

Ohio SACWIS Project

**CM20d Record Child Adoption
Placement Decision Process (UC436)**

Version 1.0

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Revision Log

Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
1.0	05/14/2005	A/D/C	Jitendra Nevgi	All	Pre-JAD Version

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1 Description

This use case will include the documentation of the placement staffing process and selection of families for a child. This will include documentation of MEPA regulation considerations in selecting an adoptive placement for the child.

2 Characteristic Information



Name	CM20d Record Child Adoption Placement Decision Process (UC436)
Scope	Business – Case Management 
Level	Primary Function 
Actors	<ol style="list-style-type: none"> 1. Worker 2. Supervisor 3. Adoption Worker
Supporting Actors	N/A
Stakeholders and Interests	PCSA's, PCPA's, ODJFS, PNA's
Pre-conditions	<ol style="list-style-type: none"> 1. The Case and case participant(s), have been established as selectable entities within OH SACWIS 2. An adoption case has been created for the child. 3. The System has provided potential matches results based on the search criteria.
Post-conditions	The System documents the placement staffing services and selection of families for a child.
Trigger(s)	The actor requests the system to document the placement staffing services and selection of families for a child.
Requirements Addressed	274.5, 274.6, 348, 363, 214, 723.1, 461, 487, 487.1

Figure 1 – CM20d Record Child Adoption Placement Decision Process (UC436)

3 Basic Flow

3.1 Usage Examples and Narratives

Scenario 1: Access and record the child adoption placement decision process

Scenario 2: Record the Pre-Adoptive Staffing information

Scenario 3: Record Pre-Adoptive Staffing Participant(s)

Scenario 4: Record Adoptive Child Information

Scenario 5: Record Child's Need

Scenario 6: Record Pre-Adoptive Staffing Summary.

Scenario 7: Record Part One Distribution Information

Scenario 8: Record the Matching Conference information

Scenario 9: Record Match Conference Planning information

Scenario 10: Record Families Considered information

Scenario 11: Record Matching Chart information

Scenario 12: Record Placement decision information

Scenario 13: Update the existing Pre-Adoptive Staffing information

Scenario 14: View the existing Pre-Adoptive Staffing information

Scenario 15: Delete the existing Pre-Adoptive Staffing information

Scenario 16: Update the existing Matching Conference information

Scenario 17: View the existing Matching Conference information ?????

Scenario 18: Delete the existing Matching Conference information????

3.2 Main Success Scenarios

Scenario 1: Access and record the child adoption placement decision process

1. The actor accesses a case from either:
 - Via workload using **CFxxx – View Workload**
 - Via IN09 - Find a case
2. The actor chooses to navigate to the Placement Decision Process page by selecting the Placement Decision/Staffing hyperlink on the Case Overview page or the Member Details Page.
3. The System presents the Placement Decision Process page.
4. The actor optionally executes one of Scenarios 2, 8, 13, 14, 15, 16, 17 or 18.
5. The actor requests System to close the Placement Decision Process page.
6. The System closes the Placement Decision Process page and returns the actor to the page (Case Overview page or the Member Details Page) from where he/she navigated.
7. Use Case Completed Successfully.

Alternate Flows:

There are no Alternate Flows for this scenario.

Scenario 2: Record the Pre-Adoptive Staffing information

1. The actor selects the “Add” button on the Placement Decision Process page to create a new Pre-Adoptive Staffing record.
2. The System presents a page to select the child for creating a new pre-adoptive staffing record. (Note: This page is displayed only when the Initial Pre-Adoptive Staffing Information record is created for a child. There will be one initial Pre-Adoptive staffing record for a child and updates after that.)
3. The actor enters information in the data fields present on the current page and elects to select the “OK” button to record the Pre-Adoptive Staffing information.
4. The system presents the page for recording the Pre-Adoptive Staffing information with Pre-Adoptive Staffing Participant(s) as the default Tab.
5. The actor elects to enter the Pre-Adoptive Staffing information by executing Scenarios 3, 4, 5, 6 and 7.
6. Return to MSS1, step 5

Alternative flows for Scenario 2:

- 3.a *The actor opts to cancel the information entered.*
 - 3a.1 *The system presents a confirmation message asking the user to confirm the request to cancel*
 - 3a.2 *The user continues with the cancellation.*
 - 3a.2a *The user aborts the cancel.*

3a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

3a.2a.2 Return to MSS 2, step 3

3a.3 The system closes the current page and returns the actor to the Placement Decision Process page.

