**Q: I do the ICCA prior to the initial removal. Is that wrong?**

A: For purposes of entry into SACWIS, the initial removal will need to be entered prior to the ICCA. The placement record is linked to an ICCA. However, a Provider does not need to be linked to the Placement setting to start the ICCA.

**Q: When will this be live in SACWIS?**

A: it is tentatively scheduled for the Winter of 2019

**Q: Can you complete the initial removal info in the ICCA? Or does it have to go into the initial removal section of SACWIS first?**

A: Any data entered into the ICCA, for example the text fields, does not transfer into any other area of SACWIS; including the Initial Removal record. The information that is pulled into the ICCA from the Person profile will have a ‘Update’ button that will guide the user to the Person record to record the necessary information.

**Q: The initial removal information does not generate until the court information is entered. How will the ICCA be able to be completed if this information is not entered immediately?**

A: You are able to have an ICCA in draft status before any other information is entered in SACWIS. While the ICCA is in draft status, any information entered in the system will pull into this draft. Once the ICCA is in completed status, it is locked down.

**Q: For agencies in which the Service Authorization is entered by another dept will there be an ability for other staff to update the ICCA? Will there need to be case assignment?**

A: We will be discussing securities and case assignments in our upcoming design sessions.

**Q: Sometimes we do not have information to complete sections of the ICCA... like a newborn taken at birth, emergency removal children, etc... Can you skip boxes when you do not have information?**

A: Yes, the ICCA has no required fields and could be marked as complete. However, policy’s guidance is that workers have 7 days to give the ICCA to the provider (please see rule 5101:2242-90 (J) below). The ICCA could remain in draft status while this information is recorded in SACWIS. While the ICCA is in draft status, the information entered into SACWIS will pull into the ICCA.

**Q: Does a blank service authorization link to a particular provider's service category?**

A: No it will not.

**Q: Will the ICCA in SACWIS be replacing the paper forms?**

A: Per policy, if a work item is in SACWIS, the expectation is to enter your information into SACWIS. The JFS 01700 will still be available on JFS Forms Central. You will also have the ability to generate a draft ICCA report in SACWIS as well.

**Q: When should ICCA's be completed. We generally do them on the day of placement, but the placement and initial removal is not generally completed until the next day or so. What is the Rule about when ICCA's should be done.**

A: 5101:2-42-90 (J) The PCSA or PCPA shall develop an individual child care agreement (ICCA) each time a child is placed in a substitute care setting, including a children's residential center (CRC) administered by the PCSA. An ICCA is not required for temporary leaves from a substitute care setting (e.g., respite or hospital stays) or direct placements ordered by the court (e.g., detention). The ICCA shall be signed by all parties and a copy provided to the substitute caregivers prior to placement, or within seven days of an emergency placement.

**Q: So to clarify, the ICCA cannot be marked as complete until the placement is entered as complete?**

A: As long as you have a provider linked to the placement setting, you can mark your ICCA as complete. SACWIS will allow a draft placement with a provider linked along with a placement record in completed status with a non-end-date.

**Q: Are the Medical Characteristics required to save the ICCA as complete?**

A: No; there are no required fields within the ICCA to mark it as complete. All Non-end-dated characteristics will pull into the ICCA.

**Q: We often, upon placement as the caregivers to identify a new insurance provider, is there an ability to not have previous insurance to populate or to indicate TBD?**

A: Information regarding insurance providers are entered on the person record. This information will pull into the ICCA if it exists.

**Q: If the info is not in SACWIS already it can't be pulled into the ICCA?**

A: Correct; however, there are buttons within the ICCA that navigate the user to the correct area of SACWIS to enter the information. Once the information is entered, the user will then be navigated back to the ICCA record and the information will then display.

**Q: If an ICCA cannot be completed within the time frame due to missing information is the thought that Agency staff documents the steps to complete and then have the provider still sign the incomplete form?**

A: 5101:2-42-90 (J) The PCSA or PCPA shall develop an individual child care agreement (ICCA) each time a child is placed in a substitute care setting, including a children's residential center (CRC) administered by the PCSA. An ICCA is not required for temporary leaves from a substitute care setting (e.g., respite or hospital stays) or direct placements ordered by the court (e.g., detention). The ICCA shall be signed by all parties and a copy provided to the substitute caregivers prior to placement, or within seven days of an emergency placement.

You also have the ability to generate a draft ICCA report.

We will discuss in our meeting to add an area on the ICCA to describe why the information is missing and the efforts to gather.

**Q: Based on the child's needs, often it may require changing insurance providers, is there a work around in the system for this?**

A: In this case, you could either complete an Amendment to the ICCA or provide a whole new ICCA by using the copy feature. The updated information entered in insurance will pull into the copied ICCA or you can write a narrative in the Amendment of changes.

**Q: What capacity has been built in to the system in cases where the youth has moved through the system and has received an order from the court for his record to be sealed or expunged?**

A: We are currently in discussion with our legal department regarding this issue.

