Creating a FINS Intake for Juvenile Court

Knowledge Base Article

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Overview

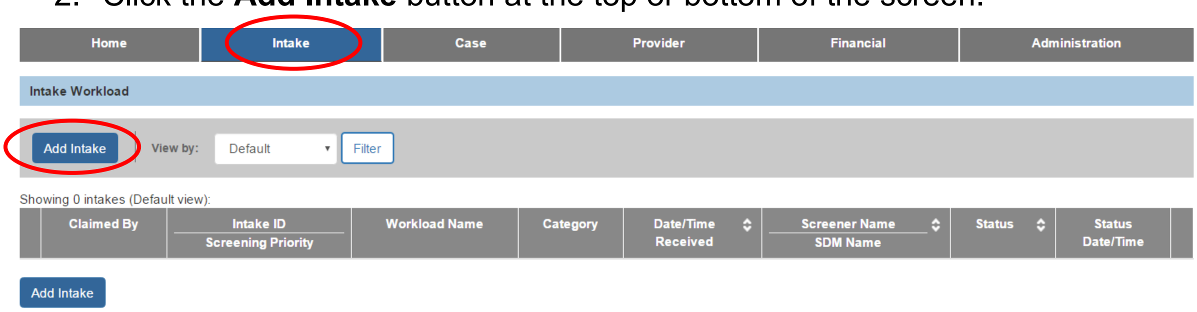
This article describes how to complete a **Family in Need of Services (FINS)** Intake for Juvenile Court cases. This serves as the first step in creating a case in Ohio SACWIS for a IV-E Court, or linking it to an existing case.

Important:

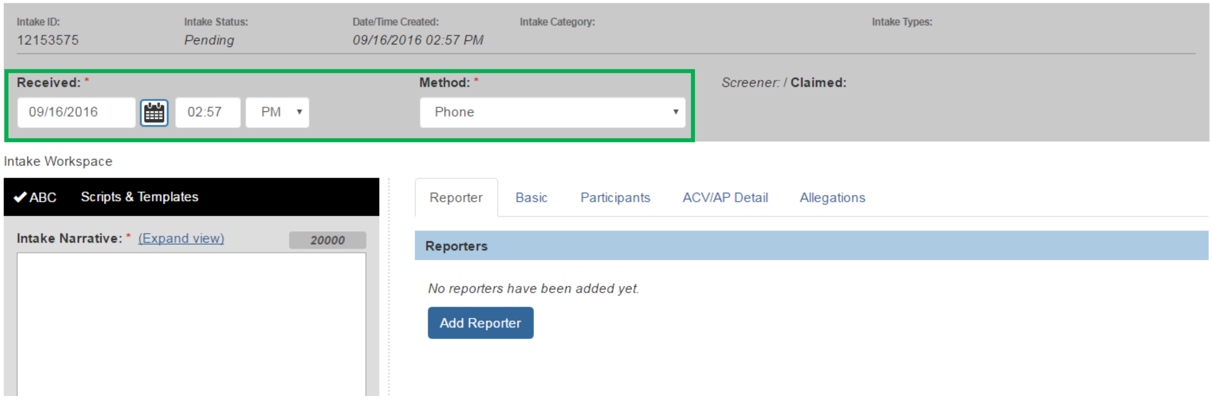
- Only workers with assignment to the case (or the worker's supervisor) can add information to an intake that has been linked to a case.
- When recording additional information on a new or existing intake, each county must still follow the applicable **Ohio Administrative Code Rules,** as well as their own **internal agency procedures**.

Adding an Intake

1. From the **Home** screen, click the **Intake** tab. The **Intake Workload** screen appears.
2. Click the **Add Intake** button at the top or bottom of the screen.

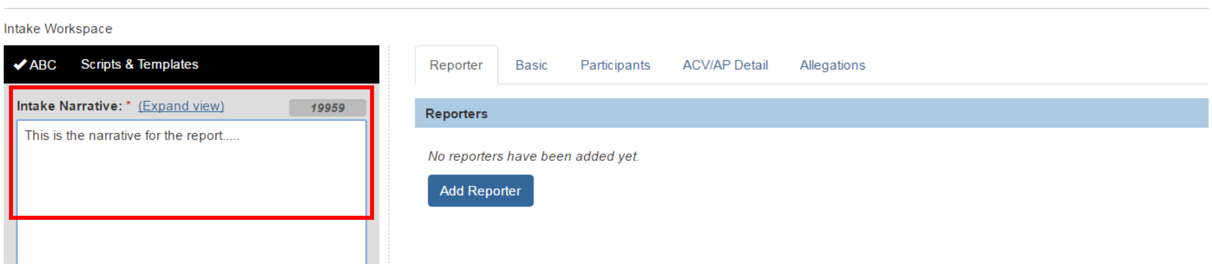


The **Intake Workspace** screen appears, with the **Reporter** tab in view. As shown in green below, the **Received** fields in the **Intake Header** default to the current system date and time. The **Intake Method** field defaults to **Phone**, but these fields can be modified.



