

# > CPS Removal & Transfer to Foster Care Job Aid

## MiSACWIS CPS Removal and Transfer to Foster Care

### Creating a Petition for Removal in a CPS Investigation Case

1. From the **Home** screen, select the **Case** Tab and **Workload** sub-tab.
2. Select the **Investigation ID** for which you want to create a petition of removal.

The screenshot shows the MiSACWIS Case Workload interface. The top navigation bar includes 'Home', 'Intake', 'Case', 'Provider', 'Financial', and 'Administration'. The 'Case' tab is selected, and the 'Workload' sub-tab is active. Below the navigation, there are filters for 'Worker Role' (set to 'All') and buttons for 'Filter' and 'Clear Form'. A list of investigations is displayed, with a red arrow pointing to the first entry: 'Lewis388, Charles [ 388147874 ] - Open 04/19/2013 - (Worker Role: CPS Supervisor,CPS Worker)'. Other entries include 'Michaels388, Alicia [ 388167876 ]' and 'Wendt388, Tricia [ 388197874 ]'. There are also sections for 'Ongoing (12)' and 'Permanent Ward (0)'. The footer contains navigation links and system information.

3. The **Investigation Overview** screen appears. Select the **Investigation Tasks** tab.
4. Click the **Petition for Removal** link.

The screenshot shows the MiSACWIS Investigation Overview screen. The 'Investigation Tasks' tab is selected. The 'Investigation Header' section displays details for Investigation ID 388130841, Investigation Name 'Wendt388, Tricia', and Investigation Status 'Open'. Below this, the 'Investigation Tasks' table is shown, listing various tasks and their counts. A red arrow points to the 'Petition for Removal' link in the table. The footer contains navigation links and system information.

Topic	Count of:
Linked Intakes	Linked Intake= 1
Investigation Persons	Persons= 2
Petition for Removal	Case ID:
Allegations/Findings	Allegations/Findings= 0 / 0
Safety Assessment	Safety Assessment=1
Risk Assessment	Risk Assessment=0
Create Household	Household=1
FANS	FANS=0
CANS	CANS=0
Social Work Contacts	Social Work Contacts= 0
Checklists	Count of Checklists= 0
Exception/Extension Request	Exception/Extensions= 0
Forms/Reports	Forms/Reports= 0
Documents	Documents Scanned= 0
Family Team Meeting	Family Team Meetings=0
Link Investigation to Case	Case ID:

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5. Complete the required fields in the **Petition/Motion Detail** tab.
6. Click **Apply**.

MSACWIS TRNF home search help & training log off  
Logged In: Weaver388, Sam [ Ingham County ] help

Case > Workload > Court

**Petition/Motion Detail** JC04b Court/Attorney Info

Case Header  
Case ID: 388197874 Case Name: Wendt388, Tricia Case Status: Open Organization: Ingham County

Petition/Motion Details:  
**Petition/Motion Sub Category:** Petition  
**Type:** Petition Child Protective Proceedings  
**Petition/Motion Date:** [Calendar Icon]  
**Petitioner Role:** Mapping Default  
 Prosecuting Attorney Refused to File Petition  
 Court Docket #: [Text Field]  
 Filed Date: [Calendar Icon]  
 Petitioner Name: [Text Field] **Person Search**

Petition/Motion Concerning  
 Case Members: Wendt388, Tricia (07/25/1987), Wendt388, Justin (12/12/2008) [Add >] [Remove <]  
 Petition/Motion Concerning Child(ren): [Text Field]

Respondents  
 Case Members: Wendt388, Tricia (07/25/1987), Wendt388, Justin (12/12/2008) [Add >] [Remove <]  
 Selected Respondents: [Text Field]  
 Additional: [Text Field] [Add >] [Remove <]

Basis for Petition/Motion: [Text Field]

7. Click on the **Court/Attorney Info** tab and complete the required fields.
8. Click **Apply**.

MSACWIS TRNF home search help & training log off  
Logged In: Weaver388, Sam [ Ingham County ] help

Case > Workload > Court

Petition/Motion Detail JC04b **Court/Attorney Info**

Case Header  
Case ID: 388197874 Case Name: Wendt388, Tricia Case Status: Open Organization: Ingham County

Court / Attorney Info  
**Court**  
**Jurisdiction:** [Dropdown]  Out Of State  
**Court:** [Dropdown]  
**Judge or Designee:** [Dropdown]  Assigned Judge  
 Court Address: [Text Field] City: [Text Field]  
 State: [Text Field] Zip Code: [Text Field]

**Attorney / Representative**  
**Type:** [Dropdown] Name: [Text Field] **Person Search** Represents: [Dropdown]  
**Add**

Attorney Type	Name	Represents

**Apply** **Save** **Cancel**

HOME | HELP & TRAINING | PRIVACY & SECURITY | View Log | TRNF version: SACWIS.DIT.BL.3.CD1.728 - Tue, 23 Jul 2013 21:07:17 PM EDT Release Notes

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9. Click on the **JC04b Tab** and complete the required fields.

