

Recording Intake Appeals and Updating Dispositions



Knowledge Base Article

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Overview

This article describes steps for updating and recording appeals on Intake Dispositions. A Public Children Services Agency (PCSA) may update a disposition due to an Administrative Decision or an Appeal from the Alleged Perpetrator.

Security

PCSA users with *Report Disposition Changer* security may update dispositions or record appeals for intakes investigated by their agency.

Policy Background

Per OAC 5101:2-36-03, within two working days of completion of an assessment/investigation, the PCSA must notify the Alleged Perpetrator of the Report Disposition, their right to appeal, and the method by which the Alleged Perpetrator may appeal. OAC 5101:2-33-20 outlines the requirements for PCSA disposition appeal policies, including but not limited to: Operational procedures for conducting reviews and hearings; the office and/or individual(s) involved in conducting these reviews/hearings, and reasonable timeframes. Policies and procedures are developed and implemented by each PCSA. Ohio SACWIS includes functionality for users to record appeals, record reviews/hearings, record outcomes, and generate notification letters for Alleged Perpetrators.

For steps to record the Disposition for an Intake, please refer to [Recording Case Disposition](#).

Updating an Intake Allegation Disposition – Administrative Decision

When an assessment/investigation is completed, users must record a disposition for each allegation of the intake. In areas of Ohio SACWIS where the intake disposition is displayed, the system displays the highest level of disposition; in areas where the allegations are displayed, the system displays the disposition for each intake allegation. There may be times where the disposition recorded for one or more of the allegations on an intake needs to be updated. One of the reasons for updating a disposition is Administrative Decision.

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link of the appropriate case.
4. From the Navigation menu, click the **Intake List** link.

Recording Intake Appeals and Updating Dispositions

The Intake List (Current Case Episode and Historical Case Episode(s)) screen appears, displaying all intakes listed for the case, separated into Current Case Episode and Historical Case Episodes.

- Click **Update Disposition(s)** to view intakes able to be updated.

Current Case Episode Intake List									
Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
123456789	Screened In	02/23/2024 11:27 AM	CA/N Report	Neglect Physical Abuse	02/23/2024 11:34 AM	<u>Substantiated</u> 02/23/2024	02/23/2024	Public Children Services Agency	unlink

Record Disposition(s) **Update Disposition(s)**

The **Intake Dispositions** screen appears.

Note: Only Intakes for the signed in user's agency will display. Intakes with a disposition of **Substantiated**, **Indicated**, or **Unsubstantiated** can be updated. Intakes with other dispositions (e.g. Alternative Response, Unable to Locate) will display but cannot be updated.

- Click the **Edit** link next to the Intake being updated.

Case > Workload > Intake

CASE NAME / ID: *Kenobi, obi wan* /12345678 Ongoing / Open (01/01/2024)

Intake Dispositions				
	Intake ID	Decision Date & Time	Category	Type(s)
edit	23456789	01/16/2024 08:26 AM	CA/N Report	Sexual Abuse Physical Abuse Neglect
edit	123456789	01/01/2024 05:00 PM	CA/N Report	Sexual Abuse Physical Abuse
edit	23456789	01/05/2024 05:00 AM	CA/N Report	Physical Abuse Sexual Abuse
edit	123456789	02/22/2024 03:14 PM	CA/N Report	Sexual Abuse Physical Abuse
edit	23456789	02/23/2024 11:27 AM	CA/N Report	Physical Abuse Neglect
edit	123456789	02/02/2024 01:20 AM	CA/N Report	Physical Abuse Neglect

[Close](#)

Recording Intake Appeals and Updating Dispositions

The **Allegation Details** grid appears.

7. Click **Edit** next to the Allegation disposition being updated.

Case > Workload > Intake > Intake Dispositions

Disposition Information				Contributing Factors			
CASE NAME / ID: Kenobi, obi wan ,12345678				Ongoing / Open (01/01/2024)			
Allegation Details							
Intake ID:		Intake Category:			CA/N Report		
Screening Decision Date:							
	ACV/CSR	Allegation Disposition	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit	Skywalker, Luke / 23456789	Neglect Unsubstantiated	Leia, Princess 123456789	No Medical/Therapeutic Treatment Provided	Bone Fracture		01/14/2024
edit	Skywalker, Luke / 123456789	Physical Abuse Indicated	Leia, Princess 123456789	Treated and Released	Bone Fracture		01/14/2024
edit	Skywalker, Luke / 23456789	Sexual Abuse Unsubstantiated	Leia, Princess 23456789	No Medical/Therapeutic Treatment Provided	Bone Fracture		01/14/2024

Close

Note: Each allegation corresponds to 1 Alleged Perpetrator, 1 Alleged Child Victim, and 1 Allegation type (e.g. Physical Abuse, Medical Neglect etc.). If there are multiple allegations for an intake, each allegation is updated individually, as applicable.

