Generating a Mandated Reporter Letter

Ohio SACWIS

Knowledge Base Article

Table of Contents

Overview 3
Navigating to the Case Intake List 3
Generating the Mandated Reporter Letter 6
- **Completing the Report Details** 7
- **Accessing a Saved Mandated Reporter Letter** 9

Generating a Mandated Reporter Letter

Overview

This article describes the steps for generating a Mandated Reporter Letter regarding an Intake. The Mandated Reporter Letter is an intake report used to inform mandated reporters of the status of the agency's assessment/ investigation in response to their reported concerns, a PCSA contact, and the reporter's responsibilities and rights to additional information, per Ohio Revised Code 2151.421.

Important: There are four types of Mandated Reporter Letters that can be generated as applicable to notify the reporter of the status of the referral:

- **Initial- referral accepted**: This letter is for intakes that have been screened in or screened in AR, to notify the reporter of the status of the assessment/investigation, and to provide updates as needed.
- **Initial- referral NOT accepted**: This letter is for intakes that have been screened out.
- **Disposition- case transferring for ongoing services**: This letter is used at the conclusion of the assessment/investigation when the decision is to transfer the case for ongoing or prevention services.
- **Disposition- case NOT transferring for ongoing services**: This letter is used at the conclusion of the assessment/investigation when the decision is to close the case.

Navigating to the Case Intake List

A Mandated Reporter Letter is generated from the Case to which the relevant Intake has been linked.

If you have assignment to the Case, from the Ohio SACWIS home page:

1. Click the **Case** tab.

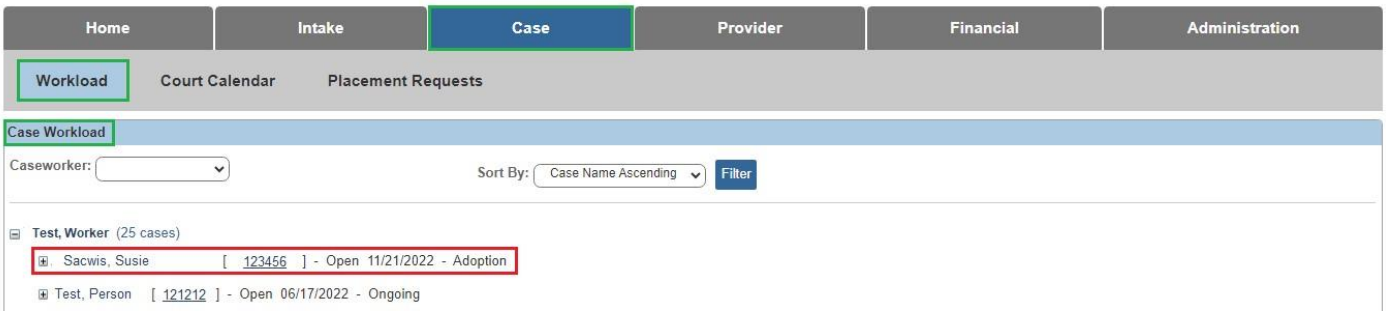
A new sub-menu appears.

2. Click the **Workload** tab.

Generating a Mandated Reporter Letter

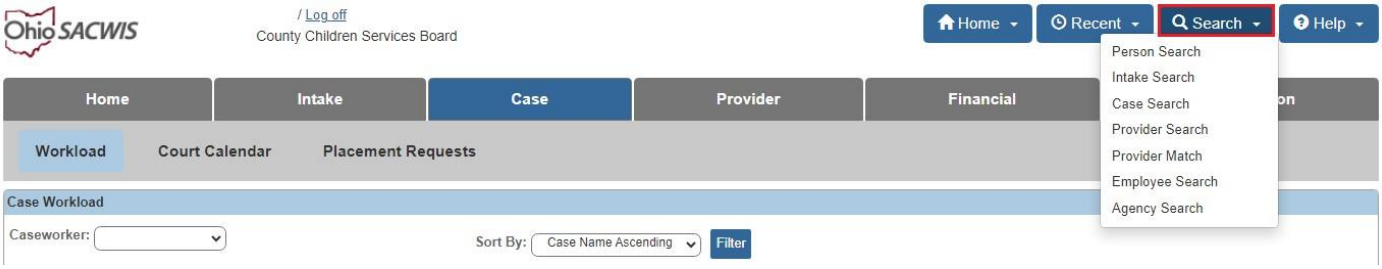
The **Case Workload** grid appears.