MSACWIS TRNF home search help & training log off  
Logged In: Weaver388, Sam [ Ingham County ] help

Case > Workload > Court

Petition/Motion Detail **JC04b** Court/Attorney Info

Case Header  
Case ID: 388197874 Case Name: Wendt388, Tricia Case Status: Open Organization: Ingham County

JC04b Details

Petition/Motion Concerning Children List

Person_ID	Name	County of Legal Residence	Race	Gender	Birth Date	Birth City,State	Living With	Request Termination of Parental Rights for	Eligible for Tribal Membership
-----------	------	---------------------------	------	--------	------------	------------------	-------------	--	--------------------------------

1. The reason(s) why it is contrary to the welfare of the child(ren) for the child(ren) to remain in the home are:

Spell Check Clear 10000

2. The reasonable effort(s) made to prevent the removal of the child(ren) include:

Spell Check Clear 10000

10. After completing the required fields, you will be able to generate the petition and print it.

11. Using the drop-down boxes, indicate 'If the petition is for after-hours removal?' and 'Is the petition ready to be submitted to the court.'

12. Click **Save**.

3. The specific allegations are:

Spell Check Clear 10000

4. Available request actions:

Documented  
Undocumented

Add >  
< Remove

5. Available active efforts:

Issue an order removing the abuser from the home  
Issue an order removing the child(ren)  
Refer the matter to alternative services  
Terminate parental rights of father to the child(ren)  
Terminate parental rights of mother to the child(ren)

Add >  
< Remove

Active efforts made to provide remedial services and rehabilitative programs designed to prevent the breakup of the Indian family and attempts to identify the child's tribe. :

Is the petition a request for after-hours removal?:

Has the JC04b Petition form for the child(ren) been generated?:

Is the petition ready to be submitted to the court?:

Apply Save Cancel

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## Transfer to Foster Care Checklist

**Note:** The CPS worker must complete this process **before** s/he disposes the CPS investigation and **before** the CPS Supervisor approves the CPS investigation. Once the CPS Supervisor approves the CPS investigation, the Transfer to Foster Care Checklist is disabled.

13. From the **Home** screen, select the **Case** tab.
14. Select the Ongoing expando, and select the applicable **Investigation ID**.
15. Select the **Investigation Tasks Tab** and click on the **Checklists** hyperlink.

The screenshot displays the 'Investigation Tasks' tab in a software interface. At the top, there are three main sections: 'Overview', 'Investigation Tasks', and 'Disposition'. The 'Investigation Tasks' section is active and contains a table with two columns: 'Topic' and 'Count of:'. A red arrow points to the 'Checklists' row in this table.

Topic	Count of:
<a href="#">Linked Intakes</a>	Linked Intake= 1
<a href="#">Investigation Persons</a>	Persons= 0
<a href="#">Petition for Removal</a>	Case ID:
<a href="#">Allegations/Findings</a>	Allegations/Findings= 0 / 0
<a href="#">Safety Assessment</a>	Safety Assessment=0
<a href="#">Risk Assessment</a>	Risk Assessment=0
<a href="#">Create Household</a>	Household=0
<a href="#">FANS</a>	FANS=0
<a href="#">CANS</a>	CANS=0
<a href="#">Social Work Contacts</a>	Social Work Contacts= 0
<a href="#">Checklists</a>	Count of Checklists= 0
<a href="#">Exception/Extension Request</a>	Exception/Extensions= 0
<a href="#">Forms/Reports</a>	Forms/Reports= 0
<a href="#">Documents</a>	Documents Scanned= 0
<a href="#">Family Team Meeting</a>	Family Team Meetings=0
<a href="#">Link Investigation to Case</a>	Case ID:

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16. Select the value of **Transfer to Foster Care** from the **Checklist Type** drop-down box.
17. Click the **Search** button.

The screenshot shows the MISACWIS Case - Workload - Checklist page. The browser address bar shows the URL: <https://sacwisua.state.mi.us/sacwis/checkListSearchInvestigationInit.do?caseId=7010003>. The page header includes the MISACWIS logo, UAT status, and navigation links (home, search, help & training, log off). The user is logged in as [Ingham County]. The breadcrumb trail is Case > Workload > Investigation > Investigation Topics. The Investigation Header section displays: Investigation ID: [redacted], Priority: I/24, Investigation Name: [redacted], Priority Contact Due Date/Time: [redacted], Investigation Status: Open, Category: [redacted], Organization: Ingham County, and Override Category: [redacted]. The Checklist Search Criteria section has a Checklist Type dropdown menu open, showing options: Please Select an Option, Please Select an Option, CPS Supervisor Investigation, Transfer to Foster Care (highlighted with a red arrow), and CPS Worker Investigation. There are Search and Clear Form buttons. The footer includes HOME, HELP & TRAINING, PRIVACY & SECURITY, View Log, and UAT version: SACWIS.REL.2.CD1.52 - Fri, 2 Aug 2013 10:\:39\:03 AM EDT Release Notes.