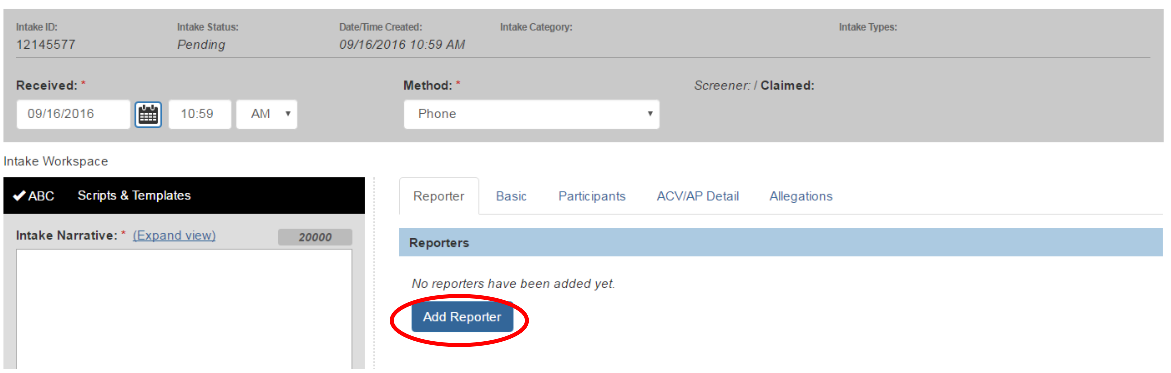
Recording the Narrative

1. In the **Intake Narrative** field, type the appropriate content.



Adding a Reporter

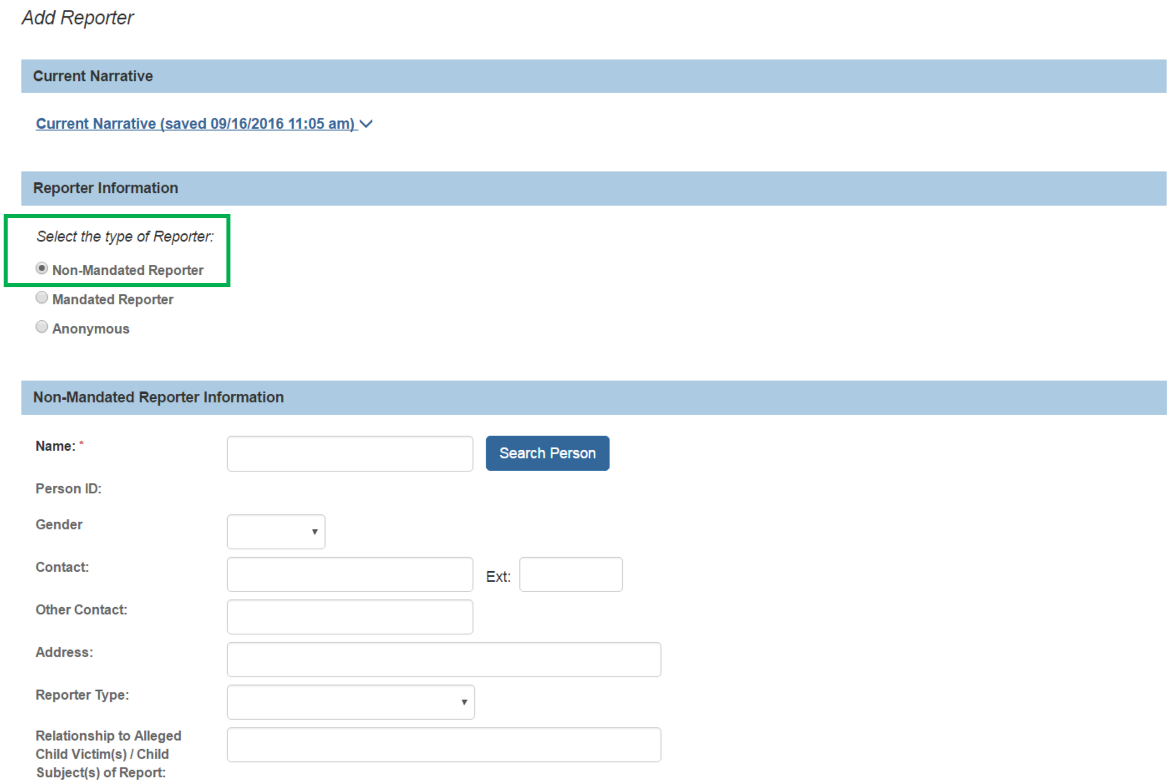
1. Click the **Add Reporter** button.



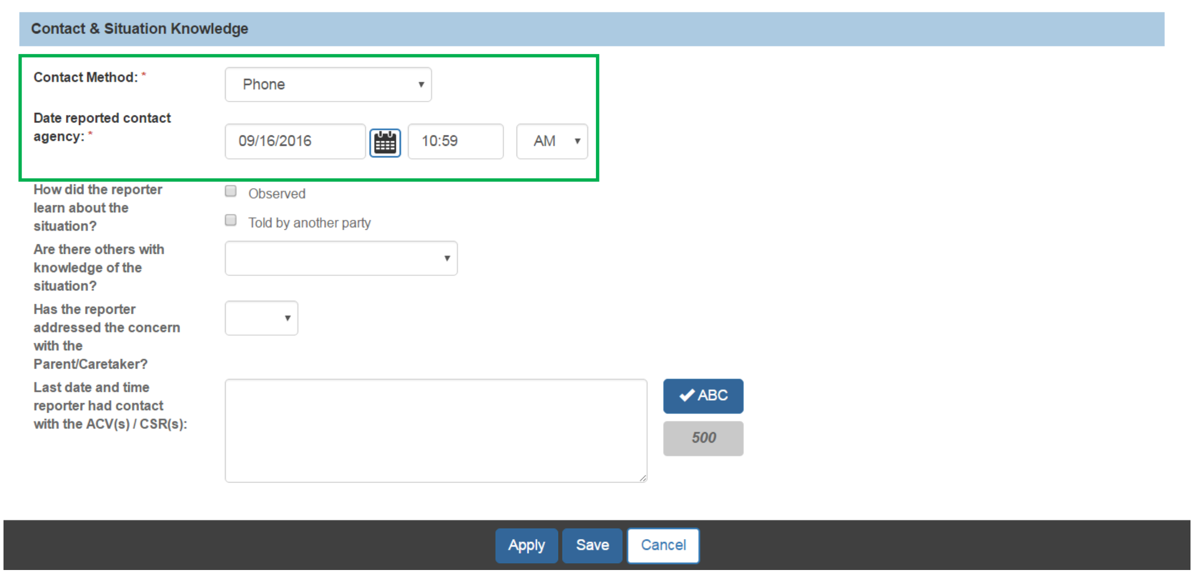
The **Add Reporter** screen appears, as shown on the next page.