Recording Intake Appeals and Updating Dispositions

The **Disposition Details** screen appears.

This page shows all the details about the allegation, including *Alleged Perpetrator*, *Alleged Child Victim*, *Incident Date*, *Allegation*, *Reported Disposition*, *Severity of Harm* and more.

CASE NAME / ID: Goth, Cassandra / 12345678		Ongoing / Open (01/01/2024)
Disposition Details		
Intake ID: 12345678	Screening Decision Date: 01/15/2024	
Intake Category: CA/N Report	Disposition Date: 02/10/2024	
Alleged Child Victim / Child Subject of Report: Goth, Cassandra / 23456789	Alleged Perpetrator / Adult Subject of Report: Goth, Mortimer / 23456789	
Allegation: Emotional Maltreatment/Mental Injury	Incident Date: 01/14/2024	<input type="checkbox"/> Date Estimated
Original Disposition		
Reported Disposition: Substantiated	Severity of Harm: Treated and Released	
Description of Harm: Bone Fracture	Substance(s):	
Updated Disposition Details		
Reason for Disposition Update: <input type="text"/>		
<input type="button" value="Apply"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Recording Intake Appeals and Updating Dispositions

7. Select **Administrative Decision** from the **Reason for Disposition Update** dropdown.

Updated Disposition Details

Reason for Disposition Update:

Update:

Administrative Decision

Apply Save Cancel

Additional fields to be completed appear.

8. Select the **Updated Disposition** from the dropdown.
9. Select the **Updated Severity of Harm** from the dropdown.
10. Enter the **Date of Updated Disposition**.

Updated Disposition: Indicated

Updated Severity of Harm: Treated and Released

Date of Updated Disposition: 02/28/2024

Selected Harm Descriptions *

Brain Damage/Skull Fracture

Blindness

11. Select one or more values for **Harm Descriptions** and click **Add**
12. Select any applicable **Substance(s)** and click **Add**

Recording Intake Appeals and Updating Dispositions

Note: The Harm Description(s) and Substance(s) selected during the initial disposition are populated but are editable. Harm Description is a required field, but Not Applicable is an available option.

Harm Descriptions

Record Harm Description(s) as a result of this abuse or neglect allegation.

Available Harm Descriptions	Selected Harm Descriptions *
<p>Q Add</p> <ul style="list-style-type: none">Access to drugsBlindnessBrain Damage/Skull FractureBurns/ScaldsChild affected by substance abuse	<p>Remove Q</p> <ul style="list-style-type: none">Bone Fracture

Substances Descriptions

Select substance(s) pertinent to this abuse/neglect allegation.

Available Substances:	Selected Substances:
<p>Q Add</p> <ul style="list-style-type: none">AlcoholAmphetaminesBarbituratesBenzodiazepinesBuprenorphine (Suboxone)	<p>Remove Q</p> <ul style="list-style-type: none">

7. Enter the **Rationale for Disposition Update**.
8. Click **Save**.

Recording Intake Appeals and Updating Dispositions

Rationale for Disposition Update

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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Modified By: Caseworker, Charlie

Modified Date: 02/22/2024 02:34 PM

Apply

Save

Cancel

The Allegation Details grid will display. The updated Allegation Disposition will have a green badge to indicate this allegation has had its disposition updated.

Allegation Details						
Intake ID:	12345678	Intake Category:	CAN Report			
Screening Decision Date:	01/15/2024					
ACV/CSR	Allegation	API/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
Disposition						
View	Goth, Cassandra / 23456789	Emotional Maltreatment/Mental Injury	Goth, Mortimer / 23456789	Treated and Released	Bone Fracture	01/14/2024
		Indicated				
		UPDATED				

Important: When completing an Administrative Decision update for allegation disposition, the Updated Disposition must be different than the original disposition. Additionally, Date of Updated Disposition must be after the Disposition Date of the original disposition. Once the disposition has been updated for an Allegation, the grid will now display a View link. Clicking this link will bring a view only page of the Disposition with original and updated disposition details. Dispositions can only be updated one time. For more information, see [Viewing a completed Disposition](#) or [Viewing an Updated Disposition](#).

Recording an Appeal for an Allegation Disposition

After an intake investigation has been completed and the disposition has been recorded, it is possible that one or more Alleged Perpetrator(s) appeal an Allegation Disposition. The system will now allow users to record that an appeal has been filed.

