



**Ohio SACWIS**

**SYSTEM REQUIREMENTS DOCUMENT (SRD)**

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# **1.0 INTRODUCTION**

## 1.0 INTRODUCTION

### 1.1 PURPOSE/OVERVIEW

This document provides a description of the requirements to be included in Ohio's new Statewide Automated Children Welfare Information System (SACWIS). The system will replace Ohio's SACWIS Interim Solution (SIS). In addition to providing all the functionality in SIS, the system will enhance the current functionality provided to caseworkers in SIS by providing for online entry, maintenance and printing of the many aspects of child welfare practice and record keeping including: Risk Assessment, Case Plan/Amendment and Semi Annual Administrative Review, Licensing, and Financial tracking. All information necessary to manage a client's case will be captured and tracked.

#### Current Child Welfare System

SIS was implemented beginning in June 2003 and replaces both MicroFACSIS and the Family Assessment and Planning Tool (FAPT). SIS combines the complete functionality and scope of data captured in MicroFACSIS with the windows-based FAPT desktop tool designed specifically for child welfare caseworkers.

SIS provides the portal to enter required FACSIS Event information, in addition to offering the core functionality of casework assessment and planning found in FAPT. The information maintained by SIS includes client, family, incident, resources (primarily demographics), and event or activity data. SIS maintains a history of abuse and neglect, placement, custody, court hearing, and licensing data. Like FAPT, SIS guides the worker through the creation of Family Risk Assessments, Case Plans and Semi-annual Administrative Reviews (SARs) utilizing common casework logic.

In the SIS environment, 82 of the 88 counties in Ohio utilize the SIS technology which operates with a Windows 98 User Interface and utilizes an Oracle (version 8i) database. The remaining six counties, Cuyahoga, Franklin, Hamilton, Lucas, Montgomery and, Summit, have their own locally developed systems. Each county-run system interfaces with the State-run Host-FACSIS by extracting data via a modem. This interface is a nightly batch mode updating process for the counties. Some counties send updated data less often. HostFACSIS will continue to be utilized as the data repository for federal/state reporting and Benefits Issuance processing. SIS has both State required data and optional county data. While all data are maintained in a statewide database, counties may not currently search or access data from other counties.

The SIS is deployed to users over the department's Wide Area Network. Six security profiles are offered at the county level to permit a variety of browse and update combinations. Three additional security profiles are offered to State technical assistance staff. Each county shares in the security access responsibility through a named county System Administrator.

In addition, the state maintains a central registry of alleged perpetrators. This is a standalone SAS application. On a daily basis, this application creates files that are downloaded by approved county staff for review.

#### New Child Welfare System

The new SACWIS system will contain many features to support services supervised by ODJFS and delivered by local PCSAs.

The operational priorities for the new system are that it:

1. is available and usable for field workers;
2. is simple to understand and navigate;

3. provide twenty-four hours a day, 7 days a week access.
4. provides for all the functionality currently in FACSIS V3.12;
5. covers the critical data collected by field staff/workers;
6. provides for better supervision of the counties by ODJFS;
7. meet mandatory and State selected optional SACWIS requirements.

The eight major functional areas supported by SACWIS are:

- |                      |                         |
|----------------------|-------------------------|
| 1. Intake Management | 5. Eligibility (IV-E)   |
| 2. Case Management   | 6. Resource Management  |
| 3. Court Processing  | 7. Financial Management |
| 4. Administration    | 8. Interfaces           |

The new system will provide automation and decision making support wherever possible. For clients it should mean quicker service and less bureaucracy. The new system integrates and organizes case information throughout the life of the case.

Various levels of security will be maintained by the system to ensure that access to sensitive information is controlled. Requirements include screen/function level security with capability for county customization of role and security rights.

Functional highlights of the system include: statewide client search capabilities; statewide access to service provider information; an intake module that captures referral details; automated support for matching services to needs; support for eligibility determination; online support for preparation of the Risk Assessment and Case Plan documents including the automatic population of information from one document to another; automated statewide adoption match with online query of match results; online access to court hearing information; online access to facility, program and foster care minimum/maximum rates; online foster care licensing; an alerts function that works as an electronic reminder to help case workers/managers track important dates and prioritize activities; tracking and managing financial transactions; generation of Federal and State reports; and electronic interfaces to the Medicaid, Child Support, and benefits issuance systems.

## 1.2 ASSUMPTIONS/DEPENDENCIES

1. SIS and Host-FACSIS will be obsolete once SACWIS is implemented.

## 1.3 DOCUMENT REFERENCES

The following lists of documents represent the statutory, regulatory and certification or other documentation that supports and defines the functionality for SACWIS.

### **Federal Statute:**

(Title IV-B of the Social Security Act)

(Title IV-E of the Social Security Act)

PL 96-272 Adoption Assistance and Child Welfare Act of 1980

PL 100-294 Child Abuse Prevention, Adoption and Family Services Act of 1988

PL 103-66 Automation of Child Welfare Programs Funding (1993)

PL 104-193 The Personal Responsibility and Work Opportunity Reconciliation Act of 1996

PL 105-33 The Balanced Budget Act of 1997

PL 105-89 Adoption and Safe Families Act of 1997

PL 106-169 Foster Care Independence Act of 1999

### **Federal Regulations:**

45 CFR 92; 45 CFR 95; 45 CFR 1355 and 1356

**ACF Action Transmittals**

ACF-OISM-001 (issued 02/24/95)

ACF-OSS-05 (issued 08/21/98)

**Ohio Administrative Code:**

Chapter 5101:2-1	Children's Definitions: Children Services
Chapter 5101:2-5	Agency Licensing
Chapter 5101:2-7	Family Foster Home Licensing
Chapter 5101:2-9	Children's Residential Center Licensing
Chapter 5101:2-25	Title XX: Social Services
Chapter 5101:2-33,44,47	Management and Administration
Chapter 5101:2-34,35,42	Social Services
Chapter 5101:2-39	Social & Supportive Services
Chapter 5101:2-48	Social Services: Adoption
Chapter 5101:2-57	Management and Administration: Monitoring
Chapter 5101:5-1	Definitions: Children's Trust Fund
Chapter 5101:7-1	Management and Administration

**Legal Actions:**

Roe v. Staples Consent Decree of 1986

# 2.0 REQUIREMENTS

## **2.0 REQUIREMENTS**

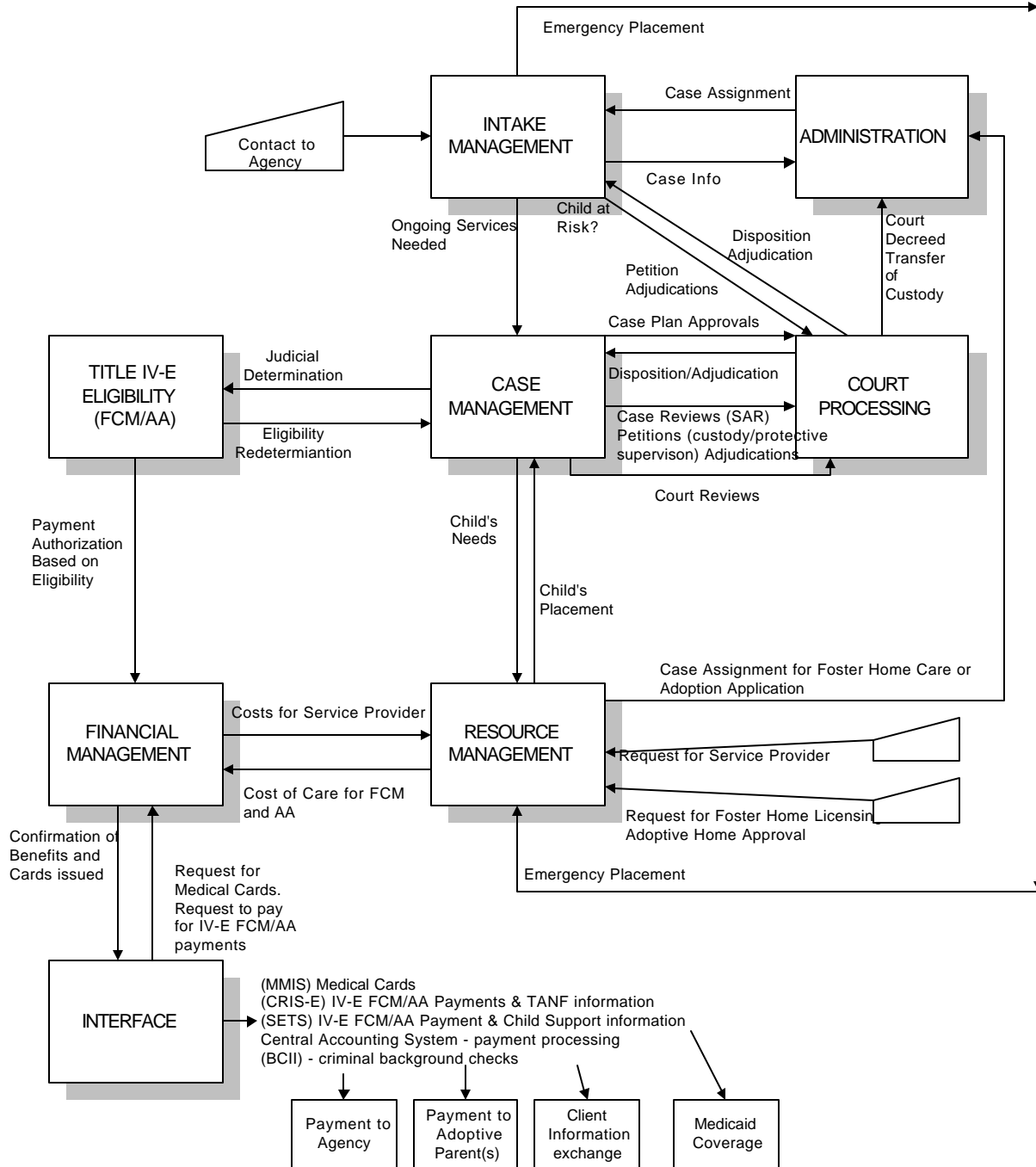
### **2.1 PRODUCT PERSPECTIVE**

SACWIS will replace the current SIS which is currently being used in the agencies to maintain information on clients, families, incidents and resources. SACWIS will also replace the mainframe FACSIS system that intakes the county data and creates a statewide database which provides input for federal and State reporting, and interfaces with the benefits issuance and Medicaid systems.

A much larger system that will meet all federally mandated requirements, as well as State selected optional requirements, for a certified State Automated Child Welfare Information System is envisioned. Planned interfaces with other systems and the ability to exchange information between systems will extend its utility. The system will eventually, in addition to meeting federally mandated requirements, meet all county and State reporting and tracking requirements.

