

## **Adding Appeal Information for PCSAs**



**Knowledge Base Article**

# Adding Appeal Information for PCSAs

Contents

<b>Overview</b> .....	3
<b>Adding Agency Specific Appeal Information</b> .....	4
<b>Sending Notification with Appeal information to the Alleged Perpetrator(s)</b> .....	8

## Adding Appeal Information for PCSAs

### Overview

This article describes the steps to add appeal information for a Public Children Services Agency (PCSA). When an intake receives a disposition, the PCSA must send written notification to the Alleged Perpetrator. Ohio SACWIS will now automatically add PCSA specific appeal language to the Alleged Perpetrator Letters, consistent for all letters generated for that agency. Because this information will be used by many different users, only State System Administrators and Agency System Administrators for the PCSA will be able to add or edit this information.

Per OAC 5101:2-36-03, within five working days of completion of an assessment/investigation, the PCSA must notify the Alleged Perpetrator of the Report Disposition, their right to appeal, and the method by which the Alleged Perpetrator may appeal. OAC 5101:2-33-20 outlines the requirements for PCSA disposition appeal policies, including but not limited to: Operational procedures for conducting reviews and hearings; the office and/or individual(s) involved in conducting these reviews/hearings, and reasonable timeframes. Policies and procedures are developed and implemented by each PCSA. Ohio SACWIS includes functionality for users to record appeals, record reviews/hearings, record outcomes, and generate notification letters for Alleged Perpetrators.

For steps to record the Disposition for an Intake, please refer to [Recording Case Disposition](#).

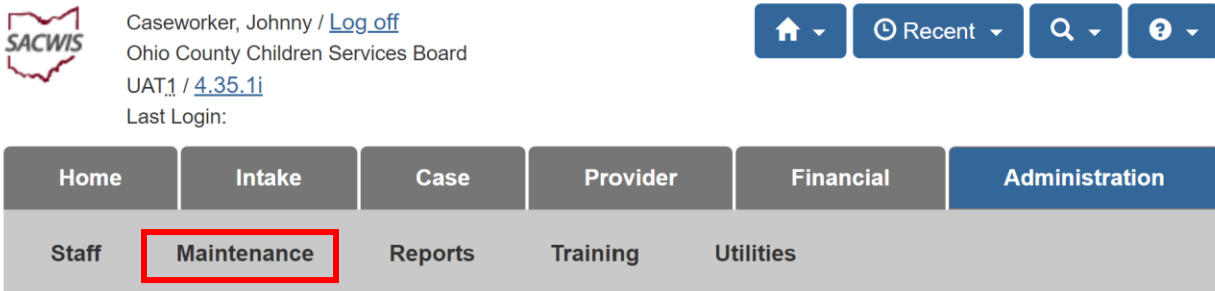
For steps to record an appeal or update a disposition, please refer to [Recording Appeals and Updating Dispositions for Intakes](#)

