

# TEAM Ohio Intake Screener and Screening Decision Maker User Guide



## Knowledge Article

# TEAM Ohio Intake Screener User Guide

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# TEAM Ohio Intake Screener User Guide

## Overview

This article describes how to use TEAM Ohio as an Intake Screener. This portal was created to allow Intake Screeners to complete an intake for non-emergent reports of suspected child abuse, neglect and/or dependency.

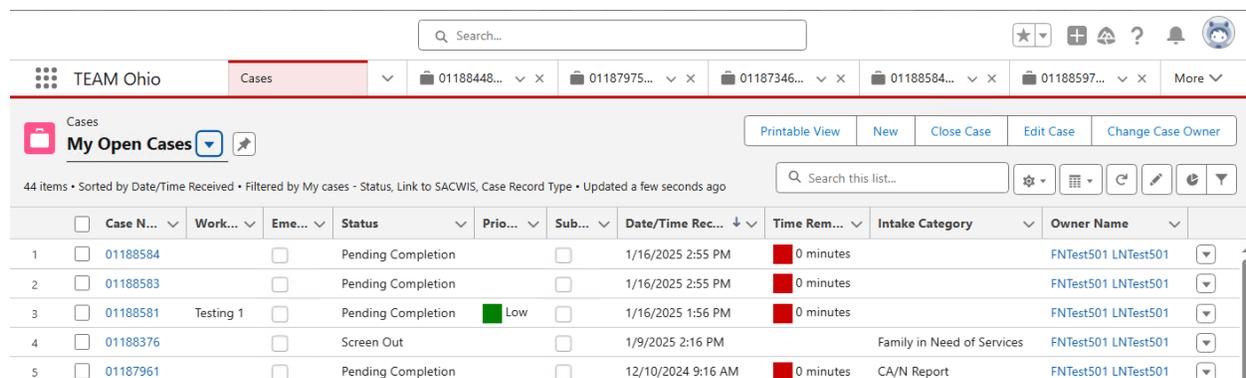
## Navigating to TEAM Ohio

1. Follow the link to access TEAM Ohio: <https://odifs2.my.salesforce.com/>

**Note:** If the user does not have an OHID, refer to the following Knowledge Base Article: [SACWIS Knowledge Base - Gaining Access to TEAM Ohio](#)

## Home Page

1. Users will log into the Salesforce platform using their **OHID and Password**.
2. Upon successful log-in, the **Home** page will appear.

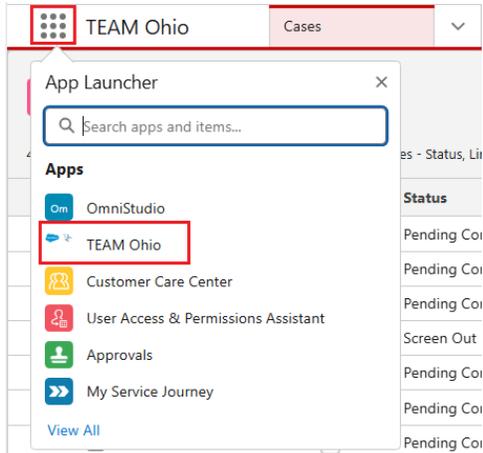


The screenshot displays the Salesforce interface for TEAM Ohio. At the top, there is a search bar and navigation icons. Below this, the 'Cases' tab is active, showing a list of 'My Open Cases'. The list includes columns for Case Number, Work Status, Emergency Status, Status, Priority, Submitter, Date/Time Received, Time Remaining, Intake Category, and Owner Name. Five cases are listed, with various statuses such as 'Pending Completion', 'Testing 1', and 'Screen Out'.

	Case N...	Work...	Eme...	Status	Prio...	Sub...	Date/Time Rec...	Time Rem...	Intake Category	Owner Name
1	01188584			Pending Completion			1/16/2025 2:55 PM	0 minutes		FNTest501 LNTest501
2	01188583			Pending Completion			1/16/2025 2:55 PM	0 minutes		FNTest501 LNTest501
3	01188581	Testing 1		Pending Completion	Low		1/16/2025 1:56 PM	0 minutes		FNTest501 LNTest501
4	01188376			Screen Out			1/9/2025 2:16 PM		Family in Need of Services	FNTest501 LNTest501
5	01187961			Pending Completion			12/10/2024 9:16 AM	0 minutes	CA/N Report	FNTest501 LNTest501

3. If you work within multiple applications on the Salesforce platform, you may need to switch between them using the 9-dot square App Launcher in the upper left-hand corner of the screen. If you click this area, it will display a list of all applications you have access to. Choose **TEAM Ohio** to work within this app.

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4. The landing page of **TEAM Ohio** will contain a list of available **Case Views**. There will be eight available **Public List Views** for your agency:
  - a. **All Open Cases** – This list will display all TEAM Ohio Cases.
  - b. **TEAM Ohio (County Name) County Queue**- This list will display cases in Submitted status that have not been assigned yet. This list will be viewable by TEAM Ohio Users at your agency.
  - c. **All TEAM Ohio (County Name) County Cases**- This list will display all TEAM Ohio Cases for only your agency, regardless of status and/or assignment. This list will be viewable by TEAM Ohio Users at your agency.
  - d. **My TEAM Ohio Cases**- This list will display all TEAM Ohio Cases assigned to you, regardless of their screening decision status. This list will only be viewable by you, the signed in TEAM Ohio User.
  - e. **My Open Cases**- This list will display all TEAM Ohio Cases assigned to you that are in Received status and have not had a screening decision selected for them yet. This list will only be viewable by you, the signed in TEAM Ohio User.
  - f. **(County Name) County Ready for Screening**- This list will display all TEAM Ohio Cases that are in Received status and have the SACWIS Entry Completed Checkbox checked, regardless of assignment. This list will be viewable by TEAM Ohio Users at your agency.
  - g. **TEAM Ohio (County Name) County Screened Cases**- This

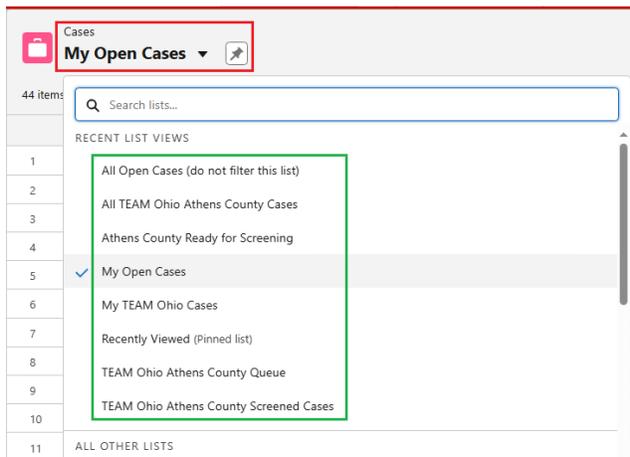
## TEAM Ohio Intake Screener User Guide

list will display all TEAM Ohio Cases that have a screening decision entered (Screened In, Screened Out, Referred to Other County), regardless of assignment. This list will be viewable by TEAM Ohio Users at your agency.

- h. **Recently Viewed**- This list will display all TEAM Ohio cases you recently viewed.

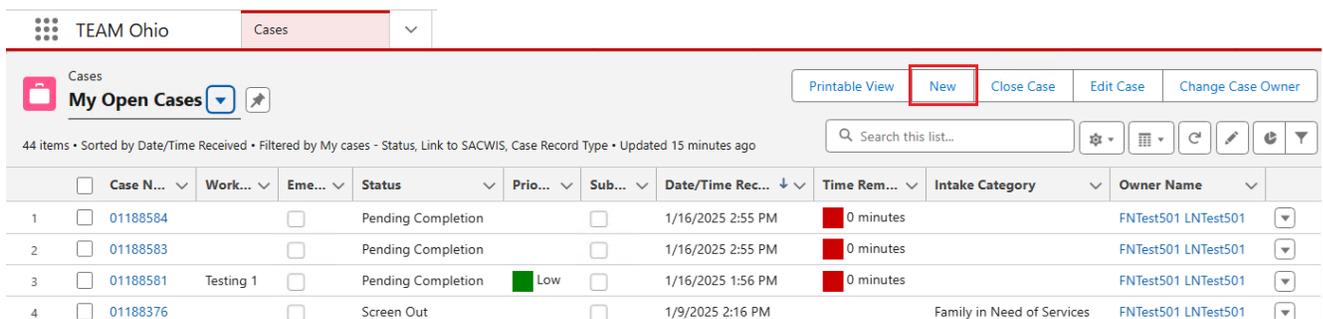
Click the arrow next to the header to view these options. To set your preferred view, click on the list view of your choice and then click the thumbtack icon to 'pin' the list view as your default.

**Note:** "Athens" list views were used as an example below, but each agency will see their agency name for each agency specific list.



## Creating an Intake

1. From the Cases screen, click the **New** button.



2. Click the **Save** button on the New Case: TEAM Ohio Case screen.

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New Case: TEAM Ohio Case

\* = Required Information

Case Information

Status  
Pending Completion  
*This field is calculated upon save*

Cancel Save & New Save

The new **TEAM Ohio Case** screen displays defaulting to the Referrals Details tab.

Case 01188733

Case Record Type	Status	Date Submitted	Date/Time Received	Date/Time Closed	Case Owner
TEAM Ohio Case	Pending Completion		2/5/2025 10:28 AM		FNTest501 LNTTest501

**Referral Details** Add Participants Participant Relationships More

Ohio SACWIS Intake ID Intake Status Date/Time Created  
Pending Completior 02/05/2025 10:28 am

Agency for this referral \*Date/Time Received  
Athens County Children Services Board 02/05/2025 10:28 am

\* Method Owner  
Phone FNTest501 LNTTest501 Change Case Owner

Add Reporter(s)

Notes

Intake Category and Type  
Intake Category  
Status  
Pending Comp...

Save

**Note:** The grey sections are not editable.

3. Select a **Date/Time Received**.
4. Make a selection for **Method**.
5. **Owner** will prepopulate with the logged in user's name. This can be edited if needed by clicking the **Change Case Owner** button.

# TEAM Ohio Intake Screener User Guide

Case 01188733

Case Record Type: TEAM Ohio Case | Status: Pending Completion | Date Submitted: | Date/Time Received: 2/5/2025 10:28 AM | Date/Time Closed: | Case Owner: FNTes501 LNTes501

**Referral Details** | Add Participants | Participant Relationships | More ▾

Ohio SACWIS Intake ID: | Intake Status: Pending Completior | Date/Time Created: 02/05/2025 10:28 am

Agency for this referral: Athens County Children Services Board | \*Date/Time Received: 02/05/2025 10:28 am

\* Method: Phone | Owner: FNTes501 LNTes501 | Change Case Owner

Notes

Intake Category and Type

Intake Category: ▾

Status: ▾

## Adding a Reporter

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

Case 01188733

Case Record Type: TEAM Ohio Case | Status: Pending Completion | Date Submitted: | Date/Time Received: 2/5/2025 10:28 AM | Date/Time Closed: | Case Owner: FNTes501 LNTes501

**Referral Details** | Add Participants | Participant Relationships | More ▾

Ohio SACWIS Intake ID: | Intake Status: Pending Completior | Date/Time Created: 02/05/2025 10:28 am

Agency for this referral: Athens County Children Services Board | \*Date/Time Received: 02/05/2025 10:28 am

\* Method: Phone | Owner: FNTes501 LNTes501 | Change Case Owner

Add Reporter(s)

Notes

Intake Category and Type

Intake Category: ▾

Status: Pending Comp... ▾

Save

The Person Search box displays.