3a.4 Use Case Completed Successfully.

Scenario 3: Record Pre-Adoptive Staffing Participant(s)

1. The actor requests the system to present the page for recording the Pre-Adoptive Staffing Participant(s).
2. The system presents the page for recording the Pre-Adoptive Staffing Participant(s).
3. The actor elects to add the participant invited to attend the initial Pre-Adoptive Staffing.
4. The system presents the page to add the Pre-Adoptive Staffing Participant(s).
5. The actor enters the Participant Name or completes a person search (Refer to PM01 Use case). The actor enters information in the data fields present and opts to select the "OK" button. (Note - About 60% of the persons attending the staffing will be known to SACWIS, the others will be external participants).
6. The system Caches the data entered and navigates back to the page from where he/she navigated.
7. The actor opts to apply the newly entered information.
8. The system accepts the newly entered information.
9. The system optionally executes Scenarios 4, 5, 6, 7.
10. The actor requests the system to close the current page.
11. The system closes the current page, and returns the actor to the Placement Decision Process page with the newly created record displayed in the grid.
12. Return to MSS1, step 5

Alternative flows for Scenario 3:

5.a The actor opts to cancel the changes.

5a.1 The system presents a confirmation message asking the user to confirm the request to cancel

5a.2 The user continues with the cancellation.

5a.2a The user aborts the cancel.

5a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

5a.2a.2 Return to MSS 3, step 5

5a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the page from where he/she navigated.

5a.4 Use Case Completed Successfully

7.a The actor opts to cancel the changes.

7a.1 The system presents a confirmation message asking the user to confirm the request to cancel

7a.2 The user continues with the cancellation.

7a.2a The user aborts the cancel.

7a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

7a.2a.2 Return to MSS 3, step 3

7a.3 The system closes the current page, the new changes are not saved, and returns the actor to the Placement Decision Process page.

7a.4 Use Case Completed Successfully.

7b. The actor opts to save the record.

7b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page with the newly created record displayed in the grid..

7b.2 Use Case Completed Successfully.

Scenario 4: Record Adoptive Child Information

1. The actor requests the system to present the page for recording the Adoptive Child Information.
2. The system presents the page for recording the Adoptive Child Information.
3. The actor enters information in the data fields present on the Adoptive Child Information page.
4. The actor opts to apply the newly entered information
5. The system accepts the newly entered information.
6. The system optionally executes Scenarios 3, 5, 6, 7.
7. The actor requests the system to close the current page.
8. The system closes the current page, and returns the actor to the Placement Decision Process page with the newly created record displayed in the grid.
9. Return to MSS1, step 5.

Alternative flows for Scenario 4:

4.a The actor opts to cancel updating the record.

4a.1 The system presents a confirmation message asking the user to confirm the request to cancel

4a.2 The user continues with the cancellation.

4a.2a The user aborts the cancel.

4a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

4a.2a.2 Return to MSS 4, step 4

4a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the Placement Decision Process page.

4a.4 Use Case Completed Successfully.

4b. The actor opts to save the record.

4b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page with the newly created record displayed in the grid..

4b.2 Use Case Completed Successfully.

Scenario 5: Record Child's Need

1. The actor requests the system to present the page for recording the Child's Need.
2. The system presents the page for recording the Child's Need.
3. The actor enters information in the data fields present on the Child's Need page.
4. The actor opts to apply the newly entered information
5. The system accepts the newly entered information.
6. The system optionally executes Scenarios 3, 4, 6, 7
7. The actor requests the system to close the current page.
8. The system closes the current page, and returns the actor to the Placement Decision Process page with the newly created record displayed in the grid.
9. Return to MSS1, step 5.

Alternative flows for Scenario 5:

4.a The actor opts to cancel updating the record.

4a.1 The system presents a confirmation message asking the user to confirm the request to cancel

4a.2 The user continues with the cancellation.

4a.2a The user aborts the cancel.

4a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

4a.2a.2 Return to MSS 5, step 4

4a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the Placement Decision Process page.

4a.4 Use Case Completed Successfully.

4b. The actor opts to save the record.

4b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page with the newly created record displayed in the grid..

4b.2 Use Case Completed Successfully.

