Creating a FINS intake

04/12/2024

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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.

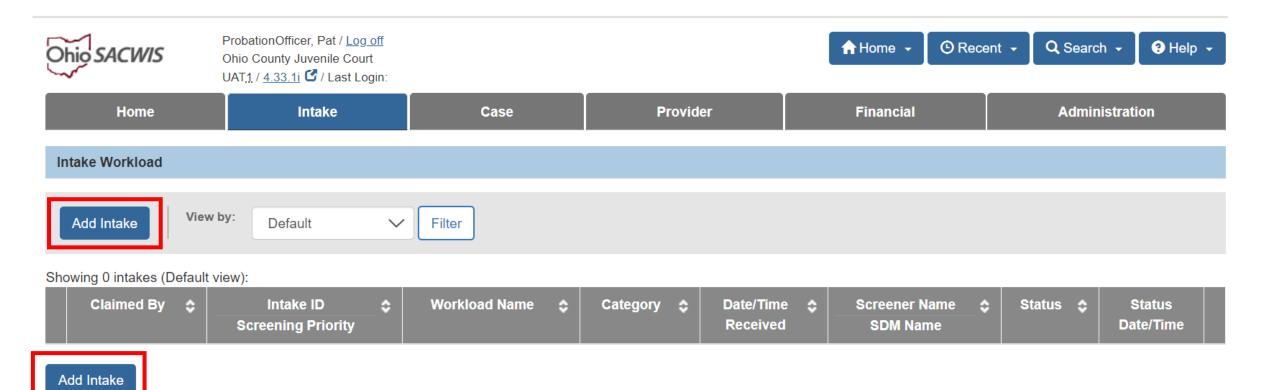




NAVIGATING TO THE INTAKE SCREEN

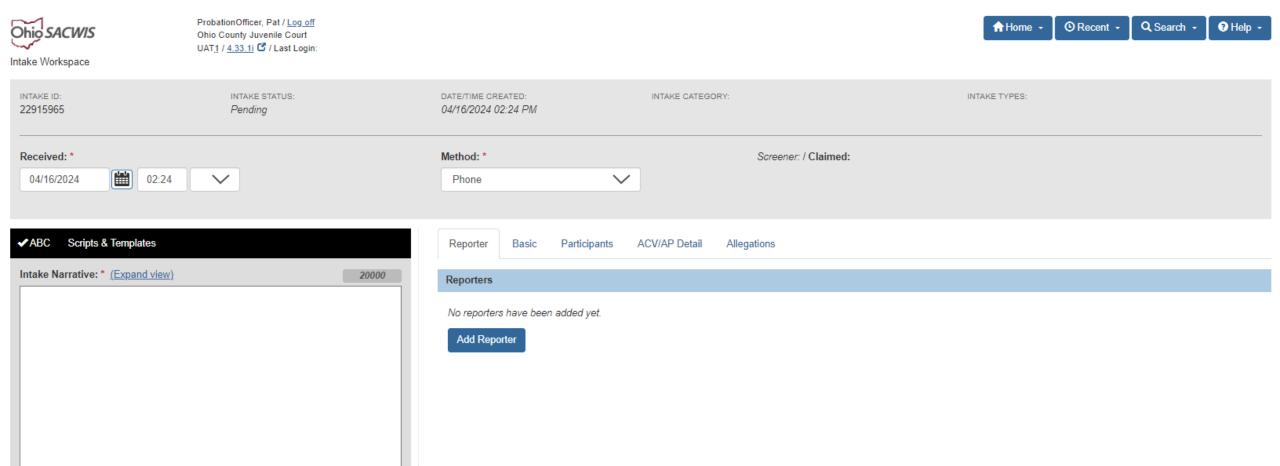
Click the **Add Intake** button.

Department of Children and Youth



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.



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.



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.



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.



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.



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.



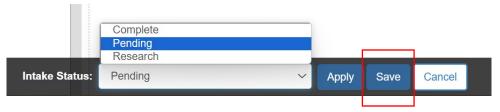
ACV/AP TAB HELPFUL HINTS

- 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.



FINALIZING THE INTAKE

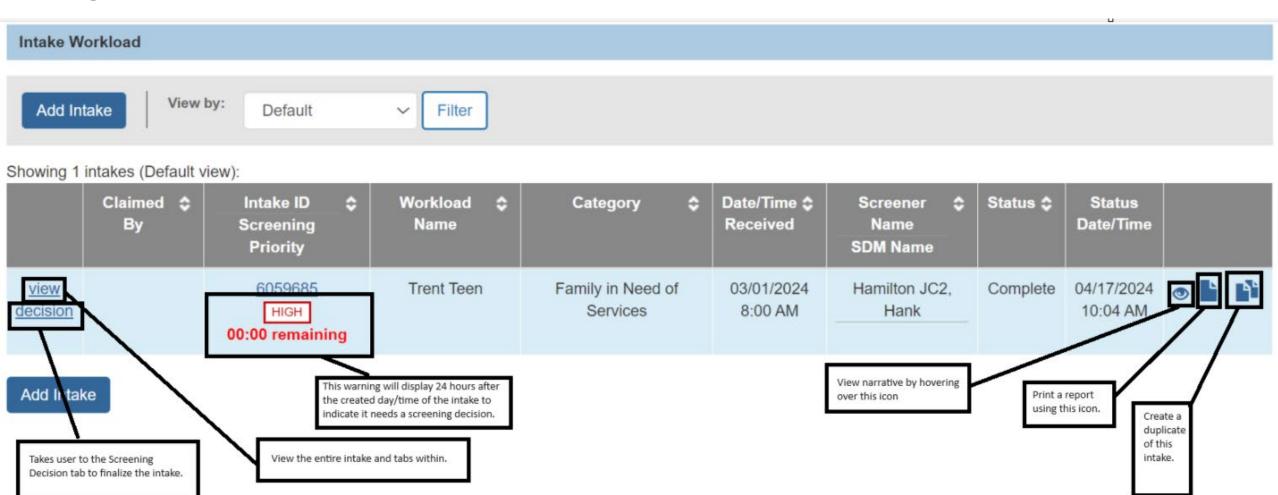
• From the bottom bar of the intake record, select **Complete** in the **Intake Status** drop-down and then click **Save** when you are done entering all the needed information on the Intake record. Once this is done, the record is no longer editable and you will be unable to make further changes.