3. Select the relevant case.



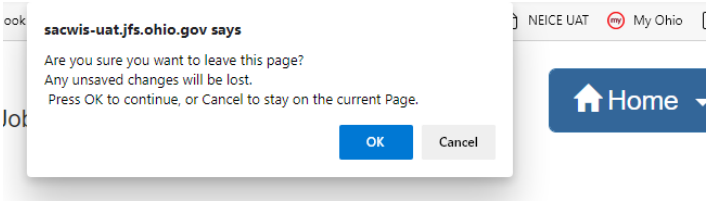
Or, if you have an Intake ID, but do not know the case name or do not have assignment to the case:

4. Click, **Search**.
5. Select **Intake Search**.



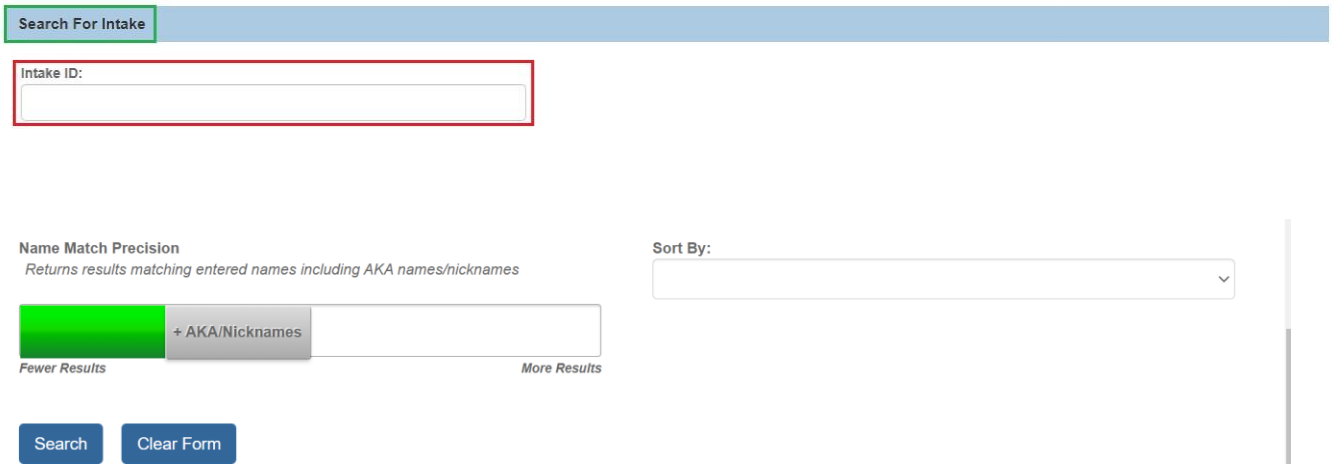
A confirmation message appears.

6. Click **OK**.



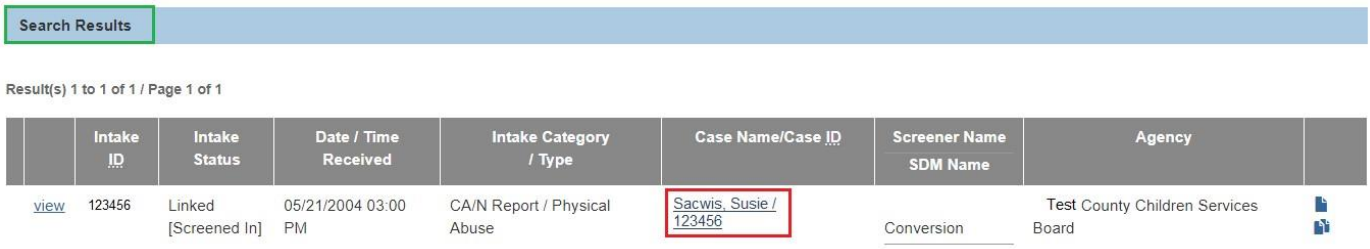
The Search for Intake screen appears.