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link of the appropriate case.
4. From the Navigation menu, click the **Intake List** link.

The Intake List (Current Case Episode and Historical Case Episode(s)) screen appears, displaying all intakes listed for the case, separated into Current Case Episode and Historical Case Episodes.

5. Click **Update Disposition(s)** to view intakes able to be appealed.

Note: Only Intakes for the signed in user's agency will display. Intakes with a disposition of **Substantiated**, **Indicated**, or **Unsubstantiated** can be updated. Intakes with other dispositions (e.g. Alternative Response, Unable to Locate) will display but are unable to be appealed.

Current Case Episode Intake List									
Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
123456789 reports	Screened In	02/23/2024 11:27 AM	CA/N Report	Neglect Physical Abuse	02/23/2024 11:34 AM	Substantiated 02/23/2024	02/23/2024	Public Children Services Agency	unlink
<div style="display: flex; justify-content: space-between;"> Record Disposition(s) Update Disposition(s) </div>									

The **Intake Dispositions** grid displays with Intake Dispositions available to be appealed.

Recording Intake Appeals and Updating Dispositions

6. Click **Edit** for the intake being appealed.

Case > Workload > Intake

CASE NAME / ID: <i>Kenobi, obi wan</i> / 12345678		<i>Ongoing / Open (01/01/2024)</i>		
Intake Dispositions				
	Intake ID	Decision Date & Time	Category	Type(s)
edit	23456789	01/16/2024 08:26 AM	CA/N Report	Sexual Abuse Physical Abuse Neglect
edit	123456789	01/01/2024 05:00 PM	CA/N Report	Sexual Abuse Physical Abuse
edit	23456789	01/05/2024 05:00 AM	CA/N Report	Physical Abuse Sexual Abuse
edit	123456789	02/22/2024 03:14 PM	CA/N Report	Sexual Abuse Physical Abuse
edit	23456789	02/23/2024 11:27 AM	CA/N Report	Physical Abuse Neglect
edit	123456789	02/02/2024 01:20 AM	CA/N Report	Physical Abuse Neglect

Close

The **Allegation Details** grid page appears.

7. Click **Edit** next to the Allegation being appealed.

Note: Each allegation corresponds to 1 Alleged Perpetrator, 1 Alleged Child Victim, and 1 Allegation of Harm (e.g. Physical Abuse, Medical Neglect etc). If there are multiple allegations for an intake, each allegation is appealed individually, as applicable

Recording Intake Appeals and Updating Dispositions

Case > Workload > Intake > Intake Dispositions

Disposition Information				Contributing Factors			
CASE NAME / ID: Kenobi, obi wan / 12345678				Ongoing / Open (01/01/2024)			
Allegation Details							
Intake ID:		22867116		Intake Category:		CA/N Report	
Screening Decision Date:		01/16/2024					
	ACV/CSR	Allegation Disposition	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit	Skywalker, Luke / 23456789	Neglect Unsubstantiated	Leia, Princess / 23456789	No Medical/Therapeutic Treatment Provided	Bone Fracture		01/14/2024
edit	Skywalker, Luke / 123456789	Physical Abuse Indicated	Leia, Princess / 123456789	Treated and Released	Bone Fracture		01/14/2024
edit	Skywalker, Luke / 23456789	Sexual Abuse Unsubstantiated	Leia, Princess / 23456789	No Medical/Therapeutic Treatment Provided	Bone Fracture		01/14/2024

[Close](#)

The **Disposition Details** screen appears.

Recording Intake Appeals and Updating Dispositions

This page shows all the details about the allegation, including *Alleged Perpetrator*, *Alleged Child Victim*, *Incident Date*, *Allegation*, *Reported Disposition*, *Severity of Harm* and more.

CASE NAME / ID: **Goth, Cassandra** / 12345678 Ongoing / Open (01/01/2024)

Disposition Details

Intake ID: 12345678	Screening Decision Date: 01/15/2024
Intake Category: CA/N Report	Disposition Date: 02/10/2024
Alleged Child Victim / Child Subject of Report: Goth, Cassandra / 23456789	Alleged Perpetrator / Adult Subject of Report: Goth, Mortimer / 23456789
Allegation: Emotional Maltreatment/Mental Injury	Incident Date: 01/14/2024 <input type="checkbox"/> Date Estimated

Original Disposition

Reported Disposition: Substantiated	Severity of Harm: Treated and Released
Description of Harm: Bone Fracture	Substance(s):

Updated Disposition Details

Reason for Disposition Update:

Recording Intake Appeals and Updating Dispositions

8. Select **Appeal** from *Reason for Disposition Update* dropdown.

The screenshot shows a form titled "Updated Disposition Details". Under the heading "Reason for Disposition Update:", there is a dropdown menu. The menu is open, showing two options: "Administrative Decision" and "Appeal". The "Appeal" option is circled in red. At the bottom of the form, there are three buttons: "Apply", "Save", and "Cancel".

