

Knowledge Base Article

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Overview

This article describes how to record a candidate for foster care in the case plan and the semi-annual review, along with what information should be included in activity logs.

Policy and Procedure Background

A **Candidate for Foster Care** is defined as a child at **imminent** or **serious risk of removal** from their home as evidenced by the State agency either pursuing his/her **removal** from the home or making **reasonable efforts** to prevent such removal. Additional reference information can be found in the <u>Family, Children and Adult Services Manual</u> <u>Transmittal Letter No. 458</u> and Rules <u>5101:2-45-01 | Administration of the Title IV-E</u> <u>candidate for family first prevention services (FFPS) program</u> through <u>5101:2-45-</u> <u>04 | Traditional candidate for Title IV-E foster care</u>.

When completing a **RANDOM MOMENT SAMPLE (RMS)** using the code **770 Child Welfare Non-Custody Case**, this must be documented in the **Case Plan** and **Semiannual Administrative Review (SAR)**.

The **770 Child Welfare Non-Custody Case** code is to be used when completing activities for a child who is not in the custody or the care and control of the agency but has been determined or re-determined to be a **Candidate for Foster Care**.

Activities to be documented using the **RMS 770 Child Welfare Non-Custody Case** code, include but are not limited to:

- Development and implementation of a regimen of **Reasonable Efforts** which are undertaken to prevent the removal of the child into placement
- Activities related to the development and implementation of a regimen of **Services** for an adopted child and/or the child's family which are undertaken to support the **Maintenance** of the adoption and/or **Prevent the Disruption** of the adoption.

Such activities include:

- Supporting the management of Care or Services
- Referring to, or arranging for, Care or Services
- Planning or Supervising Care or Services
- Supporting access to Care or Services
- Assessing results of Care or Services
- Performing a Case Assessment

Note: If the child has not been determined or re-determined to be a **Candidate for Foster Care**, then use another appropriate code.



Recording "Candidate for Foster Care" in the Case Plan

To record "Candidate for Foster Care" in the Case Plan, complete the following steps:

Navigating to the Case Plan

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

Ohio SACWIS	Employee, Eric / <u>Log off</u> County Department of Job and Family Ser UAT <u>1</u> / <u>4.26.4i</u> / Last Login:	vices		A Home -
Home	Intake	Case	Provider	Financial
Workload Court Cale	ndar Placement Requests			
Case Workload				
Caseworker:)	Sort By: Case Name Ascending	Filter	
Employee, Eric (0 cases) Employee, Emily (4 cases)				
Employee, Erin (6 cases)				
 ■ Employee, Eoghan (1 cases) ■ Family, Fiona ■ Erica, Employee (7 cases) 	Open 02/14/2023 - Assess/Invest			

The Case Overview screen appears.

4. Click the Case Plan Tools link in the Navigation menu.





The Case Plan Filter Criteria screen appears displaying the Case Plans section.

Completing the Candidate for Foster Care Information

1. Click the **Add Family Case Plan** button (creates a new case plan) or the **Amend Plan** link below the case plan that needs amended.

Case Overview Activity Log Attorney Communication	CASE NAME / ID: Family, Phinneas /	Ongoing Open (01/12/2023)
Intake List Safety Assessment	Plan Filter Criteria	
Substance Abuse Screening Forms/Notices Category/Pathway Switch	Agency:	
<u>Safety Plan</u> Actuarial Risk Assessment Family Assessment	Filter	
Ongoing Case A/I Specialized A/I Tool	Plans	
Law Enforcement Justification/Waiver Case Services	Add Family Case Plan	

The Family Case Plan Topics page appears.

- To navigate the Family Case Plan, click **Next Topic** to move to the Strengths and Needs section, **Apply** to retain the entered information and remain on the current page, the **Save** button to retain the entered information and return to the Case Plan list page or **Cancel** to discard all entered information and return to the Case Plan list page.
- 2. Complete the **Parties to the Plan, Strengths and Needs and Concerns** section. (For additional information on completing a Family Case Plan, please refer to the Knowledge Base Article **Completing a Family Case Plan**.
- 3. Click the **Candidate for Foster Care** topic.