7. Enter the **Intake ID**.
8. Click **Search**.



The **Search Results** grid appears.

9. In the Search Results grid, click the **Case Name/Case ID** hyperlink.



The **Case Overview** screen appears.

10. Click the **Intake List** link in the navigation pane.

The **Intake List** screen appears.

Generating the Mandated Reporter Letter

Important: If the assessment/investigation initiation activity log has been completed, the **Initiation Date/Time** displays in the Intake List grid. When this column is blank, the initiation has not been recorded. This information will help to complete the Mandated Reporter Letter details in a later step.

1. Click the **reports** link for the Intake.

The **Reports** screen appears.

2. From the **Generate Document** drop-down menu, select, **Mandated Reporter Letter**.
3. Click **Select**.

The **Document Details** screen displays.

4. Click **Generate Report**.

The **Mandated Reporter Letter** parameters page displays.

Completing the Report Details

Important: There are four types of Mandated Reporter Letters that can be generated from this page as applicable to notify the reporter of the status of the referral.

- **Initial- referral accepted**: This letter is for intakes that have been screened in or screened in AR, to notify the reporter of the status of the assessment/investigation, and to provide updates as needed.
- **Initial- referral NOT accepted**: This letter is for intakes that have been screened out.
- **Disposition- case transferring for ongoing services**: This letter is used at the conclusion of the assessment/investigation when the decision is to transfer the case for ongoing or prevention services.
- **Disposition- case NOT transferring for ongoing services**: This letter is used at the conclusion of the assessment/investigation when the decision is to close the case.

1. From the **Mandated Reporter Letter Type** drop-down menu, select the applicable type.
2. From the **Case Worker** drop-down menu, select the name of the worker whose information will display in the letter.

Note: For the **Initial- referral NOT accepted** letter, no additional fields display on the screen; please go to step 5 below.

3. For each question in the grid, select **Yes** or **No** as applicable from the drop-down menus.

Note: Each question in the grid defaults to **No**.