Additional fields to be completed appear. The **Type of Appeal** will populate automatically with *Intake Disposition Appeal*; this cannot be changed.

9. Enter the **Appeal File Date**
10. Click **Save**

The screenshot shows the "Updated Disposition Details" form with the following fields filled out: "Reason for Disposition Update:" is set to "Appeal"; "Type of Appeal:" is set to "Intake Disposition Appeal"; "Appeal File Date:" is set to "02/12/2024" with a calendar icon; and "Appeal Outcome:" is empty with an information icon. A light blue message bar at the bottom states: "An Appeal Outcome must be entered and saved to continue Updating the Disposition." At the bottom of the form, there are three buttons: "Apply", "Save", and "Cancel". The footer shows "Modified By: Buss, Andrew" and "02/13/2024 11:58 AM".

Recording Intake Appeals and Updating Dispositions

The Allegation Details grid displays. The Disposition will have a gold badge to indicate this allegation is under appeal.

	ACV/CSR	Allegation	API/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit	Skywalker, Luke / 23456789	Neglect	Leia, Princess / 23456789	No Medical/Therapeutic Treatment Provided			01/14/2024
		Unsubstantiated					
		UNDER APPEAL					

Note: Intakes which have been marked as Under Appeal will remain in that status until an Updated Disposition has been recorded and saved.

To record an Appeal Outcome on an appealed Allegation, see [Recording an Appeal Outcome for an Allegation Disposition](#)

Recording an Appeal Outcome for an Allegation Disposition

Once an appeal is recorded on an allegation, the outcome should be recorded within 30 days of the appeal. Each PCSA will be responsible for their own appeal process, as outlined in OAC 5101:2-33-20.

Important: Information regarding the meetings, discussions, and other relevant information about the appeal must be recorded in an **Activity Log** with the **Category** of **Grievances** and **Sub-Category** of **Disposition**. **This Activity Log is required to complete the Appeal Outcome.**

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link of the appropriate case.
4. From the Navigation menu, click the **Intake List** link.

The **Intake List** (Current Case Episode and Historical Case Episode(s)) screen appears. If an intake has one or more allegations Under Appeal, the gold Under Appeal badge will display here on the Intake List page until the outcome is recorded.

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CASE NAME / ID: *Ongoing*
Goth, Cassandra / 12345678 *Open (01/01/2024)*

Current Case Episode Intake List

Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
123456789 reports	Screened In	01/15/2024 03:00 PM	CA/N Report	Emotional Maltreatment Medical Neglect Neglect Physical Abuse Sexual Abuse Physical Abuse Shaken Baby	01/17/2024 04:15 AM	Substantiated 02/10/2024	02/13/2024 UNDER APPEAL	Public Children Services Agency	unlink
23456789 reports	Screened In	01/01/2024 08:00 PM	CA/N Report	Physical Abuse Sexual Abuse	01/01/2024 11:00 PM	Indicated 01/09/2024	01/30/2024	Public Children Services Agency	unlink

Record Disposition(s)
Update Disposition(s)

5. Click **Update Disposition(s)** to view Dispositioned intakes

Recording Intake Appeals and Updating Dispositions

The **Intake Dispositions** grid displays with Intake Dispositions available to be appealed.

6. Click **Edit** for the Intake being appealed.

Case > Workload > Intake

CASE NAME / ID: **Kenobi, obi wan** / 12345678 **Ongoing / Open (01/01/2024)**

Intake Dispositions				
	Intake ID	Decision Date & Time	Category	Type(s)
edit	23456789	01/16/2024 08:26 AM	CA/N Report	Sexual Abuse Physical Abuse Neglect
edit	123456789	01/01/2024 05:00 PM	CA/N Report	Sexual Abuse Physical Abuse
edit	23456789	01/05/2024 05:00 AM	CA/N Report	Physical Abuse Sexual Abuse
edit	123456789	02/22/2024 03:14 PM	CA/N Report	Sexual Abuse Physical Abuse
edit	23456789	02/23/2024 11:27 AM	CA/N Report	Physical Abuse Neglect
edit	123456789	02/02/2024 01:20 AM	CA/N Report	Physical Abuse Neglect

[Close](#)

The **Allegation Details** grid appears.