2. Provide as much information available to you by providing the **First Name, Middle Name, Last Name, DOB, Age, Date of Death, Gender, SSN** and/or the

## TEAM Ohio Intake Screener User Guide

### OH SACWIS Person ID of the Reporter.

**Note:** Only one Search entry is required to search. Fields marked with an asterisk are only required to complete the intake, not to search.

Reporter Details

Not all fields included in search. Fields marked with an asterisk are only required to complete the intake, not to search.

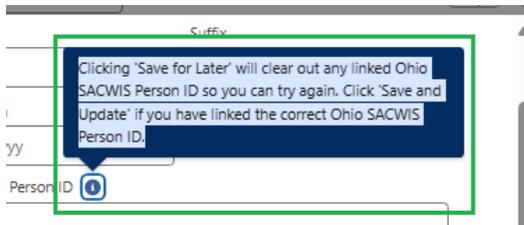
\* First Name Middle Name \* Last Name Suffix

Date of Birth From Age To Age

Date of Death Gender SSN

\* Ohio SACWIS Person ID ⓘ

**Important:** If the user hovers over the Information Icon (i) by the OH SACWIS Person ID field, a message will display: Clicking “Save for Later” will clear out any linked Ohio SACWIS Person ID so you can try again. Click “Save and Update” if you have linked the correct Ohio SACWIS Person ID.



3. Provide the **Address, City, State, Zip Code and Phone Number** for the Reporter.

**Note:** If ONLY searching with an Address, all address search fields are required to complete a successful search. Example: If the user only searches for “Ohio” the system will return no results.

4. Make a selection for **Mandated Reporter prefers to receive letters by USPS mail or Email**. Checkmark the appropriate box.
5. Make a selection for **Best way to reach person** from the dropdown menu.
6. Click the **Search** button.

## TEAM Ohio Intake Screener User Guide

Address & Contact

Address Line 1 <sup>i</sup> Address Line 2

City State Zip Code

Mandated Reporter prefers to receive letters by USPS mail or email

USPS Mail  Email

Best way to reach person <sup>i</sup>

Cancel Search

The Search Results display.

7. Select the appropriate person by clicking the **Check Box** next to their name.
8. Click the **Link Person** button.

Search Results

<input type="checkbox"/>	Person ID	First Name	Last Name	DOB	Gender	Address	City	State	Zip
<input type="checkbox"/>	4344014	TEST	TEST	1/1/1988	Male				
<input checked="" type="checkbox"/>	4339249	TEST	TEST			1929 Elm St	Cincinnati	OH	45202-5911
<input type="checkbox"/>	7561020	TEST	TEST			25739 Buena Vista Rd	Rockbridge	OH	43149-9505
<input type="checkbox"/>	5148602	Test	Test						
<input type="checkbox"/>	29422203	test	test						

< 1 2 3 >

Link Person Save For Later

**Note:** You can click the Save for Later button to save your selection.

9. Once a Person is selected, any information **Linked** to that Person will autofill the known information. For example: Name, Ohio SACWIS Person ID, Address, etc.

**Note:** The user can edit the auto filled information if needed.

**Important:** If the person you are searching for does not exist, the user cannot link. The user can create a new person by clicking the Create Person button at the bottom of the screen. Provide the known information for the person you need to create. Shown below:

## TEAM Ohio Intake Screener User Guide

Last date and time reporter had contact with ACV(s)/CSR(s):

10. Make a selection for **Hispanic/Latino** from the dropdown menu.
11. Check all that apply for **Race** by checking the checkboxes.
12. Make a selection for **Type of Reporter** from the dropdown menu.
13. Make a selection for **Reporter Type** from the dropdown menu.

Additional Reporter Details

Hispanic/Latino  
No

Race (check all that apply)

Alaskan Native  
 American Indian  
 Asian  
 Black/African American  
 Native Hawaiian  
 White  
 Other Pacific Islander  
 Multi-racial (one or more races unknown)  
 Multi-racial (all races unknown)  
 Unable to Determine  
 Unknown

Reporter Information

Type of Reporter  
Reporter Type

14. Provide a **Narrative** for, Relationship to Alleged Child Victim(s)/Child Subjects(s) of Report.
15. Provide a **Narrative** for, In the event that the agency needs additional information regarding this referral, please provide the best time(s) within the next 24 hours that you can be contacted by phone. Provide the phone number, if different than the phone number listed on your account.

Relationship to Alleged Child Victim(s)/Child Subject(s) of Report

In the event that the agency needs additional information regarding this referral, please provide the best time(s) within the next 24 hours that you can be contacted by phone. Provide the phone number, if different than the phone number listed on your account.

16. If you need to link a provider, click the **Link Provider** button. A new screen will display prompting you to search for the Provider and making a selection similar to the steps above. This step is only required if mandated and not a solo practitioner.

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▼ Reporter Organization (required if mandated and not solo practitioner)

Link Provider

### 17. Make a selection for **Contact Method**.

**Note:** If a Preferred Contact Method is selected, a Contact Details Narrative box will display where the user can provide additional information if needed.

18. Select a **Date and Time** for **Date Reporter** contacted agency.

19. Make a selection for, **How did the reporter learn about the situation**.

20. Select **Yes**, **No** or **Unknown** to referral source for, Are there others with knowledge of the situation.

**Note:** If **Yes** is selected, a narrative box displays requesting the Name and contact information for others who have knowledge of the situation.

▼ Contact & Situation Knowledge

\* Contact Method  
[Dropdown menu]

\* Date Reporter contacted agency  
02/18/2025 [Calendar icon] 9:23 am [Clock icon]

How did the reporter learn about the situation?  
[Dropdown menu]

Are there others with knowledge of the situation?  
 Yes  No  Unknown to referral source

Name and contact information of others who have knowledge of the situation:  
[Text area]

21. Select **Yes** or **No** for, Has the reporter addressed the concerns with the Parent/Caretaker.

22. Provide a **Narrative** for, Last date and time reporter had contact with the ACV(s)/CSR(s).

23. Click **Save and Update Person in Ohio SACWIS**.

**Note:** By selecting **Save and Update Person** in Ohio SACWIS, the Ohio SACWIS Person ID field is retained within TEAM Ohio. If only Save for Later is selected, the Ohio SACWIS Person ID field clears upon saving.

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**Has the reporter addressed the concern with the Parent/Caretaker?**  
 Yes  No

Narrative

Test

Last date and time reporter had contact with ACV(s)/CSR(s):

Test

Cancel
Save For Later
Save and Update Person in Ohio  
SACWIS

The **TEAM Ohio Intake** screen displays defaulting to the Referral Details tab.

24. Shown in green below is the new Reporter you created.

**Note:** The user can delete the reporter by click the Delete button next to the appropriate reporter’s name. The user can view additional details/edit fields by click the Show More Details button, shown in red below.

25. If additional Reporters need added to the case, click the **Add Reporter** button, and follow the previous steps.

26. When completed adding Reporters, click the **Save** button.

TEAM Ohio
Cases
0118873...

**Case 01188733**

Case Record Type	Status	Date Submitted	Date/Time Received	Date/Time Closed	Case Owner
TEAM Ohio Case	Pending Completion		2/5/2025 10:28 AM		FNTest501 LNTest501

**Referral Details** | Add Participants | Participant Relationships | Add Witnesses | More

Ohio SACWIS Intake ID

Intake Status

Date/Time Created

Pending Completion

02/05/2025 10:28 am

Agency for this referral

\*Date/Time Received

Athens County Children Services Board

02/05/2025 10:28 am

\*Method

Owner

Phone

FNTest501 LNTest501

Change Case Owner

Reporter Name	Reporter Type	Contact Date/Time	
TEST TEST	Non-mandated Reporter/Friend/Neighbor	2/5/2025 12:00 pm	<div style="display: flex; gap: 5px;"> <span style="border: 1px solid red; padding: 2px 5px;">Delete</span> <span style="border: 1px solid red; padding: 2px 5px;">Show More Details</span> </div>

Add Reporter(s)  
Save

Notes

Intake Category and Type

Intake Category

Status

Pending Completion

Save

**Case History (1)**

Date:	2/5/2025 10:28 AM
Field:	Created.
User:	FNTest501 LNTest501
Original Value:	
New Value:	

# TEAM Ohio Intake Screener User Guide

## Adding Participants

1. Click the **Add Participants** tab.

The screenshot shows the top section of the TEAM Ohio Intake Screener interface. At the top left, there is a case icon and the case number '01188733'. Below this, a table-like structure displays case details: Case Record Type (TEAM Ohio Case), Status (Pending Completion), Date Submitted, Date/Time Received (2/5/2025 10:28 AM), Date/Time Closed, and Case Owner (FNTest501 LNTest501). Below the case details, there are several tabs: 'Referral Details', 'Add Participants' (highlighted with a red box), 'Participant Relationships', 'Add Witnesses', and 'More'. The main content area shows input fields for 'Ohio SACWIS Intake ID', 'Intake Status' (set to 'Pending Completion'), 'Date/Time Created' (02/05/2025, 10:28 am), 'Agency for this referral' (Athens County Children Services Board), and '\*Date/Time Received' (02/05/2025, 10:28 am). On the right side, there are sections for 'Notes' and 'Intake Category and Type'.

The Add Participants tab displays.

2. Click the **New Participant** button.

The screenshot shows the 'Add Participants' tab selected, which is highlighted with a green box. The main content area is titled 'Add Participants' and displays the case number '01188733'. Below the title, there is a paragraph of instructions: 'In this section you will add all intake participants, as well as their demographics, contact information and intake roles. An unknown participant record can be created from this screen for any participant who is unknown or partially unknown. In order to complete an intake, at least one Child Subject must be recorded.' This is followed by a prompt: 'Please add a Participant Record for each of the following people:' and a bulleted list: 'The child(ren) you are concerned about', 'Parents/guardians of the child(ren), whether they live in the home or not', 'All household members', and 'All Alleged Perpetrators, whether they live in the home or not'. At the bottom right of the main content area, there is a blue button labeled '+ New Participant' highlighted with a red box.

The Person Search box displays.

1. Provide as much information available to you by providing the **First Name, Middle Name, Last Name, DOB, Age, Date of Death, Gender, SSN and the OH SACWIS Person ID** of the Participant. Only one search entry is required to complete a Person Search.

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Participant Details

Please enter as much information about this person as you can. If you do not know the person's first and last name, please enter any information that is known below, and then select the "Participant is unknown or partially known" checkbox. Do not type 'Unknown' into the name fields. The system will populate the missing first and/or last name and flag this as an unknown participant. Not all fields included in search. Fields marked with an asterisk are only required to complete the intake, not to search.

Participant is unknown or partially known

* First Name	Middle Name	* Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Date of Birth	<input type="checkbox"/> Estimated Date of Birth	<input type="checkbox"/> Date of Birth Unknown	From Age To Age
<input type="text"/>			<input type="text"/>
Date of Death	<input type="checkbox"/> Deceased Date Unknown	Gender	SSN
<input type="text"/>		<input type="text"/>	<input type="text"/>
* OH SACWIS Person ID			
<input type="text"/>			

Address & Contact

**Important:** If the user hovers over the Information Icon (i) by the OH SACWIS Person ID field, a message will display: Clicking "Save for Later" will clear out any linked Ohio SACWIS Person ID so you can try again. Click "Save and Update" if you have linked the correct Ohio SACWIS Person ID.