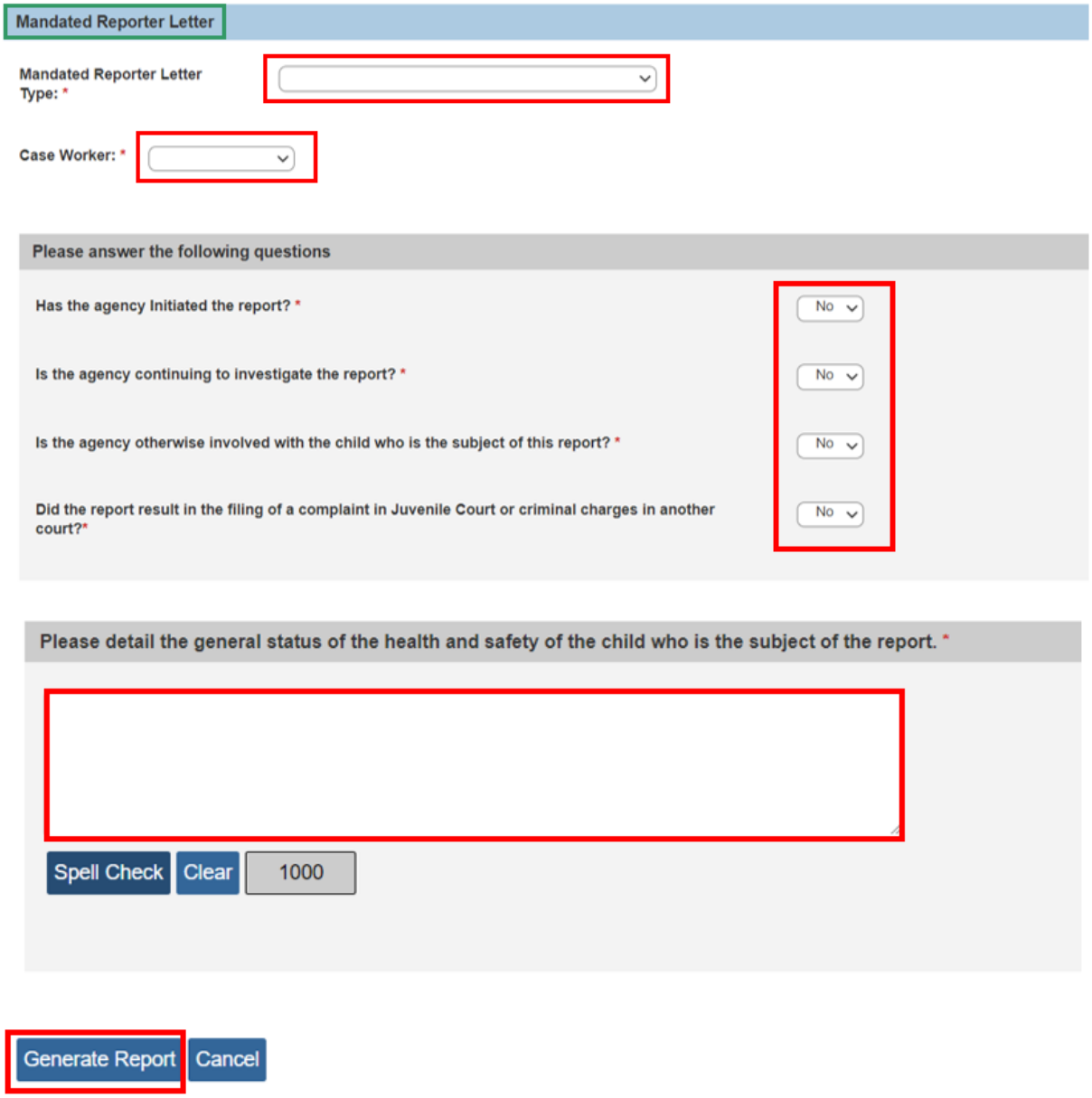
Note: When the agency has initiated the report and documented this in an Ohio SACWIS Activity Log, the **Intake List** grid shown in the previous section will display the **Initiation Date/Time**. When this column is blank, the initiation has not been recorded.

4. In the text field, enter a response to **Please detail the general status of the health and safety of the child who is the subject of the report**.

Note: If the status of the health and safety of the child is not known at the time the letter is generated, a general statement that the assessment has not been completed is acceptable.