7. Click **Edit** next to the Allegation marked as Under Appeal

Recording Intake Appeals and Updating Dispositions

Allegation Details							
Intake ID:		12345678		Intake Category:		CA/N Report	
Screening Decision Date:		01/16/2024					
	ACVCSR	Allegation	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
		Disposition					
edit	Skywalker, Luke / 23456789	Neglect Unsubstantiated UNDER APPEAL	Leia, Princess / 23456789	No Medical/Therapeutic Treatment Provided			01/14/2024
edit	Skywalker, Luke / 123456789	Physical Abuse Indicated	Leia, Princess / 123456789	Treated and Released	Bone Fracture		01/14/2024
edit	Skywalker, Luke / 23456789	Sexual Abuse Unsubstantiated	Leia, Princess / 23456789	No Medical/Therapeutic Treatment Provided	Bone Fracture		01/14/2024

Recording Intake Appeals and Updating Dispositions

The Disposition Details screen appears, showing the information entered at the time the appeal was recorded:

Disposition Details	
Intake ID: 12345678	Screening Decision Date: 02/02/2024
Intake Category: CAN Report	Disposition Date: 02/10/2024
Alleged Child Victim / Child Subject of Report: Kenobi_obi_wan / 23456789	Alleged Perpetrator / Adult Subject of Report: Leia_Princess/ 23456789
Allegation: Physical Abuse	Incident Date: 05/02/2022 <input type="checkbox"/> Date Estimated

Original Disposition	
Reported Disposition: Substantiated	Severity of Harm: Treated and Released
Description of Harm: Brain Damage/Skull Fracture	Substance(s):

Updated Disposition Details	
Reason for Disposition Update: <input type="text" value="Appeal"/>	
Type of Appeal: <input type="text" value="Intake Disposition Appeal"/>	Appeal File Date: <input type="text" value="02/12/2024"/>
Appeal Outcome: <input type="text"/>	

An Appeal Outcome must be entered and saved to continue Updating the Disposition.

Recording Intake Appeals and Updating Dispositions

Note: If an appeal has been entered and the **Appeal File Date** is more than 30 days ago, the system will display additional badges and messages to indicate the need to record an appeal outcome.

Updated Disposition Details

Reason for Disposition Update:

Appeal was filed more than 30 days ago. Please record an appeal outcome.

Type of Appeal: Appeal File Date:

The Allegation Details Grid shows an “Appeal Expired” badge along with the golden “Under Appeal” badge.

	ACV/CSR	Allegation Disposition	API/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit	Skywalker Luke / 23456789	Neglect Substantiated UNDER APPEAL	Leia Princess / 23456789	Treated and Released	Brain Damage/Skull Fracture		05/02/2022
edit	Skywalker Luke / 123456789	Physical Abuse Substantiated UNDER APPEAL APPEAL EXPIRED	Leia Princess / 123456789	Treated and Released	Brain Damage/Skull Fracture		05/02/2022

To record an **Appeal Overruled** outcome, see [Recording an Appeal Overruled outcome:](#)

To record an **Appeal Sustained** or **Appeal Withdrawn** outcome, see [Recording an “Appeal Sustained” or “Appeal Withdrawn” outcome:](#)

Recording Intake Appeals and Updating Dispositions

Recording an Appeal Overruled outcome

The outcome of the appeal may be that the disposition should **not** be changed. When this happens, the user should record the **Appeal Overruled** outcome.

1. Select **Appeal Overruled** from the Appeal Outcome dropdown.
2. Click **Apply**

Updated Disposition Details

Reason for Disposition Update:

Type of Appeal: Appeal File Date:

Appeal Outcome:

Appeal Sustained
Appeal Overruled
Appeal Withdrawn

ed to continue Updating the Disposition.

Modified By: Caseworker, Charlie Modified Date: 02/28/2024 09:39 AM

Recording Intake Appeals and Updating Dispositions

The Updated Disposition Details section expands with new fields. Some of the fields are automatically populated with the original disposition details and cannot be changed.

3. Click **Link Activity** to link an activity log to the appeal.

Updated Disposition Details

Reason for Disposition Update:
Appeal

Type of Appeal: Intake Disposition Appeal
Appeal File Date: 02/01/2024

Appeal Outcome: Appeal Overruled

Appeal Information

An Activity Log has not been linked

[Link Activity](#)

Updated Disposition:	Substantiated	Updated Severity of Harm:	Treated and Released
Harm Description(s):	Blindness	Substance(s):	

Date of Updated Disposition:

Rationale for Disposition Update

Modified By: Caseworker, Charlie
Modified Date: 02/22/2024 02:34 PM

Apply Save Cancel



Recording Intake Appeals and Updating Dispositions

The Activity Log Filter page appears. The filters are populated to the appropriate Category and Sub Category with a completed status.

