Navigating Alternative Response (AR) in Ohio SACWIS

Knowledge Base Article

Navigating Alternative Response (AR) in Ohio SACWIS

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Ohio | **Department of Job and Family Services**

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Navigating Alternative Response (AR) in Ohio SACWIS

Overview

This knowledge base article discusses how to complete Alternative Response (AR) information in Ohio SACWIS.

Screening in an AR Intake

1. From the Ohio SACWIS **Home** screen, click the **Intake** tab.
2. Click the **Decision** link in the appropriate row.

The **Decision Details** screen appears (next page) displaying the **Decision** tab.

3. In the **Is this an Emergency** field, select **Yes** or **No** from the drop-down list.
4. In the **Screening Decision** field, select **Screened In.**
5. In the **Screening Pathway** field, select **Alternative Response (AR)**.
6. Click **Save**.

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The **Intake Workload** screen now appears showing the status as **Screened In AR** as shown in green below.

Important: From an Ohio SACWIS process standpoint, a Screened-In AR intake is treated the same way as a traditional intake.

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Linking to a Case

1. To link the **Screened In AR** intake to a case, click **Link** in the appropriate row.

2. Complete the same steps as when linking a traditional intake to a case in Ohio SACWIS. You will either link the intake to an existing case or create a new case using your agency's process steps.

Recording a Disposition for a Screened-In AR Intake

1. Navigate to the **Case Overview** screen.

2. Click the **Intake List** link in the **Navigation** menu on the left.

The **Intake List** screen (**Current Case Episode Intake List** screen) appears.

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3. Click the **Record Disposition(s)** button.

Note: The **Status** field shows **Screened In AR,** and both the **Case Disposition** field as well as the **Disposition Date** field appear as blank.

The **Intake Dispositions** screen appears.

4. Click the **Edit** link in the appropriate row.

The **Allegation Details** screen appears.

5. Click the **Edit** link again on any **Child Subject of Report (CSR).**

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The **Disposition Details** screen appears. As shown below, **Alternative Response** auto-populates in the **Report Disposition** field and is the only selection available in the drop-down list.

Disposition Details					
Intake ID:		Intake Category:	CA/N Report	Screening Decision Date:	10/18/2022

Alleged Child Victim / Child Subject of Report: Simpson, Lisa/28669054

Alleged Perpetrator / Adult Subject of Report: Simpson, Homer/28669055

Allegation: Neglect

When did the alleged Neglect happen (Incident ☐ Date Estimated

Report Disposition: * [Alternative Response ▾] ☐ Unable to Locate

Severity of Harm: * ⓘ [▾]

6. In the **Severity of Harm** field, select a choice from the drop-down list.

Alleged Child Victim / Child Subject of Report: Simpson, Lisa/28669054

Alleged Perpetrator / Adult Subject of Report: Simpson, Homer/28669055

Allegation: Neglect

When did the alleged Neglect happen (Incident Date)?: * ⓘ ☐ Date Estimated

Report Disposition: * [Alternative Response ▾] ☐ Unable to Locate

Severity of Harm: * ⓘ [▾]

Harm Descriptions

Record Harm Descript... neglect allegation.

Available Ha... ...ted Harm Descriptions

Drop-down list:
- No Medical/Therapeutic Treatment Provided
- Treated and Released
- Hospitalized
- Child Fatality
- Near Fatality
- Not Applicable

7. In the **Available Harm Descriptions** section, select description(s).

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8. Click the **Add >** button to move the choice to the **Selected Harm Descriptions** field.

9. Repeat the previous two steps until all harm descriptions have been selected.

10. When complete, click the **Save** button.

The **Allegation Details** screen appears with the message your data has been saved.

✓ Your data has been saved.   ✕

Case > Workload > Intake > Intake Dispositions

Disposition Information	**Contributing Factors**

CASE NAME / ID: *Simpson, Marge* /   *Alternative Response Assessment / Open (10/18/2022)*

Allegation Details

Intake ID: Intake Category: CA/N Report   Screening Decision   10/18/2022
                                                                 Date:

	ACV/CSR	Allegation / Disposition	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit	Simpson, Lisa / 28669054	Neglect / Alternative Response	Simpson, Homer / 28669055	Not Applicable	Other Physical Injury	Alcohol	10/17/2022
edit	Simpson, Lisa / 28669054	Physical Abuse	Simpson, Homer / 28669055				
edit	Simpson, Bart / 28669056	Neglect	Simpson, Homer / 28669055				
edit	Simpson, Bart / 28669056	Physical Abuse	Simpson, Homer / 28669055				

11. Repeat the steps in this section (beginning with the **Allegation Details** screen) to record a disposition for other child subjects of the report.