As shown in green, on the **Reporter Information** screen:

- The radio button in the **Reporter Information** section defaults to **Non-Mandated Reporter**.



- **Contact Method** field and **Date Reporter Contacted Agency** field auto-populate with information from the **Intake Header**.

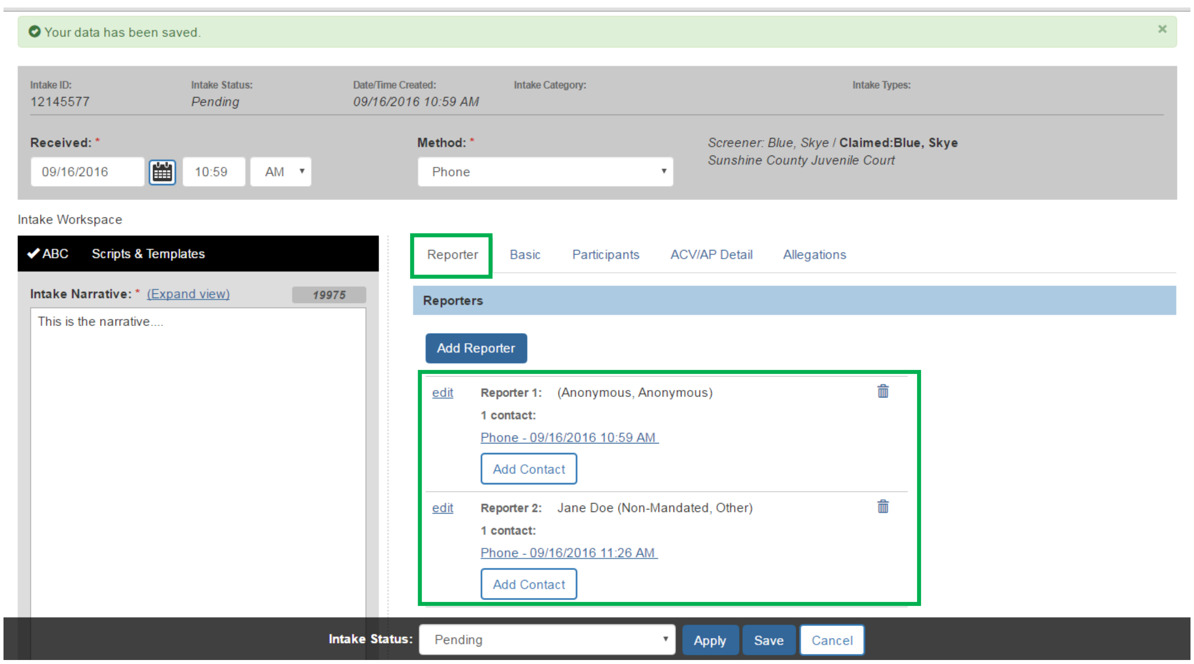


2. In the **Reporter Information** section, click the appropriate radio button to specify the reporter type: **Anonymous Reporter**, **Non-Mandated Reporter**, or **Mandated Reporter**.

Note: Depending on your selection, various screen fields appear and/or populate with information.

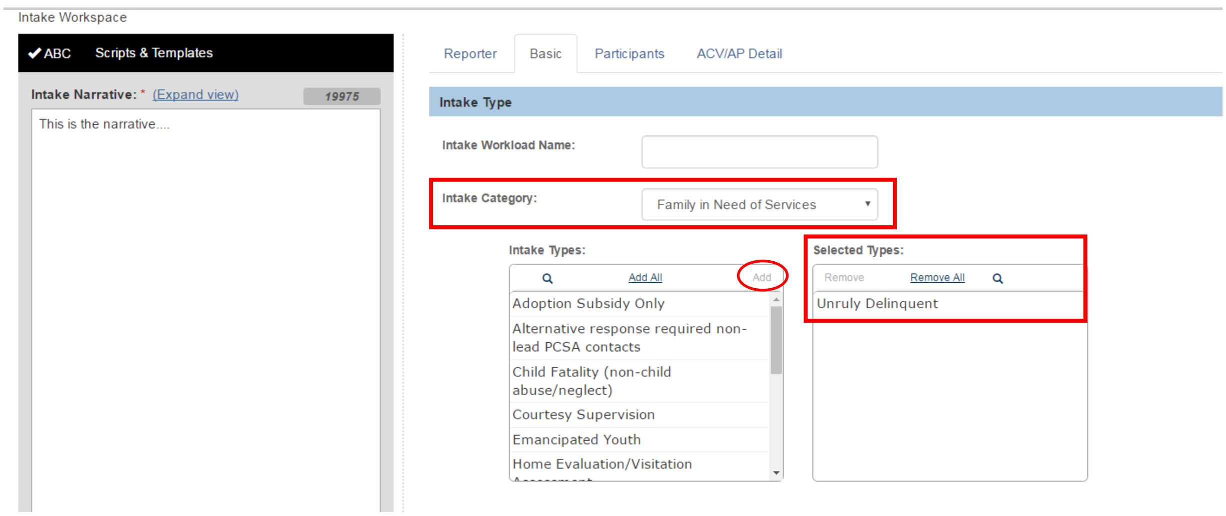
3. Complete the screen fields as needed.
4. When complete, click the **Save** button at the bottom of the screen.
5. Multiple reporters may be added by following the above steps, as needed.