* First Name	Middle Name	* Last Name	Suffix
TEST	<input type="text"/>	TEST	<input type="text"/>
* Date of Birth	<input type="checkbox"/> Estimated Date of Birth	Date of Death	
01/31/1989		<input type="text"/>	
Gender	SSN	* OH SACWIS Person ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Clicking 'Save for Later' will clear out any linked Ohio SACWIS Person ID so you can try again. Click 'Save and Update' if you have linked the correct Ohio SACWIS Person ID.

2. Provide the **Address, City, State, Zip Code and Phone Number** for the Participant if known.

**Note:** If ONLY searching with an Address, all address search fields are required to complete a successful search. Example: If the user only searches for "Ohio" the system will return no results.

3. Make a selection for **Best way to reach person**.
4. Click the **Search** button.

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Address & Contact

Unknown Address

\*Address Type

\*Address Line 1 <sup>i</sup> Address Line 2

\*City \*State \*Zip Code

Best way to reach person <sup>i</sup>

Contact Description (Optional)

Cancel Search

The Search Results display.

5. Select the appropriate person by clicking the **Check Box** next to their name.
6. Click the **Link Person** button.

Search Results

<input type="checkbox"/>	Person ID	First Name	Last Name	DOB	Gender	Address	City	State	Zip
<input type="checkbox"/>	4344014	TEST	TEST	1/1/1988	Male				
<input type="checkbox"/>	4339249	TEST	TEST			1929 Elm St	Cincinnati	OH	45202-5911
<input checked="" type="checkbox"/>	7561020	TEST	TEST			25739 Buena Vista Rd	Rockbridge	OH	43149-9505
<input type="checkbox"/>	5148602	Test	Test						
<input type="checkbox"/>	29422203	test	test						

< 1 2 3 4 >

Link Person Save For Later

7. Once a Person is selected, any information **Linked** to that Person will autofill the known information. For example: Name, Ohio SACWIS Person ID, Address, etc.  
**Note:** The user can edit the auto filled information if needed.

8. Make a selection from the **Hispanic/Latino** dropdown menu.
9. Select all that apply for **Race** by checking the Check boxes.

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Additional Participant Details

Hispanic/Latino

Race (check all that apply) ⓘ

- Alaskan Native
- American Indian
- Asian
- Black/African American
- Native Hawaiian
- White
- Multi-racial (one or more races unknown)
- Multi-racial (all races unknown)
- Unable to Determine
- Unknown

10. **Check** all that apply for the Participant’s **Role**.
11. Make a selection for **Fatality Status** for this report.
12. Click the **Save and Update person in Ohio SACWIS**.

**Important:** Clicking “Save for Later” will clear out any linked Ohio SACWIS Person ID so you can try again. Click “Save and Update” if you have linked the correct Ohio SACWIS Person ID.

Role (check all that apply) ⓘ

- Alleged Child Victim (ACV)/Child Subject of Report
- Alleged Perpetrator (AP)/Adult Subject of Report
- Caretaker
- Child Daycare Provider
- Child/Youth Subject of a Non-CA/N Report
- Custodian
- Emancipated Young Adult
- Group Home Staff
- Nonrelative Foster Parent
- Nonrelative Kinship Provider
- Other involved adult (OIA)
- Other involved child (OIC)
- Other Professional
- Parent
- Relative Kinship Provider
- Relative Foster Parent
- Residential Facility Staff

Fatality Status for this report ⓘ

Fatality  Near Fatality  Not Applicable

Cancel Save For Later Save and Update person in Ohio SACWIS

The **Add Participants** tab displays. Here you can see your newly added Participant.

13. To add additional participants, click the **New Participant** button and follow the above steps.

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Referral Details **Add Participants** Participant Relationships Add Witnesses More ▾

### Add Participants

**Case Number :** 01188733

In this section you will add all intake participants, as well as their demographics, contact information and intake roles. An unknown participant record can be created from this screen for any participant who is unknown or partially unknown. In order to complete an intake, at least one Child Subject must be recorded.

Please add a Participant Record for each of the following people:

- The child(ren) you are concerned about
- Parents/guardians of the child(ren), whether they live in the home or not
- All household members
- All Alleged Perpetrators, whether they live in the home or not

[+ New Participant](#)

 **Child Female** ▾

**DOB:** 12/29/2024  
Age 0, Female  
**Alleged Child Victim (ACV)/Child Subject of Report**

14. Make a selection for, **Is there a language or communication barrier for any of the participants you added to this referral?**
15. If **Yes** was selected, provide a **Narrative** for, Include which participant(s) have a language barrier and what language(s) they speak.
16. Make a selection for, **Are you aware of any concerns for the worker's safety?**
17. If **Yes** was selected, **Add Safety Hazards** by checking the Check Boxes.
18. Provide a **Narrative** explain your response.
19. Click the **Save** button.

**\* Is there a language or communication barrier for any of the participants you added to this referral?**

Yes  No

**\* Describe. Include which participant(s) have a language barrier and what language(s) they speak.**

Testing

**Safety Concerns**

**\* Are you aware of any concerns for the worker's safety?**

Yes  No

**Add safety hazards**

<input type="checkbox"/> Contagious Disease	<input type="checkbox"/> Explosive Behavior	<input type="checkbox"/> Prior Threats to Agency Worker
<input type="checkbox"/> Convicted of a Violent Crime	<input type="checkbox"/> Involved in Gang Activity	<input type="checkbox"/> Sexual Predator
<input type="checkbox"/> Domestic Violence	<input checked="" type="checkbox"/> Mental Health/Not Take Medication	<input type="checkbox"/> Weapons in the Home
<input type="checkbox"/> Drug Activity	<input type="checkbox"/> Other	

**\* Please explain your response**

Testing

[Save](#)

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## Participants Relationships

1. Click the **Participant Relationships** tab.

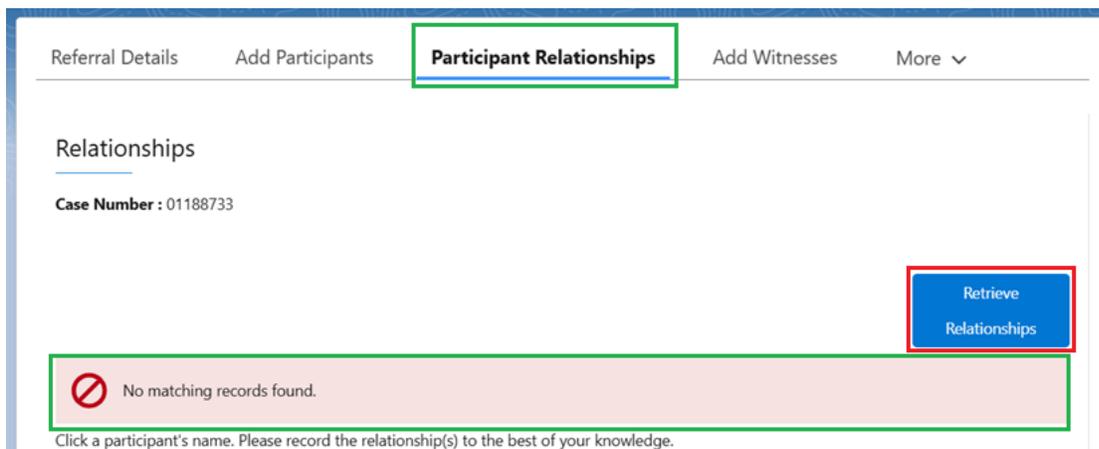


The Participant Relationships tab displays.

1. Click the **Retrieve Relationships** button to see if there are known relationships between the participants.

**Important:** It is important for the user to manually **Refresh** their browser to see the updated information.

**Note:** If there are no known matches, a notification banner will display. Shown below. It is important for the user to manually Refresh their browser to see the updated information. If there is a known Relationship, the system will prepopulate the relation.



2. Click on the appropriate **Participants Name**.
3. Make a selection from the **Relationship** drop down menu.

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The screenshot shows two participant cards. The top card is for a 'Child Female' (Female / Age 0) with 1 Unspecified Relationship. The bottom card is for a 'Test Mother' (Female / Age 37) with 1 Unspecified Relationship. A dropdown menu is open, showing 'Child Female relationship to Test Mother' with 'Choose an option' selected.

4. Select the next **Participant Name**.
5. The **Relationship** will be auto populated for this Participant since the relationship has already been established.

The screenshot shows the same two participant cards. The top card is now for the 'Test Mother' (Female / Age 37) with 0 Unspecified Relationships. The bottom card is for the 'Child Female' (Female / Age 0) with 0 Unspecified Relationships. A dropdown menu is open, showing 'Test Mother relationship to Child Female' with 'Biological Mother' selected.

6. When completed with Adding Relationships click the **Add Witnesses** tab.

The screenshot shows the case management interface for Case 01188733. The 'Participant Relationships' tab is active, and the 'Add Witnesses' button is highlighted with a red box. The interface includes a header with case details, a navigation bar with tabs for Referral Details, Add Participants, Participant Relationships, Add Witnesses, and More, and a main content area with a Relationships section and a Notes section.

The Add Witnesses tab displays.

### Add Witnesses

1. Click the **Add Witness** button.

## TEAM Ohio Intake Screener User Guide

Referral Details   Add Participants   Participant Relationships   **Add Witnesses**   More ▾

Add Witnesses

Case Number : 01188733

Are there any witnesses to this incident that either saw the incident or have knowledge of the incident?

- This may include other mandated reporters or professionals who have knowledge of the report.

+ Add Witness

The Person Search box displays.

2. Provide as much information available to you by providing the **First Name, Middle Name, Last Name, DOB, Age, Date of Death, Gender, SSN and the OH SACWIS Person ID** of the Witness. Only one search entry is needed to search for a person.

Witness Details

Not all fields included in search. Fields marked with an asterisk are only required to complete the intake, not to search.

\* First Name   Middle Name   \* Last Name   Suffix

Date of Birth   From Age   To Age

Date of Death   Gender   SSN

\* OH SACWIS Person ID ⓘ

**Important:** If the user hovers over the Information Icon (ⓘ) by the OH SACWIS Person ID field, a message will display: Clicking “Save for Later” will clear out any linked Ohio SACWIS Person ID so you can try again. Click “Save and Update” if you have linked the correct Ohio SACWIS Person ID.

3. Provide the **Address, City, State, Zip Code, Phone Number and Email** for the Witness if known.

**Note:** If ONLY searching with an Address, all address search fields are required to complete a successful search. Example: If the user only searches for “Ohio” the system will return no results.

4. Click the **Search** button.

## TEAM Ohio Intake Screener User Guide

▼ Address & Contact

Address Type

Address Line 1 ?  Address Line 2

City  State  Zip Code

\* Phone Number  \* Email

The Search Results display.

5. Select the appropriate person by clicking the **Check Box** next to their name.
6. Click the **Link Person** button.

▼ Search Results

<input type="checkbox"/>	Person ID	First Name	Last Name	DOB	Gender	Address	City	State	Zip
<input type="checkbox"/>	29367605	testparent	testparent	1/7/1988		123 N Main St	New Lexington	OH	43764-1262
<input type="checkbox"/>	13874801	Maureen	Tester		Female	7774 Graphics WAY	Lewis Center	OH	43035-8114
<input checked="" type="checkbox"/>	29153521	Tesa	Test	4/25/1983	Female				
<input type="checkbox"/>	17299568	Naomi	Savidge	8/7/2017	Female	1215 E HIGH ST	LIMA	OH	45804-2825

< 1 2 3 4 >

**Note:** If the person you searched for does not appear, you can create a new person by clicking the Create Person button.

7. The **First and Last Name** auto populate from the witness you selected. This can be edited.
8. Provide an **E-mail Address**.
9. Provide a **Phone Number**.
10. Click **Save and Update Person in Ohio SACWIS**.