## 2.2 FUNCTIONAL AREA RELATIONSHIP FLOW

### Relationship Flow for the 8 Major Functional Areas of SACWIS



No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
1	The State and counties must have access to the system on a 24-hours-a-day, 365 days-per-year basis taking into consideration approved maintenance windows.	High	
2	The system must include an alerts function to automatically notify management and staff of open and pending items where appropriate in their caseload, or across their staff responsibilities.	High	Partial
3	The system must review input for completeness and display error messages appropriately across all functions indicating to the user where within the application they would need to go to correct the error. Where practicable, the system must link the user to the screen where data needs entered or corrected.	High	Partial
4	The system must provide the capability for the user to maintain and query all SACWIS data, according to security rights.	High	
5	The system must provide for the capability to extract/copy, on a regularly scheduled basis, not to exceed 24 hours, an individual county's SACWIS data for local storage, manipulation, and reporting..	High	X
6	The system must provide for the system to be accessed remotely (i.e. possible solutions: remote dial up, laptop, PDA, ThinkPads, etc).	High	X
7	The system must be able to merge duplicate entries of people allowing the user the ability to select which information is most current.	High	
8	The system must provide the capability for counties to maintain their county case information indefinitely without expunging based on Central Registry Rules.	High	X
9	The system must provide for immediate real-time entry and access of data maintained on a centralized statewide database.	High	
10	The system must provide the capability to query and print standardized or commonly used reports from the centralized statewide database.	High	Partial
11	The system must provide for all data in the system to be available for ad hoc/standard reporting.	High	
12	Implementation of the initial release of SACWIS must eliminate the need for county data entry requirements into Micro FACSIS for the Family Assessment Planning Tool (FAPT). Counties will not be required to utilize and maintain Micro FACSIS, the FAPT, and the initial release of SACWIS at the same time.	High	
13	The system must provide for spell and grammar checking and for basic word processing capabilities such as selection, underline, italics and bolding within all text fields of the application.	High	Partial
14	The system must provide for match and near-match response capability while searching on names and addresses.	High	X
15	The system must include references to Ohio Administrative Code citations and any User Manuals (policy and system) in the help files.	High	
16	The system must permit all report parameters and report output produced by the system (ad hoc or prepared) to be saved electronically.	High	Partial
17	The system must capture an automated authorization "signature" on all plans, assessments and notes that is controlled through system security edits and based on an individual's security access/role.	High	
18	The system must permit sharing of detailed case information between counties with appropriate authorization and assignment. Security access must permit users access to basic client information (e.g. client demographics, case type/status, contacts, family, characteristics, etc.)	High	
19	The system must color code required fields for easy identification.	High	
20	The system must permit worker safety issues to be noted up-front and easily viewable to a worker when initially accessing the case.	High	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
21	The system must validate required data fields upon saving to enforce necessary business rules.	High	Partial
22	The system must provide navigation within the application by either the mouse or keyboard as the user desires.	High	Partial
23	The system must provide for drop down or pick lists wherever possible to enforce data integrity for reporting.	High	Partial
24	The system must provide the ability to edit and perform a logical delete on all information while maintaining an audit trail and physically retaining the identified data within the database	High	X
25	The system should have <u>minimal</u> scrolling within a screen. Too much scrolling within a screen hinders data entry, data viewing and navigation.	High	
26	The system must maintain and not overwrite any previous data associated with a person or family.	High	
27	The system must incorporate copy/ cut and paste capability to eliminate duplicate entry across related clients and cases (e.g. addresses, contacts, allegations) or activities (e.g. case plans or assessments).	High	X
28	The system must provide for multiple workers to be assigned at any point throughout the life of the case (one primary and multiple secondary).	High	Partial
29	The system must provide access to read all closed/archived cases.	High	X
30	Alerts/Ticklers must be easily identified to a worker showing items that are coming due, items that are due, and items that are past due (e.g., traffic light concept where past due activities are in red, coming due are yellow and due are green). These alerts should assist in organizing the worker with individualized "to do" listings. System should provide for over due activities to be escalated in the form of alerts to supervisors.	High	
31	The system must authenticate each address to minimize duplication and incorrect addresses. This should be done prior to saving to the database.	High	
32	The system must have capacity for Supervisory Case Conference Notes to workers.	High	X
33	The system must provide for the concept of drilling down for easy access to historical data.	High	
34	The system must provide the ability for users to create ad hoc alerts/ticklers.	High	
35	All data entered must have a transaction date recorded.	High	
I.	<u>INTAKE MANAGEMENT REQUIREMENTS NARRATIVE</u>		
	The intake function of the system must support the Public Children Service Agencies (PCSAs) in their responsibilities to:		
	1) record details of related concerns to the agency;		
	2) determine whether the concerns meet the criteria of an accepted report;		
	3) assign a priority rating for response time for the investigation;		
	4) cross-reference reports with other agencies as required;		
	5) investigate the report within the appropriate time frame and determine level of risk; and		
	6) determine and record needed services.		
	In addition, the system must provide for a statewide search for prior history on people within the system (clients, workers, providers, etc.) and for the preparation of appropriate alerts and reports as required during and as a result of the assessment/investigative process.		
I.	<b>INTAKE MANAGEMENT</b>	Priority	Legacy

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
<b>I.A.</b>	<b><u>Intake</u></b>		
1	The system must provide for input, maintenance, and query (current or historical) of:		
a.	Initial contact information (including mandated reporters) regarding allegations of abuse or neglect;	High	X
b.	Formal referrals for protective services, voluntary placement services, juvenile corrections and other services (Interstate Compact for the Placement of Children (ICPC), adoptions, custody interviews, home studies, custody studies, and court ordered supervised visitations, Child Protective Services (CPS) intake reports and tracking of information referral calls);	High	X
c.	Available situation (including worker safety risks) and demographic information (some with multiple occurrences) on Form ODJFS 1441 Note: Form ODJFS 1441 is the Intake worksheet;	High	Partial
d.	Required Multi-Ethnic Placement Act/Inter-Ethnic Placement Act (MEPA/IEPA) criteria for children; and	High	X
e.	Additional demographic fields such as religion and A.K.A. (Form ODJFS 1441 represents the data elements that may be captured during the intake process of a child abuse or neglect report).	High	X
2	The system must provide for the ability to capture calls or contacts that do not involve a specific allegation or referral, such as information requests regarding adoption/fostering.	High	
3	The system must support input, maintenance and query of other demographic fields that are not on Form ODJFS 1441 (e.g., religion, multiple AKAs, language).	High	
4	The system must provide for supervisor approval of the referral and appropriate restriction of update capabilities following that approval.	High	
5	The system must provide for a statewide search to the database(s) to check for prior incidents and other available information (e.g. safety plan). System must be flexible to provide for searches at multiple points.	High	Partial
6	Search criteria must include capability to search by type of child abuse/neglect (CA/N) report and date/date range of a CA/N report. Report detail such as victim and alleged perpetrator name would be returned upon completion of the search.	Low	
7	The system must provide for more than one referral of a single CA/N report (family member and neighbor). Information on each individual or agency making a referral must be captured (such additional reports/referrals may or may not be counted in the total number of reports, depending on State policy). All information on subsequent reports needs to be available.	High	X
8	The system must provide for the system to automatically transfer demographic data to the intake screen once a person/family is selected for intake without having to duplicate data entry from one module to the other.	High	X
9	The system must provide search and inquiry capability using the following search criteria: a. Name and AKAs; b. Address; c. Name and gender; d. Phone number; e. Social Security number or other identification number(s) (public assistance, journal entry number); and f. Name and specified age ranges. Demographic information (e.g. birth date, race) will be displayed on the returned search screen to assist with identification.	High	Partial

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
10	The system must provide for the capability to assign at the local level a "highly confidential" indicator to a report, and for providing appropriate security for those cases (isolating any access to information to only select staff). A "highly confidential" case is defined at the county level and may be a case involving a worker at the agency or high-level government official.	Medium	
11	The system must provide for multiple reports of abuse and neglect while a case is in either an open or closed status.	High	X
<b>I.B.</b>	<b>Screening</b>		
12	The system must provide for the update and query of the data gathered during Intake, and the results of the screening evaluation.	High	
13	The system must provide for the establishment of a new family case and the association of this new report with any previous reports involving the family or an individual person. It is not necessary to rename the previous case just to make a link.	High	X
14	The system must provide the caseworker or supervisor the ability to assign case priority, date, and time based on State policy where the child is at imminent risk of harm. The system must also provide for a secondary case priority status.	High	X
15	The system must provide the capability to input, maintain and query (current and, historical) worker assignments and worker role to a case.	High	X
16	The system must support the referral/transfer of the report for assessment/investigation without having to duplicate data entry from one module to the other.	High	
17	The system must alert the worker and generate a written notice to the mandated reporter as to whether the CA/N report has been accepted, or if not, the reasons for the rejection of the report. The standard form letter should be produced with editing capabilities.	Medium	
18	The system must provide for capturing screened out (Public Children Services Agency (PCSA) services not needed) report information.	High	
19	The system must generate in hardcopy format intake worksheets; one with and one without reporter identification information. (Linked to Administrative Requirement #12)	High	
20	The system must provide the capability to print available referral information with and without reporter identification information (including worker safety risks) to assist with investigations. (Linked to Administrative Requirement #12)	High	
21	The system must support workload management at every stage including, but not limited to, the following reports/query: a. Referrals/investigations open but not yet assigned; b. Referrals/investigations assigned to a supervisor but not to a worker; and c. Referrals/investigations assigned to a supervisor and a worker.	High	
22	The system must provide statistical analysis reporting on intake calls. (Linked to Administrative Requirement #16 and #18) Examples for intake may include:		
a.	By call type: # calls, date of calls, time of day of call.	High	
b.	By worker: call type, date of calls, time of day of call, # calls.	High	
c.	By priority designation: call type, date of calls, time of day of call.	High	
d.	By time of day/day of week: # calls, call type, priority designation.	High	
e.	By referral source: # calls, call type, priority, date and time of call.	High	
23	The system must provide capability to query for Title IV-E eligibility and demographic information from other systems such as child support, Medicaid, income maintenance, etc.	Low	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
24	The system must provide capability to indicate that a family is being harassed by false accusations.	Low	
<b>I.C.</b>	<b><u>Assessment/Investigation</u></b>		
25	The system must provide support in tracking the rules (tasks) to be completed for a screened in report through assessment/investigation including the capability to indicate that a rule has been waived and why (e.g. activity checklist). Rules will be different depending on the type of case (intra familial, institutional, 3rd party, etc.).	Medium	
26	The system must provide for query capabilities of the data (including data with multiple occurrences) gathered during intake and screening.	High	
27	The system must provide for maintenance capabilities of non-finalized or incomplete data.	High	X
28	The system must provide for the input, maintenance, and query of the Department's model of:	High	
a.	Preliminary Safety Assessment;	High	
b.	Re-evaluation Safety Assessment; and	High	
c.	Reunification Safety Assessment.	High	
29	Safety Assessments must include:	High	
a.	Responses to questions that determine Safety Factors;	High	
b.	Indication of Safety Factors that need further assessment;	High	
c.	Discussion of Child Vulnerability;	High	
d.	Discussion on the family's Protective Capacities; and	High	
e.	Safety Decision (Safe/Unsafe).	High	
30	The system must provide alerts to the worker when a Safety Assessment is due. Triggers and time frames will vary depending on the type of Safety Assessment required.	High	
31	The system must alert the supervisor when a Safety Assessment is pending approval.	High	
32	The system must allow for supervisory approval of the Safety Assessments.	High	
33	The system must provide for the input, maintenance, and query of information collected during the investigative process. This includes recording or noting that: a. Photographs of trauma areas on child and of child's environment were taken; b. Medical and psychological exam/evaluation with appropriate consent were secured; and c. Any relevant records were secured.	High	X
34	The system must provide for the input maintenance and query of the decision resulting from the investigation.	High	X
35	The system must support, by access to current/historical information and online policy help screens, the evaluation and determination of safety and risk factors affecting the case.	High	Partial
36	The system must provide for input, maintenance, and query of risk assessment information following the Form ODJFS 1500, Family Risk Assessment Matrix. The system must provide update restrictions following supervisor approval.	High	X
37	The system must provide for input, maintenance, and query statewide of an optional risk assessment process that is based on the National Council on Crime and Delinquency (NCCD), Children's Research Center's basic structured decision-making model (SDM).	High	
38	The system must provide for input of the initial time and date of attempted contact with the child and whether contact was made.	High	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
39	The system must support the preparation of notifications to the mandated reporter and the principles of the case, as required, during and as a result of the assessment/investigation process.	Medium	
40	The system must provide for capability to create, maintain, and update (revise) a Safety Plan(s) (Form ODJFS 1510). Elements to capture include safety concerns, action steps, responsible persons, and time frames. Families can have multiple safety plans.	High	
41	The system must provide capability to capture and print a contact log. Information on contacts and attempted contacts must include the name, address, phone numbers, date and time of contact/attempted contact. The contact log must be capable of being sorted by the various parameters of the log.	High	Partial
42	The system must provide for input, maintenance, query and reporting of special needs (e.g. mental retardation, visually impaired, hearing impaired, physically disabled, emotionally disturbed, etc.) for the child,. The system must also capture if the special need was diagnosed by a qualified medical or mental health professional (i.e. medical doctor, psychiatrist, licensed psychologist, and certified chemical dependency counselor).	High	X
43	The system must provide for input, maintenance, query and reporting on client characteristics for both children and adults.	High	Partial
44	The system must be able to display current information about services and provide a list of services that would be appropriate, if available, as part of the assessment function that can be used to provide care.	Medium	
a.	Counties must have capability to enter the services they have available and designate, where appropriate, characteristic(s)/family concerns the service is recommended to help.	Medium	
b.	All services must be tracked by individual as well as by family.	High	X
c.	The system must provide statewide service queries by county, client characteristics and/or family concerns.	Low	
d.	The system must provide capability to filter service displays to workers (for those counties that contract services).	Low	
45	The system must provide for maintenance and viewing of the Family Risk Assessment information including historical assessments.	High	X
46	The system must provide the ability to electronically transfer information from the Family Risk Assessment to the current Case Plan Document and Semi-Annual Administrative Review (SAR) and appropriate incident(s). Data to be transferred is as follows:		
a.	Strengths and Concern from Risk Assessment to Case Plan;	High	X
b.	Element Factors from Risk Assessment Matrix that have changed since the last Semi-Annual Administrative Review (SAR) to the current Semi-Annual Administrative Review (SAR);	High	X
c.	Case resolution/disposition and date from Risk Assessment to report of abuse/neglect; and	High	
d.	Risk rating elements from Risk Assessment to be verified with client characteristics (e.g., drug use, alcohol use, family violence, etc.).	High	
47	The system must provide the capability to view, online, prior Risk Assessment ratings and rationales by element while working on the new Risk Assessment for the same family.	High	X
48	The system must be able to print the Family Risk Assessment Matrix (FRAM) following completion of an Form ODJFS 1500 as the model, and the NCCD risk assessment, including options to print by element or section.	High	Partial