As shown in green, the **Reporter** tab appears displaying the newly entered reporter information, including each reporter's name and type or **Anonymous**. A message at the top of the screen tells you your data has been saved.



Recording Basic Intake Information

1. Click the **Basic** tab. The **Basic** screen displays.
2. In the **Intake Category** field, select **Family in Need of Services**.
3. In the **Intake Types** field, select **Unruly/Delinquent**.
4. Click the **Add** link. The selection moves into the **Selected Types** field.



5. In the **Does this report allege human trafficking of a child(ren)?** field, select the appropriate value.
6. In the **Does this report allege a child fatality or near fatality?** field, select the appropriate value.
7. In the **Does this report require Third Party involvement due to a potential conflict of interest?** field, select **No**.

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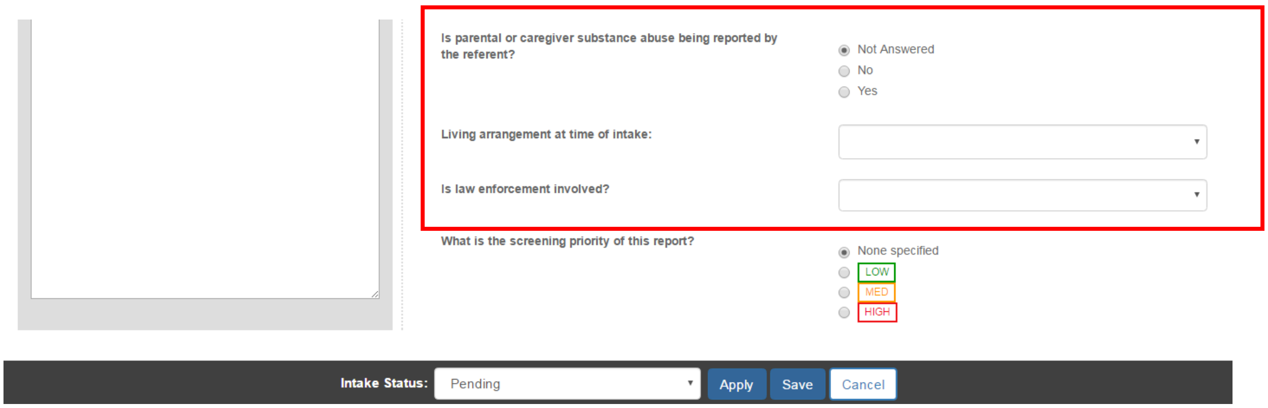
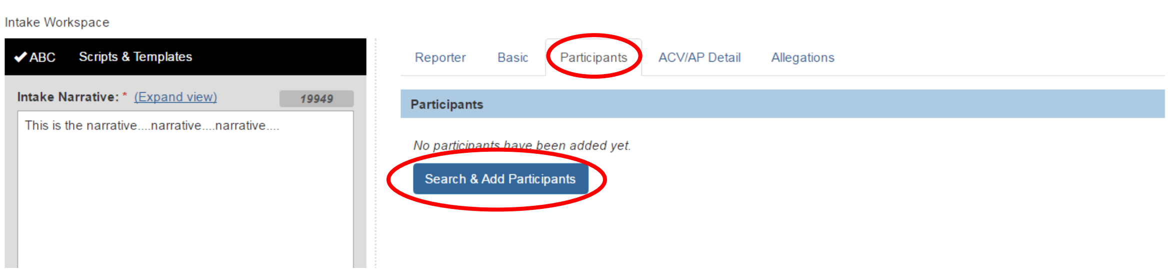
8. In the **Is parental or caregiver substance abuse being reported by the referent?** field, select the appropriate value.
    - If **Yes** is selected, additional fields will display. Select the appropriate value to describe how the referral source became aware of the parental substance abuse, then select the applicable substances from the **Drug Types** push box.
9. In the **Living Arrangement at Time of Intake** field, select the appropriate living arrangement value.
10. In the **Is law enforcement involved?** field, select the appropriate value.
    - If **Yes** is selected, the **Identify jurisdiction and involvement** field displays. Record the applicable information.