Scenario 6: Record Pre-Adoptive Staffing Summary

1. The actor requests the system to present the page for recording the Pre-Adoptive Staffing Summary.
2. The system presents the page for recording the Pre-Adoptive Staffing Summary.
3. The actor enters information in the data fields present on the Pre-Adoptive Staffing Summary page.
4. The actor opts to apply the newly entered information
5. The system accepts the newly entered information.
6. The system optionally executes Scenarios 3, 4, 5, 7
7. The actor requests the system to close the current page.
8. The system closes the current page, and returns the actor to the Placement Decision Process page with the newly created record displayed in the grid.
9. Return to MSS1, step 5.

Alternative flows for Scenario 6:

- 4.a The actor opts to cancel updating the record.*
 - 4a.1 The system presents a confirmation message asking the user to confirm the request to cancel*
 - 4a.2 The user continues with the cancellation.*
 - 4a.2a The user aborts the cancel.*
 - 4a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.*
 - 4a.2a.2 Return to MSS 6, step 4*
 - 4a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the Placement Decision Process page.*
 - 4a.4 Use Case Completed Successfully.*
- 4b. The actor opts to save the record.*
 - 4b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page with the newly created record displayed in the grid..*
 - 4b.2 Use Case Completed Successfully.*

Scenario 7: Record Part One Distribution Information

1. The actor requests the system to present the page for recording the Part One Distribution Information.
2. The system presents the page for recording the Part One Distribution Information.
3. The actor elects to add the individual to whom the Part One – JFS 01689 is sent.
4. The system presents the page to add the individual to whom the Part One – JFS 01689 is sent.
5. The actor enters the Participant Name or completes a person search (Refer to PM01 Use case). The actor enters information in the data fields present and opts to select the “OK” button.
6. The system Caches the data entered and navigates back to the page from where he/she navigated.
7. The actor opts to apply the newly entered information.
8. The system accepts the newly entered information.
9. The system optionally executes Scenarios 3, 4, 5, 6.
10. The actor requests the system to close the current page.
11. The system closes the current page, and returns the actor to the Placement Decision Process page with the newly created record displayed in the grid.
12. Return to MSS1, step 5

Alternative flows for Scenario 7:

5.a The actor opts to cancel the changes.

5a.1 The system presents a confirmation message asking the user to confirm the request to cancel

5a.2 The user continues with the cancellation.

5a.2a The user aborts the cancel.

5a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

5a.2a.2 Return to MSS 7, step 5

5a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the page from where he/she navigated.

5a.4 Use Case Completed Successfully

7.a The actor opts to cancel the changes.

7a.1 The system presents a confirmation message asking the user to confirm the request to cancel

7a.2 The user continues with the cancellation.

7a.2a The user aborts the cancel.

7a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

7a.2a.2 Return to MSS 7, step 7

7a.3 The system closes the current page, the new changes are not saved, and returns the actor to the Placement Decision Process page.

7a.4 Use Case Completed Successfully.

7b. The actor opts to save the record.

7b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page with the newly created record displayed in the grid..

7b.2 Use Case Completed Successfully.

Scenario 8: Record the Matching Conference information

1. The actor requests the system to present the Matching Conference History page by selecting the Matching Conference hyperlink on the Placement Decision Process page.
2. The system presents the Matching Conference History page.
3. The actor selects the “Add” button on the Matching Conference History page to create a new Matching Conference record.
4. The System presents a page to select the child for whom the match conference is being scheduled.
5. The actor enters information in the data fields present on the current page and elects to select the “OK” button to record the Matching Conference information.
6. The system presents the page for recording the Matching Conference information.
7. The actor elects to enter the Matching Conference information by executing Scenarios 9, 10, 11 and 12.
8. Return to MSS1, step 5

Alternative flows for Scenario 8:

5.a The actor opts to cancel the information entered.

5a.1 The system presents a confirmation message asking the user to confirm the request to cancel

5a.2 The user continues with the cancellation.

5a.2a The user aborts the cancel.

5a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

5a.2a.2 Return to MSS 8, step 5

5a.3 The system closes the current page and returns the actor to the Matching Conference History page.

5a.4 Use Case Completed Successfully.