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
49	The system must support the identification of foster care families where allegations of abuse/neglect have been reported and substantiated as required by State law. The system must support the investigation of such allegations and document the results.	High	Partial
50	The system must support the preparation of alerts, notifications (form letters) and reports required during, and as a result of, the assessment/investigative process.	High	
51	The system must provide an alert that will remind workers when notifications to mandated reporters and other principles of the case are required and have not yet been sent.	Medium	
52	The system must provide alerts to the caseworker concerning pending assessments/investigations that are due.	High	X
53	The system must provide for documentation that case resolution/disposition and out-of-home care notifications have been sent to appropriate parties. This may be in the form of a checklist.	High	
54	The system must be able to document individuals' roles in the report (alleged perpetrator, alleged child victim, other child, other adult, etc) and relationship to the child (mother, father, sibling, foster parent, social worker, etc.).	High	X
	<b>ADDITIONAL EXPECTED ALERTS NOT OTHERWISE STATED (examples – other alerts may be identified during design)</b>		
	<p>The system must alert supervisor that a recorded referral has not been screened in or out and is pending a decision.</p> <p>The system must alert supervisor that an incoming report/referral has been screened in and is in need of an assignment.</p> <p>The system must notify caseworker that a report/referral has been assigned to them. The system must notify supervisor and worker that a recorded referral has been screened in with a Priority status and the initiation time frame has elapsed (e.g., 1 hour face to face or 24 hour initiation).</p> <p>The system must notify supervisor that the worker recorded they were unable to make face-to-face contact with the alleged child victim (ACV).</p> <p>The system must notify supervisor that the CA/N setting is a licensed Agency/Facility and notification to the appropriate licensing agency is required.</p> <p>The system must indicate (flag) for the supervisor and worker that a safety plan is in effect for the child/family case.</p> <p>The system must alert supervisor and worker that the safety plan in effect has a re-evaluation due.</p> <p>The system must notify the supervisor that a Risk Assessment has been submitted from the worker pending their approval.</p> <p>The system must notify the worker that the Risk Assessment has been approved by the supervisor.</p>		
	<b>INTAKE MANAGEMENT DATA REQUIREMENTS (examples - include but are not limited to the following)</b>		
	<b><u>Intake</u></b>		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
1	Client name last, first, middle initial, suffix		
2	Client A.K.A.(s) (also known as)		
3	Client Reference number(s)		
4	Client Race (can be multiples) prefer check box of all applicable		
5	Client ethnicity		
6	Client Gender		
7	Client Birth date, city, state, country		
8	Client Social security number		
9	Client Address, City, State, Zip (mailing, physical, mother's, etc.)		
10	Client Area code and telephone number		
11	Client Religion		
12	Client legal custodian name and address		
13	Client characteristics		
14	Client comments text		
15	Physical, mental, emotional handicap assessments for children and caretaker(s)		
16	Original school district code and school name (Local Educational Area (LEA) and tax code)		
17	Placement school district code and school name (LEA and tax code)		
18	Family name		
19	Family marital status		
20	Family address (city, state, zip)		
21	Family members: name DOB, Role/relationship (prefer a relationship grid to reciprocate relationships)		
22	Dictation by type of comments (e.g. visits, medical, safety issue, service progress, etc.)		
23	Family active military indicator		
24	Incident date		
25	Incident time		
26	Type of allegation		
27	Reporting source(s) type (teacher, law enforcement, etc.)		
28	Reporter name, address, relationship to victim, phone		
29	Reporter knowledge of what has been done to reduce risk to the children in own home or out of home setting		
30	Source of knowledge of situation (observed, told by another party)		
31	Name, address and phone number of source of knowledge		
32	Identity and location of others with knowledge of the current allegation		
33	"Highly confidential" case indicator (county defined)		
34	Incident setting and demographics		
35	Intake report rejection reason		
36	Where, when or how the child is at risk		
37	Victim status/current condition		
38	Priority of response time/emergency code: State		
39	Priority of response time/emergency code: County		
40	Circumstances surrounding the child abuse/neglect		
41	Primary maltreatment type		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
42	Severity of maltreatment		
43	Secondary maltreatment type (may be multiples)		
44	Other maltreatments (may be multiples)		
45	Actions that have been taken such as photographs, medical attention, removal of the child or notification of law enforcement officials or other persons		
46	Name and phone # of person completed the actions in #45		
47	Other helpful information in establishing cause of known or suspected abuse/neglect		
48	Safety risks to worker		
49	Safety risk begin and end date		
50	Historical incident information (e.g. date, type, circumstances)		
51	Alleged perpetrator's name, address, birth date, current whereabouts		
52	Disabled infant situation: nutrition, hydration, medication, medically indicated treatment		
53	Number of children in setting (calculate with override capability)		
54	Other children in family not living in the home		
55	Other children's location if not in the home and who their caretaker is		
56	Police notification indicator		
57	Police officer assigned to case		
58	Out of home care setting address		
59	Director/person responsible in out-of-home setting name, phone		
60	Health care facility name, address, telephone number that provided treatment		
61	Attending physician that provided treatment		
62	Cross-reference(s) to investigation or case files involving any person involved with this incident		
63	Names and addresses of those involved in the third party incident		
64	Date and time of assessment/investigation initiation		
65	The role of persons involved in the incident or risk assessment		
66	The relationship that persons named in the report have to the alleged child victim(s)		
67	Family/Out-of-Home characteristics		
68	Third party investigation type		
69	Third party investigation description		
70	Language barriers		
71	Date paternity established and results		
72	Case resolution/disposition		
73	Case open/close status		
74	Worker(s), supervisor(s) assigned to the case		
	<b><u>Screening</u></b>		
75	Screening evaluation information		
76	Previously captured intake information		
77	Previously closed case information		
78	Allegation		
79	Report acceptance decision		
80	Worker(s), supervisor assigned to case		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
81	Referral source		
82	Prior incidents		
83	Emergency decision (priority of response time for the assessment/investigation)		
	<b><u>Assessment/Investigation</u></b>		
84	Interview type, description, location, date, persons interviewed and their role		
85	Special information collected		
86	Assessment/Investigation initiated and concluded date/time		
87	Investigation disposition		
88	Case resolution/disposition		
89	Note of resolution/disposition sent to appropriate parties		
90	Record of whether law enforcement's assistance was requested and the results of the request		
91	Worker(s) assigned to case and supervisor		
92	Refer to Form ODJFS 1500 - Family Risk Assessment Model (FRAM) for data elements		
93	Refer to Form ODJFS 1510 - Safety Plan for Children for data elements		
94	Child's provider information		
95	Special needs/problems (mental retardation, visually or hearing impaired, physically disabled, emotionally disturbed) of child		
96	Diagnostic evaluation has been referred and/or completed		
97	Service provider options (same as are available in case management)		
98	Services required, offered, received		
99	Level of care (e.g. placement locations, in-home care)		
100	Client contact information captured in relation to investigation and assessment		
101	Risk assessment historical information		
II.	<b><u>ELIGIBILITY REQUIREMENTS NARRATIVE</u></b>		
	The requirements of this function consist of supporting determination of client eligibility for Federal and state funding programs. Programs may include State Adoption Subsidies, Foster Care Maintenance (FCM) and Adoption Assistance (AA) payments for eligible children in temporary or permanent custody of a Title IV-E agency or any agency with which ODJFS has an interagency agreement, along with determining the types of programs that will allow a client to receive Medicaid coverage. This function is usually initiated sometime during the Intake function.		
	Support for both initial eligibility and changes in eligibility are required. The system must provide for exchange and referral of information necessary to determine eligibility/status under the Title IV-A, Title XIX and Title IV-D programs. The system must support the redetermination process and record those decisions. Additionally, the generation of appropriate alerts, notices and reports must occur to keep workers abreast of changes in eligibility status or the need for eligibility redetermination.		
II.	<b><i>ELIGIBILITY PROCESSING REQUIREMENTS</i></b>	Priority	Legacy
II.A.	<b><u>Initial Eligibility Determination</u></b>		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
1	The system must automate the initial eligibility and reimbursability determinations based on information entered throughout the application for the following: IV-E (Foster care maintenance payment (FCM) and AA), State Adoption Maintenance Subsidy (SAMS), Post-Adoption Special Services Subsidy (PASSS), State Adoption Special Subsidy Program (SASS), Medicaid for non-IV-E eligible children.	High	
a.	The system must identify missing information to determine eligibility.	High	
b.	Information for eligibility decisions that is captured throughout the application must concurrently process within the eligibility module.	High	
2	The system must provide for capture and query of the information on the Form ODJFS 6612 (e.g., client's medical insurance and 3rd party providers).	Medium	
3	The system must provide for input, maintenance, and query of:		
a.	Eligibility determination data; and	High	
b.	Eligibility decisions - both eligible and not eligible.	High	X
4	The system must maintain eligibility history in order to document changes such as the death of adoptive parents or a child's dissolution (disruption).	High	X
5	The system must capture and maintain eligibility information for minor parents and their children where agency custody of the minor parent's child(ren) is not taken.	High	X
6	The system must provide for the exchange and referral of information necessary to determine eligibility/status under other related programs such as Title XIX (Medicaid), Title IV-D (SETS), and Title IV-A (CRIS-E).	Medium	
7	The system must provide the Title IV-D (child support) system with current information about the foster care maintenance payments.	Medium	
8	The system must provide capability to track current and historical SSI eligibility status and payment amounts.	High	X
9	The system must identify potential duplicate payments under Title IV-E, with Title IV-A (CRIS-E interface) and SSI programs, and alert/communicate that information to the appropriate systems/workers. Alerts must be generated to warn workers that there is a potential for duplicate payments.	High	
10	The system must authorize issuance of medical cards for Title IV-E recipients who qualify (interface with MMIS).	High	X
11	The system must capture the data necessary to support the Adoption and Foster Care Analysis Reporting System (AFCARS) requirements such as: a. Foster Care data element number 62 (#62 indicates whether child support funds are being paid to the State agency on behalf of the child - interface with SETS). b Foster Care element number 63 (#63 indicates whether the child is eligible for or receiving assistance under Title XIX - interface with MMIS).	High	X
12	The system must produce the alerts, notices and reports needed to provide information on and track the initial and ongoing eligibility determination such as:		
a.	Notice to Child Support Agency for child in placement;	Medium	
b.	Notice to Ohio Works First agency/worker for child in placement; and	Medium	
c.	Notice to county Job and Family Services of the intention to reunify.	Medium	
13	The system must support adoption services by determining eligibility for any Federal or State adoption subsidy.	High	
14	The system must provide for timely updates to the Recipient Master File (RMF) of MMIS so that Medicaid eligibility can normally be established within 24 hours. The system must not exceed a 72-hour maximum.	High	
15	The system must provide for input and query of eligibility determinations for all Federal, State, and Local subsidies.	High	
		Low	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
<b>II.B.</b>	<b><u>Changes in Eligibility</u></b>		
16	The system must provide for the processing of regularly scheduled and as needed program redetermination (such as if a child moves out of reimbursable home). Form ODJFS 1452 represents the data elements that may be captured.	High	
a.	The system must automatically recalculate eligibility based on changes in age, placement, resource licensure, annual Reasonable Efforts Statement, etc. and provide notification to the worker of these changes.	High	
b.	The system must generate notices to counties and a report for ODJFS of counties that failed to perform their redetermination timely. The report must contain a listing of all cases that are an issue.	High	
c.	The system must notify the worker that the determination or re-determination for Title IV-E benefit eligibility is due.	High	X
17	The system must provide for timely updates to the Recipient Master File (RMF) of MMIS so that Medicaid eligibility can normally be established within 24 hours. The system must not exceed a 72-hour maximum.	High	
18	The system must provide for recording of redetermination decisions (Form ODJFS 1452 represents the data elements that may be captured).	High	X
19	The system must produce the alerts, notices and reports needed to provide information on and track the changes in eligibility status such as:		
a.	Alert worker no less than every six months that Title IV-E eligibility needs to be re-determined for foster care maintenance;	High	X
b.	Alert worker once a year to validate Title IV-E eligibility for Adoption Assistance;	High	X
c.	Alert worker to notify Ohio Works First worker of intent to reunify on a monthly basis; and	Medium	
d.	Alert worker to validate State Adoption Subsidies' redetermination yearly.	High	
20	The system must permit the recording and maintaining of all entitlements a child is receiving, and determine eligibility accordingly.	High	X
21	The system must maintain a Title IV-E reimbursable rate history and have the ability to generate rate letters and rosters.	High	
	<b><i>ELIGIBILITY DATA REQUIREMENTS</i></b> <b><i>(examples - include but are not limited to the following)</i></b>		
	<b><i>Initial Eligibility Determination</i></b>		
1	Foster care maintenance payment (FCM) information completion date		
2	Foster care maintenance payment (FCM) initial determination and redetermination		
a.	Grade level		
b.	Current deprivation		
c.	Need conditions		
d.	Current TANF (ADC)/SSI benefits		
e.	Foster care maintenance payment (FCM) status (eligible, would have been, not)		
f.	Date		
3	Program and eligibility established effective date		
4	Foster care maintenance payment (FCM) program eligibility termination date and reason		
5	Effective date of program reimbursability		
6	Program reimbursability termination effective date		
7	Medicaid eligibility established effective date		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
8	Termination of Medicaid eligibility reason and date		
9	AA initial determination		
a.	Application date		
b.	Results		
c.	Effective date		
10	AA continuing eligibility results and reason		
11	AA termination effective date and reason		
12	SAMS, PASSS, SASS eligibility information and eligibility decisions		
13	Court order number		
14	Custody dates		
15	Best Interest Statement		
16	Reasonable Efforts Statement		
a.	Prevent removal (initial Reasonable Efforts)		
b.	Annual Reasonable Efforts to finalize permanency		
c.	Not required		
17	Health Maintenance Organization (HMO) enrollment name and date		
18	HMO disenrollment date		
19	Type of placement and resource		
20	Date of placement		
21	Information that supports the Title IV-E and other subsidy eligibility decisions		
22	Service rate		
23	Additional expenses		
24	Coverage dates		
25	ADC relatedness status		
26	SSI eligibility and payment amounts		
27	Title XIX application provided indicator		
28	See Form ODJFS 1451 (Title IV-E AA application/determination of continuing eligibility), Form ODJFS 1452 (Title IV-E Foster care maintenance payment (FCM) determination/redetermination), Form ODJFS 7100 (for non-Title IV-E children) for additional data elements, Form ODJFS 1659 (Title IV-E Auxiliary Payment Authorization)		
	<b><u>Changes in Eligibility</u></b>		
29	Program/reimbursement eligibility determination and qualification elements		
III.	<u>CASE MANAGEMENT REQUIREMENTS NARRATIVE</u>		
	The Case Management function must provide support for the assessment of needs, service planning, development of discrete case plans, placement, assessment of resources, and on-going services to children and families through goal attainment. All direct services provided to families who request voluntary help or intervention, all adoption services, and services to Title IV-E eligible youth who are under the care of the Juvenile Justice system are also included. The case plan function must track a case through the life of the case, including closure.		
	In addition to case plan preparation, the system must support the caseworker in a periodic review of the case to determine progress being made towards goals, and to determine if modifications need to be made to the details of the case plan. Reassessment decisions are documented. The caseworker also monitors the types, duration, and frequency of services being provided.		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
	Documents, notices, and reports to track case plan information and to support the preparation of subsequent case plans are required. The system must also generate alerts that help the case worker know of events such as upcoming reviews, court dates, resource changes, etc.		
III.	<b><i>CASE MANAGEMENT PROCESSING REQUIREMENTS</i></b>	Priority	Legacy
III.A.	<b><u>Service/Case Plan</u></b>		
1	The system must support the input, maintenance and query of all information on the Form ODJFS 1444 (Case Plan) This includes families, family members and family relationships, case profile information (with reasons for child welfare involvement), description of current situation or problem, specific responsibilities and goals, and planned parental visits.	High	X
2	The system must support the input, maintenance and query of all information on the Form ODJFS 1414 (Semi-Annual Administrative Review).	High	X
3	The system must provide the capability to track a case through the life of the case including contact log, dictation (progress on goals/activities), and case closure. Contact log and dictation must be able to be sorted by various parameters (date, type, worker, etc.).	High	X
4	The system must provide capability to identify and track kinship names and their relationship to the child.	High	Partial
5	The system must provide capability to capture a child's visitation plan with parent/caregivers and contact information. Elements captured would include contacts, frequency, duration, location, restrictions, quality (timeliness, condition of parent, interaction), and visitation notes.	High	Partial
6	The system must provide capability to track all worker visits, both successful and unsuccessful attempts to the:		
a.	Child;	High	X
b.	Substitute care givers; and	High	X
c.	Parents/legal guardian.	High	X
7	The system must track initial and annual medical, dental and vision screening and exam requirements, as well as immunizations and alert worker to exam requirements.	High	Partial
8	The system must provide the capability to document services planned, referred, and provided, and barriers to meeting the current case plan goal.	High	X
9	The system must be able to transfer strengths and concerns electronically from Risk Assessment to Case Plan. Caseworkers must be able to modify the transferred strengths/concerns.	High	X
10	The system must be able to amend an existing case plan without having to retype sections that are not changing with the amendment.	High	X
11	The system must alert the worker, when possible and appropriate, of the need to amend the case plan (e.g., changes in the conditions of the child and his parent, or the child has attained the age of sixteen and programs and life skill services will be offered, as appropriate, or a placement change has been recorded, or a visitation plan has been modified).	Medium	
12	The system must alert workers when paternity has not been established for their assigned cases.	Medium	
13	The system must provide the capability to input and maintain worker(s) assignments and their roles to a case (e.g. primary worker, home health aid; again, must be able to assign multiple workers/roles, more than just a primary and secondary).	High	Partial

