

Ohio SACWIS Project

CM07 Record Removal Information

Version 2.1

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Prepared for:



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Revision Log

Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
1.0	08/11/2004		Caroline Roy		Initial version
1.1	08/09/2004	A/D/C	M. Stubbs	All	Amended Version
1.2	08/20/2004		S. Graham		Revision
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1.7	10/25/2004		C. Roy		RRD Session
2.0	11/15/2004		Caroline Roy		RRD Final Version
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1 Description

This use case describes the processes regarding the recording of the initial removal span for a child who is being removed from his/her home. The closure of the removal span is recorded when the child is removed from his/her placement and placed back to his/her home or emancipated.

Definition:

Removal Span (Initial): The number of days between the initial removal date and e.g. custody termination or reunification.

2 Characteristic Information



Name	CM07 Record Removal Information (UC318)
Scope	 Business – Case Management
Level	 - Primary Task
Actor(s)	<p>Caseworker - A generic term for an agency employee who can be assigned to tasks that are common to all caseworkers.</p> <p>Worker - This is a generic term for someone with general access to SACWIS having the capability to read and perform tasks that all employees will be able to perform.</p>
Stakeholders and Interests	<ol style="list-style-type: none"> 1. Provider 2. Child(ren) 3. Parent/guardian/custodian 4. Guardian ad litem 5. Court appointed special advocate 6. Child's substitute care giver 7. Kin/relative who is providing care for the child 8. The pre-adoptive parent 9. Child's attorney 10. Court 11. Tribal- Extended family (ICWA) 12. Service Providers 13. PCPA's 14. ODJFS <p>Note: See definitions/names in Resource to match with this list.</p>
Pre-conditions	Custody information has been recorded for the child in the Legal Status area of OH SACWIS.
Post-conditions	Removal information has been updated.
Trigger(s)	The Caseworker requests the System present the Removal Information List Page for the selected Child.
Requirements Addressed	RFP353 RFP363,RFP723.9

Figure 1 - Characteristic Information

3 Basic Flow

3.1 Usage Examples and Narratives

Example 1: Caseworker needs to add removal information.

Example 2: Caseworker needs to edit removal information.

Example 3: Caseworker needs to copy removal information.

Example 4: Caseworker needs to delete removal information.

Example 5: Worker wishes to view removal information.

3.2 Main Success Scenarios

Scenario 1: Add Removal Information Record

1. Caseworker selects Case Member to which the removal information applies.
2. Caseworker requests System add Removal Information record.
3. System presents Removal Information record in edit mode.
4. Caseworker enters information.
5. Caseworker optionally executes Scenario 6.
6. Caseworker optionally requests System present Removal Circumstances page.
7. System optionally presents Removal Circumstances page.
8. Caseworker optionally enters information.
9. Caseworker requests System save information.
10. System validates and saves information, returns to Removal Information List page.

Scenario 2: Edit Removal Information Record

1. Caseworker requests System edit Removal Information record.
2. System presents Removal Information record in edit mode.
3. Repeat Steps 4-10 of Scenario 1.

Scenario 3: Copy Removal Information Record

1. Caseworker selects Case Member to which the removal information applies.
2. Caseworker requests System copy selected Removal Information Record.
3. System presents Removal Information record in edit mode pre-filled with information from the selected record.
4. Repeat Steps 4-10 of Scenario 1.

Scenario 4: Delete Removal Information Record

***Note: This function is only available when the record is in 'Draft' status.**

1. Caseworker requests System delete selected Removal Information Record from Initial Removal Information Record list.
2. System asks user “Are you sure you want to delete this Removal Information Record, OK or Cancel?”
3. Caseworker selects ‘OK’.
4. System deletes the selected Removal Information Record from Initial Removal Information Record list.

Scenario 5: View Removal Information Record

1. Worker requests System display selected Removal Information record.
2. System presents Removal Information record in view mode.
3. Worker views information.
4. Worker optionally requests System display Removal Circumstances page.
5. System optionally presents Removal Circumstances page.
6. Worker optionally views page.
7. Worker requests System close page.
8. System closes page and returns to the Removal Information List page.

Scenario 6: Link Legal Status Record to Removal Record

1. Caseworker requests System link Legal Status record to removal record.
2. System presents Legal Status List Page of the selected child.
3. Caseworker optionally requests System view selected Legal Status record.
4. System optionally presents selected Legal Status record (See CM01e-Record Agency Legal Status).
5. Caseworker optionally requests System close page.
6. System optionally closes page.
7. Caseworker requests System return selected Legal Status record to Removal record
8. System returns information to Removal record.

Scenario 7: Unlink Legal Status Record to Removal Record

1. Caseworker requests System unlink selected Legal Status Record from Removal Record.
2. System asks user “Are you sure you want to unlink this record, OK or Cancel?”
3. Caseworker selects ‘OK’.
4. System unlinks the selected Legal Status Record from Removal Record.