18. Select the value of **Transfer to Foster Care** from the **Checklist Type**.
19. Click the **Add Checklist** button.

The screenshot shows the MISACWIS Case - Workload - Checklist page. The browser address bar shows the URL: <https://sacwisua.state.mi.us/sacwis/checkListSearchInvestigationInit.do?caseId=7010003>. The page header includes the MISACWIS logo, UAT status, and navigation links (home, search, help & training, log off). The user is logged in as [Ingham County]. The breadcrumb trail is Case > Workload > Investigation > Investigation Topics. The Investigation Header section displays: Investigation ID: [redacted], Priority: I/24, Investigation Name: [redacted], Priority Contact Due Date/Time: [redacted], Investigation Status: Open, Category: [redacted], Organization: Ingham County, and Override Category: [redacted]. The Checklist Search Criteria section has a Checklist Type dropdown menu set to Transfer to Foster Care. There are Search and Clear Form buttons. The Checklist Search Results section shows a table with the following columns: Checklist Type, Checklist Name, Status, Last Modified Date, and Last Modified By. The table contains the text "No Results Returned." Below the table, there is a Checklist Type dropdown menu with options: Transfer to Foster Care (highlighted with a red arrow), Please Select an Option, CPS Supervisor Investigation, Transfer to Foster Care, and CPS Worker Investigation. There is an Add Checklist button. The footer includes HOME, HELP & TRAINING, PRIVACY & SECURITY, View Log, and UAT version: SACWIS.REL.2.CD1.52 - Fri, 2 Aug 2013 10:\:39\:03 AM EDT Release Notes.

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20. Enter text in the **Checklist Name** narrative box (required) and select a value from the **New Status** column dropdown for each Item.

**Note:** All of the Checklist questions must be answered; they cannot have a status of 'Not Completed.'

MSACWIS - Case - Workload - Add/Edit Checklist

UAT

home | search | help & training | log off

Logged In: [Ingham County]

Workload » Checklist Item

Work-item/Task ID: [Redacted] Work-item/Task Type: Investigation

Work-Item Reference: Investigation Case Type: Investigation

Checklist Type: Investigation

Last Modified Date: [Redacted] Last Modified By: [Redacted]

**Checklist Name:** \* Transfer to Foster Care Checklist 1

	New Status	Current Status	Checklist Item Text	Waived Justification Text	Completed By	Completed Date
<a href="#">waive reason</a>	Not Completed	Not Completed	Medical information has been entered (e.g. - Childs Physicians, Dentist, Insurance information.)			
<a href="#">waive reason</a>	Not Completed	Not Completed	Required documents per policy have been scanned into case file. (e.g. DHS-729, DHS-991, DHS-987, DHS-990).			
<a href="#">waive reason</a>	Not Completed	Not Completed	Photograph of child was scanned.			
<a href="#">waive reason</a>	Not Completed	Not Completed	Recipient ID was obtained.			
<a href="#">waive reason</a>	Not Completed	Not Completed	School information has been entered.			
<a href="#">waive reason</a>	Not Completed	Not Completed	Eye Color was recorded.			
<a href="#">waive reason</a>	Not Completed	Not Completed	Hair Color was recorded.			

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21. If 'Waived' is selected from the **New Status** dropdown, the user must click on the **Waive Reason** hyperlink and add text.

The screenshot shows the MISACWIS 'Add/Edit Checklist' form. The 'Checklist Name' is 'John Smith's Transfer to Foster Checklist'. The 'Checklist Items' table has the following data:

Waive Reason	New Status	Current Status	Checklist Item Text	Waived Justification Text	Completed By	Completed Date
<a href="#">waive reason</a>	Waived	Completed	Medical information has been entered (e.g., Childs Physicians, Dentist, Insurance information.)			08/14/2013
<a href="#">waive reason</a>	Completed	Completed	Required documents per policy have been scanned into case file. (e.g. DHS-729, DHS-991, DHS-987, DHS-990).			08/14/2013
<a href="#">waive reason</a>	Completed	Completed	Photograph of child was scanned.			08/14/2013
<a href="#">waive reason</a>	Completed	Completed	Recipient ID was obtained.			08/14/2013
<a href="#">waive reason</a>	Completed	Completed	School information has been entered.			08/14/2013
<a href="#">waive reason</a>	Completed	Completed	Eye Color was recorded.			08/14/2013
<a href="#">waive reason</a>	Completed	Completed	Hair Color was recorded.			08/14/2013
<a href="#">waive reason</a>	Completed	Completed	Weight was recorded.			08/14/2013
<a href="#">waive reason</a>	Completed	Completed	Height was recorded.			08/14/2013

22. When all of the questions have been completed, click **Save**.

The screenshot shows the MISACWIS form with two rows in the 'Checklist Items' table that are 'Not Completed':

<a href="#">waive reason</a>	Not Completed	Not Completed	Describe current medicine and/or special medical/mental health instructions given to the foster parents at the time of placement was recorded.			
<a href="#">waive reason</a>	Not Completed	Not Completed	Briefly describe child's physical and emotional state at time of placement was recorded.			