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
a.	The system must be able to assign workers separately at separate times. If a worker is assigned prior to the supervisor, then that worker's supervisor should automatically be assigned.	High	X
b.	Workers must have access to all cases assigned without having to conduct a search to access them. These case listings should be readily available and capable of being sorted by the user.	High	
14	The system must provide on-line access to placement information to provide workers with the ability to always know where a child is located.	High	X
15	The system must provide on-line access to resources including placement information, to quickly assess if a placement is appropriate.	High	
16	The system must provide automated support in the identification and matching of children with available placement options. Matching should be based on licensure/approval status, location, age range, gender, sibling grouping, child's characteristics, etc.	Medium	
17	The system must provide for processing Interstate Compact for Placement of Children (ICPC) supervision requests from and to other states. This will include creation of current standard forms online.	Medium	
18	The system must provide for processing Interstate Compact on Adoption and Medical Assistance (ICAMA) cases. This will include creation of forms online and the interface with Title XIX for issuance of the Medicaid card.	Medium	Partial
19	The system must support permanency planning for children by: a. Recording the child's special needs; b. Tracking placement and legal status information; c. Recording paternity information and searches completed; d. Recording vital information such as State mandated medical information (Form ODJFS 1443); e. Identifying siblings who have been adopted and their adoptive homes; and f. Assisting the worker in child/family matching, and tracking all Adoption and Foster Care Analysis Reporting System (AFCARS) data elements.	High	Partial
20	The system must notify the worker when a case plan or case plan amendment is due based on information entered within the system, such as the investigation is completed, disposition, placement was made, etc.	High	
21	The system must support the generation of alerts, notices, and reports (e.g., service provider reports, client contact alerts, etc.) necessary to track the progress of the service/case plan and ensure procedural safeguards.	High	
22	The system must provide capability to input, maintain and query purchased services (counseling, speech therapy, etc.) progress information for clients.	Medium	
23	The system must provide for supervisor approvals and the appropriate restriction of updates to the case plan.	High	X
24	The system must provide for a court approval date of the case plan and the appropriate restriction of updates to the case plan as a result.	High	X
25	The system must provide for tracking, and appropriate notifications (e.g., schools, court) of violent child offenders who are placed with a foster care provider.	Medium	
26	The system must provide for tracking, and appropriate notifications (e.g., schools, court) of children placed out of county.	Medium	
27	The system must provide for tracking, and appropriate notifications of children placed out of state.	Medium	
28	The system must provide for tracking of the distribution of court approved/journalized case plan documents to parties of the case.	Medium	Partial
<b>III.B.</b>	<b><u>Case Review/Evaluation</u></b>		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
29	The system must support the timely identification and continued tracking of cases requiring review/evaluation by generating various caseworker alerts.	High	
a.	The system must notify the worker and supervisor when initial and subsequent Semi-Annual Administrative Review(s) (SAR) are due.	High	X
b.	The system must notify the worker and supervisor of various time-related activities such as Termination of Parental Rights (TPR) eligibility or mandated visits of the child by the caseworker based on the type or status of the case.	High	
30	The system must provide capability to notify all required participants of the upcoming Semi-Annual Administrative Review (SAR) by generating notification letters to be mailed.	High	
31	The system must support the case review process by providing Semi-Annual Administrative Review (SAR) information copy capability from existing to the new, and provide for input, maintenance, and query of documentation of the reassessment decisions in the case file including documentation of action items resulting from reassessment.	High	X
32	The system must provide for input, maintenance, and query of an optional supplemental/concurrent plan while maintaining the current case plan as the plan of record.	High	
33	The system must provide for a court approval date of the permanency plan and the appropriate restriction of updates to the permanency plan as a result.	High	X
34	The system must provide capability to print the case plan/amendment and Semi-Annual Administrative Review (SAR) documents entirely or by section and to view them on-line.	High	X
35	The system must generate alerts to appropriate workers to track progress of service/case plans and for upcoming case management activities and court dates.	High	
36	The system must provide capability to secure updates to cases to only the worker(s) and supervisor(s) involved with exception to Case Activity Log, which should be viewable and update-able to all workers within the agency.	High	X
37	The system must provide ability to sort contact log by various parameters (e.g., worker, contact type, date, etc).	High	X
38	The system must support the process to identify a family that the agency has reason to believe has moved out of the county or state and requires protective services. (Protective Services Alerts)	High	
a.	The system must support the attempt to locate the family by performing monthly state records check (CRIS-E and Title IV-D interfaces)	High	
b.	The system must support the ability for the local agency to electronically notify the state office to issue a nationwide protective service alert.	Medium	
c.	The system must support the ability for the state office to electronically notify a county agency that a family resides in their county that is the subject of a Protective Service Alert issued from an out-of-state agency.	Medium	
<b>III.C.</b>	<b><u>Monitoring Service/Case Plan Services</u></b>		
39	The system must provide for input, maintenance, and query of the types, duration and frequency of the services identified in the service/case plan.	High	
40	The system must produce reference documents, alerts, notices and reports to track the services needed and provided to the client.	Medium	
41	The system must provide for input, maintenance, and query on barriers to services planned and provided.	High	X
42	The system must produce reference documents, alerts, notices and reports to track the post emancipation services needed and provided to the client.	High	
43	Services must be identified and tracked by individual not just by family or case.	High	X

