Recording an Intake that Requires a Specialized Assessment/Investigation on an Out-of-Home Care Setting

Knowledge Base Article
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Recording an Intake that Requires a Specialized Assessment/Investigation on an Out-of-Home Care Setting

Overview

This Knowledge Base Article describes how to record a Child Abuse and/or Neglect (CA/N) Intake when the Alleged Perpetrator (AP) meets one or more of the following criteria:

1) The AP is a person responsible for the alleged child victim’s care in an out-of-home care setting as defined in rule 5101:2-1-01 of the Administrative Code.

2) The AP is a person responsible for the alleged child victim’s care in out-of-home care as defined in section 2151.011 of the Revised Code.

3) The AP has access to the alleged child victim by virtue of his/her employment by or affiliation to an institution.

4) The AP has access to the alleged child victim through placement in an out of home care setting. This includes, but is not limited to, foster parents, teachers, residential staff, daycare providers, and others.

For more information about the kinds of reports to which this applies, please refer to PCSA Requirements for Conducting a Specialized Assessment/Investigation.

Creating the CA/N Intake

1. From the SACWIS Home screen, click the Intake tab.

   The Intake Workload screen appears.

   1. Click the Add Intake button.
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The **Intake Workspace** screen appears.

1. By default, the **Reporter** tab will be selected.
2. Enter and save Reporter(s) information as you would for any Intake.
3. Click the **Basic** tab.

The **Intake Type** page appears.

1. Enter the Intake Workload Name.
2. Select CA/N Report from the Intake Category drop-down menu.

**Note:** The **Intake Types** box will populate with options relevant to your **Intake Category** selection. For example, if your Intake Category selection is **CA/N** Report, the **Intake Types** box will populate with options relevant to that report.

3. Make a selection(s) from the **Intake Types** available.
4. Click, **Add**.

**Note:** The selection(s) will be added to the **Selected Types** box.
Other Intake Designations

5. Click the arrow beside Other Intake Designations.
6. Make the appropriate selection(s) from the Other Available Intake Designations list, if applicable.
7. Click, Add (this will place the selection(s) in the Selected Intake Designations grid).

Below the Other Intake Designations grid is a series of questions.

8. Provide a response for each question.
9. Click, Apply.
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Important:

- The **Specialized** tab will appear on this Intake when there is an affirmative response to the question, "Does this report require a Specialized Assessment/Investigation?"

- If there is a **Third Party** to the report, you must respond in the affirmative to the question: Does this report require Third Party involvement due to a potential conflict of interest? The affirmative response will prompt a selection regarding Third Party type.

- A report requiring **Third Party Involvement** may or may not involve an **Out of Home Care** setting, and vice versa.

  **Note:** For the qualifications of a Third Party, see below (**Third Party Involvement**).

**Third Party Involvement**

Third Party Involvement is required when there is a potential conflict of interest because one or more of the following parties is a principal of the report:

- Any employee of an institution or facility that is licensed or certified by the Ohio department of job and family services (ODJFS) or another state agency and supervised by the PCSA.

- A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.

- A type B family day care home certified or licensed by a county department of job and family services (CDJFS) that has assumed the powers and duties of the county children services function defined in Chapter 5153 of the Revised Code.

- Any employee, or agent of ODJFS or the PCSA as defined in Chapter 5153 of the Revised Code.

- Any authorized person representing ODJFS or the PCSA who provides services for payment or as a volunteer.

- A foster caregiver or an employee of an institution or facility licensed or certified by ODJFS and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.

- Any time a PCSA determines that a conflict of interest exists. The PCSA shall document in the case record if a conflict of interest is identified.

For more information, please refer to **PCSA Requirements for Involving a Third Party in the Assessment/Investigation of a Child Abuse or Neglect Report**.
10. Click the Participants tab.

The Participants screen appears.

Note: For information regarding Adding Participants to the Intake, please refer to the KBA: Adding Intake Participants.