## Adding Appeal Information for PCSAs

### Adding Agency Specific Appeal Information

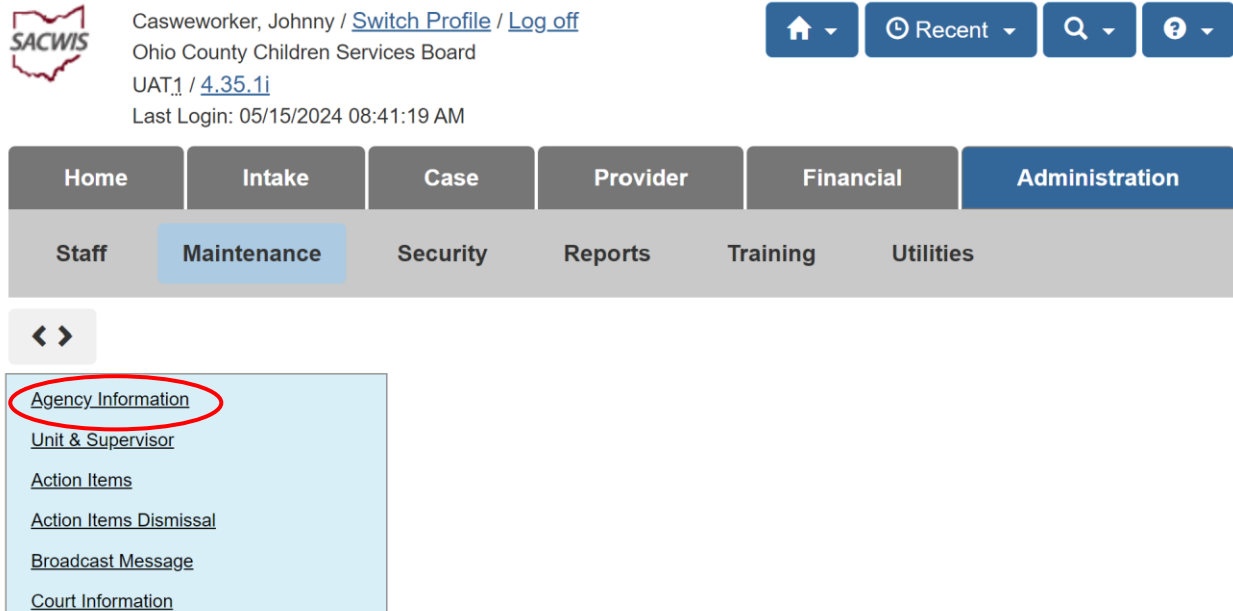
When an assessment/investigation is completed, users must record a disposition for each allegation of the intake. Once the disposition is completed, the Alleged Perpetrator(s) must be notified, in writing, of the findings of the assessment/investigation. This notification should include information notifying the Alleged Perpetrator(s) of their right to appeal the decision. Ohio SACWIS will now automatically attach this information to the notification being sent to the Alleged Perpetrator(s). The information can be added or edited by users with Agency System Administrator or State System Administrator security permissions. This information is stored in the *Administration* area of Ohio SACWIS.

1. From the SACWIS home screen, click the **Administration** tab.
2. Click the **Maintenance** tab.



The screenshot shows the SACWIS user interface. At the top left is the SACWIS logo. To its right, the user information is displayed: "Caseworker, Johnny / [Log off](#)", "Ohio County Children Services Board", "UAT1 / 4.35.1j", and "Last Login:". On the right side, there are four navigation buttons: Home, Recent, Search, and Help. Below this is a horizontal menu with tabs: Home, Intake, Case, Provider, Financial, and Administration. The Administration tab is highlighted in blue. Below the Administration tab is a secondary menu with tabs: Staff, Maintenance, Reports, Training, and Utilities. The Maintenance tab is highlighted with a red rectangular box.

3. Click **Agency Information** in the left-hand navigation menu.



The screenshot shows the SACWIS user interface after clicking the Maintenance tab. The user information at the top is: "Caseworker, Johnny / [Switch Profile](#) / [Log off](#)", "Ohio County Children Services Board", "UAT1 / 4.35.1j", and "Last Login: 05/15/2024 08:41:19 AM". The navigation buttons and the Administration tab in the top menu remain the same. In the secondary menu, the Maintenance tab is highlighted in blue. Below the Maintenance tab, a left-hand navigation menu is visible, containing the following options: Agency Information, Unit & Supervisor, Action Items, Action Items Dismissal, Broadcast Message, and Court Information. The Agency Information option is circled in red.

