

**Knowledge Base Article** 

## **Table of Contents**

Overview	3
Navigating to the Participant Legal Action Information Screen	3
Recording a Hearing for the First Legal Action Entered	
Recording a Hearing if the Legal Action Group Already Exists	5
Completing the Hearing Information Screen	6
Recording a Ruling for the First Legal Action Entered	g
Recording a Ruling if the Legal Action Group Already Exists	g
Completing the Ruling Information Screen	10
Adding a Legal Status	11

#### **Overview**

Legal actions are child-based in Ohio SACWIS. This Knowledge Base Article provides guidelines on entering court **hearings** and **rulings** for the **first legal action entered** in a group OR adding to a **legal action** to a group that already exists within the Ohio SACWIS **Court** module.

#### **Navigating to the Participant Legal Action Information Screen**

From the Ohio SACWIS Home screen:

- Click the Case tab.
- 2. Click the Workload tab.
- 3. Select the appropriate Case ID link.



The Case Overview screen appears.

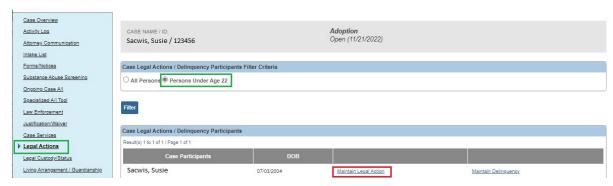
4. Click the **Legal Actions** link in the navigation pane.



The **Legal Actions** screen appears.

Note: In the Case Legal Actions/Delinquency Participants Filter Criteria grid, the radio button default to Persons Under Age 22, but it can be changed to All Persons.

5. Click the Maintain Legal Action link for the appropriate child.



The **Participant Legal Action Information** screen appears.

#### Recording a Hearing for the First Legal Action Entered

Important Information about Recording a Hearing

- The values from the following fields populate in the Court Calendar: Case Name,
   Court Case Number, Hearing Type, Hearing Status, and Time of Hearing.
- A Hearing record cannot be saved without having at least one Hearing Segment record.

To record the hearing in Ohio SACWIS **if this is the first legal action** (independently) entered for the child, complete the following steps:

- 1. Select **Record Hearing** from the **Legal Action** drop-down menu near the top of the screen.
- 2. Click, Add Legal Action and Grouping.

Important: The Add Legal Action and Grouping button is used to create a brand new group and All legal actions can now be grouped with other legal actions. Notice the button is outside of any previously defined groups on the screen.



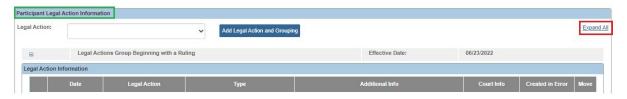
The **Hearing Information** screen appears.

Skip to the Completing the Hearing Information Screen section of this article.

#### Recording a Hearing if the Legal Action Group Already Exists

To record a hearing in Ohio SACWIS if the legal group already exists and you want to group the hearing, complete the following steps:

- 1. Navigate to the **Participant Legal Action Information** screen.
- 2. Click the **Expand All** link.



**Note:** The screen expands to display all existing **Legal Action Information** grids for each Legal Action type.

Determine what is the group to which you should add the hearing.

In the selected group's **Legal Action** field (in the group's **Legal Action Information** grid), select **Record Hearing**.

Click the **Add Action** button next to that **Legal Action** field.



**Note:** If the **Legal Actions Group Beginning with a Hearing** is not already expanded, click the plus (+) sign beside the group.



The **Legal Action Information** grid will appear below the group, displaying all existing legal actions within the group.

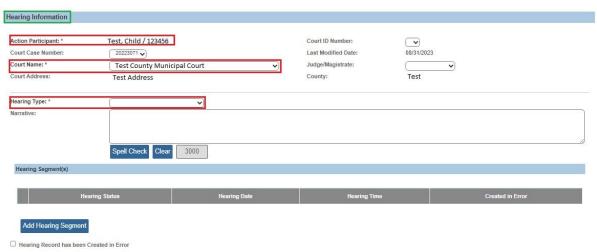
- 1. Select **Record Hearing** from the **Legal Action** drop-down menu.
- 2. Click, Add Action.