At the bottom of the form, there are three buttons: **Apply**, **Save**, and **Cancel**. A red arrow points to the **Save** button.

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23. Once the Transfer to Foster Care Checklist is saved, there should be '19 of 19 Complete' in the **Status** column if all of the questions were answered.

The screenshot displays the MISACWIS web application interface. At the top, there is a navigation bar with links for 'home', 'search', 'help & training', and 'log off'. Below this, the 'Investigation Header' section shows details for an investigation with ID 'I/24', name '07/31/2013 12:45 PM (ET)', and status 'Open'. The 'Checklist Search Criteria' section shows 'Transfer to Foster Care' selected as the checklist type. The 'Checklist Search Results' table is highlighted in yellow and contains one entry:

select	Checklist Type	Checklist Name	Status	Last Modified Date	Last Modified By
	Transfer to Foster Care	John Smith's Transfer to Foster Checklist	19 of 19 Complete	08/14/2013 02:58 PM CT	

A red arrow points from the '19 of 19 Complete' status in the table to the 'Status' column header above it. The bottom of the page features a footer with navigation links and system information.



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## Complete the Child's Person Profile Information

24. On the child's **Person Profile** record, enter the:

- a. All of the applicable Demographic Information.
- b. Add the child's address; the child's residence **Person Profile** address must be completed prior to adding the placement record in order for the correct address to display on the Placement screen.

**Note:** Absent/Alleged parent Information is added to the Add'l sub-tab.

The screenshot shows the Michigan Statewide Automated Child Welfare Information System (SACWIS) interface. At the top, there is a navigation bar with the SACWIS logo, the text "TRNF", and links for "home" and "search". Below this is a "Logged In: Wear" indicator. The main content area is divided into several tabs: "Basic", "Demographics", "Address", "Add'l", "Background", and "Safety". The "Demographics" tab is currently selected. The form contains various fields for personal information, including Name Type, Prefix, First Name, Middle Name(s), Last Name, Gender, DOB, SSN, Estimated Age, Birth City, Birth County, State, Birth Country, Birth Verified?, Birth Verification, Birth Certificate Request Date, Birth Certificate Received Date, Michigan Resident, US Citizen, Alien Status, If not U.S. Citizen, where?, Date Became a Citizen, Citizenship verified Date, Citizen Verification Source, Migrant Status, Country of Origin, Date Entered Country, Reason for entering U.S., Refugee Status, Driver's License #, Issue State, Expiration, SSN Applied for, SSN Applied Date, SSN Verified Date, and SSN Verification Source. There are also checkboxes for SSA Validation Details: Safety Hazard Exists, Environmental Hazard Exists, Absconder, and Protective Services Flag. An "Add Additional Name" button is located below the "Additional Names" table. A red arrow points to the "Save" button at the bottom of the form. The footer includes navigation links for HOME, HELP & TRAINING, and PRIVACY & SECURITY, along with a View Log link and the TRNF version: SACWIS.DIT.BL3.CD1.728 - Tue, 23 Jul 2013.

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25. If applicable, enter ICWA information from the **Person Overview** screen. Select the **ICWA link**.

Person Overview

Person ID: 405660808      Gender: Male  
Name: Locklear388, Matthew      DOB: 07/01/1996  
Address: 0388 UNION HILL RD      Age: 17 years  
Lansing, MI 48933      Employee: No  
Phone/Contact:      Employee: No

Person Details

- Person Profile
- Education
- Health
- Financial
- Person Characteristics
- Legal History
- MISACWIS History
- Relationship History
- ICWA
- Scan Documents
- Reports
- Military History
- Merge History

Close

View Log | TRNF version: SACWIS.DIT.BL.3.CD1.728 - Tue, 23 Jul 2013 21:07:17 PM EDT Release Note

26. Click **Add ICWA Details**.

ICWA History

Person Header

Name: Locklear388, Matthew      Gender: Male      DOB: 07/01/1996  
Person ID: 405660808      SSN:      Age: 17 Years 3 Months 23 Days

ICWA History

Tribal Name	Tribal Membership Status	Tribal Status Start Date	Tribal Status End Date	Date of Tribal Verification
<a href="#">Add ICWA Details</a>				

Birth Parents Information

Birth Mother


Name: Stone388, Sheila  
Maiden Name:  
DOB: 03/19/1978

Legal Father

Name:  
DOB:  
Age at Child's Birth:

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27. Complete all required and relevant information, then click **Save**.

