Creating a FINS intake

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FIRST STEPS

The initial work item in **Ohio SACWIS** that needs to be completed when starting work with a youth who is a Candidate for Foster Care or who has entered your Court's custody is with an **Intake** record.

NAVIGATING TO THE INTAKE SCREEN

Click on the Intake tab at the top of the Ohio SACWIS screen.

NAVIGATING TO THE INTAKE SCREEN

Click the **Add Intake** button.

Ohio SACWIS

ProbationOfficer, Pat / Log off
Ohio County Juvenile Court
UAT.1 / 4.33.1i ⬀ / Last Login:

🏠 Home ▾   🕓 Recent ▾   🔍 Search ▾   ❓ Help ▾

| Home | Intake | Case | Provider | Financial | Administration |

Intake Workload

| Add Intake | View by: | Default ▾ | Filter |

Showing 0 intakes (Default view):

Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screener Name SDM Name	Status	Status Date/Time

Add Intake

NAVIGATING TO THE INTAKE SCREEN

The new Intake screen appears.

COMPLETING THE INTAKE

Guidelines for a successful record:

- You may back-date the **Received** day/time as applicable, although be mindful of the screen-in time at the end.
- Enter the **Intake Narrative** taking care to enter details about the youth's offenses in the intake and to follow any internal agency guidelines.
- You may use **Script & Templates** to help guide Narrative entry.
- Select 'Apply' frequently to ensure data is saved as you navigate through the record.

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SAMPLE NARRATIVE – CANDIDATE FOR FOSTER CARE

Tina Teen (DOB 01/01/2008) was placed on probation by Ohio County Juvenile Court on 2/1/2024 after being adjudicated delinquent on charges of carrying a concealed weapon, assault and theft.
Upon further review with the youth, family, and professional sources, Tina has been putting herself at risk by continuing to test positive for cocaine, leaving home without permission, engaging in risky behaviors that are consistent with human trafficking indicators, getting suspended from school, and incurring new charges while on probation. Tina acts impulsively and makes poor decisions that put her in unsafe situations. Tina recently went AWOL for two days. Tina frequently gets into fights with female peers which has resulted in new charges and suspensions from school. Tina has a pending probation violation due to her ongoing substance use and inability to maintain sobriety. At this time, the family is in need of services to prevent Tina's removal from the home. The probation team plans to provide probation case management and supervision, drug screening, individual counseling, and GPS monitored house arrest services.

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SAMPLE NARRATIVE – CARE AND CUSTODY

Tom Teen (DOB 01/01/2010) was placed on probation with Ohio County Juvenile Court on 10/01/23 for felony theft and breaking and entering offenses. While disposition was pending, Tom was arrested 12/01/2023 and admitted to Ohio County Juvenile Court Detention Center on charges of burglary, vandalism, and possession of criminal tools. Tom was released from detention at the pretrial hearing on 12/02/2023 and placed on GPS monitored house arrest. On 12/05/2023, Tom was arrested again and admitted to Ohio County Juvenile Court Detention Center. He was charged with two additional burglary offenses.   Since Tom was on probation and GPS monitored house arrest at the time of the offenses, the magistrate ordered that he would be held in detention at the preliminary hearing on 12/06/23 as he was a danger to himself and the community. Tom's cases were referred to the probation department for a staffing. Probation recommended that Tom be placed at A Place for Adolescents for residential treatment based on the clinical assessment he received while in detention that indicated he has significant mental health, substance abuse, and behavioral concerns. On 12/15/2023, Tom had a disposition hearing, and the magistrate ordered him to placement at A Place for Adolescents. Tom was released from detention on 12/15/2023 and transported to A Place for Adolescents. The court took care and placement responsibility of Tom the same day.

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REPORTER TAB HELPFUL HINTS

- On the Reporter tab, select '**Mandated Reporter**' as needed to ensure the required information and notifications are provided.

- In the **Reporter Details** section, you'll need to perform a Person Search and a Provider Search to find the Reporter and Agency, or create them in the system. If a Mandated Reporter is not a solo practitioner, you will need to add the Provider they are associated with.

- Complete a careful search to avoid adding duplicate person records.

- You may add multiple reporters.

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BASIC TAB HELPFUL HINTS

- Adding an **Intake Workload Name** will help you locate the intake if you save and come back later to the record, but isn't required.

- From the **Intake Category**, select **Family in Need of Services** from the drop-down.

- From the **Intake Types**, select **Unruly/Delinquent** and then choose **Add** from the pusher box to send the value to the **Selected Types**.

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PARTICIPANTS TAB HELPFUL HINTS

- Perform a comprehensive Person Search through **Search & Add Participants** to make sure you aren't adding duplicate records. If you don't find the individual initially, modify the search criteria to be more or less restrictive to be sure they don't exist in the system before you click **Create New Person**.

- Add the youth in focus and parent/custodian at a minimum as **Participants**. Remember to use the **Copy** feature for **Address** and **Contact** to simplify data entry and check the Related Persons link on the first person you add, as the additional people you are seeking may be selectable there.

- For each **Participant** added, you'll need to select **Participant Roles**. Complete this after all **Participants** are listed.

- For the Youth in focus, **Child/Youth Subject of a Non-CA/N (Child/Youth Subject)** role should be selected.

- For the adult household member(s), you can select multiple roles, including **Caretaker**, **Custodian**, **Parent**, etc.

- All **Participants Relationships** should be completed before leaving this tab.

ACV/AP TAB HELPFUL HINTS

- ACV = Alleged Child Victim

- CSR = Child Subject of Report

- AP = Alleged Perpetrator

- ASR = Adult Subject of Report

- Questions in this section are optional, but can document important information as needed.