#### Important:

- The Add Action button is used to add a value to an existing group. Notice
  the button is inside of a previously defined group on the screen.
- There is an **Add Action** button within each group.



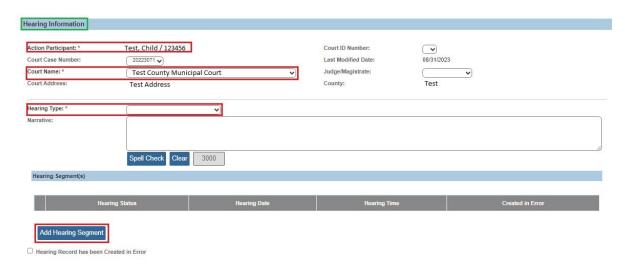
#### The **Hearing Information** screen appears.



#### **Completing the Hearing Information Screen**

- 1. In the **Court Name** field, select the appropriate name from the drop-down list (required)
- 2. In the Judge/Magistrate field, select the appropriate name (optional).
- 3. Make a selection from the **Hearing Type** drop-down menu (required).
- 4. Click, Add Hearing Segment.



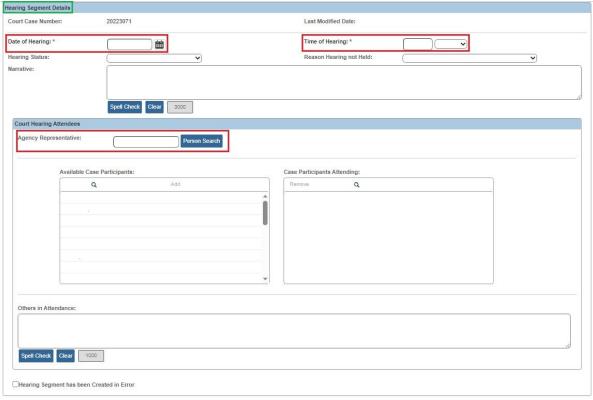


The **Hearing Segment Details** screen appears.

- 5. In the **Date of Hearing** field, enter the appropriate date.
- 6. In the **Time of Hearing** field, enter the appropriate time.
- 7. Click the **Person Search** button and locate the appropriate person to populate the **Agency Representative** field.

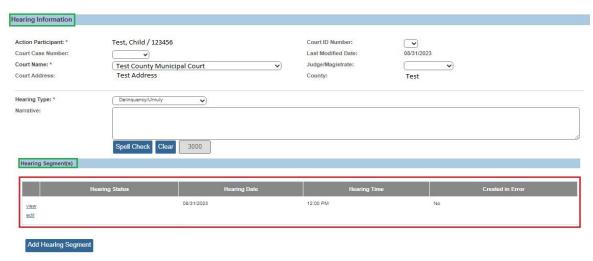
**Note:** For information regarding a Person Search, please see the following Knowledge Base Article: Using Search Functionality.

- 8. In the **Available Case Participants** field, select the appropriate participant(s); this will activate the **Add** feature.
- 9. Click, Add, to move the person(s) to the Case Participants Attending field.
- 10. After the scheduled hearing date has past, select the appropriate value from the **Hearing Status** drop-down menu **OR** the **Reason Hearing Not Held** drop-down menu.
- 11. When complete, click the **OK** button at the bottom of the screen.



OK Cancel

The **Hearing Information** screen appears, displaying the information in the **Hearing Segment(s)** grid.



12. Click **Save** at the button of the screen.

#### Recording a Ruling for the First Legal Action Entered

This section discusses how to record a Ruling in Ohio SACWIS **if this is the first legal action** entered (independently) for the child.