## Adding Appeal Information for PCSAs

4. Search for the PCSA by entering the **Name** and **Agency Type**.
5. Click **Search**.

Home	Intake	Case	Provider	Financial	Administration
Staff	Maintenance	Security	Reports	Training	Utilities

< >

**Agency Search Criteria**

Name:

Agency Type:

Sort results by:

6. Click **Edit** for the appropriate PCSA

Home	Intake	Case	Provider	Financial	Administration
Staff	Maintenance	Security	Reports	Training	Utilities

< >

**Agency Search Criteria**

Name:

Agency Type:

Sort results by:

**Agency Search Results**

Result(s) 1 to 1 of 1 / Page 1 of 1

	Name / ID	Status
<a href="#">edit</a>	Ohio County Children Services / 99999	Active

# Adding Appeal Information for PCSAs

7. The **Agency Details** page displays.



Caseworker, Johnny / [Log off](#)  
Ohio County Children Services Board  
UAT\_1 / [4.35.1i](#)   
Last Login: 05/15/2024 08:41:19 AM



Administration / Maintenance / Agency Information / Agency Details

## Agency Details



ID:

99999

Name: \*

Ohio County Children Services Board

Agency Type:

Public

Office:

Main

Agency Code:

9999

Employee Identification Number:

0000000000

Payment Code:

Auditor Account Number:

Vendor Address Code:

OAKS Vendor ID:

99999

8. Near the bottom of the page, locate the **Agency Appeal Information for Intake Dispositions** textbox.

Agency Appeal Information for Intake Dispositions:  
[\(expand full screen\)](#)

✓ ABC  
10000

## Adding Appeal Information for PCSAs

9. Enter the **Agency Appeal Information for Intake Dispositions** for the PCSA in this textbox.

Agency Appeal Information for Intake Dispositions:

[\(expand full screen\)](#)

Agency Appeal information goes in this textbox. Anything that is typed into this box will display on the Alleged Perpetrator Notification Letters.

To appeal this record, contact Ohio County Children Services Board at: 555-555-5555.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

✓ ABC

9316

Comments:

✓ ABC

2000

Created By:

Initial, SACWI:

Apply

Save

Cancel

01/01/2006 12:00 AM

**Note:** This box will hold up to 10,000 characters, which could be multiple pages of information.

10. Click **Save**.

## Adding Appeal Information for PCSAs

### Sending Notification with Appeal information to the Alleged Perpetrator(s)

1. From the SACWIS home screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link of the appropriate case.
4. From the navigation menu, click the **Intake List** link.

The Intake List (Current Case Episode and Historical Case Episode(s)) screen appears, displaying all intakes listed for the case, separated into Current Case Episode and Historical Case Episodes.

5. Click the **Reports** link under the appropriate **Intake ID**.

Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition / Disposition Date	Investigation/ Assessment Completion Date	Agency Name
99999999	Screened In	07/01/2024 09:00 PM	CA/N Report	Physical Abuse Neglect	07/02/2024 04:00 AM	Substantiated 08/02/2024	08/07/2024	Ohio County Children Services Board



## Adding Appeal Information for PCSAs

6. Select **Assessment/Investigation Disposition Letter – Alleged Perpetrator** from the **Generate Document** dropdown.

Reports

**Reports**

Work-Item Type: CASE Work-Item Reference:  
Task Type: INTAKE Task Reference:

**Available Documents**

Generate Document: Assessment/Investigation Disposition Letter - Alleged Perpetrator

**Select** **Cancel**

7. Click **Select**.

8. Click **Generate Report**.

Reports

**Document Details**

Document Category: Document Title: Assessment/Investigation Disposition Letter - Alleged Perpetrator  
Work-Item ID: 99999999 Work-Item Reference: Alleged-Perpetrator, Jimmy  
Task ID: 99999999 Task Reference:

**Document History**

ID	Date Created	Employee ID	Name
----	--------------	-------------	------

**Document History**

**Generate Report**

**Cancel**

9. Select the **Caseworker** from the **Caseworker Dropdown**.
10. Select one of the options on the **Select One of the Following for All Disposition Letters** grid.
11. (Optional) Enter any **Service Referral Text** for this disposition.

## Adding Appeal Information for PCSAs

Assessment/Investigation Disposition Letter - Alleged Perpetrator

Caseworker: \*

Select One of the Following for All Disposition Letters : \*

The agency has determined that your case will be closed as no further supportive services are necessary at this time.