The Candidate for Foster Care Details screen appears.



4. Click the **Edit** link next to the Child(ren) that are Candidates for Foster Care.

CASE NAME / ID: Family, Phinne	as /	Ongoing / Open (01/12/2023)
PLAN NAME: Initial May 12, 20	23	STATUS: In progress
Family Case Plan Topics	<	Child(ren) that are Candidates For Foster Care
Parties to the Plan Completed	PP	edit Family, Phoebe - Female Age 13, DOB 08/08/2009 Not Completed Reason: Explanation:
Strengths And Needs Completed	SN	
Concerns	С	
Candidate For Foster Care Not Completed	FC	
Signatures	CS	

The Candidate Explanation screen appears.

- 5. Select a **Reason:** from the drop-down box.
- 6. Enter text for the question **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.
- 7. Click Save.

CASE NAME / ID: Family, Phinneas	Ongoing / Open (01/12/2023)
PLAN NAME: Initial May 12, 2023	STATUS: In progress
Candidate Explanation	
Child Candidate for Foster Care:	Family, Phoebe - Female Age 13
Reason: Explain why the child is at serious risk of removal and Child is currently on probation for domestic violenc management, intensive family therapy and crisis in	Court Action Court Action Case Plan Child not at Serious Risk poor family interactions and coping skills makes the child a risk for removal. Services will include case tervention.
	Previous Next Apply Save Cancel



Note:

- If **Case Plan** is selected as the reason, then narrative is required in the textbox.
- If the child is not a Candidate for Foster Care, select **Child not at Serious Risk** as the reason.
- 8. Select the **Apply to Other Children** checkbox(s), if applicable, to copy **Candidate for Foster Care information** to additional children.

Spell Check Clear 4000	
Apply to Other Children	
•	Case Plan Participant - DOB

9. Click the **Save** button.

The Child(ren) that are Candidates for Foster Care screen appears.

CASE NAME / ID: Family, Phinn	ieas //	Ongoing / Open (01/12/2023)
PLAN NAME: Initial May 12, 2	2023	STATUS: In progress
O Your data has been saved.		real sector of the sector of t
Family Case Plan Topics	<	Child(ren) that are Candidates For Foster Care
Parties to the Plan Completed	PP	Example, Phoebe - Female Age 13, DOB 08/08/2009 Completed Reason: Court Action
Strengths And Needs	SN	Explanation: Child is currently on probation for domestic violence, and there is concern that ongoing poor family interactions and coping skills makes the child a risk for removal. Services will include case man Show More
Concerns Completed	C	
Candidate For Foster Care Completed	FC	
Signatures	CS	
Approval		
		Previous Topic Next Topic Apply Save Cancel

10. Complete the remaining Family Case Plan Topics to approve the Case Plan.



Recording "Candidate for Foster Care" in the SAR

To record "Candidate for Foster Care" in the Semiannual Administrative Review (SAR), complete the following steps.

Navigating to the Semiannual Administrative Review (SAR)

- 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.