4. Click the **Select** link for the appropriate activity log to link it to the Appeal.

CASE NAME / ID: **Kenobi, obi wan / 12345678** Ongoing
Open (01/01/2024) PSA
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Activity Log Filter Criteria

Activity From Date:  Activity To Date: 

Case Category:

Contact Type:

Category:

Sub Category:

Activity State:

Agency:


[Advanced Search Criteria](#)

Sort Results By: Traverse Records Only

[Filter](#) [Clear Form](#)

Activity Log

Result(s) 1 to 1 of 1 / Page 1 of 1

Select	Activity Date	Contact Type	Category	Sub Category	Created By	Activity State	Narrative
select	view 02/21/2024 10:00 AM	General , Meetings	Grievances	Disposition	Charlie Caseworker	Completed	

Associated Participants: Obi Wan Kenobi , Luke Skywalker , Princess Leia

[Cancel](#)

Note: If there are multiple Activity Logs to select from, users can click **View** to view the Activity Log, or the narrative icon to navigate to the Activity Log narrative page.

Recording Intake Appeals and Updating Dispositions

The **Update Disposition** page appears, with the Activity Log now linked to the Appeal record. Users can click Unlink Activity, if needed, to unlink the Activity Log and select a different Activity Log to link.

Appeal Information			
	Activity Date	Responsible Worker	Appeal Information Narrative
view	02/21/2024	Caseworker, Charlie	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

[Unlink Activity](#)

5. Enter a date in the **Date of Updated Disposition** field.
6. Enter text into **Rationale for Disposition Update**.
7. Click **Save** to return to the Allegation Details grid.

Note: You will need to repeat this process for all overruled appeals on the intake.

Recording Intake Appeals and Updating Dispositions

Updated Disposition:

Substantiated

Updated Severity of Harm:

Treated and Released

Harm Description(s):

Blindness

Substance(s):

**Date of Updated
Disposition:**

02/28/2024



Rationale for Disposition Update

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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Modified By: Caseworker, Charlie

Modified Date: 02/22/2024 02:34 PM

Apply

Save

Cancel

Recording Intake Appeals and Updating Dispositions

Recording an Appeal Sustained or Appeal Withdrawn outcome:

The outcome of the appeal may be that the disposition should be changed. When this happens, the user should record the **Appeal Sustained** outcome.

If the person who appealed the Disposition decides to withdraw their appeal, then the user should record the **Appeal Withdrawn** outcome.

While they are used in different circumstances, the on-screen functionality is the same for both outcomes.

1. Select **Appeal Sustained** (or **Appeal Withdrawn**) from the Appeal Outcome dropdown.
2. Click **Apply**.

The screenshot shows the 'Updated Disposition Details' form. It includes the following fields and elements:

- Reason for Disposition Update:** A dropdown menu with 'Appeal' selected.
- Type of Appeal:** A dropdown menu with 'Intake Disposition Appeal' selected.
- Appeal File Date:** A date field with '02/20/2024' and a calendar icon.
- Appeal Outcome:** A dropdown menu with an information icon. The menu is open, showing three options: 'Appeal Sustained' (highlighted), 'Appeal Overruled', and 'Appeal Withdrawn'.
- Modified By:** Caseworker, Charlie
- Modified Date:** 02/28/2024 09:39 AM
- Buttons:** 'Apply', 'Save', and 'Cancel' buttons are located at the bottom of the form.

The Updated Disposition Details section expands with new fields.

3. Click **Link Activity** to link an activity log to the appeal.

Recording Intake Appeals and Updating Dispositions

Updated Disposition Details

Reason for Disposition Update:

Appeal

Type of Appeal:

Intake Disposition Appeal

Appeal File Date:

02/20/2024



Appeal Outcome: ?

Appeal Sustained

Appeal Information

An Activity Log has not been linked

[Link Activity](#)

Updated Disposition:

Updated Severity of Harm: ?

Date of Updated Disposition:



Harm Descriptions

Record Harm Description(s) as a result of this abuse or neglect allegation.

Available Harm Descriptions

Search: Add

- Abandonment
- Access to drugs
- Blindness
- Bone Fracture
- Brain Damage/Skull Fracture

Selected Harm Descriptions *

Remove Search

Substances Descriptions

Select substance(s) pertinent to this abuse/neglect allegation.