# TEAM Ohio Intake Screener User Guide

(123) 456-7788      testing@test.com

Cancel      Search

Search Results

<input type="checkbox"/>	Person ID	First Name	Last Name	DOB	Gender	Address	City	State	Zip	Match
<input type="checkbox"/>	7561020	TEST	TEST	3/21/1971	Male	6107 Bay St	Richmond	VA	23226-2712	100%
<input type="checkbox"/>	4339249	TEST	TEST	1/31/1989						100%
<input type="checkbox"/>	5148602	Test	Test	3/28/2007						100%
<input type="checkbox"/>	29422569	Test	Test			Unknown Address				100%
<input checked="" type="checkbox"/>	29424158	Female	test	3/1/1988		123 N Main St	New Lexington	OH	43764-1262	100%

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Cancel      Link Person      Save For Later      **Save and Update person in Ohio SACWIS**

- 11. The Witness now displays on the **Add Witness** tab.
- 12. To **Edit or Delete** the Witness, click the **Arrow** button.

Referral Details      Add Participants      Participant Relationships      **Add Witnesses**      More

Add Witnesses

Case Number : 01188733

Are there any witnesses to this incident that either saw the incident or have knowledge of the incident?

- This may include other mandated reporters or professionals who have knowledge of the report.

+ Add Witness

Tesa Test  
Email Address: testingemail@test.com  
Phone Number: (123) 456-7899

Tesa Test  
Email Address: testingemail@test.com  
Phone Number: (123) 456-7899

Edit  
Delete

- 13. Select the **General Information** tab.

# TEAM Ohio Intake Screener User Guide

Case 01188733

Case Record Type	Status	Date Submitted	Date/Time Received	Date/Time Closed	Case Owner
TEAM Ohio Case	Pending Completion		2/5/2025 10:28 AM		FNTest501 LNTTest501

Referral Details   Add Participants   Participant Relationships   **Add Witnesses**   More ▾

General Information  
Physical & Emotional Abuse  
Neglect

Notes

Add Witnesses

Case Number : 01188733

The General Information tab displays.

## General Information

1. Select **Yes or No** for, Are the concerns in this report about a child fatality or near fatality.
2. Select **Yes or No** for, Are there concerns for alleged human trafficking of a child(ren).
3. If **Yes** was selected, **At least one selection** is required: Sex Trafficking and/or Labor Trafficking.
4. Select **Yes or No** for, Has Law Enforcement been contacted or are they involved for the concerns of this report.
5. If **Yes** was selected, provide a **Narrative** for, What Law Enforcement agency was contacted or is involved.
6. Provide a **Narrative** for, Law Enforcement Contact Name and Phone Number if applicable.

Referral Details   Add Participants   Participant Relationships   **General Information**   More ▾

General Information

Case Number : 01188733

Please answer the questions contained in this referral to the best of your ability. If you do not have information that is being asked of you, please indicate that in your responses.

\* Are the concerns in this report about a child fatality or near fatality? ⓘ  
 Yes  No

\* Are there concerns for alleged human trafficking of a child(ren)? ⓘ  
 Yes  No

At least one selection required

Sex Trafficking  
 Labor Trafficking

\* Has Law Enforcement been contacted or are they involved for the concerns in this report?  
 Yes  No

\* What Law Enforcement agency was contacted or is involved?  
Testing Law Enforcement

Law Enforcement Contact Name & Phone Number, if applicable:  
Testing Law Enforcement

## TEAM Ohio Intake Screener User Guide

7. Make a selection from the dropdown menu for, **Living arrangement at time of intake**.
8. Select **Yes or No** for, Does this report require Third Party involvement due to a potential Conflict of Interest.
9. If **Yes** was selected, select a **Type of Third Party** from the dropdown menu.

\* Living Arrangement at time of intake  
Single parent household mother only

Does this report require Third Party involvement due to a potential conflict of interest?  
 Yes  No

Per OAC 5101:2-36-08, third party involvement is required for CA/N reports in which there is a potential conflict of interest because a principal of the report is any of the following:

1. Any employee of an organization or facility that is licensed or certified by ODCY or another state agency and supervised by the PCSA.
2. A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.
3. 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 ORC 5153.
4. Any employee or agent of ODCY or the PCSA as defined in ORC 5153.
5. Any authorized person representing ODCY or the PCSA who provides services for payment or as a volunteer.
6. A foster caregiver or an employee of an institution or facility licensed or certified by ODCY and the ACV is in the custody of, or receiving services from, the PCSA that accepted the report.
7. Any time a PCSA determines that a conflict of interest exists.

\* Select type of Third Party:  
Conflict of Interest

10. Select **Yes or Not** for, Does this report require a specialized assessment investigation for an out of home care setting.
11. If **Yes**, Make a selection from the **OHC Setting Type**.
12. Make a selection for **Licensing Authority**.
13. If you need to add a provider, click the **Link Provider** button.
14. Provide the **Number of children alleged perpetrator has access to**.
15. Provide the **Names of children alleged perpetrator has access to**.
16. Click the **Save** button.

# TEAM Ohio Intake Screener User Guide

**Does this report require a Specialized Assessment/Investigation for an Out-of-Home Care Setting?**  
 Yes  No

Per OAC 5101:2-36-04, a specialized assessment/investigation is required if the CA/N report involves an alleged perpetrator who meets one or more of the following criteria:

1. Is a person responsible for the ACV's care in an out-of-home care setting as defined in OAC rule 5101:2-1-01
2. Is a person responsible for the ACV's care in out-of-home care as defined in ORC 2151.011
3. Has access to the ACV by virtue of their employment by or affiliation to an organization
4. Has access to the ACV through placement in an out-of-home care setting

\* OHC Setting Type:  
-- Clear --

\* Licensing Authority:  
-- Clear --

Provider Name	Provider ID	Address	Contact
<input type="text"/>			

Number of children Alleged Perpetrator has access to:

Names of children Alleged Perpetrator has access to:

17. Click the **Physical and Emotional Abuse** tab.

Case **01188733**

Case Record Type	Status	Date Submitted	Date/Time Received	Date/Time Closed	Case Owner
TEAM Ohio Case	Pending Completion		2/5/2025 10:28 AM		FNTest501 LNTTest501

Referral Details   Add Participants   **General Information**  

General Information

Case Number : 01188733

- Participant Relationships
- Add Witnesses
- Physical & Emotional Abuse**
- Neglect

Notes

The Physical and Emotional Abuse tab displays.

## Physical and Emotional Abuse

1. Select **Yes** or **No** for, Does this report involve concerns about any type of physical injury mental/emotional injury or any dangerous act that could/did cause harm to a child.
2. If **No** was selected, click the **Save** button.

## TEAM Ohio Intake Screener User Guide

Referral Details   Add Participants   **Physical & Emotional Abuse**   More ▾

Physical & Emotional Abuse

Case Number : 01188733

\* Does this report involve concerns about any type of physical injury, mental/emotional injury or any dangerous act that could/did cause harm to a child?

Yes    No

Save

3. If **Yes** was selected, Select all that apply for, Do your concerns for abuse include any of the following.

\* Does this report involve concerns about any type of physical injury, mental/emotional injury or any dangerous act that could/did cause harm to a child?

Yes    No

\* Do your concerns for abuse include any of the following? (Select all that apply)

- Bruises
- Burns
- Broken Bone(s)
- Head Injury
- Ingestion ⓘ
- Strangulation/Choking
- Shaken Baby ⓘ
- Excessive Discipline ⓘ
- Emotional Maltreatment/Mental Injury ⓘ
- Forced Labor of a Minor
- Any other type of inflicted injury, physical abuse concern, or action by an adult putting a child in danger ⓘ

**Note:** For each concern that is checked, the system will generate further Narrative questions. The questions are specific to each concern. The Narrative boxes are required to have an entry.

4. Provide a **Narrative** for the additional question's specific to the Concerns you selected.
5. Provide a **Narrative** for, When the reported abuse occurred.

## TEAM Ohio Intake Screener User Guide

\* Do your concerns for abuse include any of the following? (Select all that apply)

- Bruises
- Burns
- Broken Bone(s)
- Head Injury
- Ingestion ⓘ
- Strangulation/Choking
- Shaken Baby ⓘ
- Excessive Discipline ⓘ
- Emotional Maltreatment/Mental Injury ⓘ
- Forced Labor of a Minor
- Any other type of inflicted injury, physical abuse concern, or action by an adult putting a child in danger ⓘ

\* Please provide details of the emotional maltreatment and/or mental injury to the child(ren):

- Who caused the mental injury (if unknown, who had access to the child)?
- How was the mental injury caused?
- What behavior is the child(ren) showing that indicates mental injury?

Testing

\* Please provide details on when the reported abuse occurred:

- Date of each incident, if known. Provide estimated date if possible.
- Duration of the abuse?
- Frequency, if applicable.

Testing

6. Make a selection for, **Is the explanation of the injury consistent with the observation and/or medical opinion.**
7. Provide an explanation in the **Narrative box.**
8. Make a selection for, **Has the child(ren) been seen by a medical or mental health professional for the abuse.**
9. Provide an explanation in the **Narrative box.**

**Note:** A Narrative Box does not populate for all questions. If the question requires more information, the box will display. Narrative boxes require an entry.

10. Click the **Save** button.

\* Is the explanation of the injury consistent with observation and/or medical opinion?

- Yes  No  Unknown or no explanation provided

\* Please provide the explanation and any observation or medical opinions known about the injury:

Testing

\* Has the child(ren) been seen by a medical or mental health professional for the abuse?

- Yes, the child(ren) has been seen for the abuse  
 At least one child has not been seen but needs to be  
 No, but child(ren) does not need to be seen  
 Unknown

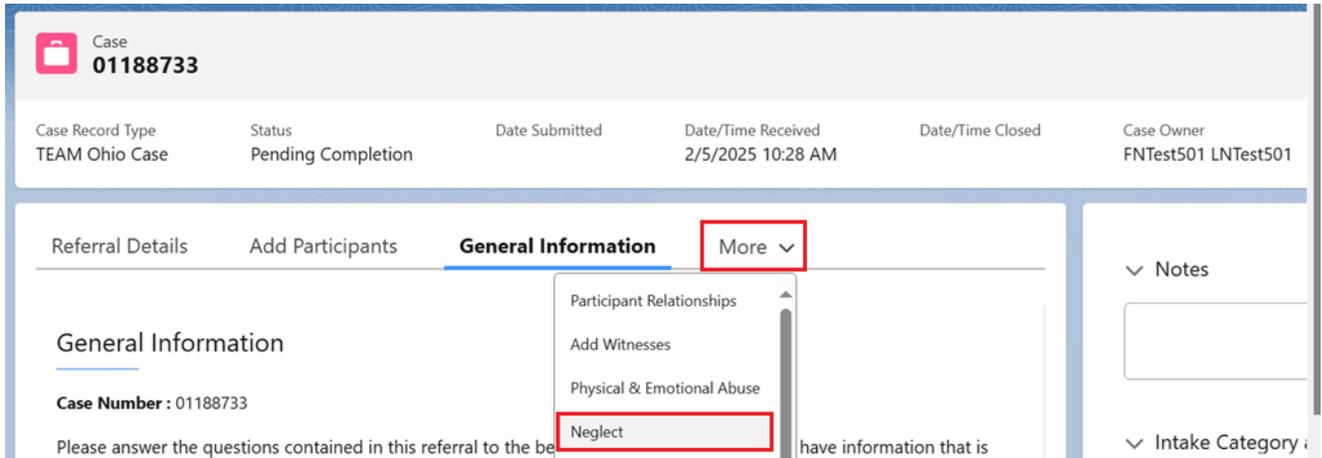
\* What medical and/or mental health professional saw the child(ren) and what was the outcome, if known?