4. Click the **Review Tools** link in the **Navigation** menu.

<u>Case Overview</u>				
Attivity Los	CASE NAME / ID:	Ongoing Open (01/02/02/21)		
Attorney Communication	ranny, rinneas /	open (on research		
Intake List	4000855	CONTACT		
Safety Assessment	\$	CONTROL.		
Substance Abuse Screening	AGENCY:			
Formiliaton	County Department of Job and Family Services			
Category Pathway, Switch	PRIMARY WORKER:	SUPERVISOR(S):		
Safety Plan	Employee, Emily	Employee, Eric		
Attuarial Risk Assessment	Asterio Provinc			
Early Assessment				
Ongaing Case All	Case Actions			
Specialized All Tool				
Law Enforcement	View Case Information 0 Linked Cases Program Categories Case Status	L History		
Justification/Watver				
Case Services	Action Items	Case Alerts	Dashboard	Assignments / Eligibility
Leosi Actions -				
Legal Custody/Status	No Action items Found			
Living Amergement / Guardiarabio				
Initial Removal				
Placement Respond	Dismiss Action Items			
PizcementICCA				
Residential Treatment Information	Close			
Independent Living				
Independent Living Case Plan Tools				
Indecendent Living Cana: Plan Toola Visitzion Plans				
Intercendent Living Came Plan Tools Visitation Flags Bactery Tools				

The **Review Tools** screen appears.

- 5. Select the **Plan Type** being reviewed.
- 6. Select the **Review Tool** being completed.
- 7. Click the **Add Review** button.



Review Tool	8					
Plan Type: Family C	ase Plan 🗸	Review Tool:	dministrative Review 🗸		Add Review	
	Review Tool	Status	Approved Date	Plan Name	Agency	
view	Semiannual Administrative Review	Approved	01/27/2023	Updated Dec 16, 2022	County Children Services	•
view	Case Review	Approved	01/25/2023	Updated Dec 16, 2022	County Children Services	B
view	AR Semiannual Administrative Review	Approved	02/19/2016	Initial Sep 16, 2015	County Children Services	B
view	90 Day Review	Approved	11/18/2015	Initial Sep 16, 2015	County Children Services	B
Plan Type: Review Tool: Add Review Family Case Plan Semiannual Administrative Review						

The SAR Topics screen appears.

Completing the Candidate for Foster Care Information

- 8. To navigate the Semiannual Administrative Review record, click **Next Topic** to the next topic, Previous Topic to visit the previous topic, **Apply** to retain the entered information and remain on the current page, the **Save** button to retain the entered information and return to the Review Tool list page or **Cancel** to discard all entered information and return to the Review Tool list page. For more information on completing a Semi-Annual Review, please reference the Knowledge Base Article **Completing a Semiannual Administrative Review**.
- 9. Complete the **Members to the Review** and **Custody/PSUP/In-Home Supportive Services** topics.
- 10. On the **Case Progress Review** topic, navigate to the **Candidate for Foster Care** tab.
- 11. Click on the <u>edit</u> link next to the youth's name.

REVIEW TOOL: Semiannual Adn	ninistrative	Review	REVIEW FOR PLAN: Updated Dec 16, 2022	STATUS: In progress
SAR Topics	<	Concern Review Case Analysis Candidate for Foster Care		
Members to the Review Not Completed	MR	Child(ren) that are Candidates For Foster Care		
Custody / PSUP / In-Home	С	edit FosterChild, Phinneas - Male, Age 15, DOB 05/01/2008 Not Comple	eted	
Completed		Reason:		
Case Progress Review Not Completed	СР	Explanation:		
Permanency Planning Not Completed	PP			
Permanency Goals Not Completed	PG			
Signatures Not Completed	S			
Approval				

The Candidate Explanation page appears.



- 12. Select a **Reason** from the drop-down as applicable.
- 13. Enter text to answer question **Explain why the child is at serious risk of removal** and identify the services outlines in the case plan that are intended to mitigate the child's risk of removal:
- 14. Click the **Save** button at the bottom of the screen.

REVIEW TOOL: Semiannual Administrative Revie	W REVIEW FOR PLAN: Updated Dec 16, 2022	STATUS: In progres
Candidate Explanation		
Child Candidate for Foster Care:	FosterChild, Phinneas - Male, Age 15, DOB 05/01/2008	
Reason from Family Case Plan:	Case Plan	
Explanation from Family Case Plan:	Child is currently on probation for domestic violence, and there is concern that ongoing poor family interactions and coping skills makes the child a risk for removal. Services will include case man Show More	
Reason: Court Action		
Explain why the child is at serious risk of removal Child is at serious risk of removal due to 'x' an	and identify the services outlined in the case plan that are intended to mitigate the child's risk of removal: (expand full screen) d services being provided are 'y' to prevent removal.	
	Previous Nett Appy Save Cancel	

The Case Review Topics screen appears.