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
	<b>ADDITIONAL EXPECTED ALERTS NOT OTHERWISE STATED (examples – other alerts may be identified during design)</b>		
	<p>The system must notify the supervisor that a case plan has been submitted from the worker pending their approval.</p> <p>The system must notify the worker that the case plan has been approved by the supervisor.</p> <p>The system must notify the supervisor that a case plan amendment has been submitted from the worker pending their approval.</p> <p>The system must notify the worker that the case plan amendment has been approved by the supervisor.</p> <p>The system must alert the supervisor and worker that the identified Race of American Indian/Alaskan Native has been recorded and that a Bureau of Indian Affairs notification is required.</p> <p>The system must alert the worker that a child has been placed in a new setting and the initial 1<sup>st</sup> week placement visit is due (Edit is off after 8 days).</p> <p>The system must notify the worker that the child's Health-Educational Information is due/updated. This notification occurs whenever the child is placed into a substitute care setting and every time one of the following occurs: An Semi-Annual Administrative Review (SAR) is conducted; There is a placement change; There is a change in any of the health or education information.</p> <p>The system must notify the worker that the Health-Educational information is due to the parent.</p> <p>The system must notify the worker that the Health-Educational information is due to the substitute caregiver.</p> <p>The system must alert the worker that a visit to a child who has been in placement for 4 weeks is due.</p> <p>The system must alert the worker that a visit to a child who has been placed in a Children's Residential Center (CRC) for 10 days is due.</p> <p>The system must notify the worker that a monthly visit to a child in care is due.</p> <p>The system must notify the worker that a bimonthly visit to a child placed in a CRC is due.</p> <p>The system must notify the worker to visit a child placed in an independent living setting.</p> <p>The system must alert supervisor and worker that Semi-Annual Administrative Review (SAR) Notifications are due to participants of an upcoming scheduled Semi-Annual Administrative Review (SAR).</p> <p>The system must notify the worker that an updated Risk Assessment is due. This notification will be triggered by cases in which that agency is providing services to</p>		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
	<p>family/child and the child is removed, child returns to his/her home, a Semi-Annual Administrative Review (SAR) has been conducted, the Agency terminates services, or the Agency receives any additional allegation of abuse or neglect throughout the life of the case.</p> <p>The system must alert the supervisor and worker that an updated Risk Assessment is overdue.</p> <p>The system must notify the supervisor that an updated Risk Assessment has been submitted from the worker pending their approval.</p> <p>The system must notify the worker that the updated Risk Assessment has been approved by the supervisor.</p>		
	<p><b>CASE MANAGEMENT DATA REQUIREMENTS</b>  <i>(examples - include but are not limited to the following)</i></p>		
	<b><u>Service/Case Plan</u></b>		
1	Client case status (e.g. open, close, referral, investigation)		
2	Client case category (e.g. type of custody or court order)		
3	Client worker(s) assigned		
4	Family case status (e.g. open, close, referral, investigation)		
5	Family case category (type of custody)		
6	Family worker(s) assigned		
7	Case type (e.g. physical abuse, neglect, dependency)		
8	Approval dates: court and supervisor		
9	Case closure elements		
10	Case Plan status		
11	Child's goal		
12	Supported services planned/provided		
13	Case plan party participation (all parties involved in the case planning process), and the date copy of case plan received		
14	Case Plan signatures received, refused, and comments		
15	Date of submission of supplemental/concurrent plan and contents		
16	Least restrictive placement indicator		
17	Indication of whether it was necessary to consider race and culture in the placement decision		
18	Close proximity to family indicator		
19	Close proximity to school		
20	Case plan amendment reason		
21	Health/education form contents and completed date		
22	Date health/education form copy provided to caregiver and custodial parent		
23	Type and date of medical exam (psychological, dental, vision, physical) completed		
24	Services planned, referred and provided (initiated and completed) including intensity, frequency, duration and barriers for the child, family and substitute caregiver		
25	Date semiannual administrative review held		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
a.	Necessity of placement		
b.	Compliance with case plan objectives		
c.	Projected date of permanence		
d.	Open to parties		
e.	Objective 3rd party		
f.	Date		
26	Agency worker visits		
a.	Visitation type		
b.	Face to face with child		
c.	Face to face with caregiver		
d.	Place contact occurred		
e.	Date		
f.	Substance of visit is categorized		
27	Child court ordered visitation for both visitation plan and actual:		
a.	Type, frequency, duration, location,		
b.	Restrictions, quality (timeliness, condition of parent, interaction)		
c.	Visitation notes		
28	Date of Mother's Termination of parental rights (TPR)		
29	Paternity has or has not been established		
30	Putative Father Registry checked indicator		
31	Name of Father		
32	If paternity has not been established, a list of alleged Father names		
33	Date of Father's TPR		
34	Initial Placement		
a.	Resource/sibling ID number		
b.	Category		
c.	Primary reason for initial placement		
d.	Living arrangement		
e.	Additional reasons for placement		
35	Child leave type, date, date of return		
36	Removal from placement date and reason		
37	Kinship name(s) and relationship to child		
38	Subsequent placement resource and category		
39	Safety plan indicator		
40	Placement school district		
41	Ohio Adoption Photo Listing (OAPL) registration date		
42	Other adoption services registered for the child		
43	Date of child's Ohio Adoption Photo Listing (OAPL) redetermination review		
44	Sibling group Ohio Adoption Photo Listing (OAPL) redetermination		
45	Safety risks to worker with begin and end dates		
46	Required Adoption and Foster Care Analysis Reporting System (AFCARS), National Child Abuse and Neglect Data System (NCANDS), and Adoption and Safe Families Act (ASFA) elements		
47	Interstate Compact for the Placement of Children (ICPC) case elements		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
48	Interstate Compact for Interstate Compact on Adoption and Medical Assistance (ICAMA) case elements		
49	Child and family service outcome measurements		
50	Independent living outcome measurements		
51	Time frames for completion of activities within the case plan		
	<b><u>Case Review/Evaluation</u></b>		
52	Refer to Form ODJFS 1414 for data elements		
53	Semi-Annual Administrative Review (SAR) participation notification date		
54	Semi-Annual Administrative Review (SAR) meeting date		
55	Semi-Annual Administrative Review (SAR) party participation (all parties involved in the process)		
56	Semi-Annual Administrative Review (SAR) signatures received, refused, and comments		
57	Semi-Annual Administrative Review (SAR) review period dates		
	<b><u>Monitoring Service/Case Plan Services</u></b>		
58	Case types		
59	Case duration		
60	Contacts		
61	Case activity		
62	Special needs and concerns		
63	All services information		
64	Progress towards goals		
65	Court approved permanency plan		
IV.	<b><u>RESOURCE MANAGEMENT REQUIREMENTS NARRATIVE</u></b>		
	The Resource Management function supports the input, maintenance and monitoring of information for all service providers. The system must provide for the generation of reconciliation and evaluation reports as needed. Alerts to the appropriate workers must be generated on a timely basis for providers requiring a review or other action as a result of a change in their information.		
	The system must capture and maintain provider information such as license/certification status, types of services, level of care provided, level of care compliance and cost of care, variances, waivers, revocations, received training, and Adoption and Foster Care Analysis Reporting System (AFCARS) information. The system must be able to identify foster care families where allegations of child abuse and neglect have been reported and substantiated.		
	The system must track, monitor and support the recruitment of foster care providers and adoptive families. Automated support in matching foster children to appropriate foster homes/facilities is a requirement of the system.		
	The system must also provide a directory of available resources and services and generate reports, alerts and notices related to resource availability. The system must also support entry of non-Title IV-E rates for foster care, adoption subsidy and independent living rates as determined by Public children services agency (PCSAs).		
IV.	<b><i>RESOURCE MANAGEMENT PROCESSING REQUIREMENTS</i></b>	Priority	Legacy
IV.A.	<b><u>Facilities Support</u></b>		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
1	The system must support the input, maintenance and statewide query (including history) of provider information such as:		
a.	License/certification status, waivers, revocations;	High	Partial
b.	Types of services provided by provider;	High	Partial
c.	Level of care provided (regular, special needs, intensive, exceptional, therapeutic, medically fragile - <i>categories subject to change with recent policy proposal</i> );	High	
d.	Cost of care (per diem maintenance and administrative, split);	High	Partial
e.	Capacity;	High	X
f.	Foster care facility rates (per diem maintenance and administrative, split);	High	Partial
g.	Interstate status;	Medium	
h.	Rule violations, and comments;	High	X
i.	Training (both required and received) ;	High	
j.	Training needs assessment and waivers;	Medium	
k.	Allegations/investigations and comments;	High	
l.	Provider status (active/close/hold);	High	X
m.	Provider hold/close status reason;	High	X
n.	Network provider; and	High	
o.	Provider billing and administrative addresses.	High	
2	The system must provide capability to maintain foster care facility rates online (per diem maintenance and administrative, split).	High	Partial
3	The system must provide capability for searches to be performed such as:		
a.	All available resources;	Medium	Partial
b.	Specific types of resources;	Medium	Partial
c.	Specific services;	Medium	
d.	Level of care and acceptable child characteristics;	Medium	
e.	Capacity (acceptable child characteristics); and	Medium	Partial
f.	Location.	Medium	Partial
4	The system must track service providers other than foster family and adoptive homes such as:		
a.	Relatives/kinship;	High	X
b.	Mental health facilities;	High	X
c.	Group homes;	High	X
d.	Department of Youth Services (DYS);	High	X
e.	Maternity Housing;	High	X
f.	Child Residential Care (CRCs) facilities;	High	X
g.	Mental Retardation/Developmental Delays (MRDD);	High	X
h.	Babysitter/ Child Care Provider;	Medium	
i.	Respite;	High	
j.	Alternative care providers;	Low	
k.	Independent living;	High	X
l.	Juvenile court; and	High	
m.	Hospital	High	X
5	The system must provide capacity information for available slots and census data on licensed substitute care providers. This information must be automatically updated based on the individual placement activity of each child.	High	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
6	The system must provide the capability to place a foster home resource and/or adoptive home resource on hold with a reason (negative or positive) or indicate that a service provider is at full capacity carewise even though there may be less children than the space capacity allows.	High	
7	The system must provide for the generation of reports and documents as needed.	Medium	
8	The system must generate alerts to appropriate workers to identify cases and/or facilities requiring review, or other action, as a result of licensing status changes.	Medium	
9	The system must provide capability to link the resource with their recommending agency.	Medium	
<b>IV.B.</b>	<b>Foster/Adoptive Homes Support</b>		
10	As appropriate to the type of home, the system must support input, maintenance and query of high level foster care and adoptive home information such as licensing applications (date received), licensing decisions and reasons, home study completion date, violations, and revocations.	High	
a.	The system must support entry and maintenance of required MEPA/IEPA criteria, Adoption and Foster Care Analysis Reporting System (AFCARS), service type, demographic, capacity, child acceptance criteria, and background check information.	High	Partial
b.	The system must capture and maintain criminal background check information.	High	X
11	The system must support input, maintenance and query of detail foster care and adoptive home information for licensing home studies. Refer to Form ODJFS 1317 (recommendation for certification/recertification of a family foster home) and Form ODJFS 1349, Form ODJFS 1673, Form ODJFS 1385 (home study forms) for additional elements.	High	
12	The system must provide capability to print foster care home licenses at the county agency.	Medium	
13	The system must provide for capturing, maintaining, and searching on the current level of care.	High	
14	The system must provide for capturing and maintaining the level of care a resource would like to provide and/or is currently training for.	Low	
15	The system must provide capability to notify individuals if they are not accepted as a foster home. This is a State level function.	Medium	
16	The system must be able to track the status of the initial foster care home licensure process and adoption home approval process (Inquiry, application, received application, home study, training, request for license/approval, status of request, renewal status, etc.).	Medium	
17	The system must be able to track the status of the recertification process for foster care home licensure and adoption home approval process (home study update, training, request for license/approval, status of request, renewal status, etc.).	Medium	
18	The system must track, monitor, and support the recruitment of foster care/adoptive home providers. Included in the tracking information must be how families were recruited for fostering and adoption.	Medium	
19	The system must track the Ohio Adoption Photo Listing (OAPL) status along with information required for OAPL.	High	Partial
20	The system must provide for automated adoption match. Matching should be based on age range, gender, sibling grouping, child's characteristics, etc.	Medium	Partial
21	The system must provide for on-line review of automated adoption match results.	Medium	
22	The system must provide service provider/adoptive home information, to the worker, for siblings of children taken into custody. This is to allow placement in the same home where possible.	High	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
23	The system must provide automated support in matching foster children to appropriate foster homes/facilities. Matching should be based on licensure status, location, age range, gender, sibling grouping, child's characteristics, services provided, etc.	Medium	
24	The system must provide search capabilities to display all or selected types of placement resources for a client.	Medium	
25	The system must provide for on-line review of automated foster home match results.	Medium	
26	The system must provide for the generation of various alerts to appropriate workers to support the tracking of foster/adoptive home cases requiring review or other action as a result of changing information such as:		
a.	Alert county workers 120 days prior to a foster care home license expiration;	Medium	
b.	Alert county workers when initial and re-approval adoption home studies are due; and	Medium	
c.	Alert county workers yearly to update Ohio Adoption Photo Listing (OAPL) picture and information.	Medium	
<b>IV.C.</b>	<b><u>Resource Directory</u></b>		
27	The system must provide a directory or inventory of available resources and services. This directory maintains data (address of all resources) to stay in compliance with S.B. 180 Sex Offender Registration and Notification Law so that notices can be mailed to all affected resource addresses.	High	X
28	The system must produce management reports related to resource availability (Number, number of beds, etc.).	Low	
29	The system must provide statistical reports that will provide support for the recruitment process (e.g., a report that indicates how many new providers are needed to support the type and number of clients by geographical area).	Medium	
30	The system must provide the capability to query a person and see all the various roles they play, such as adoptive parent, foster care, approved child care provider, etc.	High	
	<b>ADDITIONAL EXPECTED ALERTS NOT OTHERWISE STATED (examples – other alerts may be identified during design)</b>		
	<p>The system must flag for the worker the adoptive home study expiration date (dd/mm/yyyy).</p> <p>The system must notify the worker that an adoptive home study is past due.</p> <p>The system must notify the supervisor and worker when a Foster Home license is issued in another name.</p> <p>The system must notify the supervisor and worker when a Foster Home license is issued for another address.</p> <p>The system must notify the supervisor and worker when a Foster Home license is issued for different level of care.</p> <p>The system must alert the worker when the foster home waiver time frames have expired.</p> <p>The system must notify the supervisor and worker that a resource has been placed on Hold for more than 30 days.</p>		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
	<p>The system must notify the worker that a disposition is due for the Investigation of a Resource.</p> <p>The system must notify the worker regarding the validity of a foster home license for a selected foster home.</p> <p>The system must alert the worker that a foster home license is about to expire in: 120 Days; 90 Days; and 30 Days. (3 messages total)</p> <p>The system must alert the supervisor and worker that a foster home license has expired.</p> <p>The system must notify the worker that a foster home license has been denied.</p> <p>The system must notify the worker that a foster home license has been revoked.</p>		
	<p><b>RESOURCE MANAGEMENT DATA REQUIREMENTS</b>  <i>(examples - include but are not limited to the following)</i></p>		
	<b><i>Facilities Support</i></b>		
1	Resource ID number		
2	Resource status (active/closed/on hold) and effective date		
3	Resource closed/on hold status reason		
4	Resource name		
5	Resource county status and effective date		
6	Initial license date (effective date, expiration date, license type requested)		
7	Resource school district (Local Educational Area (LEA) code)		
8	Members' SSN		
9	Members' Date of Birth		
10	Members' Gender		
11	Members' Race		
12	Members' Ethnicity		
13	Members' Role within the resource		
14	Region/District of authority		
15	County where resource is located		
16	Agent (county defined) that licensed the resource		
17	Mailing address, city, state, zip		
18	Resource address, city, state, zip		
19	Contact person(s) (agency/resource worker) area code, phone number		
20	Level of care provided and level of care compliance		
21	County worker assigned to specific service provider		
22	Agency comments about service provider		
23	Father religion and education		
24	Mother religion and education		
25	Marital status and effective date		
26	Capacity		
27	Acceptable minimum age and maximum age		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
28	Acceptable genders		
29	Acceptable family and agency assessment: physical, mental, emotional		
30	Acceptable family and agency handicap/including characteristics		
31	Criteria to be used in the search/match process for child placement		
32	Families to be restricted from future adoption match lists effective date and reason narrative and comments		
33	Identification of sibling groups available for adoption		
34	Inquiries about fostering and adoption		
35	Recruitment method used for foster/adoptive families		
36	Date adoption/foster care applicant requested application		
37	Worker assigned to adoptive/foster care application		
38	Date adoption/foster care application sent to applicant		
39	Date adoption/foster care application received from applicant		
40	Adoption/Foster Home home study approved date		
41	Adoption/Foster Home home study not approved date and reason		
42	Date adoption agreement signed		
43	Date of adoption finalization		
44	Date of adoption dissolution		
45	Date of adoption disruption (prior to finalized adoption)		
46	Foster to adopt placement indicator		
47	First and second foster caregiver/adoptive parent information		
a.	Family structure		
b.	Date of birth		
c.	Race(s)		
d.	Ethnicity		
48	Application denied or withdrew		
a.	Reason		
b.	Rule number		
c.	Date		
49	Foster Home license approval/termination recommendation		
a.	Type of license		
b.	Licensing rule(s) number that have waivers, variances, denials, revocations		
50	Provider allegation, investigation and rule violation information		
51	State response to all recommendations for licensure, waivers, variances, denials and revocations		
52	Approved license type, effective date, expiration date		
53	Ohio Adoption Photo Listing (OAPL): listing waived date		
54	Ohio Adoption Photo Listing (OAPL): family registration date		
55	Ohio Adoption Photo Listing (OAPL): family withdrawal from OAPL date and reason		
56	Adoption match: family hold status reason and date		
57	Adoption match: family removal from hold status date		
58	Adoptive/Foster Home closure reason and effective date		
59	Adoptive family		
a.	Relationship of adoptive parent to the child		
b.	Adoptive parent family structure		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
c.	Date of birth the first and second adoptive parent		
d.	Race of first and second adoptive parent		
e.	Ethnicity of first and second adoptive parent		
60	Provider training needs and training received including waivers		
61	BCI (Background Criminal Investigation) check results		
62	Police background check results		
63	FBI check results		
64	Worker resource visit information		
65	Refer to Form ODJFS 1317 for foster home data elements		
	<b><i>Resource Directory</i></b>		
66	Child placement criteria		
67	State minimum and maximum rate for child		
68	County negotiated rate for child		
69	Additional expenses/itemized costs for child		
70	Actual child placement information		
71	Resource name		
72	County in which the resource is located		
73	Resource address		
74	Resource telephone		
75	Name and telephone of a resource contact person		
V.	<u>COURT PROCESSING REQUIREMENTS NARRATIVE</u>		
	The Court Processing function encompasses an array of legal activities and documentation procedures involving judicial events affecting the agency.		
	The system must provide for the entry, maintenance, and query of all legal/court activities associated with the children and families served. The system must provide support for the preparation of documents for the courts, and provide for notification of appropriate workers of impending court actions.		
V.	<b><i>COURT PROCESSING REQUIREMENTS</i></b>	Priority	Legacy
V.A.	<b><i>Court Documents</i></b>		
1	The system must provide for the preparation of documents to include required fields (e.g., reasonable efforts, best interest statements, custody status, etc.) for the courts such as:		
a.	Petitions (complaints, motions, and affidavits);	Medium	
b.	Court entries (Semi-Annual Administrative Review (SAR), Case Plan;	Medium	
c.	Notices (e.g., change of placement, visitation, case plan, etc.);	Medium	
d.	Dispositional reviews;	Medium	
e.	Notices required by court;	Medium	
f.	Voluntary care agreements and permanent surrenders; and	Medium	
g.	Notifications of annual review.	Medium	
V.B.	<b><i>Notifications</i></b>		
2	The system must provide for preparation of court standardized and county customized notifications to inform relevant parties of impending court actions and/or changes to journalized case plans.	Medium	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
3.	The system must include a pick list of court actions with field activation of what is required for the activity upon selection (e.g., Initial Shelter Care Hearing must include Best Interest and Reasonable Efforts statements).	High	
4	The system must notify case worker/supervisor and track the following events:		
a.	Shelter care hearing based on removal of child;	High	Partial
b.	Ex Parte rulings based on removal of child; complaint due; complaint expired;	High	Partial
c.	Adjudication Hearing due based on shelter care hearing date;	High	Partial
d.	Dispositional Hearing due based on adjudication hearing date; Disposition Finding Due;	High	Partial
e.	Annual Court Review (ACR) based on date of custody or removal, whichever comes first;	High	Partial
f.	Sunset motion filed by custodial agency requesting an extension or modification of an order with the court, of temporary custody or protective services;	High	Partial
g.	Semi Annual Administrative Review (SAR) based on the earliest of date of motion filing or date of custody;	High	Partial
h.	Reasonable Efforts Statements - initial and annuals;	High	Partial
i.	Best Interest Statement;	High	Partial
j.	12 out of 22 month alert;	High	Partial
k.	Initial Agreement for Voluntary Care has expired;	High	Partial
l.	Extension to the Agreement for Voluntary Care has expired;	High	Partial
m.	Protective Supervision Order has expired;	High	Partial
n.	Permanency Plan Hearing Due;	High	
o.	Motion for TPR Due; and	High	
p.	Subpoena Due;	High	
<b>V.C.</b>	<b>Tracking</b>		
5	The system must monitor and track court related events including decisions requiring agency action, such as the recording of outcomes for all petitions, trials, hearings, detention proceedings, periodic dispositional reviews, adoptions and change of placements.	High	Partial
6	The system must provide capability to query a court case (would include all children involved in that case).	Medium	
7	The system must display historical court information from queries with most recent events first, preferably in a grid.	High	
8	The system must provide for capturing criminal charges filed and judicial determinations of those criminal charges.	Medium	
9	The system must provide capability to capture agency comments concerning the court judgments and actions.	Low	
10	The system must include a calendar of court activities that are free from business rules due to the individuality of each county court.	Medium	
<b>V.D.</b>	<b>Indian Child Welfare Act</b>		
11	The system must provide for capturing and displaying the data that supports the Indian Child Welfare Act requirements such as the notification date, who was contacted, and the placement decision\tribal response.	High	X
12	The system must generate a written notice to the applicable tribal authority referring the accepted CA/N report. The standard form letter should be produced with editing capabilities.		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
	<b>COURT PROCESSING DATA REQUIREMENTS</b> <i>(examples - include but are not limited to the following)</i>		
1	Court action type		
2	Court where filed and file stamp date		
3	Date custody complaint filed		
4	Date shelter care hearing held		
5	Date best interest statement		
6	Date reasonable efforts statement received		
7	Date petition for protective supervision		
8	Date adjudication hearing held		
9	Adjudication results		
10	Date of additional adjudication		
11	Adjudication results		
12	Date of dispositional hearing(s)		
13	Results of dispositional hearing(s)		
14	Date Sunset Motion filed		
15	Sunset Motion disposition requested		
16	Dates and dispositions of all motions		
17	Expiration date of extended protective supervision order		
18	Expiration date of custody extension - temporary custody		
19	Custody appeal filed type, date, disposition		
20	Terminate custody reason, date		
21	Date of Motion and date of Mother's Termination of Parental Rights (TPR)		
22	Date of Motion and date of Father's TPR		
23	Judicial determination reasonable efforts required description and date (prevention and permanency)		
24	Compelling reasons not to file for TPR (termination of parental rights)		
25	Dispositional order for Alcohol or Drug (AOD) treatment		
26	Permanency plan hearing results		
27	Court file stamp date		
28	Name of judge/magistrate		
29	Name of attorney(s) (per person)		
30	Agency legal representative		
31	Agency legally responsible for case under court processing		
32	Journal entry number assigned by the court		
33	Appeler's name for appeal cases		
34	Subject (type of custody) of appeal		
35	Protective supervision of court expiration date		
36	Guardian		
37	Guardian ad-litem, Court Appointed Special Advocate (CASA)		
38	Case plan approval date		
39	Legal status		
40	Voluntary care agreement information		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
41	Notices required by the court		
42	Transfer jurisdiction		
43	Permanent surrender information		
44	Continuance information		
45	Appeals information		
46	Objections information		
47	Initial custody type		
48	Custody change type		
49	Custody appeal filed type, date, disposition		
50	Terminate custody reason, date		
VI.	<u>FINANCIAL MANAGEMENT REQUIREMENTS NARRATIVE</u>		
	The financial management function will support the major functions involved in processing and tracking financial activities that occur on a daily basis in Public children services agency (PCSAs) and in the ODJFS.		
	The system must support automation of activities to manage and maintain contracts for services. Compliance monitoring and recording of outcomes is also required.		
	This function will track and manage financial transactions. The system must provide for accounts payable to counties and adoption providers. The system must interface with the State's existing financial management and accounting systems. Medical cards and reimbursements (foster care maintenance and adoption assistance) are generated via interfaces with other ODJFS systems.		
VI.	<b>FINANCIAL MANAGEMENT PROCESSING REQUIREMENTS</b>	Priority	Legacy
VI.A.	<b>General</b>		
1	The system must provide support for accounts payable to providers including tracking unbundled costs (administration, maintenance, Medicaid, non-reimbursable) paid for each child/resource.	High	Partial
2	The system must provide support for accounts receivable (e.g., overpayments, trust funds, SSI, etc.). Including a log of all child income. A two year history must be readily accessible at all times.	High	
3	The system must provide historical information on benefit payments and on any additional money the agency may receive (e.g., child support, SSI, adoption assistance, trust settlement).	Medium	
4	The system must provide automation/elimination of the Form ODJFS 1659 (auxiliary processing) and Form ODJFS 1925 (vendor payment) invoicing processes on a retrospective basis.	High	
5	The system must provide for State and County access to State Foster care maintenance payment (FCM) approved Title IV -E reimbursement rates.	High	
6	The system must provide for State and County access to county Foster care maintenance payment (FCM) rates.	Low	
7	The system must provide capability to input, maintain, and query service rates by type, administrative costs, maintenance costs, etc. (monthly or per diem) for a child (e.g. PASSS, SAMS, SASSS, FCM), and additional expenses (e.g., clothing, camp, mileage, school trip) that can be itemized.	High	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
8	The system must provide, under a minor parent's Title IV-E case, the payment of the minor parent's costs of care and for the issuance of a Medicaid card showing the minor parent's non-custodial child as the recipient.	High	
9	The system must provide for timely update of the Recipient Master File (RMF).	High	Partial
10	The system must support procedures necessary to adjust the claims process as a result of notification of status change including:		
a.	Information received from Title IV-A;	Medium	
b.	Information received from Federal programs;	Medium	
c.	Information received from State programs;	Medium	
d.	Termination of the case; and	Medium	
e.	Local information received from local programs.	Medium	
11	Eligibility data must be available for query.	High	X
12	The system must provide for Title IV-E statistical reporting (e.g. Form ODJFS 4280 Title IV-E Foster Care Statistical and Expenditure Report, Form ODJFS 4281 Children Services Quarterly Statistical Report, Form ODJFS 4262 Children Receiving Child Welfare Services Provided By Public Agencies, Form ODJFS 4269 Subsidized Adoption Report).	Medium	Partial
13	The system must produce Benefits Issuance report:		
a.	Disbursement Journal report; and	High	X
b.	Chronological listing of Benefits issued to a recipient or client.	High	X
14	The system must provide for automated notification, to appropriate workers, of a returned benefits issuance check.	Medium	
15	The system must support automation of the "Stop/Release of Warrant" form (Form ODJFS 7013).	Medium	
16	The system must support automation of activities to manage and maintain contracts (e.g., managed care contracts) for services for children and families including compliance monitoring and outcomes.	Medium	
17	The system must provide for tracking Emergency Services Assistance Allocation (ESAA), prevention, retention, contingency (PRC), Kinship Care, and Post Adoption Special Services Subsidy (PASSS) benefits.	Medium	
18	The system must permit ability to establish a payment plan up to 12 months (e.g., the county owes money, but can't afford to pay it all back in one month. The system must provide for recovery of funds in installments).	High	
<b>VI.B.</b>	<b>Foster Care</b>		
19	The system must provide for reconciliation of State foster care reimbursement amounts with the actual county payments to foster care providers.	High	
20	The system must track the payments of daily room and board to foster parents for federal reimbursement and recipient Title IV-E benefits.	High	X
21	The system must provide the ability to modify a rate that has been entered. If a rate has changed the system must automatically recalculate previously paid claims and adjust (+ or -) to the new rate.	High	Partial
22	The system must track reimbursements to the Public children services agency (PCSA) for purchased family foster homes, group homes, maternity homes, agency foster homes, and child residential centers (by maintenance and administrative costs). The following dimension must be able to be combined for unique reporting options:		
a.	Track by County;	High	X
b.	Track by claim type - maintenance, ancillary (clothing, graduation, administration);	High	X