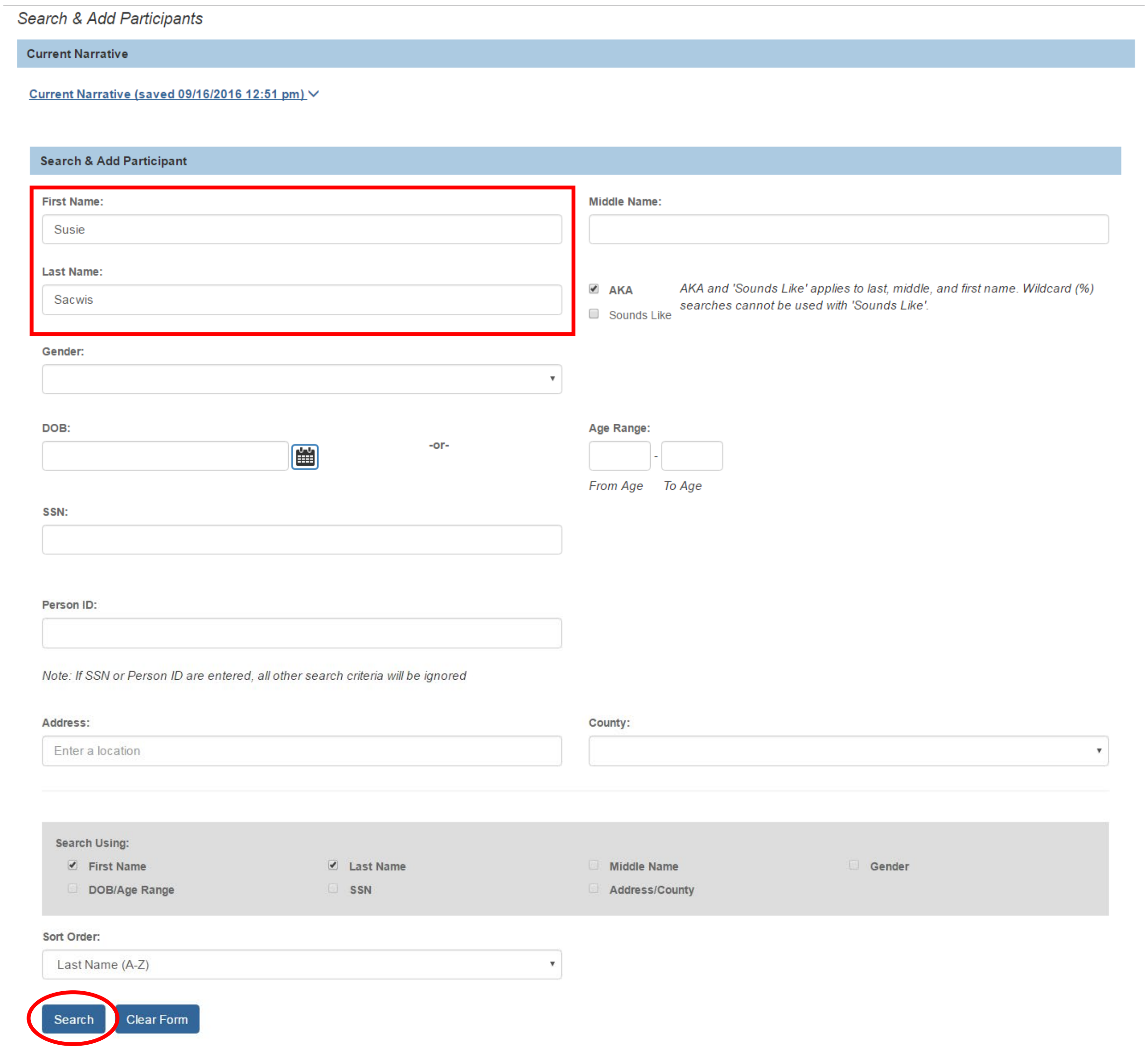
Adding Participants

1. Click the **Participants** tab. The **Participants** screen appears.
2. Click the **Search & Add Participants** button.



The **Search & Add Participants** screen appears.

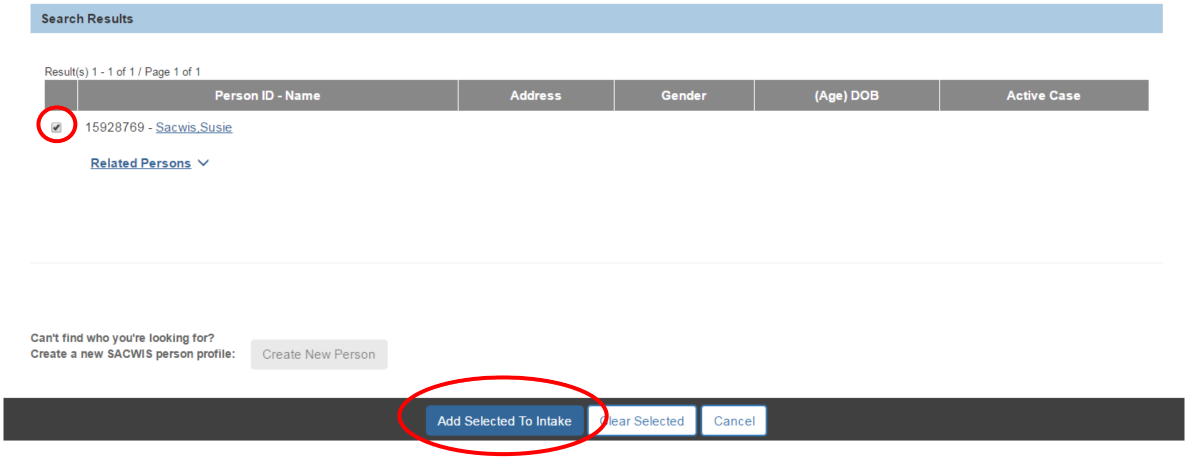
3. Enter the child's search criteria into the fields.
4. Click the **Search** button.



The results appear in the **Search Results** section at the bottom of the page.

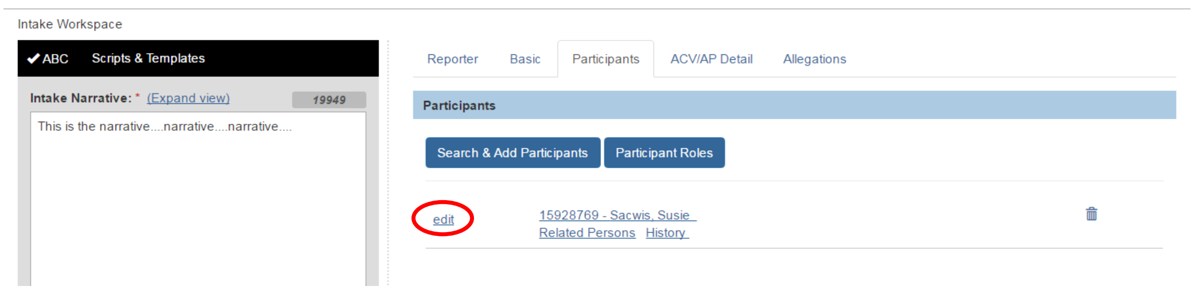
5. If the person is not found in the **Search Results**, click the **Create New Person** button to create a new **Person** profile. Record the **Person** information, click **Save**, then **Close** to return to the **Participants** screen. Go to Step 8.
6. If the person is found in the **Search Results**, select the check box next to the person's name.