- 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.
 - **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





COMPLETING THE SCREENING DECISION

- You will need the security user group of Screening Decision Maker to complete the Intake record.
- Click on the <u>decision</u> hyperlink next to the record on the Intake list page. The <u>Decision</u> 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.



 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.



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.

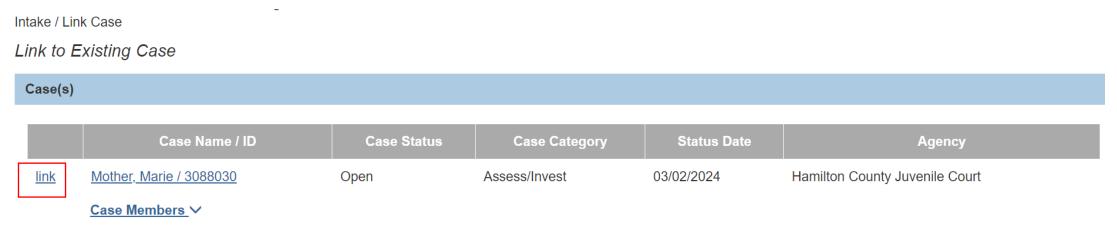


Once done, the Intake list will appear with the message that the Intake has been linked to a Case.
 Intake #6059685 has been linked to Case #3088030



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.



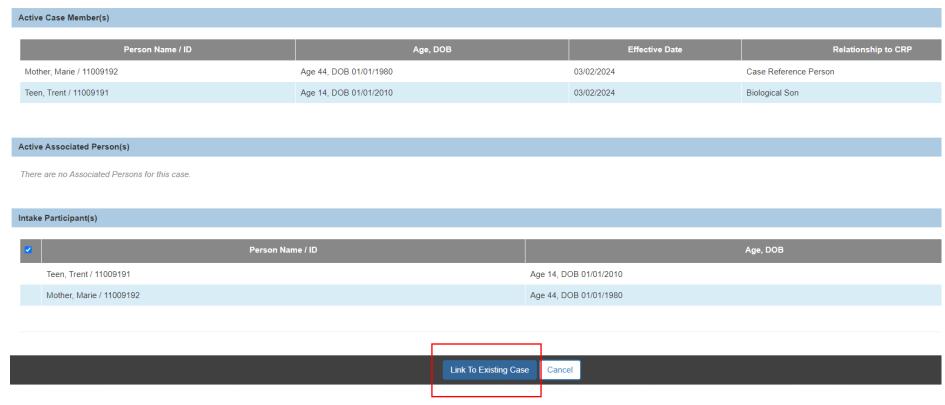
Create Case

Cancel



LINKING TO AN EXISTING CASE

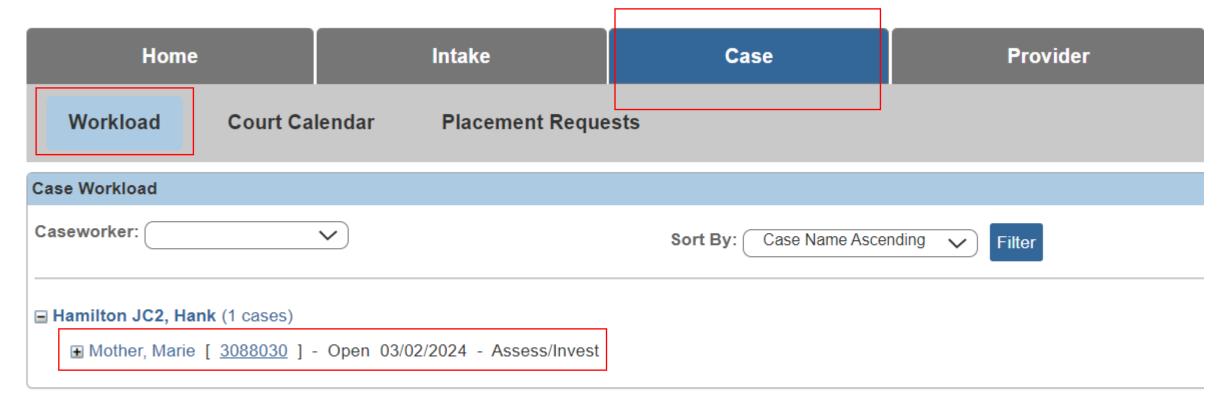
• The system allows you to review the **Active Case Members** and compare them with the **Intake Participants**. Check box next to the **Intake Participants** to confirm and select **Link to Existing Case**.





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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