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
c.	Track by provider name and provider number;	High	X
d.	Track by date of services;	High	X
e.	Track by recipient of services (child generally);	High	X
f.	Track by DYS claims;	High	
g.	Track by Title IV-E Court agreement claims; and	High	
h.	Track by Waiver county claims (e.g., ProtectOhio counties).	High	X
23	The system must provide capability for making claims for under/over payments when reconciling benefits issued by the system.	High	Partial
24	The system must provide for claiming and payment of different levels of Foster care maintenance payment (FCM) care with different rate systems (permit daily change of rate).	High	Partial
25	The system must accommodate claiming of Foster care maintenance payment (FCM) costs for any agency with an interagency Foster care maintenance payment (FCM) agreement (e.g., DYS, Juvenile court, etc.).	High	
26	The system must provide for a maximum allowable cost (e.g., initial clothing, graduation) for each child.	High	
27	The system must provide for bypassing of the normal reimbursement process for project initiatives such as ProtectOhio Counties. (Federal Title IV-E waiver)	High	
28	Based on approved rates, provide capability to determine the amount of reimbursement to counties or individuals.	High	
29	The system must provide reporting on county percent of children who are in substitute care and are program eligible for Title IV-E foster care maintenance.	High	X
30	The system must provide a quarterly report of the number of substitute care children by type of placement.	Medium	X
31	The system must link rates to a licensure file of all licensed agencies and check this before a rate is paid.	High	
32	The system must provide for separate claiming for Maintenance and Administrative costs.	High	
33	The system must alert the worker if placement setting is not reimbursable.	High	
34	The system must track AWOL and Respite Care for claiming purposes.	High	
35	The system must reject a claim if a Reasonable Efforts statement has not been recorded within 60 days of the application.	High	X
36	The system must reject a claim not in accordance with annual Reasonable Efforts Statement requirements.	High	X
37	The system must generate a notice letter to the county advising them that claim adjustments will occur in the next payment cycle anytime claims are adjusted. This notice letter must include detailed case information relating to all adjusted claims.	High	
<b>VI.C.</b>	<b><u>Adoption Assistance</u></b>		
38	The system must report and automate non-recurring adoption (NRAC) payments.	Medium	
39	The system must Report Post Adoption Special Services (PASSS) subsidy payments.	Medium	
40	The system must provide for automation of Post Adoption Special Services (PASSS) subsidy payments.	Medium	
41	The system must provide for payment of Adoption Assistance benefits and Medicaid cards prospectively for a month.	High	X
42	The system must track all adoption assistance payments (state and federal funded).	High	Partial
43	The system must support disbursements by warrant and Electronic Funds Transfer (EFT).	High	X

