

Determining the Investigation / Assessment Completion Date



Knowledge Base Article

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Overview

This Knowledge Base Article discusses how to locate the **Investigation / Assessment Completion Date** in OhioSACWIS and presents the business rules that determine the date. Specifically, this document discusses how the completion date is calculated.

Viewing the Investigation / Assessment Completion Date

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. On the **Case Workload** screen, click the appropriate **Case Number ID** link.

The screenshot shows the Ohio SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial, and Administration. The 'Case' tab is selected. Below these are sub-tabs: Workload, Court Calendar, and Placement Requests. The 'Workload' sub-tab is selected. The main content area is titled 'Case Workload'. It features a 'Caseworker' dropdown menu and a 'Sort By' dropdown menu set to 'Case Name Ascending', with a 'Filter' button. Below this, there is a list of cases for 'Caseworker, Ohio' with 12 cases. One case is highlighted with a red circle around its ID, '1234567', which is also circled in red. The case status is 'Open 04/29/2022 - Ongoing'.

The **Case Overview** screen appears.

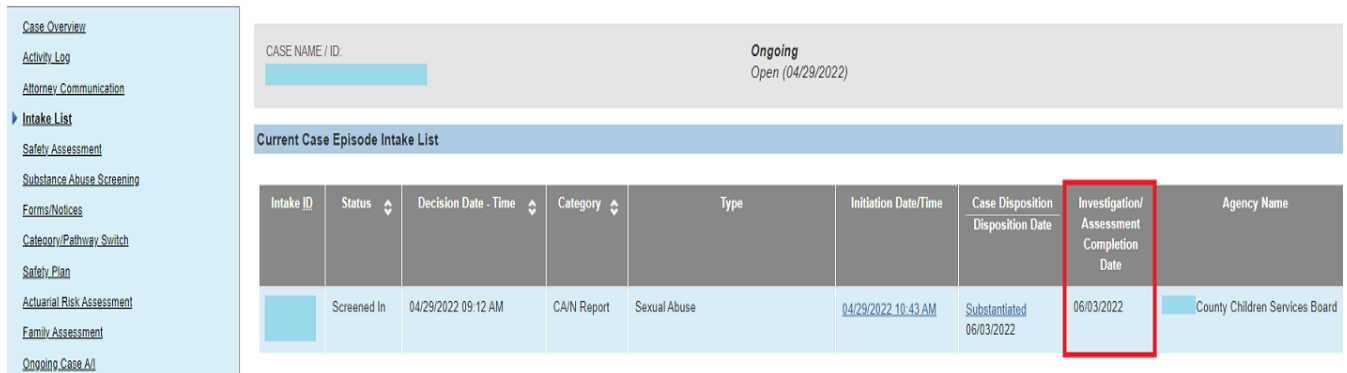
4. Click the **Intake List** link in the **Navigation** menu.

The screenshot shows the Ohio SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, Financial, and Administration. The 'Case' tab is selected. Below these are sub-tabs: Workload, Court Calendar, and Placement Requests. The 'Workload' sub-tab is selected. The main content area is titled 'Case Overview'. It features a 'CASE NAME / ID' field with the value 'Ongoing' and 'Open (04/29/2022)'. Below this are fields for 'ADDRESS' and 'CONTACT'. The 'AGENCY' field is set to 'County Children Services Board'. On the left side, there is a navigation menu with links: Case Overview, Activity Log, Attorney Communication, Intake List, State Assessment, Substance Abuse Screening, Forms/Notices, and Category/Pathway Switch. The 'Intake List' link is circled in red.

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The **Intake List** screen appears and is divided between the **Current Case Episode** section and the **Historical Case Episode** section.

5. Locate the **Investigation / Assessment Completion Date** as shown below.



The screenshot shows the 'Intake List' interface. On the left is a navigation menu with options like 'Case Overview', 'Activity Log', 'Attorney Communication', 'Intake List', 'Safety Assessment', 'Substance Abuse Screening', 'Forms/Notices', 'Category/Pathway Switch', 'Safety Plan', 'Actuarial Risk Assessment', 'Family Assessment', and 'Ongoing Case All'. The main area displays 'Current Case Episode Intake List' with a table. The table has columns for Intake ID, Status, Decision Date - Time, Category, Type, Initiation Date/Time, Case Disposition / Disposition Date, Investigation/Assessment Completion Date, and Agency Name. A single row is visible with the following data: Intake ID (blue square), Status: Screened In, Decision Date - Time: 04/29/2022 09:12 AM, Category: CAIN Report, Type: Sexual Abuse, Initiation Date/Time: 04/29/2022 10:43 AM, Case Disposition / Disposition Date: Substantiated 06/03/2022, Investigation/Assessment Completion Date: 06/03/2022, Agency Name: County Children Services Board. The 'Investigation/Assessment Completion Date' cell is highlighted with a red border.

Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition / Disposition Date	Investigation/Assessment Completion Date	Agency Name
	Screened In	04/29/2022 09:12 AM	CAIN Report	Sexual Abuse	04/29/2022 10:43 AM	Substantiated 06/03/2022	06/03/2022	County Children Services Board

Calculating the Investigation / Assessment (I/A) Completion Date

The following Ohio SACWIS business rules determine the I/A Completion date:

- The I/A Completion date is the final approval date of the CAPMIS Family Assessment, Ongoing Case Assessment, or Specialized Assessment associated to the intake. If an intake is linked to more than one approved assessment, the system uses the earliest approval date
- For Stranger Danger reports that do not require an approved CAPMIS assessment tool, the system uses the disposition date.
- If the completion of the associated CAPMIS tool (Family, Specialized, or Ongoing assessment) is waived, the waiver's approval date represents the completion date of the I/A. If an intake is linked to more than one approved waiver, the system uses the earliest approval date.
- If an intake has both an approved CAPMIS tool and an approved waiver of the tool, the system uses the date of the approved CAPMIS tool.

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