Scenario 9: Record Match Conference Planning information

1. The actor requests the system to present the page for recording the Match Conference Planning Information.
2. The system presents the page for recording the Match Conference Planning Information.
3. The actor enters the information on the current page and elects to add the participant invited to attend the Match Conference.
4. The system presents the page to add the Match Conference Participant(s).
5. The actor enters the Participant Name or completes a person search (Refer to PM01 Use case). The actor enters information in the data fields present and opts to select the “OK” button.
6. The system Caches the data entered and navigates back to the page from where he/she navigated.
7. The actor opts to apply the newly entered information.
8. The system accepts the newly entered information.
9. The system optionally executes Scenarios 10, 11, 12.
10. The actor requests the system to close the current page.
11. The system closes the current page, and returns the actor to the Placement Decision Process page displaying the Match Conference History.
12. Return to MSS1, step 5

Alternative flows for Scenario 9:

5.a The actor opts to cancel the changes.

5a.1 The system presents a confirmation message asking the user to confirm the request to cancel

5a.2 The user continues with the cancellation.

5a.2a The user aborts the cancel.

5a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

5a.2a.2 Return to MSS 9, step 5

5a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the page from where he/she navigated.

5a.4 Use Case Completed Successfully

7.a The actor opts to cancel the changes.

7a.1 The system presents a confirmation message asking the user to confirm the request to cancel

7a.2 The user continues with the cancellation.

7a.2a The user aborts the cancel.

7a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

7a.2a.2 Return to MSS 9, step 7

7a.3 The system closes the current page, the new changes are not saved, and returns the actor to the Placement Decision Process page displaying the Match Conference History.

7a.4 Use Case Completed Successfully.

7b. The actor opts to save the record.

7b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page displaying the Match Conference History.

7b.2 Use Case Completed Successfully.

Scenario 10: Record Families Considered information

1. The actor requests the system to present the page for recording information about the Families Considered for Matching.
2. The system presents the page for recording information about the Families Considered for Matching. (Note – This page consists of the List of Potential Families brought over from the automated match (Refer CM20c Use Case).)
3. The actor elects to “Edit” the information about the Families Considered for Matching. (Note – If there is no Information in the Families Considered grid then the actor optionally executes MSS 10, AF 3a)
4. The system presents the page to edit the information about the Families Considered for Matching.
5. The actor enters information in the data fields present and opts to select the “OK” button.
6. The system Caches the data entered and navigates back to the page from where he/she navigated.
7. The actor opts to apply the newly entered information.
8. The system accepts the newly entered information.
9. The system optionally executes Scenarios 9, 11, 12.
10. The actor requests the system to close the current page.
11. The system closes the current page, and returns the actor to the Placement Decision Process page displaying the Match Conference History.
12. Return to MSS1, step 5

Alternative flows for Scenario 10:

- 3a. *The actor opts to Add Families that have expressed interest*
 - 3a.1 *The system presents the page for editing the information about the Families Considered for Matching. (Same page as step 4 above)*
 - 3a.2 *The actor Performs the Provider Search (Refer PM03 Use Case) and brings back the Provider Name, Address and Recommending Agency Information.*
 - 3a.3 *Execute steps 5 to 7 of MSS 10*
 - 3a.4 *The system accepts the newly entered information with the newly created record displayed in the Families Considered grid.*
 - 3a.5 *Return to MSS 10 step 9*
- 5.a *The actor opts to cancel the changes.*
 - 5a.1 *The system presents a confirmation message asking the user to confirm the request to cancel*
 - 5a.2 *The user continues with the cancellation.*
 - 5a.2a *The user aborts the cancel.*

5a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

5a.2a.2 Return to MSS 10, step 5

5a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the page from where he/she navigated.

5a.4 Use Case Completed Successfully

7.a The actor opts to cancel the changes.

7a.1 The system presents a confirmation message asking the user to confirm the request to cancel

7a.2 The user continues with the cancellation.

7a.2a The user aborts the cancel.

7a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

7a.2a.2 Return to MSS 10, step 7

7a.3 The system closes the current page, the new changes are not saved, and returns the actor to the page for recording information about the Families Considered for Matching.

7a.4 Use Case Completed Successfully.

7b. The actor opts to save the record.

7b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page displaying the Match Conference History.

7b.2 Use Case Completed Successfully.

