

Assessment / Investigation Checklist



Knowledge Base Article

Assessment and Investigation Checklist

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Overview

This article provides a checklist for work items, assessments, and investigations for cases within the Ohio SACWIS system.

Work Item, Assessment, and Investigation Checklist

Work Item	In the Activity Log
Face-to-Face with Parent	Category = Assessment/Investigation Mandate Subcategory = Caregiver Face-to-Face Intake ID# = (Select appropriate Intake) Associate Participant (Check appropriate participants) and Contact Status = Completed Activity State = Completed
Face-to-Face with ACV / CSR	Category = Assessment/Investigation Mandate Subcategory = ACV Face-to-Face or CSR Face-to-Face Intake ID# = (Select appropriate Intake) Associate Participant (Check appropriate participants) and Contact Status = Completed Activity State = Completed
Face-to-Face Contact(s): Alleged Perpetrator(s) / Adult Subject of Report(s)	Category = Assessment/Investigation Mandate Subcategory = AP Face-to-Face or ASR Face-to-Face Intake ID# = (Select appropriate Intake) Associate Participant (Check appropriate participants) and Contact Status = Completed Activity State = Completed
Face-to-Face Contact(s): With all Case Members	Category = Assessment/Investigation Mandate Subcategory = Other Adult in the Home Face-to-Face (non-participant)' or 'Other Adult in the Home Face-to-Face (participant)', or 'Other Children in the Home Face-to-Face (non-participant)' or 'Other Children in the Home Face-to-Face (participant)' Intake ID# = (Select appropriate Intake) Associate Participant (Check appropriate participants) and Contact Status = Completed Activity State = Completed
Safety Assessment	Populates on the A/I Checklist if an intake is linked to the Safety Assessment
Family Assessment	Populates on the A/I Checklist if an intake is linked to the Family Assessment

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Work Item	In the Activity Log
Specialized Assessment	Populates on the A/I Checklist if an intake is linked to the Specialized Assessment
Ongoing Case Assessment/Investigation	Populates on the A/I Checklist if an intake is linked to the Ongoing A/I
Case Disposition	Populates when a disposition has been entered for the intake
Disposition Notification(s): Parent/Guardian/Custodian(s)	Category = Correspondence Subcategory = Assessment/Investigation Disposition Notification(s) Parent/Guardian/Custodian Intake ID# = (Select appropriate Intake) Associate Participant – Contact Status = Completed Activity State = Completed
Disposition Notification(s): Alleged Perpetrator(s) / ASR(s)	Category = Correspondence Subcategory = Assessment/Investigation Disposition Notification(s) AP or ASR Intake ID# = (Select appropriate Intake) Associate Participant – Contact Status = Completed Activity State = Completed
Disposition Notification(s): ACV(s) / CSR(s)	Category = Correspondence Subcategory = Assessment/Investigation Disposition Notification(s) ACV or CSR Intake ID# = (Select appropriate Intake) Associate Participant – Contact Status = Completed Activity State = Completed
Help Me Grow Referral Letter	Category = Community Services Subcategory = Help Me Grow Intake ID# = (Select appropriate Intake) Associate Participant – Contact Status = Completed Activity State = Completed
Mandated Reporter Assessment/Investigation Disposition Letter	Contact Type = Letter To Category = Correspondence Subcategory = Mandated Reporter Letter Disposition Intake ID# = (Select appropriate Intake) Activity State = Completed <i>(Note: The name of the Mandated Reporter is pulled from the Mandated Reporter section of the Intake)</i>

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Work Item	In the Activity Log
Law Enforcement Notification Letter	<p>Contact Type = Letter To Category = Correspondence Subcategory = Law Enforcement Notification Intake ID# = (Select appropriate Intake) Activity State = Completed</p>
Third Party Request for Law Enforcement Assistance Letter	<p>Contact Type = Letter To Category = Correspondence Subcategory = Third Party Request for Law Enforcement Assistance Intake ID# = (Select appropriate Intake) Activity State = Completed</p>
Cross Referral to Licensing/Supervising Authority Letter	<p>Contact Type = Letter To Category = Correspondence Subcategory = Cross Referral to Licensing Authority Intake ID# = (Select appropriate Intake) Activity State = Completed (Note: The name of the Licensing/Supervising Authority is pulled from the OHC section of the Intake)</p>
Post Investigation Notification Cross Referral to Licensing/Supervising Authority	<p>Contact Type = Letter To Category = Correspondence Subcategory = Post Investigation Letter to Licensing Authority Intake ID# = (Select appropriate Intake) Activity State = Completed (Note: The name of the Licensing/Supervising Authority is pulled from the OHC section of the Intake)</p>
Notification to Out of Home Care Administrator	<p>Contact Type = Letter To Category = Correspondence Subcategory = Notification to Out of Home Care Administrator Intake ID# = (Select appropriate Intake) Activity State = Completed (Note: The name of the Out of Home Care Administrator is pulled from the OHC section of the Intake)</p>
Post Investigation Notification to Out of Home Care Administrator	<p>Contact Type = Letter To Category = Correspondence Subcategory = Post Investigation Notice to Out of Home Care Administrator Intake ID# = (Select appropriate Intake) Activity State = Completed (Note: The name of the Out of Home Care Administrator is pulled from the OHC section of the Intake)</p>

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If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).