5. Click **Generate Report**.

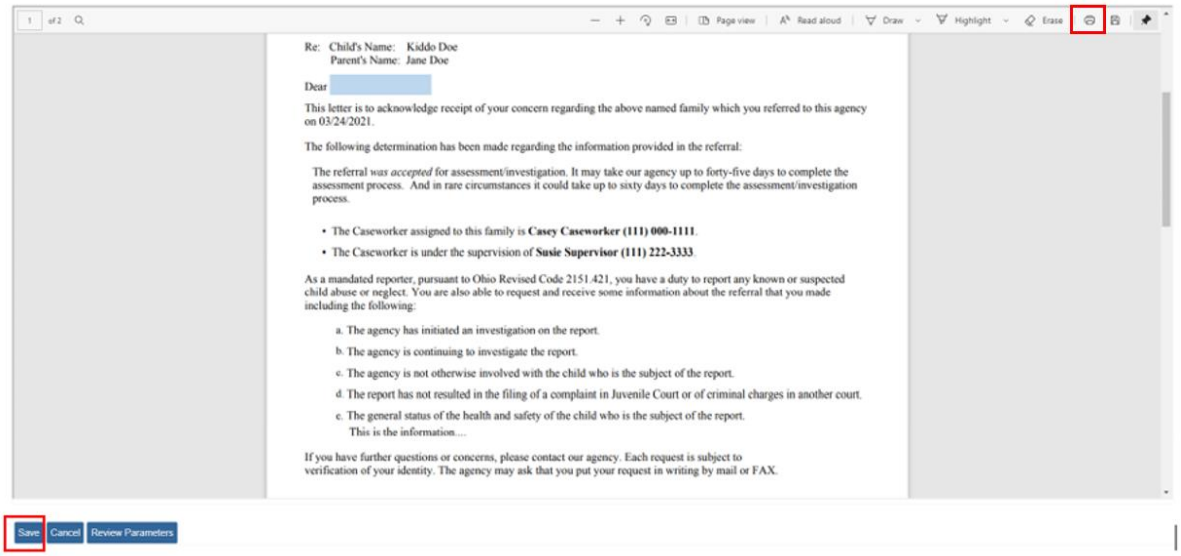
Generating a Mandated Reporter Letter



The Report PDF displays.

6. Click **Save** to save the report.
7. Click the print icon to print the report.

Note: If changes or corrections to the letter are needed, click **Review Parameters** to return to the previous screen. Or, click **Cancel** to leave without saving.



Re: Child's Name: Kiddo Doe
Parent's Name: Jane Doe

Dear

This letter is to acknowledge receipt of your concern regarding the above named family which you referred to this agency on 03/24/2021.

The following determination has been made regarding the information provided in the referral:

The referral *was accepted* for assessment/investigation. It may take our agency up to forty-five days to complete the assessment process. And in rare circumstances it could take up to sixty days to complete the assessment/investigation process.

- The Caseworker assigned to this family is **Casey Caseworker (111) 000-1111**.
- The Caseworker is under the supervision of **Susie Supervisor (111) 222-3333**.

As a mandated reporter, pursuant to Ohio Revised Code 2151.421, you have a duty to report any known or suspected child abuse or neglect. You are also able to request and receive some information about the referral that you made including the following:

a. The agency has initiated an investigation on the report.
b. The agency is continuing to investigate the report.
c. The agency is not otherwise involved with the child who is the subject of the report.
d. The report has not resulted in the filing of a complaint in Juvenile Court or of criminal charges in another court.
e. The general status of the health and safety of the child who is the subject of the report.
This is the information....

If you have further questions or concerns, please contact our agency. Each request is subject to verification of your identity. The agency may ask that you put your request in writing by mail or FAX.

The **Intake List** screen appears.

Accessing a Saved Mandated Reporter Letter

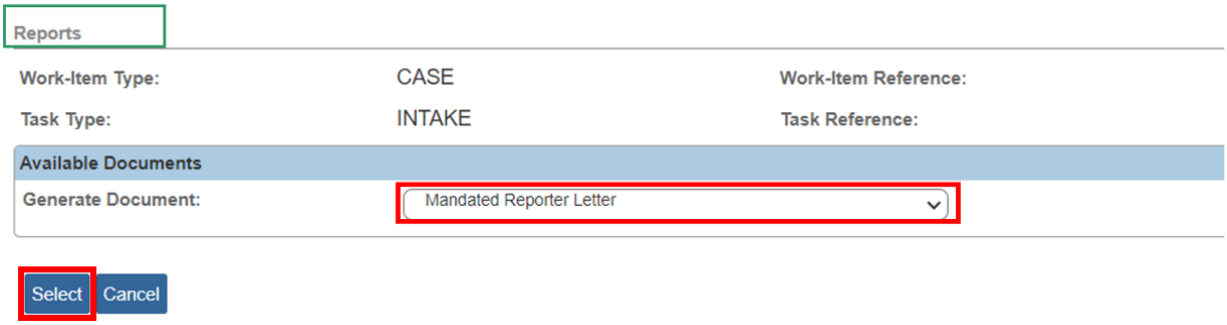
From the Intake List within the Case,

1. Click the **reports** link.

The **Reports** screen appears.

2. From the **Generate Document** drop-down menu, select **Mandated Reporter Letter**.
3. Click **Select**.

Generating a Mandated Reporter Letter



The **Document History** grid displays, showing all the **Mandated Reporter Letters** that have been generated for the specified Intake.

4. Click the **PDF ID** link to open the document.

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