Testing

# TEAM Ohio Intake Screener User Guide



11. Click the **Neglect** tab.

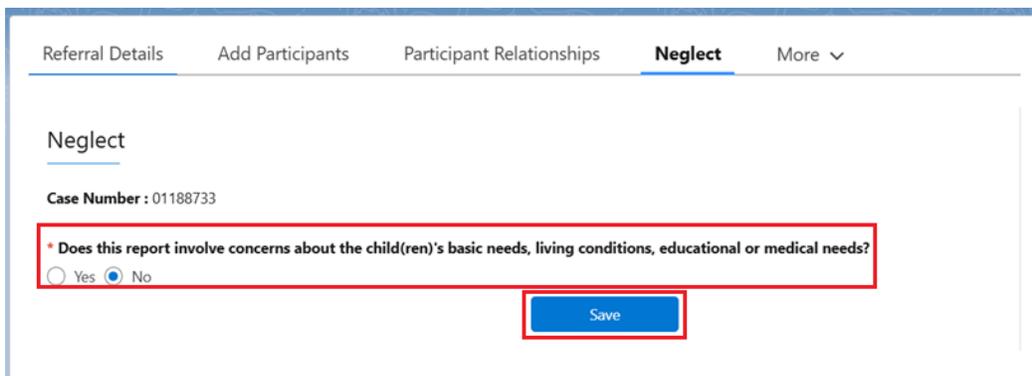


The screenshot shows the 'General Information' tab selected in the navigation bar. A dropdown menu is open, showing options: 'Participant Relationships', 'Add Witnesses', 'Physical & Emotional Abuse', and 'Neglect'. The 'Neglect' option is highlighted with a red box. The 'More' dropdown button in the navigation bar is also highlighted with a red box.

The Neglect tab displays.

## Neglect

1. Select **Yes** or **No** for, Does this report involve concerns about the child(ren)'s basic needs, living conditions, educational or medical needs.
2. If **No**, Click the **Save** button.



The screenshot shows the 'Neglect' tab selected in the navigation bar. The question is: '\* Does this report involve concerns about the child(ren)'s basic needs, living conditions, educational or medical needs?'. The 'No' radio button is selected. The 'Save' button is highlighted with a red box.

3. If **Yes**, Check all that apply for, What concerns about the child(ren) in the household.

## TEAM Ohio Intake Screener User Guide

\* Does this report involve concerns about the child(ren)'s basic needs, living conditions, educational or medical needs?

Yes  No

\* What concerns do you have for the child(ren) in the household? (Select all that apply)

- Failure to provide basic needs (such as food, shelter, clothing)
- Lack of supervision by parent/caregiver
- Dirty/Unsanitary/Unsafe Home
- Child's Hygiene/Lice
- Educational Neglect
- Medical Neglect (including failure to thrive non-organic)
- Child left with an inappropriate caregiver
- Unsafe sleep conditions of an infant
- Other neglect concerns not listed above

**Note:** For each concern that is checked, the system will generate further Narrative questions. The questions are specific to each concern. The Narrative boxes are required to have an entry.

4. Provide a **Narrative** for the additional question's specific to the Concerns you selected.
5. Provide a **Narrative** on when the reported neglect occurred.

\* Please describe your concerns for the parent/caregiver failing to provide basic needs to the child(ren):

- What basic needs are not being provided?
- What are the circumstances?
- What effect does it currently have on the child(ren)?
- Is the parent/caregiver finding alternative solutions to provide basic needs?

Testing

\* Please provide details on when the reported neglect occurred:

- Date of each incident, if known. Provide estimated date if possible.
- Duration of the neglect?
- Frequency, if applicable.

Testing

6. Provide a **Narrative** for, Please describe any barriers or beliefs of the family that may be contributing to the reported neglect above.
7. Click the **Save** button.

\* Please describe any barriers or beliefs of the family that may be contributing to the reported neglect above:

Testing

Save

## TEAM Ohio Intake Screener User Guide

8. Click the **Sexual Abuse** tab.

The screenshot shows the 'General Information' tab selected. A dropdown menu is open from the 'More' button, listing various categories: Participant Relationships, Add Witnesses, Physical & Emotional Abuse, Neglect, Sexual Abuse (highlighted with a red box), and Dependency. The 'Sexual Abuse' option is the target for the next step.

The Sexual Abuse tab displays.

### Sexual Abuse

1. Select **Yes** or **No** for, Does this report involve concerns of sexual abuse?
2. If **No** was selected, click the **Save** button.

The screenshot shows the 'Sexual Abuse' tab selected. A question is displayed: '\* Does this report involve concerns of sexual abuse?' with radio buttons for 'Yes' and 'No'. A 'Save' button is located below the question. The question and the 'Save' button are highlighted with red boxes.

3. If **Yes** was selected, checkmark all that apply for, What concerns for sexual abuse do you have for the child(ren).
4. Provide a **Narrative** for, Please give information about each sexual abuse concern.

## TEAM Ohio Intake Screener User Guide

**\* Does this report involve concerns of sexual abuse?**  
 Yes  No

**\* What concerns for sexual abuse do you have for the child(ren)? (Select all that apply)**

- Relative/Caregiver involved the child(ren) in sexual activity
- An Authority Figure involved the child(ren) in sexual activity
- A Stranger involved the child(ren) in sexual activity
- An individual, more than four years older than a 13 to 15 year old child, engaged the child in sexual activity
- Child is exhibiting abnormal sexualized behavior(s) or has inappropriate sexual knowledge for their age
- A convicted sexual offender has access to the child(ren) and there is concern for sexual contact
- Actions done to or around a child for the purpose of sexual gratification
- There is concern that the child has been exposed to sexual acts/materials, and/or photographed/recorded in a sexual manner, including sexting or inappropriate social media interaction
- Someone involved the child(ren) in sexual activity in exchange for anything of value
- Other sexual abuse concern not listed above

**\* Please give information about each sexual abuse concern. Be as detailed as possible.**

Testing

5. Make a selection for, **Has the child(ren) seen a medical professional for these concerns.**
6. Provide a **Narrative** for, What medical professional was seen and what was the outcome.
7. Provide a **Narrative** for, Medical Professional Contact Information (Address and Phone Number, if known).

**Note:** A Narrative Box does not populate for all questions. If the question requires more information, the box will display. Narrative boxes require an entry.

8. Click the **Save** button.

**\* Has the child(ren) seen a medical professional for these concerns?**

- Yes, the child(ren) has been seen for the abuse
- At least one child has not been seen but needs to be
- No, but child(ren) does not need to be seen
- Unknown

**\* What medical professional was seen and what was the outcome?**

Testing

**\* Medical Professional Contact Information (Address and Phone Number, if known)**

Testing

**Save**

9. Click the **Dependency** tab.

# TEAM Ohio Intake Screener User Guide

The screenshot shows the top section of the TEAM Ohio Intake Screener interface. At the top left, there is a case icon and the text 'Case 01188733'. Below this, a table-like structure displays case details: Case Record Type (TEAM Ohio Case), Status (Pending Completion), Date Submitted, Date/Time Received (2/5/2025 10:28 AM), Date/Time Closed, and Case Owner (FNTest501 LNTest501). The main navigation bar includes tabs for 'Referral Details', 'Add Participants', 'Participant Relationships', 'Sexual Abuse', and 'More'. The 'Sexual Abuse' tab is active, and a dropdown menu is open, showing options: 'Add Witnesses', 'General Information', 'Physical & Emotional Abuse', 'Neglect', and 'Dependency'. The 'Dependency' option is highlighted with a red box. Below the navigation bar, the 'Sexual Abuse' section is visible, with the case number '01188733' and a question: '\* Does this report involve concerns of sexual abuse?'.

The Dependency tab displays.

## Dependency

1. Select **Yes** or **No** for, Does your concern involve children's needs not being met through no fault of the parents, guardians, or custodians, or the birth of an infant on an open ongoing case.
2. If **No** was selected, click the **Save** button.

The screenshot shows the 'Dependency' tab selected in the TEAM Ohio Intake Screener interface. The navigation bar includes 'Referral Details', 'Add Participants', 'Participant Relationships', 'Dependency', and 'More'. The 'Dependency' tab is active and highlighted with a green box. Below the navigation bar, the 'Dependency' section is visible, with the case number '01188733' and a question: '\* Does your concern involve child(ren)'s needs not being met through no fault of the parents, guardians, or custodians, or the birth of an infant on an open, ongoing case?'. Below the question are two radio buttons: 'Yes' and 'No'. A blue 'Save' button is located at the bottom of the form.

3. If **Yes** was selected, Select all that apply for, What concerns for dependency do you have for the child(ren)?

**Note:** For each concern that is checked, the system will generate further Narrative questions. The questions are specific to each concern. The Narrative boxes are required to have an entry.

## TEAM Ohio Intake Screener User Guide

4. Provide a **Narrative** for, Please provide detailed information about the dependency concerns.

\* Does your concern involve child(ren)'s needs not being met through no fault of the parents, guardians, or custodians, or the birth of an infant on an open, ongoing case?

Yes  No

\* What concern(s) for dependency do you have for the child(ren)? (Select all that apply)

- Caretaker is overwhelmed with and/or incapable of providing for child(ren)'s basic needs through no fault of their own.
- Caretaker is overwhelmed with and/or incapable of providing for the extreme special needs of the child(ren).
- Caretaker does not have the mental or physical capacity to provide appropriate care for the child.
- Caretaker incapacitated due to hospitalization, incarceration, or death and the child does not have an appropriate caretaker.
- Birth of a new child on an open, ongoing case.

\* Please provide detailed information about the dependency concern(s): ⓘ

Testing

5. Provide a **Narrative** for the additional question's specific to the Concerns you selected.
6. Provide a **Narrative** for, Describe the supports that the caretaker and/or family has.
7. Click the **Save** button.

\* Describe the situation that is causing the caretaker to be overwhelmed with and/or incapable of providing for the child(ren)'s basic needs:

ⓘ

- Who is the caretaker?
- What issues are present and impacting the caretaker's ability to provide for basic needs?
- What is the impact on the child(ren)?

Testing

\* Describe the supports that the caretaker and/or family has:

Testing

Save

8. Click the **Substance Use** tab.

# TEAM Ohio Intake Screener User Guide

The screenshot shows the top navigation bar with a case icon and the number 01188733. Below this is a header row with fields: Case Record Type (TEAM Ohio Case), Status (Pending Completion), Date Submitted, Date/Time Received (2/5/2025 10:28 AM), Date/Time Closed, and Case Owner (FNTest501 LNTest501). The main content area has tabs: Referral Details, Add Participants, Participant Relationships, Dependency (selected), and More (dropdown). The Dependency tab is active, showing a question: '\* Does your concern involve child(ren)'s needs not being met through no fault of the parent or the birth of an infant on an open, ongoing case?' with Yes/No radio buttons. A dropdown menu is open from the 'More' tab, listing options: Add Witnesses, General Information, Physical & Emotional Abuse, Neglect, Sexual Abuse, and Substance Use (highlighted with a red box). To the right, there are sections for Notes and Intake Category.

The Substance Use tab displays.

## Substance Use

1. Checkmark all that apply for, **Does this report involve any of the following.**
2. If **None of the Above** was selected, click the **Save** button.