Important: If the report involves ACVs from different families, there should be a separate intake and case established for each family. Only ACVs who belong to the same family case, if any, should be listed together on the intake.

- Hint: In this event, it may be helpful to first complete the information common to all of the ACVs, then use the Intake Copy feature to create the multiple intakes before adding the child-specific information to each intake.

Important: When recording the relationship between the AP and the ACV, always choose the most specific option available. For example, “Teacher or School Personnel” is more specific than “Non-related Adult”. This level of specificity provides more useful data for reporting purposes, including the federal National Child Abuse and Neglect Data System (NCANDS) report.

Note: ACV/AP Detail and Allegations tabs will also need to be completed, as usual, for a CA/N intake.
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11. Click the “Specialized” tab.

1. Make a selection from the OHC Setting Type drop-down menu.
2. Click the Search Provider button.

The Out of Home Care Details screen appears.

Linking the Out of Home Care Provider to the Intake

The Search For Provider Profile screen appears.

1. Enter search criteria as appropriate, OR enter the Provider ID, if known.
2. Click, Search.
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The results appear in the **Search Results** grid at the bottom of the screen.

3. Click the **select** link beside the appropriate **Provider Name/ID**.

![Search Results Grid](image)

**Note:** If the OHC setting is a non-ODJFS Provider that does not already exist in SACWIS, click the **Add Non-ODJFS Provider** button to create it. For more information, please refer to the [Creating a Non-ODJFS Provider](#) Knowledge Base Article.

The **Out of Home Care Details** screen appears, displaying information regarding the **Provider**.

![Out of Home Care Details](image)

1. Make a selection from the **Licensing Authority** drop-down list, if applicable.

**Important:** This selection will drive certain notifications.

2. Complete response to **Number of children Alleged Perpetrator has access to**, if known.
3. Complete response to **Names of children Alleged Perpetrator has access to**, if known.
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**Important:** Linking the OHC Provider to the Intake is imperative because it triggers other events in SACWIS.

- When a CA/N Intake involves a **Provider Applicant or household member**, the Intake will display on the **CA/N Link** of the **Provider** record.

- The Intake will be included in the **Provider Maltreatment and Licensing Violation Report**, providing valuable data for tracking and oversight of Providers.

- When an Intake Participant is an **Active** member of a **Home** Provider, the following email notifications are automatically generated:
  
  o When a CA/N Intake is **Screened In** or **Screened in AR**, an email is sent to the caseworkers assigned to cases with children currently placed with the Provider who is involved in the Intake. A notification is also sent when the disposition is recorded for the Intake.

  o When an **Alleged Perpetrator** in a CA/N Intake is an **Active** member of a **Home** Provider, and the **Licensing Authority** on the Intake OHC tab is ‘**Ohio Department of Job and Family Services**’, a notification is sent to the **assigned Provider worker**, and a notification will be sent to the **State Licensing Specialist Supervisors**. Subsequent email notification is sent upon disposition.

  o When an Intake has **Out of Home Care Information** completed, SACWIS recognizes that the Intake pertains to a **Specialized Assessment/Investigation**, and generates the corresponding Action Items and OHC disposition information in the case.

4. **Change the Intake Status to Complete.**

**Note:** If the individual recording the intake is also a Screening Decision Maker, the Decision tab will appear once the Intake Status has been changed to Complete. Otherwise, the Screening Decision Maker will select the completed intake from the Intake Workload by clicking the decision link.

5. **Click the Decision tab.**

The **Decision Details** screen appears.

### Recording the Screening Decision

1. Make a selection from the drop-down menu under, Is this an emergency?
2. Make a selection from the drop-down menu under Screening decision.

**Note:** Based on the selection made for **Screening decision**, the user will be prompted for further information.
3. Enter the **Date & time of screening decision** information.
4. Click, **Save**.

The **Decision Review** screen appears.
1. Click, **Confirm Screening Decision**.

If you need additional information or assistance, please contact the SACWIS Help Desk.