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
44	The system must record Electronic Funds Transfer (EFT) information such as bank account number, bank routing number, and type of account for adoption assistance.	High	X
45	The system must track whom the payee is on all disbursements authorized by the system.	High	X
46	The system must provide for retroactive payments as a result of eligibility determinations (up to two years) and as a result of a state hearing decision (may be more than two years in some cases).	High	
47	The system must automate State Adoption Maintenance Subsidy (SAMS) payments.	Medium	
48	The system must provide capability to prevent dual federal adoption assistance and State Adoption Maintenance Subsidy (SAMS) payments.	High	
49	The system must provide for documenting what private agency arranged the adoption.	Medium	
50	The system must provide reporting on the county percent of children that are receiving subsidized adoption assistance who receive Title IV-E adoption assistance.	High	X
51	The system must provide support for County detail expenditure reporting and invoicing (e.g., PASSS, Adopt Ohio) to the State.	Medium	
52	The system must provide alerts for updating termination/effective dates of all subsidy eligibility.	High	
	<b><i>FINANCIAL MANAGEMENT DATA REQUIREMENTS</i></b> <b><i>(examples - include but are not limited to the following)</i></b>		
1	Date Foster care maintenance payment (FCM) application completed		
2	Foster care maintenance payment (FCM) reimbursability established effective date		
3	Foster care maintenance payment (FCM) reimbursability terminated effective date and reason		
4	Foster care maintenance payment (FCM)/AA payment authorization		
a.	Effective date		
b.	Per diem maintenance amount		
c.	Difficulty of care per diem		
d.	Monthly maintenance amount		
e.	Difficulty of care monthly		
f.	Difficulty of care		
5	Foster care maintenance payment (FCM) facility authorization		
a.	Effective date		
b.	Facility identifier		
6	Title IV-E parent/child		
a.	Effective Title IV-E date		
b.	Parent Title IV-E number		
7	Foster care maintenance payment (FCM)/AA payment authorization termination effective date		
8	Foster care maintenance payment (FCM) facility authorized termination date		
9	Medicaid eligibility/termination dates		
10	AA Payee last and first name		
11	AA Electronic Funds Transfer requested		
a.	Effective date		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
b.	Type of account		
c.	Bank routing number		
d.	Account number		
e.	Termination effective date		
12	Sources of support for client and effective dates		
13	Termination of sources of support for client and effective dates		
14	Non Title IV-E amount of foster care or adoptive payment per diem rate		
15	Facility rates		
16	Foster care/adoption minimum/maximum rates		
17	County rate paid		
18	Benefit amount issued by state		
19	Returned benefits issuance check information		
20	Stop payment warrant number, agency fund, recipient name, warrant date, warrant amount		
21	Date county started paying		
22	Federal Financial Participation (FFP) rate for foster care maintenance (FCM) payments		
23	Name of service provider		
25	Medical card information		
26	Historical rate and payment/reimbursement information		
27	PASSS (Post Adoption Special Services Subsidy) services purchased and the reason for the purchase		
28	Private agency that arranged the adoption.		
29	ProtectOhio information		
30	Unbundled costs (e.g. administration, maintenance, Medicaid, non-reimbursable)		
31	Information necessary to manage and maintain contracts such as managed care contracts		
32	ESAA benefit information		
33	PRC benefit information		
34	Kinship Care benefit information		
VII.	<u>ADMINISTRATION REQUIREMENTS NARRATIVE</u>		
	This Administration function incorporates procedures for ensuring support for efficient management as well as reliable and accurate operation of the system along with staff assignment and workload management.		
	The system must capture employee data including name, employee number and office along with minimal demographic information. The system must support caseload management and provide the capability to produce prioritized alerts.		
	With regard to reporting, the system must provide hardcopy and electronic reports as needed. This includes Federal and State reporting, (Adoption and Foster Care Analysis Reporting System (AFCARS), Outcome Measures for Ohio's QA process, etc.). Providing a set of standard reports as well as an ad-hoc reporting tool is required.		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
	The system must provide security measures to safeguard hardware, software applications, telecommunications, and data from damage, destruction, loss, fraud, abuse; contingency and disaster recovery plans that are tested and ready; ability to correct and archive cases as necessary; on-line policy/procedures manuals, system user manuals and field help screens where applicable.		
VII.	<b>ADMINISTRATION PROCESSING REQUIREMENTS</b>	Priority	Legacy
VII.A.	<b>Staff Management</b>		
1	The system must provide for input (some fields may be optional), maintenance, and query of employee data such as:		
a.	Name;	High	X
b.	Gender;	Low	
c.	Ethnicity and race;	Low	
d.	Results of BCI (background criminal investigation) checks;	High	
e.	Education/training;	High	
f.	Language proficiencies;	Medium	
g.	Agency of employment;	High	
h.	Job title;	High	
i.	Supervisor name; and	High	
j.	License type (could be multiples), date, expiration date, current/not current indicator.	Medium	
2	The system must provide for identifying on-call staff.	Medium	
3	The system must provide for tracking cases assigned and maintain a history for each caseworker.	High	Partial
4	The system must be able to assign cases individually to a worker(s), or assign multiple or all cases from one caseworker to another caseworker.	High	
5	The system must automatically assign the supervisor when a caseworker assignment has been made. This permits routine supervisory coverage.		
6	The system must provide capability for a supervisor to give one worker's access rights to another. This would provide for an individual's workload to be monitored/managed by another employee(s) while that individual is out of the office.	High	
7	The system must support management planning including generating on-line and hardcopy workload reports for supervisors including maintenance of supervisory conference notes within the system.	Medium	
8	The system must support decision making process in:		
a.	Assignment of cases to workers;	Low	
b.	Helping workers manage their own caseload by providing "to do;" and	Medium	
c.	Prioritizing alerts to appropriate workers;	Low	
9	The system must provide appropriate alerts to ensure that all review functions and requirements are completed on schedule such as:		
a.	Alerting supervisor when a case(s) needs to be assigned;	High	
b.	Alerting caseworker that a case(s) has been assigned to them; and	High	
c.	Alerting caseworker to update a profile(s).	Low	
10	The system must provide on-line policy/procedures information with search capability, and provide for hardcopy print in whole or in part.	Low	
11	The system must support tracking and monitoring of training for employees, staff, providers and foster parents.	High	

