter Criteria** screen appears displaying the end date in the **Placement Records** section.

The screenshot shows the 'Placement Records Filter Criteria' screen. On the left is a sidebar with navigation links. The main area displays a table with the following data:

Child Name	Service Description	Provider Name	Begin Date/End Date	Agency	Status
edit report Red, Rose			01/13/2012 07/24/2012	County Department of Job and Family Services	Completed leave

Below the table is a 'Child Name' dropdown menu and an 'Add Placement Record' button. A green box highlights the 'Begin Date/End Date' column in the table.

The placement discharge record is saved.