7. Click the **Add Selected to Intake** button at the bottom of the screen.



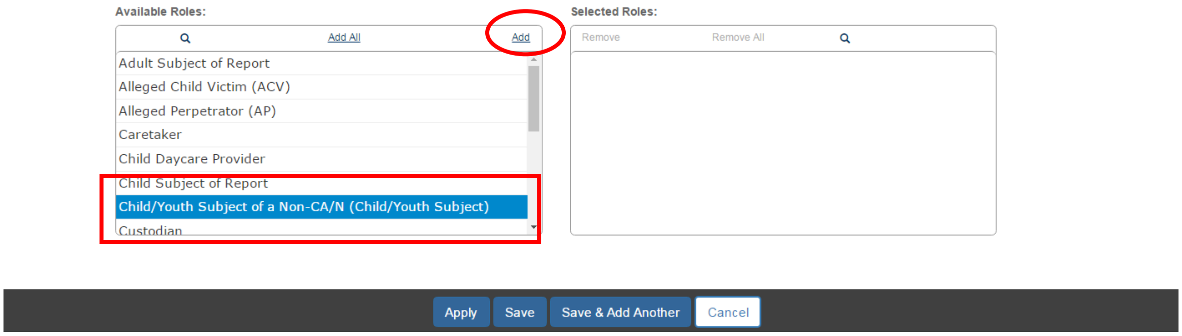
The **Participants** screen appears displaying the information you have added.

8. In the **Participants** section, click the **Edit** link in the appropriate row.



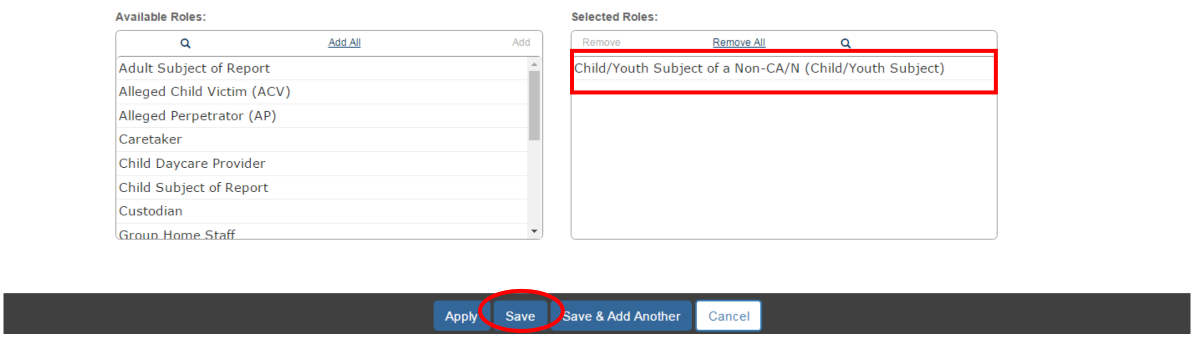
The **Participant Details** screen appears.

9. Scroll down to the **Available Roles** field.
10. Select **Child/Youth Subject of a Non-CA/N (Child/Youth Subject)**.
11. Click the **Add** link.

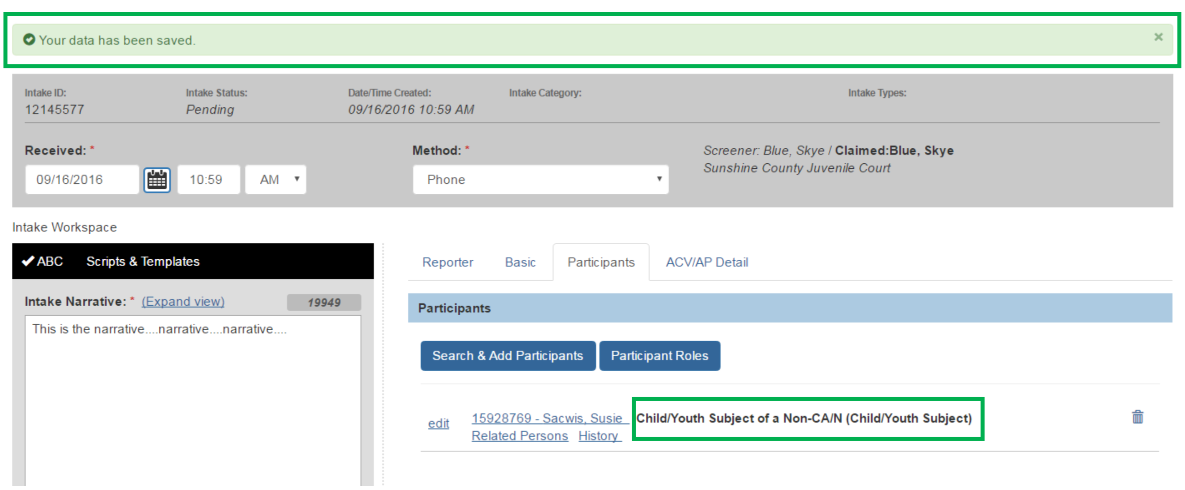


The value appears in the **Selected Roles** field.