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12. On the **Allegation Details** screen, click the **Contributing Factors** tab.

13. Select all of the Contributing Factors check boxes that apply.

14. Click the **Disposition Complete** check box near the bottom.

15. In the **Disposition Date** field, enter a date.

16. Click the **Save** button.

The **Intake Dispositions** screen appears displaying a message that your data has been saved.

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17. Click the **Close** button.

The **Intake List** screen (**Current Case Episode Intake List** screen) appears. The disposition has been recorded as an Alternative Response as shown in green below.

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Entering an AR Family Assessment

The AR family assessment is exactly like the traditional family assessment; however the disposition information is not included in the AR family assessment.

1. Navigate to the **Case Overview** screen.
2. Click the **Family Assessment** link on the **Navigation** menu on the left.

The **Family Assessment Filter Criteria** screen appears.

3. Click the **Add AR Family Assessment** button.

The **Participant Information** screen appears.

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4. Complete the **AR Family Assessment** tabs as you would on a traditional case.

5. On the **Case Analysis** tab, if **Transfer for Ongoing PCSA Services** is selected in the **Final Case Decision** field (shown below), upon approval of the family assessment, the case category will automatically change to **Alternative Response Ongoing**.

Important: The final case decision determines if the case receives a status of **Alternative Response Ongoing**.

6. When the **AR Family Assessment** tabs are complete, click the **Save** button.

Participants	Safety Review	Strengths & Needs	Risk Assessment	Substance Use	Case Analysis

Case Decision | Service Planning

Case ID:	AR Family Assessment ID: 47329952
Case Name: Simpson, Marge	AR Family Assessment Status: In Progress

Case Decision

Preliminary Matrix-Indicated Case Decision
Preliminary Matrix-Indicated Case Decision:

Final Risk Level: Uncalculated

Discretionary Override Information
Should the Preliminary Matrix-Indicated Case Decision be Overridden? [▼]
If Yes, Select Discretionary Reasons: [▼]
Describe Reasons:
(expand full screen)

[Spell Check] [Clear] [10000]

Final Case Decision
To support the basis for the case decision, evaluate the following assessment variables and their relevance and importance to the case decision: active safety threats, protective capabilities, child vulnerability, child harm, risk contributors and the final level of risk, child and family strengths and needs, family history, and family perceptions.
Evaluation:
(expand full screen)

[Spell Check] [Clear] [10000]

Final Case Decision: [Transfer for Ongoing PCSA Services ▼]

[Apply] [Save] [Cancel]

The **Family Assessment** screen appears displaying a message that your data has been saved.

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7. Process for approval according to your agency's policy. Upon completion, the case status will automatically change to **Approved**.

Performing an AR Pathway Switch

There are two ways to change the pathway from AR Response to traditional in Ohio SACWIS. The AR Pathway switch process is discussed below. An AR case can also become a traditional case by linking a screened-in CA/N report to an alternative response case.

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link to navigate to the **Case Overview** screen.
4. Click the **Category/Pathway Switch** link on the **Navigation** menu.

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The **Category/Pathway Switch List** screen (**AR Intake List** screen) appears.

5. Click the **Perform Pathway Switch** button.

Intake ID	Status	Decision Date - Time	Category	Type	Pathway Switch Date	Pathway Switch Reason
	Screened In AR	10/18/2022 09:45 am	CA/N Report	Neglect Physical Abuse		

Perform Pathway Switch

The **AR Pathway Switch** screen appears.

6. In the **Pathway Switch Date** field, enter the date.
7. In the **Pathway Switch** field, select a value from the drop-down list.
8. Click the **Save** button.

AR Pathway Switch

Pathway Switch Date: [   ] 📅

Pathway Switch Reason: [⌄]

- Court Action
- Family Request
- Unable to Locate
- Worker Assessment Risk Concern
- Worker Assessment Safety and Risk Concern
- Worker Assessment Safety Concern
- Family refused to engage in the assessment process

Affected AR Intake List

Intake ID			Decision Date - Time
	10/18/		0/18/2022 09:45 AM

Save **Cancel**

The **AR Pathway Switch List** screen (**AR Intake List** screen) appears displaying a message that your data has been saved.