#### Note:

- The steps for adding a legal status as part of the Ruling are shown in the Adding a Legal Status sub-section later in this Knowledge Base Article.
- If you want to add the ruling to an **existing** legal group, refer to the steps in the next section.
- 1. Navigate to the **Participant Legal Action Information** screen.
- Select Record Ruling from the Legal Action field drop-down menu.
- 3. Click, Add Legal Action and Grouping.

**Important:** The **Add Legal Action and Grouping** button is used to create a **brand new** group. Notice the button is **outside** of any previously defined groups on the screen.



The **Ruling Information** screen appears.

4. Skip to the **Completing the Ruling Information Screen** section of this Knowledge Base Article.

## Recording a Ruling if the Legal Action Group Already Exists

To record a ruling in Ohio SACWIS if the legal group already exists and you want to group the ruling, complete the following steps:

- 1. Navigate to the **Participant Legal Action Information** screen.
- 2. In the **Legal Action Information** grid, select **Record Ruling** from the **Legal Action** drop-down menu beside the Add Action button.
- 3. Click. Add Action.

#### Important:

 The Add Action button is used to add a value to an existing group. Notice the button is inside of a previously defined group on the screen.

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There is an Add Action button within each group.

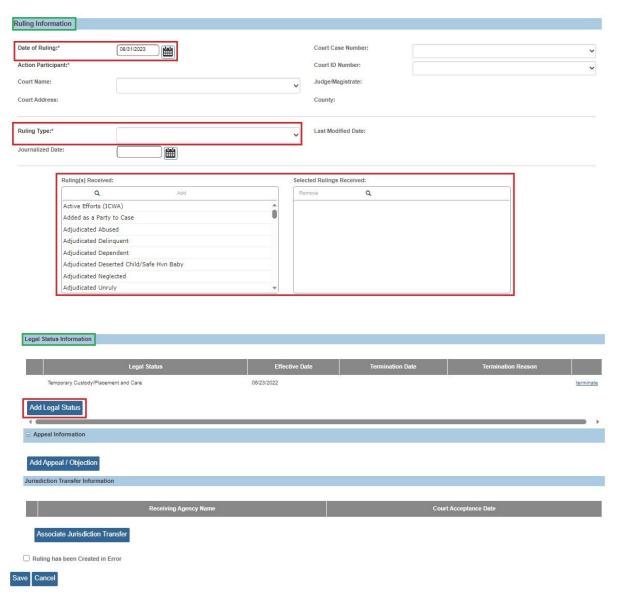




The **Ruling Information** screen appears.

#### **Completing the Ruling Information Screen**

- Enter the appropriate date in the **Date of Ruling** field (required).
   Note: Upon save, the system verifies that the action participant is an active case member as of the date of ruling. If not, an error message will appear.
- 2. In the **Court Case Number** field, select the appropriate number (optional).
- 3. In the **Court ID Number** field, select the appropriate number (optional).
- 4. In the **Ruling Type** field, select the appropriate type from the drop-down list.
- 5. In the **Journalized Date** field, enter the appropriate date (optional).
- 6. In the **Ruling(s) Received** field, select the appropriate value(s); this will activate the Add option.
- 7. Click, Add, to move the selection(s) to the Selected Rulings Received field.
- If no legal status needs to be entered, click, Save.
   Note: If you click Save, the Participant Legal Action Information screen will appear.
- 9. If a legal status needs to be entered, do not save the record; instead, click, **Add Legal Status**.

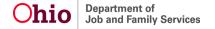


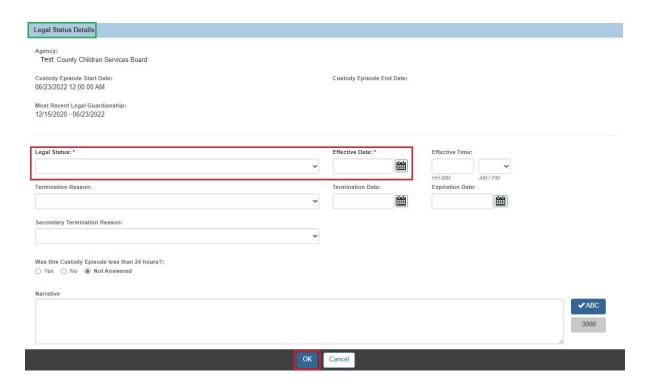
The Add/Edit Legal Status Details screen appears.