Available Substances:

Search: Add

- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Buprenorphine (Suboxone)

Selected Substances:

Remove Search

Rationale for Disposition Update

ABC

4000

Modified By: Caseworker, Charlie

Modified Date: 02/22/2024 02:34 PM

Apply Save Cancel



Recording Intake Appeals and Updating Dispositions

The Activity Log Filter Page appears. The filters are populated to the appropriate Category and Sub Category with a completed status.

4. Click the **Select** link for the appropriate activity log to link it to the Appeal.

CASE NAME / ID: *Kenobi, obi wan / 12345678* Ongoing
Open (01/01/2024) PSA
HAZARD

Activity Log Filter Criteria

Activity From Date:  Activity To Date: 

Case Category:

Contact Type:

Category:

Sub Category:

Activity State:

Agency:


Advanced Search Criteria

Sort Results By: Traverse Records Only

[Filter](#) [Clear Form](#)

Activity Log

Result(s) 1 to 1 of 1 / Page 1 of 1

Select	Activity Date	Contact Type	Category	Sub Category	Created By	Activity State	Narrative
select view	02/21/2024 10:00 AM	General , Meetings	Grievances	Disposition	Charlie Caseworker	Completed	

Associated Participants: Obi Wan Kenobi , Luke Skywalker , Princess Leia

[Cancel](#)

Note: If there are multiple Activity Logs to select from, users can click **View** to view the Activity Log, or the narrative icon to navigate to the Activity Log narrative page.

Recording Intake Appeals and Updating Dispositions

The Update Disposition page appears, with the Activity Log now linked to the Appeal record.

Note: You can click Unlink Activity, if needed, to unlink the Activity Log and select a different Activity Log to link.

Appeal Information

	Activity Date	Responsible Worker	Appeal Information Narrative
view	02/21/2024	Caseworker, Charlie	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Unlink Activity

5. Select a value for **Updated Disposition**.
6. Select a value for **Updated Severity of Harm**.
7. Enter a date for **Date of Updated Disposition**.

Updated Disposition: Updated Severity of Harm: i

Date of Updated Disposition:

Feb
2024

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Close

is abuse or neglect

Selected Harm Descriptions *

Remove
🔍

Brain Damage/Skull Fracture

Recording Intake Appeals and Updating Dispositions

8. Select one or more values for **Harm Descriptions** and click **Add**
9. Select any applicable **Substance(s)** and click **Add**

Note: The Harm Description(s) and Substance(s) selected during the initial disposition are populated but are editable. Harm Description is a required field, but Not Applicable is a available option

Harm Descriptions

Record Harm Description(s) as a result of this abuse or neglect allegation.

Available Harm Descriptions

Q	Add
Abandonment	
Access to drugs	
Blindness	
Bone Fracture	
Burns/Scalds	

Selected Harm Descriptions *

Remove	Q
	Brain Damage/Skull Fracture

Substances Descriptions

Select substance(s) pertinent to this abuse/neglect allegation.

Available Substances:

Q	Add
Alcohol	
Amphetamines	
Barbiturates	
Benzodiazepines	
Buprenorphine (Suboxone)	

Selected Substances:

Remove	Q
--------	---

Recording Intake Appeals and Updating Dispositions

10. Enter text in the Rationale for Disposition Update field.
11. Click Save to return to the Allegation Details grid.

Note: Repeat this process for all allegations of an intake which have been appealed and the appeal was sustained or withdrawn.

Rationale for Disposition Update

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

✓ ABC
3555

Modified By: Caseworker, Charlie **Modified Date:** 02/22/2024 02:34 PM

Apply Save Cancel

Viewing a Completed Disposition

When a disposition has been completed, the system will display a view only page showing the intake details for the selected allegation. As a reminder, Intakes can have multiple allegations so the values may vary for different allegations on the same intake.

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link of the appropriate case.
4. From the Navigation menu, click the **Intake List** link.

The Intake List (Current Case Episode and Historical Case Episode(s)) screen appears, displaying all intakes listed for the case, separated into Current Case Episode and Historical Case Episodes.

1. Click the Case Disposition hyperlink to view the allegation details grid for the selected intake.

Current Case Episode Intake List									
Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
123456789 reports	Screened In	02/23/2024 11:27 AM	CA/N Report	Neglect Physical Abuse	02/23/2024 11:34 AM	Substantiated 02/23/2024	02/23/2024	Public Children Services Agency	unlink

