

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.



A new sub-menu appears.

2. Click the **Workload** tab.



The **Case Workload** grid appears.

3. Select the relevant case.



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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The **Category/Pathway Switch** screen appears.

5. Click, **Change Case Category**.

Intake ID	Status	Decision Date - Time	Category	Type	Pathway Switch Date	Pathway Switch Reason
	Screened In AR	10/25/2023 09:04 am	CA/N Report	Physical Abuse		
	Screened In AR	02/06/2019 09:03 am	CA/N Report	Neglect		
	Screened In AR	09/21/2018 03:25 pm	CA/N Report	Neglect		

Category	New Category	Effective Date	Reason	Other Reason
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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**.

Case Category Change

Current Category:

New Case Category:

Effective Date:

Category Change Reason:

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

Category	New Category	Effective Date	Reason	Other Reason
Alternative Response Ongoing	AR Prevention Services	03/11/2024	No Court Involvement and No Placement for at least 3 months	

[Change Case Category](#)

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

Case Overview

[Activity Log](#)

[Attorney Communication](#)

CASE NAME / ID:

Sacwis, Susie / 123456

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