TRNFhome | search | help & training | log off  
Logged In: Weaver388, Sam [ Ingham County ]  
[help](#)

ICWA > ICWA History > ICWA Record Details

**Person Header**

Name:	Locklear388, Matthew	Gender:	Male	DOB:	07/01/1996
Person ID:	405660808	SSN:		Age:	17 Years 3 Months 23 Days

**ICWA Record Details**

Date Notified of Possible Tribal Affiliation:	<input type="text"/>	Date of Tribal Verification Inquiry:	<input type="text"/>
<b>Tribe Type:</b> *	<input type="text"/>	Date of Tribal Verification:	<input type="text"/>
<a href="#">Link Tribe</a> <a href="#">Unlink Tribe</a>		Type of Tribal Verification:	<input type="text"/>
<b>Tribe Name:</b> *	<input type="text"/>	Name of Person Who Provided Tribal Verification:	<input type="text"/>
Tribe Address:	<input type="text"/>	Tribal Membership Status:	<input type="text"/>
	<input type="text"/>	Tribal Status Start Date:	<input type="text"/>
Tribe Phone Number:	<input type="text"/>	Tribal Status End Date:	<input type="text"/>
		Tribal Membership Enrollment Number:	<input type="text"/>
		Date of Tribal Acceptance of Child:	<input type="text"/>
		Date of Physical Transfer of Child to the Tribe:	<input type="text"/>

Date of Initial Tribal Interest/Involvement:

Interest/Involvement Details:

[Spell Check](#) [Clear](#) 4000

**Detail all Active Efforts to Gather American Indian Information:** \*

[Spell Check](#) [Clear](#) 4000

Check here to indicate State Court denial of transfer to Tribal jurisdiction (you must also provide the Good Cause Reason for Denial):

[Spell Check](#) [Clear](#) 500

Additional Comments:

[Spell Check](#) [Clear](#) 500

The ICWA individual's biological mother reported herself as adopted and identified her biological mother. [Link Person](#) [Unlink Person](#)

Biological Maternal Grandmother's Name:

[Apply](#) [Save](#) [Cancel](#)

HOME | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | [View Log](#) | TRNF version: SACWIS.DIT.BL3.CD1.728 - Tue, 23 Jul 2013 21:07:17 PM EDT [Release Notes](#)

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28. From the **Person Overview** screen, select the **Health** hyperlink.

TRNG [home](#) | [search](#) | [help & training](#) | [log off](#)  
 Logged In: Weaver001, Sam [ Ingham County ] [help](#)

**Person Overview**

Person ID: 18660813 Gender: Female  
 Name: Stone001, Francine DOB: 05/03/2010  
 Address: 0001 UNION HILL RD Age: 4 years  
 Lansing, MI 48933 Employee: No  
 Phone/Contact:

**Person Details**

[Person Profile](#) [Person Characteristics](#) [Scan Documents](#)  
[Education](#) [Legal History](#) [Reports](#)  
[Health](#) [MiSACWIS History](#) [Military History](#)  
[Financial](#) [Relationship History](#) [Merge History](#)  
[Bridges Case History](#) [ICWA](#)

[Close](#)

[View Log](#) | TRNG version: SACWIS.REL.2.CD1.223 - Mon, 3 Mar 2014 17:18:01 PM EST [Release Notes](#)

29. Enter applicable health Information.

TRNG [home](#) | [search](#) | [help & training](#) | [log off](#)  
 Logged In: Weaver001, Sam [ Ingham County ] [help](#)

**Health Needs and Diagnoses** | [Appointments](#) | [Medication](#) | [Child Medical History](#) | [Family Medical History](#) | [Provider](#) | [Generate Immunizations and Medical Passport](#)

**Person Header**

Name: Stone001, Francine Gender: Female DOB: 05/03/2010  
 Person ID: 18660813 SSN: Age: 4 Years 0 Months 16 Days

**Health Needs and Diagnoses**

Filter By:  [Filter](#)

Returned 0 Record(s)

Group	Category	Type	Date	Report	Resolved
Returned 0 Record(s)					

[Add Health Need or Diagnosis](#) Group:

[Close](#)

[HOME](#) | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | [View Log](#) | TRNG version: SACWIS.REL.2.CD1.223 - Mon, 3 Mar 2014 17:18:01 PM EST [Release Notes](#)

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30. From the Person Overview screen, select the **Education** hyperlink if applicable.

**TRNG** | [home](#) | [search](#) | [help & training](#) | [log off](#)  
 Logged In: Weaver001, Sam [ Ingham County ] | [help](#)

**Person Overview**

Person ID: 18660813      Gender: Female  
 Name: Stone001, Francine      DOB: 05/03/2010  
 Address: 0001 UNION HILL RD      Age: 4 years  
           Lansing, MI 48933      Employee: No  
 Phone/Contact:

**Person Details**

<a href="#">Person Profile</a>	<a href="#">Person Characteristics</a>	<a href="#">Scan Documents</a>
<a href="#">Education</a>	<a href="#">Legal History</a>	<a href="#">Reports</a>
<a href="#">Health</a>	<a href="#">MiSACWIS History</a>	<a href="#">Military History</a>
<a href="#">Financial</a>	<a href="#">Relationship History</a>	<a href="#">Merge History</a>
<a href="#">Bridges Case History</a>		<a href="#">ICWA</a>

[Close](#)