12. When complete, click the **Save** button.

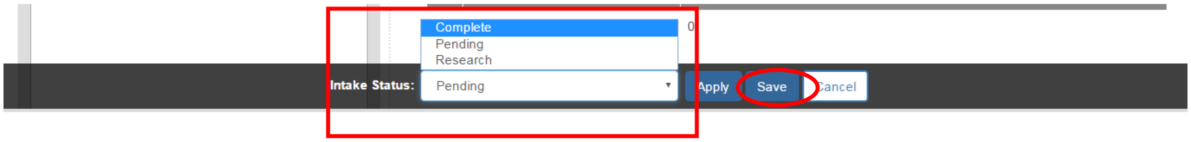


The **Participants** screen appears displaying the selected role. A message at the top of the page tells you your data has been saved.



If you need additional information about **Intake Participants**, please refer to the **Adding Intake Participants** Knowledge Base article.

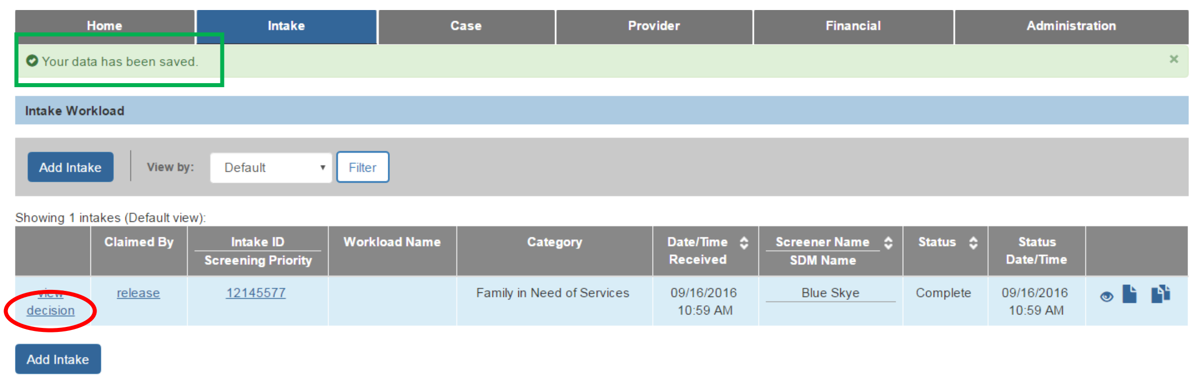
13. In the footer at the bottom of the screen, change the **Intake Status** from **Pending** to **Complete**, by selecting **Complete** in the drop down box.
14. Click the **Save** button.



As shown in green below, the **Intake Workload** screen appears displaying a message that your data has been saved.