4 Alternate Flows

The View Scenario mentioned in this use case has no alternate flows.

1a-2a-3a AF Condition 1.

8a.1 Caseworker requests System apply information.

9a.1 System verify and accepts information and does not close page.

1b-2b-3b AF Condition 2.

8b.1 Caseworker requests System cancel information.

9b.1 System cancels information and closes page; returns to list page.

1c-2c-3c AF Condition 3.

9c.1 System presents a data validation error message alerting the Caseworker that required fields were entered incorrectly. The Caseworker can return to area needing correction.

4a AF Condition 1.

3a.1 State Worker selects 'Cancel'.

4a.1. The System does not delete record.

6a AF Condition 1.

7a.1 Caseworker requests System cancel information.

8a.1 System cancels information and closes page; returns to Removal Record.

6b AF Condition 2.

8b.1 System presents a data validation error message alerting the "Caseworker that a Legal Status record has already been returned to the list. You must unlink the current record before linking another record."

7a AF Condition 1.

3a.1 Caseworker selects 'Cancel'.

4a.1. The System does not unlink record.

5 Important and Required Fields

MSS or AF Step	Fields
MSS1 Step 2	<p>Date Removed From Home The date the child was removed from his home</p> <p>Removal of Home Circumstances The circumstance value applicable to the child’s removal from home</p> <p>Voluntary Care Agreement Date The date of the voluntary care agreement between the child’s caretaker and the responsible agency</p> <p>Agency Responsible for Placement The agency responsible for placement of the child</p> <p>Responsible School District for Child The school district responsible for the child’s education</p> <p>Discharge Date The date the placement episode for the child ended</p> <p>Child’s Current Legal Status Information The effective date and current legal status for the removed child</p> <p>Primary Caretaker The primary caretaker for the child</p> <p>Secondary Caretaker The secondary caretaker for the child</p> <p>Caretaker Structure The caretaker structure between the primary and secondary caretaker</p> <p>Removal Reasons The reason(s) the child was removed from his home</p>
MSS1 Step 5	<p><u>Circumstance Details</u></p> <p>Circumstance The circumstance value applicable to the child’s removal from home</p> <p>Question The question(s) related to the removal from home circumstance</p>

Figure 2 - Important Fields

6 Special Requirements

6.1 Member Selection

The user will be required to select a member prior to requesting the System to add or copy an existing removal record. The System will only display those current case members that have a legal status record in their case profile that has not been marked as 'Created in Error'.

6.2 Custody Information Rule

Only one Current Legal Status (Custody Information) record will be permitted per Removal Record.

6.3 Removal Circumstances/Questions Rule

The Removal Circumstances fields will be enabled based on the following information:

When the Removal from Home Circumstance is	The Following Removal Circumstances Questions are enabled
PCSA Received Custody	Explain why the risk of harm to the child was greater than the emotional trauma and other harm potentially caused by removal of the child from the home.
Parents/Guardian/Custodians Identity and or Whereabouts are unknown: Therefore, parent/guardian/custodian cannot be located or offered services.	State the reasonable efforts which have been made to prevent the removal and/or make it possible for the child to return home safely.
	The court has determined that the agency is not required to make reasonable efforts to prevent the removal of the child from the child's home, eliminate the continued removal of the child from the child's home, and return the child to the child's home? Indicate the reasons.
Court Ordered Removal	No fields will be enabled

6.4 Current Removal Record Rule

Only one current Removal Record can exist per child. The record is made historical when the Discharge Date of the record is populated. The Discharge Date will pre-fill from the Discharge Date of the Placement End Record when the End Purpose = Discharge.

6.5 Copy Removal Record Rule

The System will allow copy of the most current Removal Record per child. All information will pre-fill from the current record into the new record with the exception of the Removed

from Home Date, Child’s Current Legal Status information and the Discharge Date (if populated).

6.6 Draft Removal Record Tickler Rule

The System will default the Initial Removal Record status to ‘Draft’.

The System should display the following information in the Tickler Summary:
 Case ID–Case Name–Child Name–Tickler Name–Due Date–Days until (or past) due
 The tickler will be created, escalated and deleted as identified in the table.

Tickler Name	Created	Deleted	Date Due	Start Date – Responsible Worker	First Escalation - Supervisor	Second Escalation – Supervisor's Supervisor
Complete Initial Removal Record	When an Initial Removal Record is created.	When an Initial Removal Record status is set to Complete	3 days after the creation date of the Initial Removal record.	3 Days before Date Due	1 day before Date Due	Same as Date Due

Upon setting the Status of the record to ‘Complete’, the record will become frozen for editing and the Delete functionality will no longer be available.

6.7 Initial Removal Record List Rule

The System will display records by default in descending order of the Date Removed from Home.

7 Notes, Background Information, User Interface Ideas