Recording an Adoptive Placement Prior to Finalization

Adoptive Placement Prior to Finalization refers to the process used to record a placement setting change for a child with an approved adoptive placement agreement in effect prior to the court finalization for custody change.

Adoptive families can choose to continue receiving foster care maintenance (FCM) in lieu of the adoption subsidy until the adoption is finalized. However, previously in SACWIS, if an adoptive family chose to continue receiving FCM, the child’s placement would continue to display as foster care until the date of the child’s adoption finalization.

Important: If an adoption subsidy has an effective date as of the child’s adoptive placement date, you will not be able to use this functionality.

Recording an Adoptive Placement

To record and end date an adoptive placement in SACWIS, complete the following steps:

1. On the SACWIS Home screen, click the Case tab.
2. Click the Workload tab.
3. Click the Case ID link of the appropriate adoption case. The Case Overview screen appears.
4. Click the Placement link in the Navigation menu.

The Placement Records Filter Criteria screen appears.
5. In the **Placement Records** section, click the **Edit** link next to the appropriate Foster Care Placement record.

The **Service Information** screen appears.

6. Enter the required fields to end date the placement.

**Note:** When the end reason of **Foster to Adopt w/in the same Placement Setting** is selected, the change in placement does **NOT** count as a placement change for AFCARS reporting purposes.

7. When complete, click the **Save** button at the bottom of the screen.
The **Placement Records** grid appears displaying the updates. As shown in green, the foster care placement setting is now end dated.
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Creating an Adoptive Placement Record

Important:

- SACWIS functionality now allows an adoption subsidy determination to be made prior to the last day of placement. For additional information, refer to the Question: How Do I Add an Adoption Subsidy to an Adoption Case Knowledge Base Article.

- The service authorization must be approved before proceeding with these steps. Refer to the Editing a Service Authorization Knowledge Base Article for additional details on processing and approving a service authorization.

- When a subsidy is created, the related service authorization will remain in effect and be auto-end dated by the system with the effective date of the newly created adoption subsidy unless a service authorization end date already exists for a date equal or prior to the subsidy effective date.

- If there is a current effective adoption subsidy record, the Provider Used to Determine Payment section is disabled and the fields cannot be selected.

1. Navigate to the Placement Records section (Placement Records Filter Criteria screen) using the steps previously discussed.
2. In the Child Name field, select the appropriate name from the drop-down list.
3. Click the Add Placement Record button.
4. In the **Service Type** field, select **Approved Adoptive Home**.

5. In the **Placement Type** field, select **Adoptive Placement – AP**.

6. In the **Begin Date** field, enter the begin date of the placement.

   **Important**: The begin date should match the agreed upon date from the Adoptive Placement Agreement.

7. Click the **Link Provider** button.

The **Provider Match Search Criteria** screen appears.

8. Complete the fields, as needed, to search for the adoptive provider.

9. Click the **Search** button.

The results appear in the **Provider Match Search Results** section.
10. Click the **Select** link next to the correct provider and service description.

As shown in green, the **Service Information** screen appears displaying the selection in the **Provider Information** section. This provider information for the adoptive placement “pulls through” to the child's record in SACWIS.

11. Check the **Pay Substitute Case Placement Rate in Lieu of Subsidy** check box.

12. In the **Payment Service Type** field, select the type of foster care maintenance payment you want to use to continue placement payments.

13. Click the **Link Provider** button.

The **Provider Match Search Criteria** screen appears.
14. Enter data in the field to search for the Provider ID who is being paid for the foster care maintenance.

15. Click the Search button.

The results appear in the Provider Match Search Results section.

16. Click the Select link for the foster care maintenance service description that is on the contract (if the payment is for a contracted service).

As shown in green in the next screen shot, the Service Information screen appears displaying the provider’s information in the placement record.
17. When complete, click the **Save** button at the bottom of the screen.

As shown in green, the adoptive placement displays from in the **Placement Records** section and the system continues to allow foster care maintenance to be paid by the agency. The record’s status changes to **Completed**. An **Authorize** link also displays next to the placement record.