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
12	The system must provide capability to input, maintain and query foster and adoptive provider required training information including generation of required notification letters and access/links to licensing and "Resource Directory."	High	
<b>VII.B. Reporting</b>			
13	The system must support a process for printing reports without identifying information such as name, address, Social Security number, date of birth, etc.	Medium	
14	The system must support Central Registry requirements such as maintaining and expunging identifying information while maintaining the integrity of the data for county use.	High	
15	The system must generate required State and Federal reports in either paper or electronic formats as required (e.g., Adoption and Foster Care Analysis Reporting System (AFCARS), Child Protection Oversight and Evaluation (CPOE), National Child Abuse and Neglect Data System (NCANDS), Form ODJFS 4262 (Title IV-E report), and federal Chafee reporting requirements). Where applicable, the system must capture historical information necessary to produce the reports (i.e. AFCARS).	High	X
16	The system must provide reporting on the county percent of children that are receiving subsidized adoption assistance who receive Title IV-E adoption assistance.	High	X
17	The system must provide capability to produce standard and ad hoc management reports such as:		
a.	Workload status (case load, pending issues);	Medium	
b.	Client/case status;	High	
c.	Performance factors; and	Medium	
d.	Outcome measures.	High	
18	Provide capability to produce administrative reviews, notices, documents and forms.	High	
19	The system must provide capability to produce statistical reports needed to assist in the analysis of all programs.	Medium	
20	The system must provide for a random sampling algorithm at the local level for Quality Assurance purposes.	Medium	
21	The system must capture random moment sampling data for federal claiming purposes.	Low	
22	The system must provide on-line facsimiles of existing forms, reports and letters currently included in the family, children and adult services (FCAS) manual.	Medium	
<b>VII.C. Administrative Support</b>			
23	The hardware, telecommunications network, software applications and data must be secured to protect from damage, destruction and loss, as well as fraud and abuse.	High	X
a.	Hardware server must only be accessible by and to appropriate staff members.	High	X
b.	Telecommunications hardware and software must only be accessible by appropriate technical staff.	High	X
c.	The system must provide for different levels of security for county Public children services agency (PCSA) workers based on their worker role and access needs	High	X
d.	Access to the application must be controlled by application logon control with user ID, password.	High	X
e.	The system must provide for screen and field level security.	High	
f.	The system must support database field level security for caseworker ad hoc reporting.	Medium	
24	Contingency plans and disaster recovery plans must be prepared and regularly tested and readied in case of an emergency.	High	X

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
25	The system must provide for customization of access rights at the county level to handle the various ways responsibilities are distributed among workers.	High	
26	The system must provide an audit trail for any updated/added data capturing network logon ID and date/time.	High	
27	The system must provide for county query capabilities on audit trail information.	Medium	
28	The system must provide for on-line help at the screen and field levels.	High	Partial
29	The system must provide capability for correcting and archiving cases as needed.	High	
30	The system must provide capability to track time worked at the task level. For example, in order to capture the time it takes to complete cases, information such as type of case, worker, task type, task, hours to complete would be tracked.	Medium	
31	The system must provide for statistical reporting that will support workload and cost analysis by task, case, and worker.	Medium	
		Low	
	<b>ADDITIONAL EXPECTED ALERTS NOT OTHERWISE STATED (examples – other alerts may be identified during design)</b>		
	<p>The system must notify the supervisor to create an employee record (employee has been entered, but further professional information has not been recorded).</p> <p>The system must notify the supervisor that a recorded Employee does not have a completed BCII Check recorded.</p> <p>The system must notify the supervisor that an Employee FBI Check is required.</p> <p>The system must notify supervisor and worker that an Employee licensure status is about to expire.</p> <p>The system must notify supervisor and worker that an Employee licensure status has expired.</p> <p>The system must alert supervisor that a case assigned to their section has not been assigned to a worker and is pending.</p> <p>The system must notify supervisor and worker when a family/case has been assigned to them.</p> <p>The system must notify the supervisor and worker when access to the family/case has been granted to them.</p>		
	<b>ADMINISTRATIVE DATA REQUIREMENTS (examples - include but are not limited to the following)</b>		
	<b><u>Staff Management</u></b>		
1	Worker demographic information		
2	Supervisor ID		
3	Case worker ID		
4	Case worker job title		
5	Case worker's years of service		
6	Case assignments to each worker		
7	Counts by worker for case type, case category		
8	Date and time each case is assigned		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
9	Date and time case is transferred/closed		
10	Planned worker task hours		
11	Actual worker task hours		
	<b><i>Reporting</i></b>		
12	Need access to all data elements captured for reporting purposes. Report requirements include:		
a.	AFCARS - Adoption and Foster Care Analysis - Federal/semi-annual;		
b.	NCANDS - National Child Abuse and Neglect Data System - Federal/annual;		
c.	CAPTA - Child Abuse Prevention and Treatment Act - Federal/annual;		
d.	Various data for Titles IV-E and IV-B - Federal/annual;		
e.	Comprehensive Child and Family Services Plan and Service Report - State/semi-annual;		
f.	CPOE - Child Protection Oversight and Evaluations 24+ indicators - State/semi-annual;		
g.	ProtectOhio placement days - State/quarterly;		
h.	Adopt OHIO vendor - State/quarterly;		
i.	ASFA for county- State/quarterly;		
j.	Ad hoc reports via Directors office, OCF, media, legislators, budget, county requests, auditors office - State/upon request; and		
k.	Program Evaluation data - State/upon request.		
VIII.	<u>INTERFACES REQUIREMENTS NARRATIVE</u>		
	The interface function provides for electronic transfer of data between the SACWIS system and other systems. The data being transferred is used for verification/updates of client information, requesting benefits issuance, and sharing information for various reasons. SACWIS must interface with:		
	1. CRIS (Benefits Issuance)		
	2. CRIS-E (Title IV-A)		
	3. MMIS (Medicaid)		
	4. SETS (Child Support System)		
	5. Ohio Bureau of Criminal Identification and Investigation (WEBCHECK system)		
	6. ODJFS Central Accounting System		
VIII.	<b><i>INTERFACES PROCESSING REQUIREMENTS</i></b>	Priority	Legacy
1	The system must provide for an ongoing and regular electronic data interface with the Title XIX (Medicaid) system regarding child welfare case eligibility information for medical coverage.	High	X
2	The system must provide electronic data interfaces with the Title IV-D (Child Support Enforcement) and Title IV-A (CRIS-E) to share placement, eligibility and demographic information.	Medium	
2	The system must interface with Ohio Bureau of Criminal Identification and Investigation by receiving, for SACWIS storage purposes, the resulting investigation information from the WEBCHECK system.	Medium	
3	The system must interface with the ODJFS Central Accounting System.	High	
4	The system must interface to the CRIS (benefits issuance) system to provide for the issuance of auxiliary medical cards, monthly medical cards, and the issuance of cash benefits via warrant or EFT. These benefits may require expedited processing over and above a regular batch cycle.	High	X

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
5	The system must receive information from CRIS (benefits issuance) system detailing the status of benefits.	High	X
6	The system must generate an interface to the CRIS (benefits issuance) system to provide for the pre-note process for EFT disbursements.	High	X
7	The system must generate an interface to the MMIS/RMF files when certain client data changes such as: social security number, date of birth, child name, race, gender, child eligibility status, and child placement status.	High	X
8	The system must provide for timely updates to the Recipient Master File (RMF) so that Medicaid eligibility can be established within 24 hours with a 72 hour maximum.	High	
9	The system must generate and interface to the SACWIS system from MMIS of any SACWIS rejected data elements or transactions for issuance of a Medical Card for a child welfare client.	High	
10	The system must provide for an interface with both CRIS-E and MMIS systems to ensure a continuous Medicaid number for the child.	High	
11	The system must provide, at the county level, the capability to print a copy of medical cards for use until the official card is received.	High	
12	The system must provide easy transfer to CRIS-E, SETS, MMIS from SACWIS for query purposes.	Medium	
13	The system must provide capability to query other ODJFS (i.e. SETS, CRIS-E, MMIS) databases in order to provide for customized query(s) of information for SACWIS.	Low	
	<b><i>INTERFACE DATA REQUIREMENTS</i></b> <b><i>(examples - include but are not limited to the following)</i></b>		
	This section describes, in general, what data will interface between systems. Detail data elements such as child's name, address, SSN, funding source, etc would need to be transferred where applicable.		
1	CRIS (Benefits Issuance) <b>TO</b> SACWIS		
a.	- Child's payment/benefit information (to avoid duplication of payment)		
2	SACWIS <b>TO</b> CRIS (Benefits Issuance)		
a.	- Child eligibility information		
3	CRIS-E (Title IV-A (public assistance)) <b>TO</b> SACWIS		
a.	Need the choice to populate SACWIS database from CRIS-E with the following fields:		
b.	- Family identifying information		
c.	- ADC relatedness information		
d.	- Medicaid number		
e.	- Case worker		
4	Viewing needs for information <b>FROM</b> CRIS-E system:		
a.	- Child/Child's family eligibility for public assistance		
b.	- Child/Child's family benefit amount		
c.	- Income information		
5	SACWIS <b>TO</b> CRIS-E (Title IV-A (public assistance))		
a.	- Intention to reunify within 6 months		
b.	- Notification that child was taken into custody		
c.	- Change in custody (what type of custody, and who has custody)		
d.	- Trial home visit		
6	MMIS (Medicaid) <b>TO</b> SACWIS		

No.	<u>GENERAL SYSTEM REQUIREMENTS</u>	Priority	Legacy
a.	- Medical eligibility span and MMIS span rejections		
b.	- HMO Medicaid number		
7	Viewing needs for information <b>FROM</b> MMIS system:		
a.	- Address where card was mailed		
8	SACWIS <b>TO</b> MMIS (Medicaid)		
a.	- Medical eligibility span		
b.	- HMO enrollment/disenrollments		
c.	- Eligibility transfer status		
d.	- Address of child's living arrangement		
9	SETS (Child Support) <b>TO</b> SACWIS		
a.	- Notification of child support benefits for a child taken into custody, benefit amount, date order issued		
b.	- Paternity establishment status and name & address if known		
c.	- Family identifying information.... with choice to populate SACWIS database		
10	Viewing needs for information <b>FROM</b> SETS system:		
a.	- Payer of child support		
b.	- Paternity test list (date, name, result)		
11	SACWIS <b>TO</b> SETS (Child Support)		
a.	- Notification that a child was taken into custody		
b.	- Notification of custody status change (who, type and date)		
c.	- IV-E eligibility and reimbursability status		
12	SACWIS <b>TO</b> Central Accounting:		
a.	Information for Title IV-E Admin		
b.	Information for claiming/reporting expenses under other programs		
13	BCII WEBCHECK <b>TO</b> SACWIS:		
a.	Results of the criminal record check		