The screenshot shows the 'Substance Use' tab selected. Below the tab is the case number 01188733. A red-bordered box contains the question: '\* Does this report involve any of the following? Select all that apply:' followed by a list of checkboxes:

- Misuse of legal or illegal substances by any parent/caregiver or adult household member
- Intentional misuse of legal or illegal substances by the child(ren)
- Infant tests positive at birth for a legal or illegal substance
- Infant was exposed or affected by a legal or illegal substance which was misused by the parent during pregnancy - this can include no toxicology testing at birth or toxicology results are unknown at this time
- An infant diagnosed with Fetal Alcohol Spectrum Disorder
- Mother has participated in Medication Assisted Treatment (MAT) or Medications for Opioid Use Disorder (MOUD) treatment during her pregnancy.
- None of the above

A blue 'Save' button is located at the bottom right of the form.

**Note:** All other options will generate additional questions. Questions will be specific to the options selected.

3. Make a selection for, **How did you become aware of the substance use.**

# TEAM Ohio Intake Screener User Guide

\* Does this report involve any of the following? Select all that apply:

- Misuse of legal or illegal substances by any parent/caregiver or adult household member
- Intentional misuse of legal or illegal substances by the child(ren) ⓘ
- Infant tests positive at birth for a legal or illegal substance ⓘ
- Infant was exposed or affected by a legal or illegal substance which was misused by the parent during pregnancy - this can include no toxicology testing at birth or toxicology results are unknown at this time
- An infant diagnosed with Fetal Alcohol Spectrum Disorder
- Mother has participated in Medication Assisted Treatment (MAT) or Medications for Opioid Use Disorder (MOUD) treatment during her pregnancy.
- None of the above

\*How did you become aware of the substance use?

- Observed
- Told by Another Party
- Positive Toxicology

4. Select, **Which parent/caregiver(s) or adult household member(s) have substance use concerns. Checkmark the appropriate person(s).** The screen expands.
5. Checkmark, **Which substance(s) is the parent/caregiver and/or adult household member using.**
6. Provide a **Narrative** for, Describe known information regarding current and historical drug use, including any of the following: Use of Illegal Substance, Use of Medication or legal substance obtained illegally, Misuse of a prescribed medication or legal substance.

\*Which parent/caregiver(s) or adult household member(s) have substance use concerns? Select all that apply.

Please select at least one parent/caregiver

- Test Mother

\* Which substance(s) is the parent/caregiver and/or adult household member using?

- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Codeine
- Fentanyl
- Heroin
- Hydromorphone
- Methamphetamine
- Methadone
- Morphine
- Phencyclidine
- Propoxyphene
- Tetrahydrocannabinol (THC)
- Buprenorphine (Suboxone)
- LSD
- Opiates
- MDMA (AKA X, Ecstasy, Molly)
- Other
- Unknown to Referral Source

\* Describe known information regarding current and historical drug use, including any of the following:

- Use of illegal substance
- Use of a medication or legal substance obtained illegally
- Misuse of a prescribed medication or legal substance.

## TEAM Ohio Intake Screener User Guide

7. Provide a **Narrative** for, Describe the impact of the substance use on each parent/caregiver or adult household members ability to meet the child(ren)'s needs, such as lack of basic needs, supervision concerns, etc.
8. Make a selection for, **Does the child(ren) have access to exposure to an adult substance or paraphernalia.**
9. If **Yes**, Please describe what access or exposure the child(ren) has.

\* Describe the impact of the substance use on each parent/caregiver or adult household member's ability to meet the child(ren)'s needs, such as lack of basic needs, supervision concerns, etc.:

Testing

\* Does the child(ren) have access or exposure to an adult's substances or paraphernalia?

Yes  No  Unknown

\* Please describe what access or exposure the child(ren) has:

Testing

10. Checkmark **Which infant(s) was exposed to or affected by substance misuse by the parent during pregnancy.** You can select more than one infant.
11. Select all that apply for, **The infant is/was experiencing the following:**
12. Select all that apply for, **Which substances was the infant exposed to and/or affected by.**
13. Provide a **Narrative** for, Please include any of the following information that is known: Toxicology results, or if results are pending, Withdrawal symptoms, Diagnoses if applicable, Treatment plan for the infant, Discharge plan for the infant.

\* Which infant(s) was exposed to or affected by substance misuse by the parent during pregnancy? Select all that apply.  
Please select at least one infant

Child Female

\*The infant is/was experiencing the following:

Positive Toxicology

Diagnosed with Fetal Alcohol Syndrome

Withdrawal Symptoms

N/A

\* Which substance(s) was the infant exposed to and/or affected by?

Alcohol

Amphetamines

Barbiturates

Benzodiazepines

Cocaine

Codeine

Fentanyl

Heroin

Hydromorphone

Methamphetamine

Methadone

Morphine

Phencyclidine

Propoxyphene

Tetrahydrocannabinol (THC)

Buprenorphine (Suboxone)

LSD

Opiates

MDMA (AKA X, Ecstasy, Molly)

Other

Unknown to Referral Source

## TEAM Ohio Intake Screener User Guide

**Please include any of the following information that is known:**

- Toxicology results, or if results are pending
- Withdrawal symptoms
- Diagnoses, if applicable
- Treatment plan for the infant
- Discharge plan for the infant

14. Select **Yes** or **No** for, For all reported substances that the infant was exposed to, does the parent have a valid prescription that has been verified and is being used as prescribed.
15. Select **Yes** or **No** for, Does the family have a Plan of Safe Care in place at the time of this referral.
16. Click the **Save** button.

**\* For all reported substances that the infant was exposed to, does the parent have a valid prescription that has been verified and is being used as prescribed?**

Yes  No

**\* Does the family have a Plan of Safe Care in place at the time of this referral?**

Yes  No  Unknown

**Save**

17. Click the **CARA: Plan of Safe Care** tab.

The screenshot shows the TEAM Ohio Intake Screener interface. At the top, the case number is 01188733. Below this, a table displays case details:

Case Record Type	Status	Date Submitted	Date/Time Received	Date/Time Closed	Case Owner
TEAM Ohio Case	Pending Completion		2/5/2025 10:28 AM		FNTest501 LNTTest501

The main content area shows the 'Dependency' tab selected. A 'More' dropdown menu is open, showing options: 'Add Witnesses', 'General Information', 'Physical & Emotional Abuse', 'Neglect', 'Sexual Abuse', 'Substance Use', and 'CARA: Plan Of Safe Care'. The 'CARA: Plan Of Safe Care' option is highlighted with a red box. Below the dropdown, the 'Dependency' section displays the case number and a mandatory question: '\* Does your concern involve child(ren)'s needs not being met through no fault of the parent or the birth of an infant on an open, ongoing case?' with 'Yes' and 'No' radio buttons.

The CARA: Plan of Safe Care tab displays.

**Note:** Users can put N/A for fields marked mandatory if there is no data to enter on the CARA: Plan of Safe Care tab.

# TEAM Ohio Intake Screener User Guide

## CARA: Plan of Safe Care

1. Make a selection for, **Who are the caregivers for the infant(s) that reside in the home.** Select all that apply.
2. Select **Yes, No or Unknown** for, Was safe sleep discussed with the caregiver(s).
3. Provide a **Narrative** for, Details about the safe sleep discussion or any concerns of safe sleep.
4. Provide a **Narrative** for, The interaction between the parent/caregiver(s) and the infant(s).
5. Provide a **Narrative** for, What is the family's Insurance Provider.
6. Provide a **Narrative** for, Name and Contact Information for the hospital or medical facility where the infant(s) is/was receiving care.

CARA: Plan of Safe Care

Case Number: 01188733

**Who are the caregivers for the infant(s) that reside in the home? Select all that apply.**  
Please select at least one parent/caregiver

Test Mother

Was safe sleep discussed with the caregiver(s)?  
 Yes  No  Unknown

Provide details about the safe sleep discussion or any concerns for safe sleep:

Describe the interaction between the parent/caregivers(s) and the infant(s):

What is the family's insurance provider:

Name and contact information for the hospital or medical facility where the infant(s) is/was receiving care:

7. Make a selection for, **What services are in place or needed for the infant(s) for Primary Physician Services, Medical Specialist Services, Early Intervention Services and Other Services.**

**Note:** When Referral Needed, Referral Made, In Place and Not Applicable are selected, additional questions will populate.

# TEAM Ohio Intake Screener User Guide

If you are unsure about the service information, please select the closest applicable response and provide any known information.

What services are in place or needed for the infant(s):  
Child Female

\* Primary Physician Services

Referral Needed	Referral Made	In Place	Not Applicable
-----------------	---------------	----------	----------------

\* Medical Specialist(s) Services

Referral Needed	Referral Made	In Place	Not Applicable
-----------------	---------------	----------	----------------

\* Early Intervention Services

Referral Needed	Referral Made	In Place	Not Applicable
-----------------	---------------	----------	----------------

\* Other Services

Referral Needed	Referral Made	In Place	Not Applicable
-----------------	---------------	----------	----------------

Save

8. If **Referral** is selected for any section, the following question populates:
- Describe the referrals needed for the child.** Provide a Narrative.

What services are in place or needed for the infant(s):  
Child Female

\* Primary Physician Services

Referral Needed	Referral Made	In Place	Not Applicable
-----------------	---------------	----------	----------------

\* Describe the referrals needed for the child:

\* Medical Specialist(s) Services

Referral Needed	Referral Made	In Place	Not Applicable
-----------------	---------------	----------	----------------

\* Describe the referrals needed for the child:

9. If **Referral Made** is selected for any section, the following questions populate:
- Who is the service provider?** Please provide name and contact information.
  - Date Referral was made.** Provide a Narrative.

What services are in place or needed for the infant(s):  
Child Female

\* Primary Physician Services

Referral Needed	Referral Made	In Place	Not Applicable
-----------------	---------------	----------	----------------

\* Who is the service provider? Please provide name and contact information.

\* Date Referral was made?

## TEAM Ohio Intake Screener User Guide

10. If **In Place** is selected for any section, the following questions populate:
- Who is the service provider?** Please provide name and contact information.
  - Date of Last Appointment.** Provide a Narrative.
  - Did you confirm services are in place with the provider.** Select **Yes** or **No**.

What services are in place or needed for the infant(s):  
Child Female

\* Primary Physician Services

Referral Needed	Referral Made	<b>In Place</b>	Not Applicable
-----------------	---------------	-----------------	----------------

\* Who is the service provider? Please provide name and contact information.

\* Date of Last Appointment?

\* Did you confirm services are in place with the provider?

Yes

No

11. If **Not Applicable** is selected, no further questions populate.

What services are in place or needed for the infant(s):  
Child Female

\* Primary Physician Services

Referral Needed	Referral Made	In Place	<b>Not Applicable</b>
-----------------	---------------	----------	-----------------------

\* Medical Specialist(s) Services

Referral Needed	Referral Made	In Place	<b>Not Applicable</b>
-----------------	---------------	----------	-----------------------

\* Early Intervention Services

Referral Needed	Referral Made	In Place	<b>Not Applicable</b>
-----------------	---------------	----------	-----------------------

\* Other Services

Referral Needed	Referral Made	In Place	<b>Not Applicable</b>
-----------------	---------------	----------	-----------------------

12. Make a selection for **What services are in place or needed for the mother**.
13. Follow previous **Steps 8-11** to complete this section.
14. Click the **Save** button.