[View Log](#) | TRNG version: SACWIS.REL.2.CD1.223 - Mon, 3 Mar 2014 17:18:01 PM EST [Release Notes](#)

31. Enter applicable Education information.

**TRNG** | [home](#) | [search](#) | [help & training](#) | [log off](#)  
 Logged In: Weaver001, Sam [ Ingham County ] | [help](#)

**School Profile** | Performance | Special Education

**Person Header**

Name: Stone001, Francine      Gender: Female      DOB: 05/03/2010  
 Person ID: 18660813      SSN:      Age: 4 Years 0 Months 16 Days

**School History**

School Name	School District	Category	Enrollment Date	Start Date	Beginning Grade	End Date	End Grade
<a href="#">Add School Record</a>							

[Close](#)

[HOME](#) | [HELP & TRAINING](#) | [PRIVACY & SECURITY](#) | [View Log](#) | TRNG version: SACWIS.REL.2.CD1.223 - Mon, 3 Mar 2014 17:18:01 PM EST [Release Notes](#)

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## Enter Placement Information

32. Select **Placement** hyperlink from the left-hand navigation on the **Case Overview** page.

The screenshot shows the MSACWIS Case Overview page. The left-hand navigation menu is visible, with the 'Placement' link highlighted in a red box and a red arrow pointing to it. The main content area displays case information including Case ID, Case Name, Case Status (Open), and Organization. Below this, there are sections for Case Actions, Hazards, and Assignment Information. The Assignment Information table shows a Foster Care Worker assigned to the case.

33. Select a child from **Child's Name** dropdown list and click on the **Add Placement Record** button.

The screenshot shows the MSACWIS Placement Records page. The left-hand navigation menu is visible, with the 'Placement' link highlighted. The main content area displays the Placement Records Filter Criteria, including From Begin Date, To Begin Date, Child's Name dropdown, and Status dropdown. Below the filter criteria, there is a table of Placement Records. The table has columns for Child's Name, Service Type/Description, Provider Name, Begin/End Date, Status, and links for placement end documents and Placement Change. At the bottom of the page, the 'Child's Name' dropdown menu and the 'Add Placement Record' button are highlighted with a red box and red arrows.

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34. Optionally, select the **Apply** button if linking an FTM to the Placement Record.

### Placement screen

Willingness and Capacity  
Please Describe Caretaker's Willingness and Capacity to Meet the Needs of the Child:

Spell Check Clear 1000

Status: \* Draft Completed By: Completed Date:

Apply Save Cancel

35. Optionally link FTM to the placement record by selecting **Link FTM** button. If an FTM is not linked, MiSACWIS displays the FTM Recorded Prior to Placement 'No.'

### Placement screen

MiSACWIS UAT home search help & training log off

Case > Workload > Placement help

Name: Gender: DOB: Person ID: SSN: Age:

Removal Information  
Removal Address: Current Legal Status: Abuse/Neglect  
Custody Removal Date: Placement Worker:  
Jurisdiction:

Placement Information  
FTM Recommended Service: **Link FTM**  
FTM Recorded prior to Placement:  
Service Type: \* Living Arrangement: \*  
Placement Begin Date: Estimated End Date: Case Participants: Relationship:  
Placement End Date: Placement End Reason: Address:

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36. Select the applicable placement type from the **Service Type** dropdown list.
37. Select a value for **Medical Cards Received/Account No. Provided** and **Medical Passport Provided** fields.
38. Enter the dates for **Medical Cards Received/Account No. Provided**, and **Medical Passport Provided**.
39. Enter text in all applicable narrative boxes.

**Note:** The child's name will display in the **Case Participants** field and the **Relationship** field will be populated with 'self.' The **Address** field will display the child's address from the child's person profile record.

Placement Information

FTM Recommended Service: [Link FTM](#)

FTM Recorded prior to Placement:

**Service Type:** \* Independent Living Living Arrangement: Living Arrangement

Placement Begin Date: 12/06/2013 Estimated End Date:

Placement End Date:  Placement End Reason:

Intent to Adopt Date:  Intent to obtain guardianship:

Case Participants:  Relationship: Self

Address:

Additional Placement Information

ICPC Placement  Emergency Placement  After-Hours Placement

Over 75 miles from the removal address?

**Medical Cards Received/Account no. Provided:** \* Yes Medical Cards/Account No. Provided Date: 12/06/2013

**Medical Passport Provided:** \* Yes Medical Passport Provided Date: 12/06/2013

What is the proximity to the child's school? What efforts were made to keep the child at the same school?: Child remains at same school.

[Spell Check](#) [Clear](#) 3970

40. Select **Link Provider** button from the **Provider Information Section** found at the bottom of the **Placement Screen**.

**Note:** This example is placing the child in a licensed foster home placement using the provider search function; other job aids may be applicable if the placement is a different type.