15. Complete the remaining SAR topics.

Additional Information Regarding Candidates for Foster Care

Candidates for Foster Care – RMS Code 770

A Candidate for Foster Care is defined as a child at imminent or serious risk of removal from their home as evidenced by the State agency either pursuing his/her removal from the home or making reasonable efforts to prevent such removal. To view the aforementioned update and attachment, use the following link: <u>http://jfs.ohio.gov/ofs/bcfta/BB/2010-1005_BCFTAUpdate_2011-02A.pdf</u> Additionally, there are three Federally acceptable methods of documenting candidacy which are a defined case plan, eligibility determination or evidence of court proceedings in relation to the removal of the child.

Case Plan Method of Documenting Candidacy

Using this method requires a defined case plan which clearly indicates that, absent effective preventive services, the child is at serious risk of removal into foster care. County agencies using this method should document their initial determination of candidacy for a child in the Family Case Plan Concerns OR in the Alternative Response Family Service Plan in the "Service Needs" section. This will allow the agency to provide a statement that the child has been determined to be a Candidate for Foster Care. Such statement should meet the federal definition of a Candidate for Foster Care. The agency should also clearly demonstrate why the child has been determined to be a Candidate for Foster Care by identifying the risk factors and identify the services/reasonable efforts that are being provided to prevent the removal of the child into foster care. The services identified should clearly address the risk and/or safety factors that make the child a Candidate for Foster Care.

A re-determination of candidacy is also required to be completed every six months from the initial determination or previous re-determination. Re-determinations of candidacy should be documented in the Semi-Annual Review (SAR). This text box will allow the agency to provide a statement that the child has been re-determined to a Candidate for Foster Care. Such statement should meet the federal definition of a Candidate for Foster Care. The agency should also clearly demonstrate why the child continues to be a Candidate for Foster Care by identifying the risk factors and identifying the continued services that are being provided to prevent the removal of the child into foster care.

Eligibility Determination Methodology of Documenting Candidacy

Completing the documentation to establish a Child's Title IV-E eligibility is an indication that the State is anticipating the child's entry into foster care and that s/he is a serious risk of removal into foster care. Eligibility forms used to document a child's candidacy for foster care should include evidence that the child is at serious risk of removal from the home. Evidence of eligibility in and of itself is insufficient to establish a child's candidacy for foster care.



Eligibility End

The Title IV-E agency is to cease claiming federal reimbursement when the following occur:

- 1. The agency receives legal responsibility for the care and placement/custody of the child.
- 2. The child no longer receives case management services that are considered reasonable efforts to prevent removal or to prevent re-entry into foster care.
- 3. The child's case plan has not been reviewed and updated, as needed, at the sixmonth SAR.

Court Proceedings Methodology of Documenting Candidacy

According to Federal guidelines, if the agency has initiated court proceedings for child's removal from home, s/he is a serious risk of removal from the home. Therefore, initiating court proceedings in relation to the removal of the child from the home, in the form of a petition to the court, a court order or transcript of the court proceedings is sufficient documentation to prove the child is a Candidate for Foster Care. Such petition, court order or transcript should be kept in the child's case file.

A new or amended petition, new court order or new transcript will need to be completed every six months if the child continues to be a Candidate for Foster Care. Such petition, court order or transcript should be kept in the child's case file.

Additional information for IV-E Courts

As per <u>5101:2-45-04 – Traditional Candidate for Title IV-E Foster Care</u>, juvenile court staff and Department of Youth Services (DYS) staff should record activities through the <u>JFS</u> <u>01794 Juvenile Courts Random Moment Sample</u>.

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