Scenario 11: Record Matching Chart information

1. The actor requests the system to present the page for recording the Matching Chart Information.
2. The system presents the page for recording the Matching Chart Information.
3. The actor requests the system to enter the Matching Chart Information by selecting the Need(s) of Child items and/or Adoptive/Foster Family Factors.
4. The system displays the Matching Chart Details page.
5. The actor enters information in the data fields present on the Matching Chart Details page.
6. The actor optionally requests the system to present a page for entering the Comments.
7. The system optionally presents the page for entering Comments.
8. The actor optionally enters the comments and selects the OK button.
9. The system caches the data and returns back to the Matching Chart page.
10. The actor opts to apply the newly entered information
11. The system accepts the newly entered information.
12. The system optionally executes Scenarios 9, 10, 12.
13. The actor requests the system to close the current page.
14. The system closes the current page, and returns the actor to the Placement Decision Process page displaying the Match Conference History.
15. Return to MSS1, step 5

Alternative flows for Scenario 11:

10.a The actor opts to cancel updating the record.

10a.1 The system presents a confirmation message asking the user to confirm the request to cancel

10a.2 The user continues with the cancellation.

10a.2a The user aborts the cancel.

10a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

10a.2a.2 Return to MSS 11, step 10

10a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the Placement Decision Process Page displaying the Match Conference History.

10a.4 Use Case Completed Successfully.

10b. The actor opts to save the record.

10b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page displaying the Match Conference History.

10b.2 Use Case Completed Successfully.

Scenario 12: Record Placement decision information

1. The actor requests the system to present the page for recording the Placement Decision information.
2. The system presents the page for recording the Placement Decision information.
3. The actor enters information in the data fields present on the Placement Decision information page.
4. The actor opts to apply the newly entered information
5. The system accepts the newly entered information.
6. The system optionally executes Scenarios 9, 10, 11.
7. The actor requests the system to close the current page.
8. The system closes the current page, and returns the actor to the Placement Decision Process page displaying the Match Conference History.
9. Return to MSS1, step 5

Alternative flows for Scenario 12:

4.a The actor opts to cancel updating the record.

4a.1 The system presents a confirmation message asking the user to confirm the request to cancel

4a.2 The user continues with the cancellation.

4a.2a The user aborts the cancel.

4a.2a.1 The system closes the confirmation message and returns the user to the data entry page displaying the data that had been entered.

4a.2a.2 Return to MSS 12, step 4

4a.3 The system closes the data entry page, the new changes are not saved, and returns the actor to the Placement Decision Process Page displaying the Match Conference History.

4a.4 Use Case Completed Successfully.

4b. The actor opts to save the record.

4b.1 The system accepts the record, closes the current data entry page, and returns the actor to the Placement Decision Process Page displaying the Match Conference History.

4b.2 Use Case Completed Successfully.

Scenario 13: Update the existing Pre-Adoptive Staffing information

1. The actor requests the system to “Edit” selected Pre-Adoptive Staffing record on the Placement Decision Process page.
2. The system presents the Pre-Adoptive Staffing page with Pre-Adoptive Staffing Participant(s) as the default Tab.
3. The actor optionally enters information in the data fields present on the Pre-Adoptive Staffing Participant(s) page.
4. Return to MSS3, step 7

Alternative flows for Scenario 13:

There are no Alternate Flows for this scenario.

Scenario 14: View the existing Pre-Adoptive Staffing information

1. The actor requests the system to “View” selected Pre-Adoptive Staffing record on the Placement Decision Process page.
2. The system presents the Pre-Adoptive Staffing page with Pre-Adoptive Staffing Participant(s) as the default Tab in view mode.
3. The actor views the record.
4. The actor optionally requests the system to present the Adoptive Child Information page.
5. The system presents the Adoptive Child Information page in view mode.
6. The actor views the record.
7. The actor optionally requests the system to present the Child Need(s) Information page.
8. The system presents the Adoptive Child Need(s) Information page in view mode.
9. The actor views the record.
10. The actor optionally requests the system to present the Pre-Adoptive Staffing Summary page.
11. The system presents the Pre-Adoptive Staffing Summary page in view mode.
12. The actor views the record.
13. The actor optionally requests the system to present the Part One Distribution Information page in view mode.
14. The system presents the Part One Distribution Information page in view mode.
15. The actor views the record and requests to close the current page.
16. The system closes the current page and returns the actor to the Placement Decision Process page.
17. Return to MSS1, step 5

Alternative flows for Scenario 14:

There are no Alternate Flows for this scenario.

5 Important and Required Fields

6 Special Requirements

7 Notes, Background Information, Worker Interface Ideas

The Match Results should be displayed as blank fields prior to the initial search being conducted.