**Q: Schools struggle with accepting the current ICCA as having enough information to enroll kids in their school. Has this been addressed in the new ICCAs?**

A: The JFS 01441 Notification of Student Out-of-Home Placement and Request for Transfer of Records form will be added into SACWIS.

**Q: What is the JFS 1700?**

A: The JFS 01700 is the Individual Child Care Agreement

**Q: Can more than one person be in SACWIS working on a ICCA? For example, if we have a sibling group of 4 and you have a coworker helping you to get them completed.**

A: Yes; if the other user has access to update information on the Person Profile, numerous users will be able to work on it together.

**Q: In order to complete the new ICCA form, does it all need to start with the Placement Request Tab in SACWIS or can this form be completed without the Placement Request being submitted in SACWIS?**

A: A placement request is not required to begin an ICCA. A completed placement record is required to mark your ICCA as complete.

**Q: Will there be an Apply or Save button on the bottom of each topic so that if we must leave it can be saved?**

A: Yes; and also when the user is switching from screen to screen, the data entered will be saved without the need to click ‘Apply.’

**Q: Will the ICCA say draft until it is completed?**

A: Yes; when an ICCA is in draft status, the report will have a draft watermark.

**Q: Would you do an amendment for a placement change? or just a new ICCA?**

A: If there is a placement change, policy requires a new ICCA.

**Q: Does the copy feature create a new ICCA or overwrite the existing ICCA?**

A: Technically, it creates a new ICCA with the narrative box text being copied from the previous record. The person information entered on the Person Profile will be as of the system date.

**Q: How would you do an ICCA for respite purposes?**

A: An ICCA is not required for temporary leaves from a substitute care setting (e.g., respite or hospital stays) or direct placements ordered by the court (e.g., detention).

We will discuss this further in our upcoming design sessions if it a need for agencies to have a place to record this information in SACWIS other than the Activity Log.

**Q: When do you need to do an Amendment?**

A: Rule currently states any information changed on the ICCA requires an amendment; however, this rule is being revised this upcoming year.

**Q: Can you copy an ICCA for another sibling?**

A: No, since the ICCA is specific to the child in reference, the copy feature would not reflect accurate information about this sibling.

**Q: Is there any way to add within the document to indicate that the lifebook is being provided to the caregiver?**

A: We will take this suggestion back to our design sessions. Thank you!

**Q: If amendment is completed will the copy feature then be completed to create a ICCA with the amendment information?**

A: No; amendment information will not be copied. However, if the copy feature is used instead of an amendment, the updated information that users add to the Person Profile will be pulled to the copied ICCA.

**Q: In the ICCA we use now, there are areas that speak to restraint and AWOLing where initials are obtained. Will this still be contained in the ICCA?**

A: This language will be printed on the report.

**Q: Will it be required to enter the ICCA in SACWIS to enter / change placement information?**

A: No; entering subsequent placements into SACWIS will not be dependent on any ICCA record that exists in SACWIS.

**Q: Will this impact payments? Is there any linkage to per diem on the ICCA to placement authorization and payments generated?**

A: No; there is no direct link to service authorizations within the ICCA. This will remain with the placement setting.

**Q: We have to amend the ICCA for initial placements, with any per diem increase and justify why, do we need an ICCA for change of placements or adoption cases**

A: At this time, the guidance would be to complete an amendment and describing your per diem changes in the amendment. For adoption cases, an ICCA could be completed, but it is only required that a JFS 1667 Adoption Information Disclosure Form.

**Q: Will the uploaded ICCA copy over to the linked provider record?**

A: Yes

**Q: Will JFS allow for a signature page to be developed for TRAVERSE? Staff are now using or have the ability to use electronic signatures for documents and our local ICCA is currently a FORM in Traverse. This would be helpful as we are looking to keep things electronically**

A: We can definitely take this back to our developers and discuss. Thank you!

**Q: If you upload a handwritten ICCA, will you need to enter an additional ICCA in SACWIS?**

A: We are currently looking at many options for the upload feature. We will take this back to our design sessions. Thank you!

**Q: As an Intake Worker, when I complete the ICCA for placement options, will the Foster Care Worker be able to access it and finish the process?**

A: Yes; we will be discussing the securities in our upcoming sessions.

**Q: Would it be possible to show the signature page as we are trying to determine at what point the ICCA will be marked as complete- before the provider signature or after the provider signs.**

A: We don't have a signature page prototype at this time. This will be developed with the report.

**Q: How will the Foster Care unit know that an ICCA has been completed/requested.**

A: We are planning on generating email notifications.

**Q: Will the Med/ED still be required to be given since this information is now part of the ICCA?**

A: Yes, per rule, the Med/Ed is still required.

**Q: Since the ICCA will be in SACWIS can we do away with the notification to another county PCSA/Juvenile Court and let the notification be generated via email**

A: Once you generate the ICCA, the notifications will generate as well if applicable. You are able to send via email if that is your agency’s current practice.

**Q: Will the Level of Care be incorporated in the ICCA ?**

A: We are planning on adding. Thank you for the suggestion.