The AR case has now been switched to a traditional case.

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Completing an AR Family Case Plan

- Refer to the Knowledge Based Article "Completing a Family Case Plan" on how to create an AR Family Case Plan as it's aligned with a Traditional Family Case Plan using the same steps.

Printing Alternative Response Letters

Three AR letters are available, but not required. Additionally, these letters will be completed at different times throughout the AR assessment.

Navigating to the AR Letters

1. Navigate to the **Case Overview** screen.
2. Click the **Intake List** link in the **Navigation** menu on the left.
3. Click the **Reports** link.

The **Available Documents** screen appears.

Alternative Response Closing Letter

1. Select **Alternative Response Closing Letter** in the **Generate Document** field.
2. Click the **Select** button.

Case»Workload»Reports

| Work-Item Type: | CASE | Work-Item Reference: |
| Task Type: | INTAKE | Task Reference: |

Available Documents

Generate Document: Alternative Response Closing Letter

Select   Cancel

The **Document Details** screen appears.

3. Click the **Generate Report** button.

Document Details

Document Category:		Document Title:	Alternative Response Closing Letter
Work-Item ID:		Work-Item Reference:	Simpson, Marge
Task ID:	22483310	Task Reference:	

Document History

ID	Date Created	Employee ID	Name

Document History

Generate Report

The **Alternative Response Closing Letter** screen appears.

4. In the **Type of Closing Letter** section, select the applicable dropdown filter, either:

    - Closing case with Services being provided during the assessment, **OR**

    - Closing case with no Services being provided during the assessment

5. Complete the narrative fields on Strengths and Community Services and/or Recommendations (mandatory).

6. Click the **Generate Report** button.

A screen appears showing that the report is being created.

The report appears as shown below.

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Important: As shown in red, the narrative Strengths and Community Services and/or Recommendation's content automatically populates into the letter. This is where your previously typed comments will appear.

7. Click the **Save** button.

Alternative Response Closing Letter

10/18/2022

Homer Simpson

Dear Homer Simpson,

Thank you for allowing me to talk with you about your family. After my visits with you, together we identified that your family has many strengths, including Family is committed to making changes. As we discussed, your case with our agency will be closed at this time, however, your family may benefit from the following community services and/or recommendations: Mr. Simpson is receiving substance abuse services and anger management.

If you have any questions or if we can be of any help to your family at a future time, please call our office at (   )   .

Sincerely,

Caseworker

Supervisor

Save   Cancel   Review Parameters

The **Intake List** screen (**Current Case Episode Intake List** screen) appears showing that the report has been saved.

Mandated Reporter Letter

1. Complete the steps shown in the **Navigating to the AR Letters** section.
2. In the **Generate Document** field, select **Mandated Reporter Letter** from the drop-down box.
3. Click the **Select** button.

The **Document Details** screen appears.

4. Click **Generate Report** button.

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Document Details			
Document Category:		Document Title:	Mandated Reporter Letter
Work-Item ID:		Work-Item Reference:	Simpson, Marge
Task ID:	22483310	Task Reference:	

Document History

ID	Date Created	Employee ID	Name

Document History

Generate Report

The **Mandated Reporter Letter** screen appears as shown below. All the information is mandatory to fill out and responses will populate in the letter.

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Mandated Reporter Letter

Mandated Reporter Letter Type: *

Case Worker: *

Please answer the following questions

Has the agency Initiated the report? *   No

Is the agency continuing to investigate the report? *   No

Is the agency otherwise involved with the child who is the subject of this   No
report? *

Did the report result in the filing of a complaint in Juvenile Court or criminal No
charges in another court?*

Please detail the general status of the health and safety of the child who is the subject of the report. *

Spell Check   Clear   1000

Generate Report   Cancel

5. Click **Generate Report** button.
6. When complete, click the **Save** button at the bottom of the screen.

Sample Mandated Reporter Letter

Re: Child's Name:
    Parent's Name:

Dear ,

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

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 _____ .
- The Caseworker is under the supervision of _____

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 initiated an investigation on the report.

b. The agency continuing to investigate the report.

c. The agency otherwise involved with the child who is the subject of the report.

d. The report 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.

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.

Save   **Cancel**   **Review Parameters**

Closing an Alternative Response Case

Closing an AR Case is completed the same as any other case in Ohio SACWIS.

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