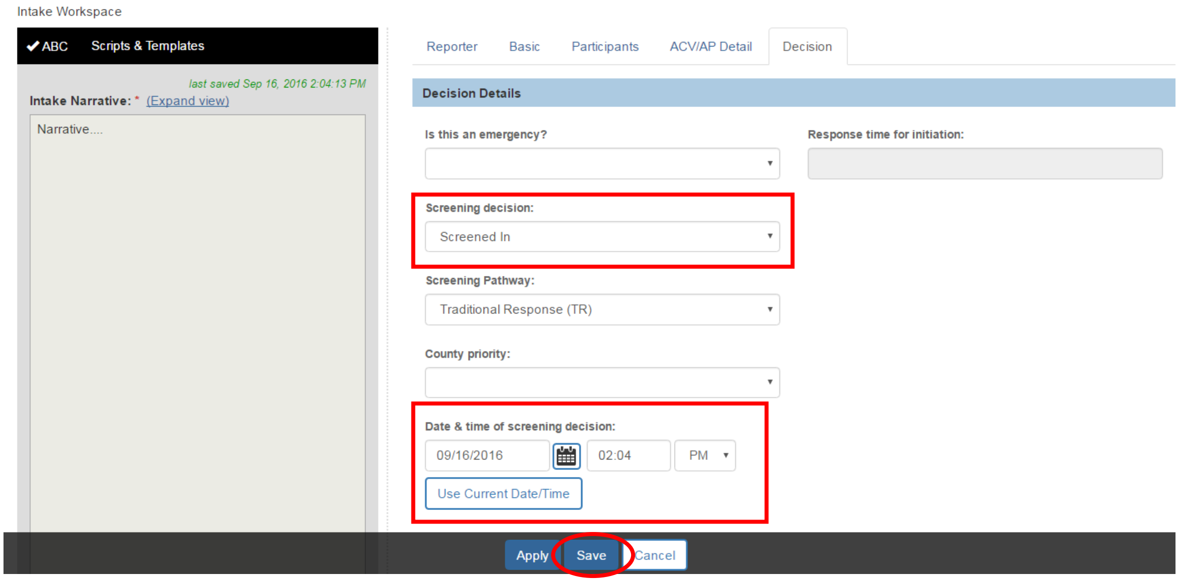
Screening In an Intake

1. Click the **Decision** link in the appropriate row.

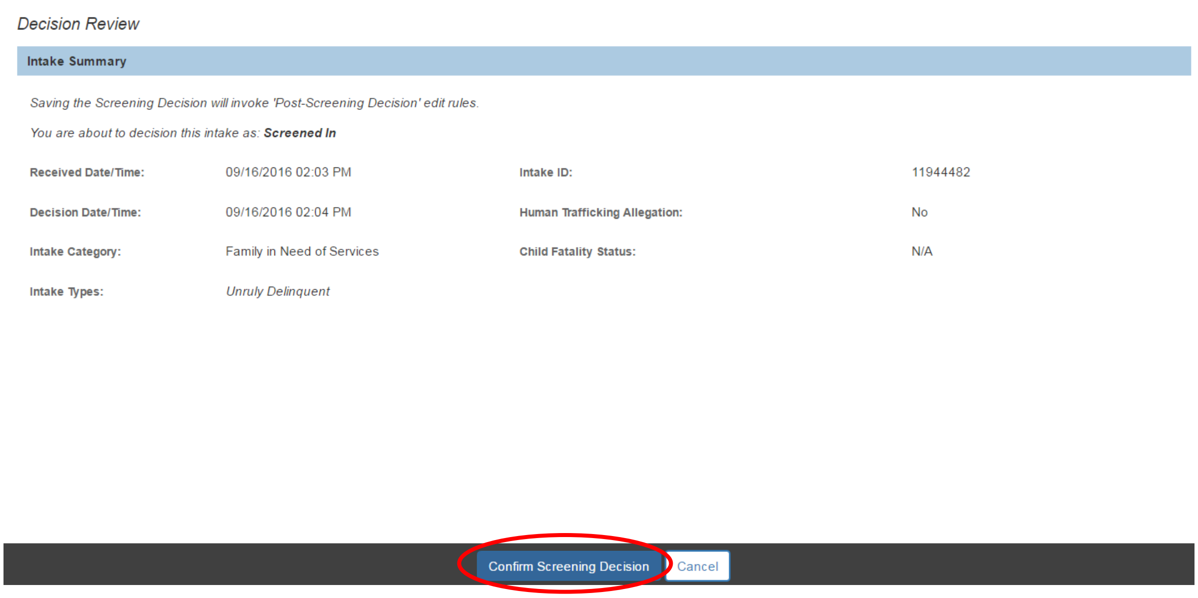


The **Decision Details** screen appears as shown on the next page.

2. In the **Screening Decision** field, select **Screened In** from the drop down list.
3. Record the **Date & time of screening decision**, or click the **Use Current Date/Time** button to automatically populate this information.
4. Click the **Save** button at the bottom of the screen.

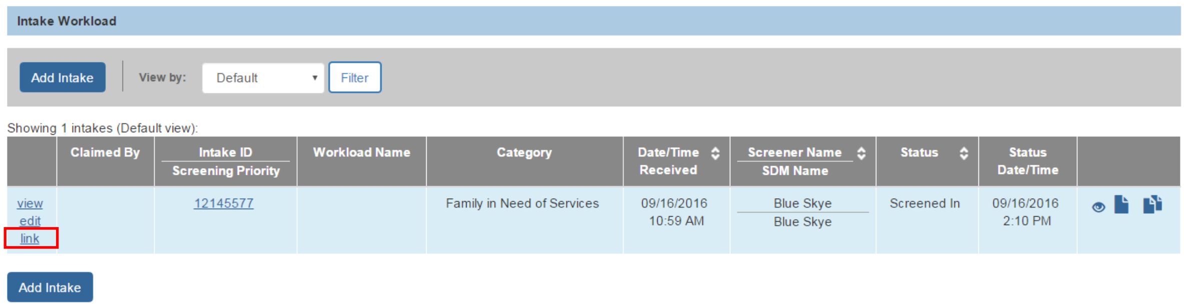


5. The **Decision Review** screen displays the **Intake Summary** information.
6. If the information is correct, click the **Confirm Screening Decision** button. If corrections are needed, click Cancel to return to the Decision screen.



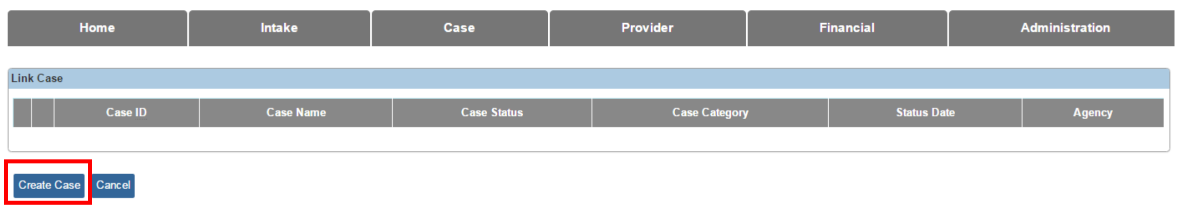
The **Intake Workload** screen appears. As shown below, the **Decision** link has been replaced by a **Link** hyperlink.

7. Click the **Link** hyperlink.



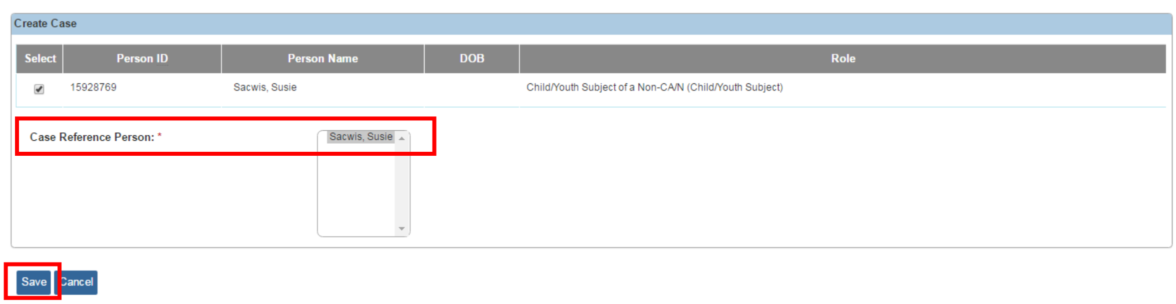
The **Link Case** screen appears.

8. Click the **Create Case** button.



The **Create Case** screen appears.

9. In the **Case Reference Person** field, highlight the child's name.
10. Click the **Save** button.



The **Intake Workload** screen appears displaying the case number that the intake has been linked to.

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