Discuss the appropriateness of the placement in regards to safety, geographic proximity, and least restrictive environment:

[Spell Check](#) [Clear](#) 4000

Provider Information

Match Score %	Provider	Service Description	Primary Address	Relationship To Child

[Link Provider](#)



## > CPS Removal & Transfer to Foster Care Job Aid

41. The System will navigate to the **Provider Match Search** page.
42. Select the **Provider Type** from the drop-down menu.
43. Depending on the type of provider:
  - a. Provider type=Private Provider Home or DHS Foster Home.
  - b. Select the **Service Description** from the drop down menu.
    - i. If Provider Type=Private Provider Home, then select service description=780.
    - ii. If the Provider Type=DHS Foster Home, then select service description=700.
44. Optionally, if known, select **Additional Search Criteria** to search by Bridges Provider ID, MiSACWIS Provider ID, or Provider Name.

Child Information  
Child / Person Name: \_\_\_\_\_ DOB / Age: \_\_\_\_\_

Provider Match Search Criteria

Provider Information

Provider Type: \* Private Provider Home Minimum Match Percentage: 50%

Service Group/Category: \* DHS/Placement Service Type: \* Foster Home

Service Description: \* 0780-General Foster Care

Available Counties: Alcona, Alger, Allegan, Alpena, Antrim

Selected Counties: \_\_\_\_\_ OR Zip Code: \_\_\_\_\_

Buttons: Add >>, << Remove

Additional Search Criteria [These criteria are not used in Adoptive Home searches]

Provider Reference Type: \_\_\_\_\_ Provider Reference Number: \_\_\_\_\_

Provider ID: \_\_\_\_\_ OR Provider Name: \_\_\_\_\_

Member First Name: \_\_\_\_\_ Member Last Name: \_\_\_\_\_

## > CPS Removal & Transfer to Foster Care Job Aid

45. Click the **Search** button.

Provider Match Search Criteria

Provider Information

Provider Type: \* Private Provider Home Minimum Match Percentage: 50%

Service Group/Category: \* DHS/Placement Service Type: \* Foster Home

Service Description: \* 0780-General Foster Care

Available Counties: Alcona, Alger, Allegan, Alpena, Antrim

Selected Counties: OR Zip Code:

Additional Search Criteria [These criteria are not used in Adoptive Home searches]

Child Information [Child Characteristics only apply to a search for Placement Services. These criteria are ignored for all other match searches.]

Sort Results By: Match Score

**Search** **Clear Form**

46. MiSACWIS returns providers based on search criteria entered.

47. **Select** provider chosen for placement.

**Search** **Clear Form**

Provider Match Search Results

Result(s) 1 - 10 of 100 Page 1 of 10

	*Match Score %	Provider Type	Organization	Provider Name	*Siblings Placed With Provider	*Previously Placed With Provider	*In County	*Vacancies/ Estimated Date of Next Bed Availability	*# Of PER Types	IV-E Eligible
<a href="#">select</a>	100%	Private Provider Home			No	No	No	-1 / 02/07/2013	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	2 / 03/01/2014	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	-2 / 12/08/2013	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	2 / 12/08/2013	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	2 / 12/08/2013	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	0 / 12/08/2013	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	1 / 12/08/2013	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	1 / 12/08/2013	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	2 / 12/08/2013	0	Yes
<a href="#">select</a>	100%	Private Provider Home			No	No	No	1 / 12/08/2013	0	Yes

\* These values are displayed for Placement match results only.

**Close**

Results Page: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 98 | 99

48. MiSACWIS returns the selected provider to **Placement Details** screen. It returns the Provider Name and Provider Address Information to the Provider Information area of the placement record. The **Service Type** field will be frozen and the **Living Arrangement** field will be enabled.

49. Select **Living Arrangement** 'Licensed Unrelated Foster Home' (or other applicable living arrangement).

## > CPS Removal & Transfer to Foster Care Job Aid

50. Enter **Placement Begin Date** unless this is an initial placement.

**Note:** The Initial Placement Begin Date will prefill with the removal date and cannot be modified.

Placement Information

FTM Recommended Service: [Link FTM](#)

FTM Recorded prior to Placement: No

Service Type: \*  Living Arrangement:

Placement Begin Date:  Estimated End Date:

Placement End Date:  Placement End Reason:

Intent to Adopt Date:  Intent to obtain guardianship:

Case Participants:  Relationship:

Address:

Additional Placement Information

ICPC Placement  Emergency Placement  After-Hours Placement

Over 75 miles from the removal address?

Medical Cards Received/Account no. Provided: \*  Medical Cards/Account No. Provided Date:

Medical Passport Provided: \*  Medical Passport Provided Date:

51. Enter the applicable placement narrative, and select an applicable value from the **Relationship to Child** drop-down list.

Discuss the appropriateness of the placement in regards to safety, geographic proximity, and least restrictive environment:

The child is placed in a family home that will provide a safe environment.

Spell Check Clear 4000

Provider Information

Match Score %	Provider	Service Description	Primary Address	Relationship To Child
100%		0780-General Foster Care		Foster Parent <input type="text"/>

[Link Provider](#) [unlink](#)

52. Enter the applicable placement narrative, and select **Completed** from **Status** drop-down list and select the **Save** button.