# TEAM Ohio Intake Screener User Guide

**What services are in place or needed?**

**Test Mother**

* Medical			
Referral Needed	Referral Made	In Place	Not Applicable
* Mental Health			
Referral Needed	Referral Made	In Place	Not Applicable
* Substance Use Treatment			
Referral Needed	Referral Made	In Place	Not Applicable
* Domestic Violence Services			
Referral Needed	Referral Made	In Place	Not Applicable
* Parenting Education/Support			
Referral Needed	Referral Made	In Place	Not Applicable
* Breast Feeding/Lactation Support			
Referral Needed	Referral Made	In Place	Not Applicable
* Case Management Services			
Referral Needed	Referral Made	In Place	Not Applicable
* Child Care Services			
Referral Needed	Referral Made	In Place	Not Applicable
* Housing Services			
Referral Needed	Referral Made	In Place	Not Applicable
* Employment Services			
Referral Needed	Referral Made	In Place	Not Applicable
* Transportation Services			
Referral Needed	Referral Made	In Place	Not Applicable
* Other Services			
Referral Needed	Referral Made	In Place	Not Applicable

**Save**

15. Click the **Domestic Violence** tab.

Case **01188733**

Case Record Type	Status	Date Submitted	Date/Time Received	Date/Time Closed	Case Owner
TEAM Ohio Case	Pending Completion		2/5/2025 10:28 AM		FNTest501 LNTTest501

Referral Details   Add Participants   **CARA: Plan Of Safe Care**   **More** ▾

**CARA: Plan of Safe Care**

**Case Number:** 01188733

**Who are the caregivers for the infant(s) that reside in the home? See**  
Please select at least one parent/caregiver

Test Mother

- General Information
- Physical & Emotional Abuse
- Neglect
- Sexual Abuse
- Dependency
- Substance Use
- Domestic Violence**

Notes

Intake Category and T

Intake Category

The Domestic Violence tab displays.

# TEAM Ohio Intake Screener User Guide

## Domestic Violence

1. Select **Yes** or **No** for, Do you have any concerns for domestic violence within the household?
2. Select **Yes** or **No** for, Does a family member have a pattern of coercive controlling behaviors that has a negative impact on the child(ren).
3. If **No** was selected for both questions, click the **Save** button.

Referral Details   Add Participants   Participant Relationships   **Domestic Violence**   More ▾

Domestic Violence

Case Number : 01188733

\* Do you have any concerns for domestic violence within the household?  
 Yes  No

\* Does a family member have a pattern of coercive controlling behaviors that has a negative impact on the child(ren)?  
 Yes  No

Save

4. If **Yes** was selected for the above questions, the page expands with additional questions.
5. Make a selection for, **How many domestic violence incidents are you aware of for this family.**
6. **Checkmark** all that apply for, For the domestic violence incident(s) that you are aware of.

\* Do you have any concerns for domestic violence within the household?  
 Yes  No

\* How many domestic violence incidents are you aware of for this family?  
 One  More than one

\* For the domestic violence incident(s) that you are aware of, please check all that apply:

- Injury to a parent/caretaker
- Injury to a child
- Child intervening with violence
- Child witnessed domestic violence
- Threat and/or use of a weapon
- Threat of killing family member or pet
- Law enforcement called due to domestic violence
- Parent/Caregiver arrested due to domestic violence
- Other

## TEAM Ohio Intake Screener User Guide

7. Provide a **Narrative** for, For each instance of domestic violence that you are aware of please provide as much detail as possible.
  - a. Who was involved?
  - b. When did it occur?
  - c. What were the circumstances?
  - d. Details on any concerns you indicated above.
8. Select **Yes** or **No** for, As a result of domestic violence are you aware of any current court involvement or order of protection for a parent/caregiver or anyone else residing in the home.
9. If **Yes** was selected, Please describe any information you know about the court involvement or order of protection.
  - a. Who does the order pertain to?
  - b. When was it issued?
  - c. What court issued the order?
  - d. Are the participants following the court orders?
10. Select **Yes** or **No** for, Does the family member have a pattern of coercive controlling behaviors that has a negative impact on the child(ren).
11. If **Yes** was selected, Please describe the pattern of controlling behaviors.
  - a. who is displaying the behaviors?
  - b. What controlling behaviors are happening?
  - c. What impact does it have on the child(ren)?
12. Click the **Save** button.

**\* For each instance of domestic violence that you are aware of, please provide as much detail as possible on the following:**

- Who was involved?
- When did it occur?
- What were the circumstances?
- Details on any concerns you indicated above.

Testing

**\* As a result of domestic violence, are you aware of any current court involvement or order of protection for a parent/caregiver or anyone else residing in the home?**

Yes  No

**\* Please describe any information you know about the court involvement or order of protection:**

- Who does the order pertain to?
- When was it issued?
- What court issued the order?
- Are the participants following the court orders?

Testing

**\* Does a family member have a pattern of coercive controlling behaviors that has a negative impact on the child(ren)?**

Yes  No

**\* Please describe the pattern of controlling behaviors:**

- Who is displaying the behaviors?
- What controlling behaviors are happening?
- What impact does it have on the child(ren)?

Testing

Save

# TEAM Ohio Intake Screener User Guide

13. Click the **Family in Need of Services** tab.

The screenshot shows the top section of the TEAM Ohio Intake Screener interface. At the top, there is a header for Case 01188733. Below this, a table displays case details: Case Record Type (TEAM Ohio Case), Status (Pending Completion), Date Submitted, Date/Time Received (2/5/2025 10:28 AM), Date/Time Closed, and Case Owner (FNTest501 LNTest501). The main content area has tabs for Referral Details, Add Participants, Domestic Violence, and More. The 'Domestic Violence' tab is selected, and a dropdown menu is open, showing various categories: General Information, Physical & Emotional Abuse, Neglect, Sexual Abuse, Dependency, Substance Use, and CARA: Plan Of Safe Care. The 'Family In Need Of Services' option is highlighted with a red box. To the right, there are sections for Notes and Intake Category.

The Family in Need of Services screen displays.

## Family in Need of Services

1. Select all that apply for, **Are you reporting concerns regarding any of the following categories?**
2. If the selection was, **None of the Above**, click the **Save** button.

The screenshot shows the 'Family in Need of Services' screen. The 'Family In Need Of Services' tab is highlighted with a green box. Below the tab, the case number 01188733 is displayed. A red box highlights a question: '\* Are you reporting concerns regarding any of the following categories? Select all that apply:'. Below the question is a list of categories with checkboxes: Unruly Delinquent, Placement of an Infant for Incarcerated Mother, Family needs preventative services, Child Fatality NOT caused by abuse or neglect, Home Evaluation/Assessment, Required Non-Lead PCSA Interview, Alternative Response Required Non-Lead PCSA Contacts, Courtesy Supervision, and None of the above. The 'None of the above' option is checked. A blue 'Save' button is located at the bottom of the screen, also highlighted with a red box.

## TEAM Ohio Intake Screener User Guide

- If any of the other concern options were selected, an additional question will populate for each one. **Provide a Narrative** for each concern you selected.

**Note:** For each concern that is checked, the system will generate further Narrative questions. The questions are specific to each concern. The Narrative boxes are required to have an entry.

- Click the **Save** button.

\* Are you reporting concerns regarding any of the following categories? Select all that apply:

- Unruly Delinquent
- Placement of an Infant for Incarcerated Mother
- Family needs preventative services
- Child Fatality NOT caused by abuse or neglect
- Home Evaluation/Assessment
- Required Non-Lead PCSA Interview
- Alternative Response Required Non-Lead PCSA Contacts
- Courtesy Supervision
- None of the above

\* For family needs preventative services, please describe the following:

- The family's current circumstances?
- What services does the family currently have?
- What services does the family need?
- Is the family aware of this request being made?

Testing

Save

Click the **Child Subject Details** tab.

Case Record Type: TEAM Ohio Case | Status: Pending Completion | Date Submitted: | Date/Time Received: 2/5/2025 10:28 AM | Date/Time Closed: | Case Owner: FNTest501 LNTest501

Referral Details | Add Participants | **Family In Need Of Services** | More

Family in Need of Services

Case Number : 01188733

\* Are you reporting concerns regarding any of the following categories

- Unruly Delinquent
- Placement of an Infant for Incarcerated Mother
- Family needs preventative services
- Child Fatality NOT caused by abuse or neglect
- Home Evaluation/Assessment
- Required Non-Lead PCSA Interview

General Information

- Physical & Emotional Abuse
- Neglect
- Sexual Abuse
- Dependency
- Substance Use
- CARA: Plan Of Safe Care
- Domestic Violence
- Child Subject Details**

Notes

Intake Category

Status: Pending Complet...

The Child Subject Details screen displays.

# TEAM Ohio Intake Screener User Guide

## Child Subject Details

1. Provide a **Narrative** for, What is the current location of each child and how long are they expected to be there please provide the address if known.

**Note:** If the information is unknown, you can check the checkbox Unknown to Referral Source box. Shown in green below.

2. Select **Yes, No** or **Unknown to Referral Source** for, Does the reporter believe the child(ren) is safe at this time.
3. If **Yes** was selected, **Provide a narrative**.
4. **Please describe** the child(ren)'s behavior and functioning as it relates to the current allegations and/or harm.
5. **Describe** the current condition of each child as it relates to the allegations and or harm.

Referral Details   Add Participants   Participant Relationships   **Child Subject Details**   More ▾

**Child Subject Details**

Case Number : 01188733

Names of Child Subject(s):

- Child Female

\* What is the current location of each child and how long are they expected to be there? Please provide the address, if known:

Unknown to Referral Source

Testing

Does the reporter believe the child(ren) is safe at this time?

Yes    No    Unknown to Referral Source

Please explain:

Testing

\* Please describe the child(ren)'s behavior and functioning as it relates to the current allegation(s) and/or harm:

Unknown to Referral Source

Testing

\* Describe the current condition of each child as it relates to the reported allegation(s) and/or harm:

Unknown to Referral Source

Testing

## TEAM Ohio Intake Screener User Guide

6. **Describe** the parent's behavior and or ability of the parent(s)/caretaker(s) to protect the child(ren): Cognitive, Behavioral, Emotional.
7. Select **Yes, No** or **Unknown to Referral Source** for, Has any action been taken by a parent/caregiver or any other person to protect the child(ren) based on the reported allegations other than this report being made.
8. If **Yes** was selected, Please describe any actions taken by the parent/caregiver or any other person to protect the child(ren).
9. Select **Yes, No** or **Unknown to Referral Source** for, Are you aware of any prior suspected abuse or neglect regarding this family.
10. If **Yes** was selected, Describe the prior suspected abuse or neglect and how did you become aware of these concerns.
11. **Describe** each child's custody arrangement.
12. Select **Yes, No** or **Unknown to Referral Source** for, Are there any pending court hearings concerning the children.
13. If **Yes** as selected, Provide a Date and any Additional Comments if necessary.
14. Click the **Save** button.

\* Describe the parent's behavior and/or ability of the parent(s)/caretaker(s) to protect the child(ren):

- Cognitive: Describe parents' interaction with the child. Does parent understand the child's needs? Does parent comfort the child when upset? Is age-appropriate discipline used?
- Behavioral: Describe how parent cares for the child. Does the parent put the child's needs first? How does the parent keep the child safe? Is the parent's behavior different when an incident occurs?
- Emotional: Is parent willing to protect? Does parent show and reciprocate affection with the child? Do child and parent appear bonded?

Unknown to Referral Source

Testing

\* Has any action been taken by a parent/caregiver or any other person to protect the child(ren) based on the reported allegations (other than this report being made)?

Yes  No  Unknown to Referral Source

\* Please describe any actions taken by the parent/caregiver or any other person to protect the children:

Testing

\* Are you aware of any prior suspected abuse or neglect regarding this family?

Yes  No  Unknown to Referral Source

\* Please describe the prior suspected abuse or neglect and how did you become aware of these concerns?

Testing

\* Please describe each child's custody arrangement:

Unknown to Referral Source

Testing

\* Are there any pending court hearings concerning the child(ren)?

