

# **Court Functionality Question & Answers**



**Knowledge Base Article**

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# Court Functionality Question & Answers

## Overview

This article discusses some of the most asked questions in the Ohio SACWIS Court functionality.

## Ohio SACWIS Court Functionality Questions & Answers

### **Q: What is a legal action group?**

A: A legal action group is a user defined set of (child specific) legal actions most likely derived from which legal action began the series of court involvement.

### **Q: How is grouping legal actions helpful? Is there going to be a way to view a running list of court actions by date?**

A: The functionality will allow you to group legal actions in a way that makes sense to your county agency for a specific child. Agencies will be able to keep a running list of legal actions in legal action group(s) that meets their specific business needs. The legal actions within each group will be displayed in date order.

### **Q: What is the security needed for visual linking/creating legal action groups?**

A: To use the grouping legal action functionality, you will have to be assigned to the case OR have *court worker* security for the agency that owns the case.

### **Q: What does the legal action groups look? Will we have one group (or none) and then must move all the items into the groups we set up?**

A: If your agency has not been using the current linking legal action functionality, then each legal action will display as a separate legal action group. If your agency has been using the current linking legal action functionality, then each set of linked legal actions will display as a legal action group. In either scenario, you will have the flexibility to move the legal actions into new groups, both current and historical, into different legal actions groups.

### **Q: How do we group legal actions? Is this based on the case episode or custody episode?**

A: Each agency can organize their own legal action groups in a manner that works for their specific business needs. Agencies will also have the flexibility to move legal actions from historical case episodes to different legal action groups, although historical legal actions cannot be modified.

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**Q: Will the visual linking functionality include legal statuses of VAC, Telephonic Order of Custody, and Officer Acceptance?**

A: The visual linking functionality is based on legal actions, not legal statuses. VAC, Telephonic Order of Custody, and Officer Acceptance are legal statuses; therefore, the legal action groupings will not display legal statuses. (These legal status records will continue to be displayed on the **Maintain Legal Custody/Status** page.) However, legal statuses derived from a **Ruling** will display in the additional information column on the participant legal action information page.

**Q: How will grouping affect fiscal functions? One of the reasons we didn't link was because if something was incorrect we had to make everything linked created in error.**

A: One of the goals in the creation of the legal action grouping functionality is to make each legal action independent of other legal actions so therefore a legal action can be created in error regardless of where it falls in the grouping. The grouping is no longer "hard-linked" or built upon each other. If you need to create a legal action record in error and that record is within a legal action group, you will not need to create the other grouped legal actions in error (as you do with the current linking functionality). In addition, there is a filter to include/exclude created in error records.

**Q: Once you copy a legal action to create a new one for a sibling and select them, will their name disappear from the drop-down box so that you do not accidentally select them again?**

A: No, the available action participants will be based on your active case members, which is the same as the current functionality.

**Q: Is there a way to copy a legal action/ruling once and then apply to all/multiple participants - like the case services functionality?**

A: No. You will have to copy the legal action and select the separate action participant. This is because the legal actions are now *child based* instead of case based legal actions. Current functionality does not allow you to apply a Ruling to multiple action participants - the Ruling must be copied for each child. The only change is with the other legal actions (hearing, notification, subpoena, motion, and complaint) you can no longer associate multiple action participants. This is the tradeoff for being able to group legal actions independently according to each child participant.

**Q: How will grouping work when two agencies are assigned to the same case?**

A: Persons who are assigned to the case OR who have the court worker security for the county with case ownership will be able to group the legal actions.

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**Q: Will the county who first opened a case determine how the groupings will appear?**

A: Legal actions, including historical legal actions, can be moved from one legal action group to another legal action group by anyone with the proper case assignment and/or security.

**Q: Currently our agency only creates hearings for delinquency. Is this the correct way to use hearings as legal actions?**

A: Functionality allows for you to create hearings as legal actions for both delinquency as well as any other court hearings you may need to record.

**Q: Will complaints that are filed at Juvenile Court with a date prior to PCSA involvement (case open date) be able to be added to the SACWIS Case Record?**

A: The functionality of entering legal actions In Ohio SACWIS outside of case episodes does not exist. If an agency is filing a complaint or creating a legal action then they should also have an open case for the child. SACWIS does not allow for the entering of complaints filed by outside entities prior to the opening of a case episode. The only exception to this functionality is when the Child was removed prior to agency custody as documented on the child's initial removal record.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov) .