The agency has determined that your case will be closed at this time. Although there is not a need for protective services to be provided by this agency the following community services are recommended:

The agency has determined that your case will be transferred for ongoing supportive services. An agency caseworker will be contacting you regarding supportive services.

The agency has determined that your case will remain open for ongoing supportive services.

N/A

Service Referral Text:

**Generate Report**

**Cancel**

12. Click **Generate Report**.

# Adding Appeal Information for PCSAs

13. The **Agency Specific Appeal Information** from the Agency Information page will be populated on the letter under the section *Agency Appeal Process* of the Alleged Perpetrator Notification Letter.

123 Main ST  
Columbus, OH 43332

**Mailing Date:** 08/12/2024  
**Intake ID:** 99999999

Jimmy Alleged-Perpetrator  
123 Oak Street, Columbus, OH 43332

**Need Help?** 

Ohio County Children Services Board: (555) 555-5555  
**Hearing Impaired: 7-1-1**

## Notice of Child Abuse and/or Neglect Investigation Finding

### Why am I receiving this notice?

Ohio County Children Services Board investigated report(s) of Physical Abuse of Johnny Alleged-Victim and Neglect of Johnny Alleged-Victim that named you, Jimmy Alleged-Perpetrator as the Alleged Perpetrator.

### What are the results of the investigation?

Review the chart below for investigation result findings. Review the [finding letter definitions](#) below to help understand what each finding means.

### Finding Letter Definitions

**Disposition** Disposition means a finding (decision) has been made on an investigation of child abuse or neglect.

**Unsubstantiated** means there is no evidence that child abuse or neglect occurred.

**Indicated** means there are signs that child abuse or neglect may have occurred but lacking evidence.

**Substantiated** means there is admission of child abuse or neglect by the person responsible or evidence to support child abuse or neglect occurred.

**Alleged Perpetrator** is the individual suspected of being responsible for the abuse or neglect of a child.

Result Findings	Details	Dates
Substantiated	Investigation regarding alleged Physical Abuse of Johnny Alleged-Victim	Reported on 07/01/2024 Investigation completed on 08/02/2024
Substantiated	Investigation regarding alleged Neglect of Johnny Alleged-Victim	Reported on 07/01/2024 Investigation completed on 08/02/2024

**This notice continues on the next page**

Disposition Notice

Page [ 1 ] of [ 2 ]

# Adding Appeal Information for PCSAs

## What happens now?

### Agency appeal process

You can appeal the decision(s) by contacting Ohio County Children Services Board: (555) 555-5555

Your name has been entered into Ohio's Central Registry.

Agency Appeal information goes in this textbox. Anything that is typed into this box will display on the Alleged Perpetrator Notification Letters.

To appeal this record, contact Ohio County Children Services Board at: 555-555-5555.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Anything can go in this textbox.

---

### Who can request information from Ohio's Central Registry?

- You can request information specific to your history of substantiated allegations
- Agencies investigating future child abuse and/or neglect reports can request information
- Certain prospective employers
- Foster and/or adoption agencies

You must agree to the employer and/or agency looking at the information.

---

The agency has determined that your case will be closed as no further supportive services are necessary at this time.

Service Referral Text can go here

---

### Have questions?

About the investigation results:

Contact Ohio County Children Services Board: (555) 555-5555

Hearing Impaired: 7-1-1

Sincerely,

Johnny Caseworker / Case Worker  
Ohio County Children Services Board  
123 Main ST  
Columbus, OH 43223  
(555) 555-5555

Jamie Supervisor  
Child Protective Services Supervisor

Applicable Ohio Administrative Codes: 5101:2-36-03, 04, 05 or 07 and 5101:2-33-20

If you need additional information or assistance, please contact the DCY Customer Care Center at <https://odjfs2.my.site.com/CustomerCareCenter>.