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FINALIZING THE INTAKE

- From the bottom bar of the intake record, select **Complete** in the **Intake Status** drop-down and then click **Save** when you are done entering all the needed information on the Intake record. Once this is done, the record is no longer editable and you will be unable to make further changes.

- If you have missed any required fields, the system will present validation message(s) in red, with the name of the tab the field is located.

Ø **10 validation message(s)** We found a few areas that need your attention:
- The intake narrative is required to mark the Intake as complete (Basic).
- A living arrangement is required to mark the Intake as complete (Basic).
- Does this report allege a child fatality or near fatality is required to mark the Intake as complete (Basic).
- Indicate whether third party involvement is required (Basic).

LIST VIEW

Intake Workload

Add Intake | View by: [Default ▼] [Filter]

Showing 1 intakes (Default view):

	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screener Name SDM Name	Status	Status Date/Time	
view decision		6059685 **HIGH** **00:00 remaining**	Trent Teen	Family in Need of Services	03/01/2024 8:00 AM	Hamilton JC2, Hank	Complete	04/17/2024 10:04 AM	👁 📄 📄

Add Intake

> This warning will display 24 hours after the created day/time of the intake to indicate it needs a screening decision.

> View narrative by hovering over this icon

> Print a report using this icon.

> Create a duplicate of this intake.

> Takes user to the Screening Decision tab to finalize the intake.

> View the entire intake and tabs within.

COMPLETING THE SCREENING DECISION

- You will need the security user group of **Screening Decision Maker** to complete the Intake record.

- Click on the **decision** hyperlink next to the record on the Intake list page. The **Decision** tab has now been created in the record.

- Select a value of **Screened In** (accepting intake for service), **Screened Out** (no further action will be taken in Ohio SACWIS) or **Return to Screener** (places the intake back in edit status so corrections can be made).

- Once **Screened In** is selected, the **Screening Pathway** is auto-populated. The **Date & Time of screening decision** can be backdated or the **Use Current date and time** button can be selected.

- The **Decision Review** screen provides a second opportunity to review the data before pressing the **Confirm Screening Decision** button.

LINKING THE INTAKE

- Once the Screening Decision is finalized, the Intake List page will then display <u>link</u> next to the Intake.

view edit <u>link</u>	6059685	Trent Teen	Family in Need of Services	03/01/2024 8:00 AM	Hamilton JC2, Hank Hamilton JC2, Hank	Screened In	04/17/2024 1:12 PM	

- The system will display any cases which exist in Ohio SACWIS where the Participants are or were members. You may choose to link the Intake to an existing Open or Closed case or create a new case.

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CREATING A CASE

- When you've selected to **Create a New Case**, the system presents a list of the **Participants** which you can uncheck as needed to remove from the case you are about to create.

- You will need to select a **Case Reference Person**, which is typically the main adult in the family, but can be the youth, if applicable.

Create New Case

Select Persons to Create Case		

☑	Person Name / ID	Age, DOB	Role
☑	Teen, Trent / 11009191	Age 14, DOB 01/01/2010	Child/Youth Subject of a Non-CA/N (Child/Youth Subject)
☑	Mother, Marie / 11009192	Age 44, DOB 01/01/1980	Caretaker, Custodian, Parent

Case Reference Person: *
Mother, Marie

- Once done, the Intake list will appear with the message that the Intake has been linked to a Case.

✅ Intake #6059685 has been linked to Case #3088030

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LINKING TO AN EXISTING CASE

- When a Case exists with the participants, you can choose to link the current intake to this Case and assign yourself to it.

Intake / Link Case

Link to Existing Case

	Case Name / ID	Case Status	Case Category	Status Date	Agency
Case(s)					
link	Mother, Marie / 3088030	Open	Assess/Invest	03/02/2024	Hamilton County Juvenile Court
Case Members ∨					

Create Case   Cancel

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LINKING TO AN EXISTING CASE

- The system allows you to review the **Active Case Members** and compare them with the **Intake Participants**. Check box next to the **Intake Participants** to confirm and select **Link to Existing Case**.

Active Case Member(s)

Person Name / ID	Age, DOB	Effective Date	Relationship to CRP
Mother, Marie / 11009192	Age 44, DOB 01/01/1980	03/02/2024	Case Reference Person
Teen, Trent / 11009191	Age 14, DOB 01/01/2010	03/02/2024	Biological Son

Active Associated Person(s)

There are no Associated Persons for this case.

Intake Participant(s)

☑	Person Name / ID	Age, DOB
	Teen, Trent / 11009191	Age 14, DOB 01/01/2010
	Mother, Marie / 11009192	Age 44, DOB 01/01/1980

[Link To Existing Case] [Cancel]

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CASE LOCATION

- Once the Intake has been linked successfully, the open Case record should now display on the Workload tab.

RESOURCES

- Ohio SACWIS Knowledge Base found at jfskb.com or in the CAPS LMS system

  - How to Add a FINS Intake for IV-Court

  - Navigating Intake Workload

  - IV-Court Case Workflow

  - Generating a Mandated Reporter Letter

  - Recording Multiple Intake Reporters

  - Adding Information to an Intake After the Screening Decision

  - Recording Case Disposition

  - Recording an Assessment Investigation Initiated Activity Log

  - IV-E Court Training Videos

- Rule 5101:2-36-10 | PCSA requirements for responding to family in need of services reports.
- [Ohio Administrative Code 5101:2 Chapter 5101:2-36 | Screening and Investigation](#)
- Department of Children and Youth Customer Care Center - https://odjfs2.my.site.com/CustomerCareCenter

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