Willingness and Capacity

Please Describe Caretaker's Willingness and Capacity to Meet the Needs of the Child:

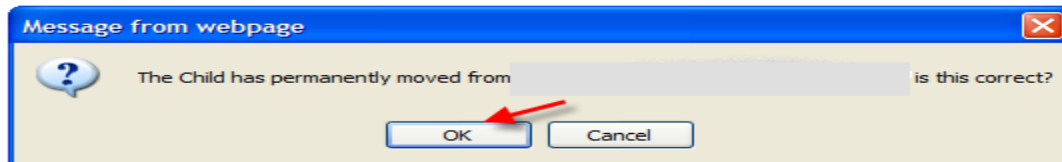
The Provider is willing and able to meet the child's emotional and physical needs.

Spell Check Clear 3916

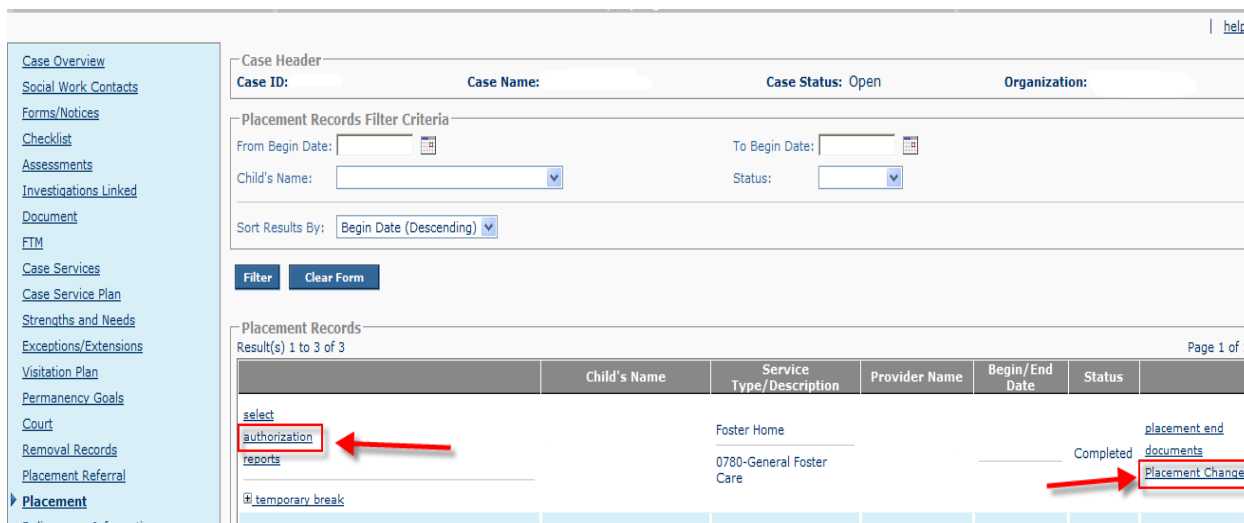
Status: \*  Completed By:  Completed Date:

## > CPS Removal & Transfer to Foster Care Job Aid

53. Click **OK** on the pop-up message. The Pop-up message presented is different for an initial placement versus a replacement.



54. Completed placement displays on the **Placements Records** list page.  
55. Select the **Placement Change** hyperlink after a placement has been entered to answer the 'Change of Placement Information' questions pertaining to CPS.



Case Header

Case ID: [redacted] Case Name: [redacted] Case Status: Open Organization: [redacted]

Placement Records Filter Criteria

From Begin Date: [redacted] To Begin Date: [redacted]

Child's Name: [redacted] Status: [redacted]

Sort Results By: [Begin Date (Descending)]

Filter Clear Form

Placement Records

Result(s) 1 to 3 of 3 Page 1 of 1

	Child's Name	Service Type/Description	Provider Name	Begin/End Date	Status	
<a href="#">select</a>		Foster Home			Completed	<a href="#">placement end documents</a>
<a href="#">authorization</a>		0780-General Foster Care				<a href="#">Placement Change</a>
<a href="#">reports</a>						
<a href="#">temporary break</a>						

### Note:

**Initial Placement:** MiSACWIS displays the popup message: "No previous placement exists, is the placement record the initial placement for the placement episode?" Press OK to proceed with saving the placement record. When MiSACWIS saves a placement record with a Completed status and no other placement exists for the child's removal episode, MiSACWIS will pre-fill the **Placement Begin Date** with **Removal Date** of the current **Initial Removal Record**.

Paid Placements will have an **authorization** hyperlink to complete the service authorization.

Every placement will need to have the Placement Selection Criteria and Change of Placement questions completed. The information will be entered from the **Placement Change** hyperlink on the **Placement List** page.

When applicable, Placement Exception Requests will also be completed within the **Placement Change** Information work area. A placement can be entered in draft status in order to complete **Placement Exception Requests**.