## **Adding a Legal Status**

Each new legal status record must be recorded in Ohio SACWIS.

- 1. Make a selection from the **Legal Status** drop-down menu.
- 2. In the **Effective Date** field, select the appropriate date.
- 3. If this is for a legal status insertion, select a date in the **Termination Date** field.
- 4. If this is for a legal status insertion, select a **Termination Reason** field.
- 5. Click the **OK** button.

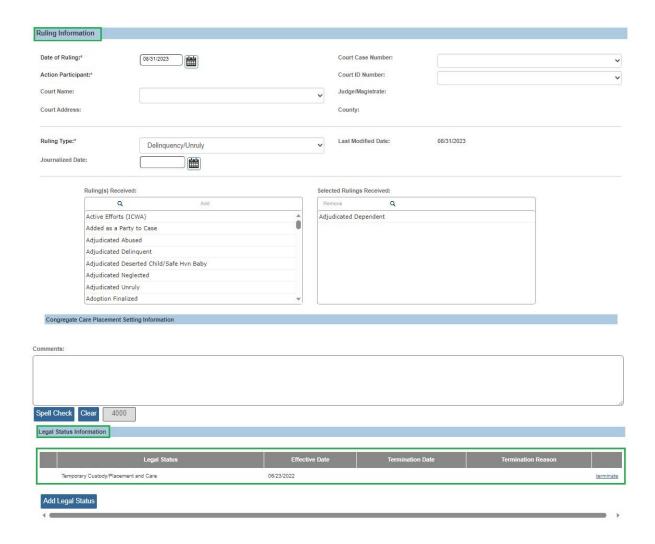




The **Ruling Information** screen appears displaying the new record in the ruling **Legal Status Information** grid.

#### Note:

- The edit link is only available when the legal status is recorded through its associated (linked) record, so it's only available for the legal status associated to this Ruling ID.
- Depending on this child's current legal status, you may see an **edit** link, a **terminate** link, or the **Add Legal Status** button on the screen.
- The terminate link is only available for the legal statuses not associated to this Ruling ID. The terminate link appears as long as the Court Ruling record has not been saved. This screen shot shows an example of a record that has already been terminated.
- The Add Legal Status button appears when you add a new ruling.
- If the current active legal status was not associated (linked) through this
  ruling, then an Add Legal Status button appears. If the legal status was
  already created through this ruling, then Add Legal Status button is disabled.



Additional Information about the Legal Status Information on the Ruling Information Screen:

#### Additional Information about the Ruling Information Screen:

- If needed, you can complete the Journalized Date field as the record will not be locked.
- A Journalized Date is required for an adoption case with a Ruling Type of Adoption Finalization.
- When ending a child's placement, **Discharge** must be the **End Reason**for ending placement if the agency is terminating custody and the child is
  being returned to the parent or relative. Do not choose **Discharge** as a
  primary reason for end placement if the child is just moving to another
  placement and not being removed from agency custody.

#### Agency Legal Status (Agency holds Custody of the child)

- Emergency Custody to Agency
- Ex-Parte
- Permanent Custody
- Permanent Surrender
- Temporary Court Order
- Temporary Custody
- Temporary Custody 1st Extension
- Temporary Custody 1<sup>st</sup> Extension
- Planned Permanent Living Arrangement (PPLA)
- Voluntary Agreement for Care 2nd 30 day Extension
- Initial Voluntary Agreement for Care
- Telephonic Order of Custody
- Officer Acceptance

#### Agency Legal Status (Not Custody)

- Court Ordered Protective Supervision (COPS)
- Court Ordered Protective Supervision Extension (COPS Ext)
- Temporary Court Order of Protective Supervision (TCOPS)

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at <u>SACWIS\_HELP\_DESK@jfs.ohio.gov</u>.