2. Click the View link next to an allegation to view its details

Recording Intake Appeals and Updating Dispositions

Case > Workload > Intake > Intake Dispositions

Disposition Information				Contributing Factors			
CASE NAME / ID: Kenobi, obi wan / 12345678				Ongoing / Open (01/01/2024)			
Allegation Details							
Intake ID:		12345678		Intake Category:		CA/N Report	
Screening Decision Date:		02/02/2024					
view	ACV/CSR	Allegation Disposition	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
view	Skywalker, Luke / 23456789	Neglect Substantiated	Leia, Princess / 23456789	Treated and Released	Brain Damage/Skull Fracture		05/01/2022
view	Skywalker, Luke / 123456789	Physical Abuse Substantiated	Leia, Princess / 123456789	Treated and Released	Brain Damage/Skull Fracture		05/02/2022
view	Kenobi, obi wan / 23456789	Neglect Substantiated	Leia, Princess / 23456789	Treated and Released	Brain Damage/Skull Fracture		05/02/2022
view	Kenobi, obi wan / 123456789	Physical Abuse Substantiated	Leia, Princess / 123456789	Treated and Released	Brain Damage/Skull Fracture		05/02/2022

[Close](#)

The Disposition Details page displays

1. Click **Close**.

Intake Details

Intake ID: 12345678
 Intake Category: CA/N Report
 Screening Decision Date: 02/02/2024
 Disposition Date: 02/10/2024
 Alleged Child Victim /Child Subject of Report: Skywalker, Luke / 12345678
 Alleged Perpetrator /Adult Subject of Report: Leia, Princess / 12345678

Disposition Details

Allegation: Physical Abuse
 Incident Date: 05/02/2022
 Report Disposition: Substantiated
 Severity Of Harm: Treated and Released
 Description of Harm: Brain Damage/Skull Fracture
 Substance(s):

[Close](#)

Recording Intake Appeals and Updating Dispositions

Viewing an Updated Disposition

Once a disposition has been updated, the view only page to view Disposition details will show Intake Details, original Disposition Details, and Updated Disposition Details.

1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link of the appropriate case.
4. From the Navigation menu, click the **Intake List** link.

The Intake List (Current Case Episode and Historical Case Episode(s)) screen appears, displaying all intakes listed for the case, separated into Current Case Episode and Historical Case Episodes.

1. Click the Disposition hyperlink to view the allegation details grid for the selected intake.

CASE NAME / ID: Vader, Darth / 12345678		Ongoing Open (01/01/2024)		PSA HAZARD					
Current Case Episode Intake List									
Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
123456789 reports	Screened In	01/01/2024 05:00 PM	CA/N Report	Sexual Abuse Physical Abuse	01/02/2024 06:00 AM	Indicated 01/20/2024	02/07/2024	Public Children Services Agency	unlink
Record Disposition(s)		Update Disposition(s)							
Historical Case Episode(s) Intake List									

2. Click the View link next to an allegation to view its details.

Case > Workload > Intake > Intake Dispositions

Disposition Information				Contributing Factors			
CASE NAME / ID: Kenobi, obi wan / 12345678		Ongoing / Open (01/01/2024)					
Allegation Details							
Intake ID:	22869214		Intake Category:	CA/N Report			
Screening Decision Date:	01/05/2024						
	ACV/CSR	Allegation	API/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
view	Skywalker, Luke / 23456789	Physical Abuse Substantiated APPEALED - DISPOSITION UPHELD	Leia, Princess / 23456789	Treated and Released			12/31/2023
view	Skywalker, Luke / 123456789	Sexual Abuse Substantiated APPEALED - DISPOSITION UPHELD	Leia, Princess / 123456789	Treated and Released			12/31/2023
Close							

The Disposition Details page displays

Recording Intake Appeals and Updating Dispositions

1. Click **Close**.

CASE NAME / ID: Kenobi, obi wan / 12345678		Ongoing / Open (01/01/2024)
Intake Details		
Intake ID:	12345678	
Intake Category:	CA/N Report	
Screening Decision Date:	01/05/2024	
Disposition Date:	02/15/2024	
Alleged Child Victim /Child Subject of Report:	Skywalker, Luke /12345678	
Alleged Perpetrator /Adult Subject of Report:	Leia, Princess /12345678	
Disposition Details		
Allegation:	Sexual Abuse	
Incident Date:	12/31/2023	
Report Disposition:	Substantiated	
Severity Of Harm:	Treated and Released	
Description of Harm:	Blindness	
Substance(s):		
Updated Disposition Details		
Updated Report Disposition:	Substantiated	
Date Updated Disposition:	02/27/2024	
Updated Severity Of Harm:	Treated and Released	
Updated Description of Harm:	Blindness	
Updated Substance(s):		
Reason for Update:	Appeal	
Appeal Outcome:	Appeal Overruled	
Rationale for Update:	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	
Close		

If you need additional information or assistance, please contact the Bureau of Children Services Operational Support's [Customer Care Center](#).