

Recording Program Categories



Knowledge Base Article

Recording Program Categories

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Recording Program Categories

Overview

This article describes how participating PCSAs can document the involvement of a case in one or more specific programs, including:

- **Ohio START (Sobriety Treatment and Reducing Trauma)**
 - Ohio START is an initiative that aims to stabilize families affected by parental drug use. For more information, see <https://ohiostart.org/>
- **Ohio ASAP (Accelerated Safety Analysis Protocol)**
 - Ohio ASAP uses data to identify high risk cases, which are then reviewed by trained Ohio ASAP reviewers and staffed with the assigned caseworker and supervisor if safety concerns are identified.
- **30 Days to Family**
 - 30 Days to Family is a short-term intervention to move children from foster care to kinship placements in the shortest time possible.
- **ProtectOhio Kinship and ProtectOhio FTM (Family Team Meeting)**
 - ProtectOhio was a federally funded IV-E waiver demonstration project that ended in 2019. However, some participating PCSAs have continued the Kinship Supports and FTM practice models and identified a need to continue to document these.

Note: Program Categories should be documented when agency staff have been trained and/or provisioned to participate in the specific program(s).

Note: A case may be involved with more than one of the above programs at the same time.

Recording Program Categories

1. From the SACWIS Home screen, click the Case tab.
2. Click the Workload tab.
3. Select the appropriate Case ID link.

Note: If you know the Case ID number, you can also use the Search link at the top of the Home screen and navigate to the Case Overview screen.

4. On the **Case Overview** screen, click the **Program Categories** link in the **Case Actions** section.

Recording Program Categories

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

< >

Case Overview
Activity Log
Attorney Communication
Intake List
Safety Assessment
Substance Abuse Screening
Forms/Notices
ARI Pathway Switch
Safety Plan
Family Assessment
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status

CASE NAME / ID: **Assess/Invest**
Potter, Lilly Open (04/07/2020)

ADDRESS: 12 Grimmauld Place Islington, OH 12345 CONTACT: (111) 222-3333

AGENCY: County Department of Job and Family

PRIMARY WORKER: Assign Primary Worker SUPERVISOR(S):

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | **Program Categories** | [Case Status History](#)

Action Items Case Alerts Dashboard Assignments / Eligibility

The **Program Category History** page appears.

5. Click **Add Program Category**.

Program Category History

Created in Error: Exclude Include

Category	Effective Date	End Date	Agency
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Close **Add Program Category**

The **Program Category Detail** screen appears.

6. Select the applicable program from the **Category** dropdown.

7. Enter the **Effective Date** for the selected Program Category.

8. Click **Save**.

Program Category Detail

Category: *

Effective Date: *

End Date:

Created in Error

Save Close

Recording Program Categories

The **Program Category History** screen appears, displaying the newly added record.

9. Repeat steps 5-8 to record additional **Program Category** records as applicable.

Note: A case may have overlapping records for different **Program Categories** when the case is involved with more than one program at the same time.

10. Click **Close**.

✔ Your data has been saved. ✕

CASE NAME / ID: **Potter, Lilly** Assess/Invest / Open (04/07/2020)

Program Category History

Created in Error: Exclude Include

	Category	Effective Date	End Date	Agency
edit	Ohio START	04/07/2020		County Department of Job and Family Services

Close **Add Program Category**

The **Case Overview** screen appears, showing a badge in the grey header for the applicable Program Category.

- ▶ **Case Overview**
- Activity Log
- Attorney Communication
- Intake List
- Safety Assessment
- Substance Abuse Screening
- Forms/Notices
- AR Pathway Switch
- Safety Plan
- Family Assessment
- Ongoing Case A/I
- Specialized A/I Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Legal Actions
- Legal Custody/Status
- Living Arrangement

CASE NAME / ID: **Potter, Lilly** Assess/Invest / Open (04/07/2020)

ADDRESS: **12 Grimmauld Place**
Islington, OH 12345 OHIO START

CONTACT: **(111) 222-3333**

AGENCY: **County Department of Job and Family Services**

PRIMARY WORKER: [Assign Primary Worker](#) SUPERVISOR(S):

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

Action Items **Case Alerts** **Dashboard** **Assignments / Eligibility**

Recording Program Categories

Ending or Editing a Program Category Record

1. From the **Case Overview** screen, click the **Program Categories** link.
The **Program Category History** screen appears.
2. Click the **edit** link for the **Program Category** record you wish to update.

Program Category History

Created in Error: Exclude Include

	Category	Effective Date	End Date	Agency
edit	Ohio START	04/07/2020		County Department of Job and Family Services

[Close](#) [Add Program Category](#)

The **Program Category Detail** screen appears.

3. Enter the **End Date** for the Program Category.
4. Click **Save**.

Program Category Detail

Category: *

Effective Date: *

End Date:

Created in Error

[Save](#) [Close](#)

The **Program Category History** screen displays.

5. Click **Close**.

Program Category History

Created in Error: Exclude Include

	Category	Effective Date	End Date	Agency
edit	Ohio START	04/07/2020	04/08/2020	County Department of Job and Family Services

[Close](#) [Add Program Category](#)

Recording Program Categories

The **Case Overview** screen appears.

Important: Program Category records that do not have an **End Date** will be automatically ended upon **Case Closure**.

Note: No badge displays in the grey header for a **Program Category** that has an **End Date**.

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Safety Assessment
- Substance Abuse Screening
- Forms/Notices
- AR Pathway Switch
- Safety Plan
- Family Assessment
- Ongoing Case A/I
- Specialized A/I Tool
- Law Enforcement
- Justification/Waiver
- Case Services
- Local Actions

CASE NAME / ID: **Potter, Lilly** *Assess/Invest*
Open (04/07/2020)

ADDRESS: 12 Grimmauld Place CONTACT: (111) 222-3333
Islington, OH 12345

AGENCY: County Department of Job and Family Services

PRIMARY WORKER: [Assign Primary Worker](#) SUPERVISOR(S):

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.