Prevention Services Case Category Change



Knowledge Base Article

Prevention Services Case Category Change

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Overview

This article discusses the use of a **Case Category Change** tool that allows a user to move a case in or out of the Prevention Services category while maintaining the Alternative Response or Traditional pathway.

Navigating to the Category/Pathway Switch

From the Ohio SACWIS home page:

1. Click the **Case** tab.

| н | ome | Intake | Case | Provider | Financial | Administration |
|--------|--------------|-----------|-------------|----------|-----------|----------------|
| Alerts | Action Items | Approvals | Assignments | | | |

A new sub-menu appears.

2. Click the **Workload** tab.

| Home | Intake | Case | Provider | Financial | Administration |
|------------------|-----------------------|-------|----------|-----------|----------------|
| Workload Court C | alendar Placement Req | uests | | | |

The Case Workload grid appears.

3. Select the relevant case.

| Home | Intake | Case | Provider | Financial | Administration |
|---|--|--------------------------------|------------------|-----------|----------------|
| Workload Court Ca | alendar Placement Req | uests | | | |
| Case Workload | | | | | |
| Caseworker: | | Sort By: Case Name Ase | cending V Filter | | |
| □ Verity, Angela (24 cases) ■ Test, Adult ■ Sacwis, Susie [123456] | [<u>121212</u>] - Open 11/21/2022 - - Open 06/17/2022 - Alternative I | - Adoption Response Ongoing | | | |

The **Case Overview** screen appears, displaying the current pathway of **Alternative Response Ongoing**.

4. Click the **Category/Pathway Switch** in the navigation pane.



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| <u>Case Overview</u> Activity Log Attorney Communication | CASE NAME / ID: Sacwis, Susie / 123456 | Alternative Response Ongoing Open (06/17/2022) | HAZARD |
|--|---|---|--------|
| Intake List Safety Assessment | ADDRESS: 123 Test Rd | CONTACT: | |
| Substance Abuse Screening Forms/Notices Category/Pathway.Switch Safety.Plan Actuarial Risk Assessment Family Assessment | Test, Oh 12345 AGENCY: Test County Children Services Board PRIMARY WORKER: Test Worker Assign Worker | SUPERVISOR(S): Test Supervisor | |

The Category/Pathway Switch screen appears.

5. Click, Change Case Category.

| Case Overview Activity Log Attorney Communication Intake List Safety Assessment | CASE NAME Sacwis, Se AR Pathway | E / ID: usie / 123456 Switch List | | Alt Opt | ernative Response Ong en (10/25/2023) | oing | |
|---|---------------------------------------|---|----------------------|-------------------|--|---------------------|-----------------------|
| Substance Abuse Screening | Intake ID | Status | Decision Date - Time | Category | Туре | Pathway Switch Date | Pathway Switch Reason |
| Forms/Notices | | Screened In AR | 10/25/2023 09:04 am | CA/N Report | Physical Abuse | | |
| Category/Pathway Switch Safety Plan | | Screened In AR | 02/06/2019 09:03 am | CA/N Report | Neglect | | |
| Actuarial Risk Assessment | | Screened In AR | 09/21/2018 03:25 pm | CA/N Report | Neglect | | |
| Family Assessment | | | | | | | |
| Ongoing Case A/I | | | | | | | |
| Specialized A/I Tool | Perform Pat | hway Switch | | | | | |
| Law Enforcement | C C . | C1 | | | | | |
| Justification/Waiver | Case Catego | ry Change | | | | | |
| Case Services | Cate | egory | New Category | | Effective Date | Reason | Other Reason |
| Legal Actions | | | | | | | |
| Legal Custody/Status | | | | | | | |
| <u>Living Arrangement /</u> <u>Guardianship</u> | Change Cas | e Category | | | | | |

Changing the Category

The Case Category Change screen appears.

- 6. Enter the Effective Date.
- 7. Make a selection from the **Category Change Reason** drop-down menu.

Note: If the current Case Category is AR Ongoing or Ongoing, values include:

- 30 Day VAC expired/terminated and no PCSA court actions
- No Court Involvement and No Placement for at least 3 months
- Case review identifies reduced risk



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• Other (if you select, Other, the screen will expand and the user will need to provide a response in the Other Reason text box).

Note: If the current Case Category is AR Prevention Services or Prevention Services, values include:

- Safety Plan Implemented
- Family Request
- Increased Risk
- Court Involvement
- Other
- 8. If Other is selected, record the **Other Reason** in the text field.
- 9. Click, Save.

Save Cancel

| Case Category Change | |
|-------------------------|------------------------------|
| Current Category: | Alternative Response Ongoing |
| New Case Category: | AR Prevention Services |
| Effective Date: | |
| Category Change Reason: | |

The **Case Category Change** grid appears, displaying the information.

| | | Encouro Bato | Kcuson | Ouler Reaso |
|--------------------------------|-----------------------|--------------|---|-------------|
| Alternative Response Ongoing A | R Prevention Services | 03/11/2024 | No Court Involvement and No Placement for at least 3 months | |
| emalive Response Origonity A | R Flevention Services | 03/11/2024 | No Court involvement and No Placement for at least 5 months | |

Once the Case Category has been changed, the **Case Overview** page will change from the initial pathway to **Prevention Services**.

| Activity Log | CASE NAME / ID: | AR Prevention Services | |
|------------------------|------------------------|------------------------|--|
| Attorney Communication | Sacwis, Susie / 123456 | Open (10/25/2023) | |

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at <u>sacwis_help_desk@childrenandyouth.ohio.gov</u>.