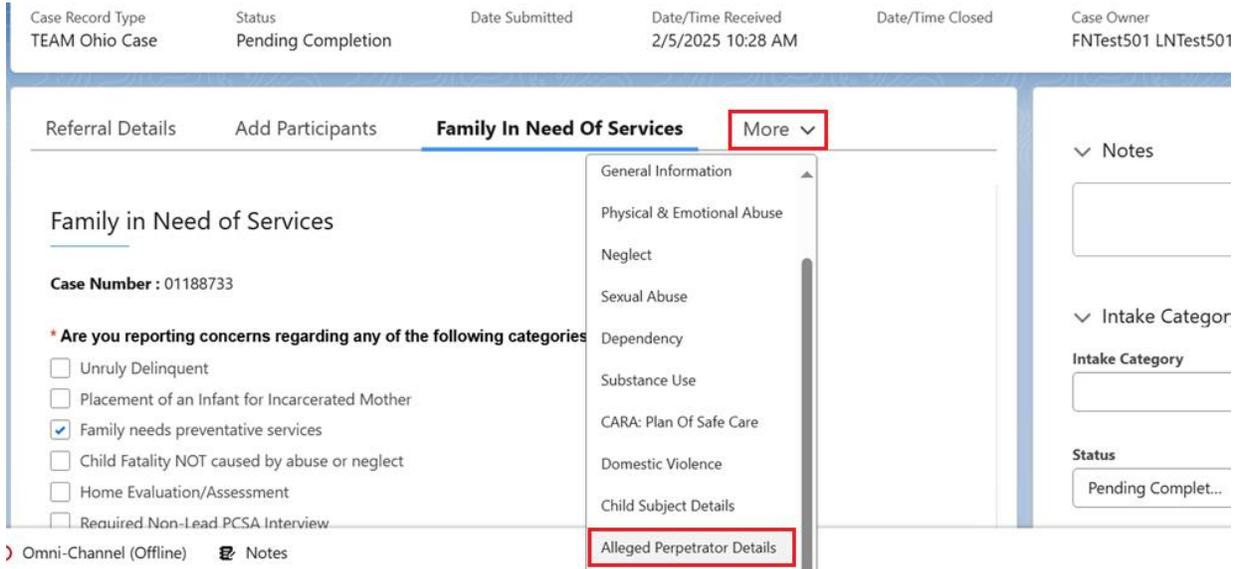
Yes  No  Unknown to Referral Source

Date  Additional comments regarding the court hearing

Save

# TEAM Ohio Intake Screener User Guide

15. Click the **Alleged Perpetrator Details** tab.



The Alleged Perpetrator Details screen displays.

## Alleged Perpetrator Details

1. Provide a **Narrative** for, What is the current location of the person you believe calls the abuse or neglect and how long are they expected to be there. Please provide an address and phone number for the location if known.

**Note:** If the information is unknown, you can check the checkbox Unknown to Referral Source box. Shown in green below.

2. Provide a **Narrative** for, What is the current access of each Alleged Perpetrator/Adult Subject of Report to each Alleged Child Victim/Child Subject of Report.

# TEAM Ohio Intake Screener User Guide

Referral Details   Add Participants   **Alleged Perpetrator Details**   More ▾

Alleged Perpetrator Details

Case Number : 01188733

\* What is the current location of the person you believe caused the abuse or neglect and how long are they expected to be there? Please provide an address and phone number for the location(s), if known.

Unknown to Referral Source

Testing

\* What is the current access of each Alleged Perpetrator/Adult Subject of Report to each Alleged Child Victim/Child Subject of Report?

Unknown to Referral Source

Testing

3. **Describe the behavior and functioning of each Alleged Perpetrator/Adult Subject of Report.** Please include a detailed description of the following:
  - a. Has a credible threat of serious harm to the children been made?
  - b. Are physical altercations escalating in the home?
  - c. Is he/she emotionally physically or cognitively impaired?
  - d. Any physical illness or impairment?
  - e. Any known drug or alcohol use?
  - f. Refusing access to the child?
4. Click the **Save** button.

\* Describe the behavior and functioning of each Alleged Perpetrator/Adult Subject of Report. Please include a detailed description of the following:

- Has a credible threat of serious harm to the child(ren) been made?
- Are physical altercations escalating in the home?
- Is he/she emotionally, physically, or cognitively impaired? (cannot rationalize the behaviors of others, cannot refrain from physical aggression)
- Any physical illness or impairment?
- Any known drug or alcohol use?
- Refusing access to the child?

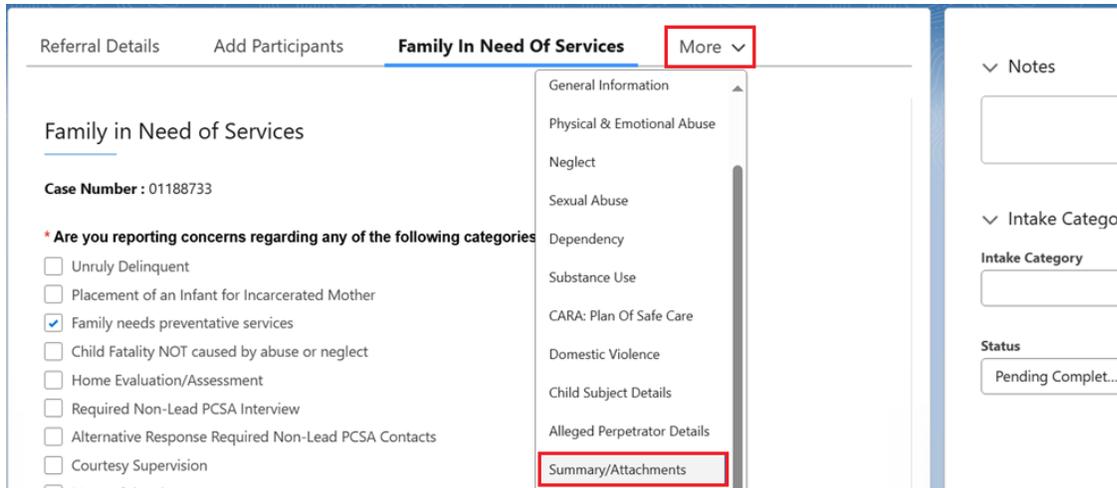
Unknown to Referral Source

Testing

Save

5. Click the **Summary and Attachments** tab.

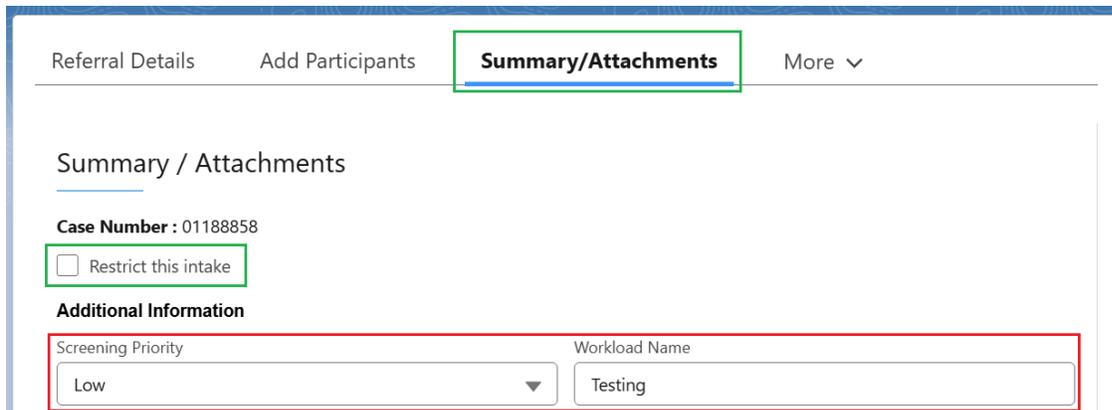
# TEAM Ohio Intake Screener User Guide



The Summary and Attachments screen displays.

## Summary and Attachments

1. If this intake needs to be restricted, check the **Restrict this Intake** box.
2. Make a selection for **Screening Priority** from the dropdown menu.
3. Provide a **Workload Name** if necessary.



4. Provide a **Narrative** for, Describe the Strengths and Protective Capacities of the family.
5. Make a selection for, **Do you have reason to believe the family will flee or refuse access to the child subject(s) of this referral.**
6. If **Yes**, Provide a Narrative for your response.
7. Provide a **Narrative** for, Are there any other concerns or relevant information not captured in this referral that you believe would be important for the agency to know.

## TEAM Ohio Intake Screener User Guide

**\* Describe the Strengths and Protective Capacities of the Family:**

- What attempts have the parent or others made to address the reporter's concerns?
- Who does the child(ren), parent, or caretaker go to when they need help?
- What are some positive things about the family?
- What support(s) does the family have in place?

Testing

**\* Do you have reason to believe the family will flee or refuse access to the child subject(s) of the referral?**

Yes  No

**\* Please explain your response**

Testing

**\* Are there any other concerns or relevant information not captured in this referral that you believe would be important for the agency to know?**

Testing

8. To add allegations, click the **Add Allegation** button.

**Allegation Details**

Add Allegation

9. Select an **Incident Date**.

10. Make a selection for **Allegation Type** from the dropdown menu.

11. Select the **ACV/CSR**. Children listed on the intake will be listed.

12. Select the **AP/ASR**. Adults listed on the intake will be listed.

13. Click the **Save** button.

**Note:** If the date is estimated, you can check the checkbox Date is Estimated box.

The screenshot shows a form titled "Allegation Details" with the following fields and controls:

- Incident Date:** A date picker field containing "02/05/2025".
- Date is estimated:** A checkbox that is currently unchecked.
- Allegation Type:** A dropdown menu with "Neglect" selected.
- ACV/CSR:** A dropdown menu with "Child Female" selected.
- AP/ASR:** A dropdown menu with "Test Mother" selected.
- Buttons:** "Cancel" and "Save" buttons at the bottom.

## TEAM Ohio Intake Screener User Guide

The **Allegation** now displays.

14. To Edit or Delete the newly added Allegation, click the **Edit Icon** or the **Delete** button.

**Allegation Details**

Allegation Type	ACV/CSR	AP/ASR	Incident		<b>Delete</b>
Neglect	Test Child	TEST T TEST	Date		
			02/24/202		
			5		

15. Make a selection from the **Allegation Setting** dropdown menu.
16. To add files, click the **Upload Files** button.

**Concerns Not Included in Allegations:** Dependency, Sexual Abuse, Physical & Emotional

\*Allegation Setting  
Own Home

**Upload Files**

 Or drop files

**Previously Uploaded Files**

No files currently exist for this intake

17. Select the **Document** you want to add.
18. Click the **Done** button.

Upload Files

1 Test Doc.docx  
20 KB

1 of 1 file uploaded

**Done**

The newly added file now displays. You can Download, View and/or Delete this file by clicking the appropriate icons.

## TEAM Ohio Intake Screener User Guide

\* Allegation Setting

Own Home

**Upload Files**

[Upload Files](#) Or drop files

**Previously Uploaded Files**

File Name	File Type	Date Uploaded	File Size(Bytes)			
1 Test Doc	WORD_X	3/5/2025 1:01 pm				

19. Click the **Save** button.

**Upload Files**

[Upload Files](#) Or drop files

**Previously Uploaded Files**

File Name	File Type	Date Uploaded	File Size(Bytes)			
1 Test Doc	WORD_X	3/5/2025 1:01 pm	) 22079			

By submitting this referral, you are confirming that the information provided is accurate, to the best of your knowledge. It is understood that making a false report of child abuse and/or neglect violates section 2921.14 of the Ohio Revised Code.

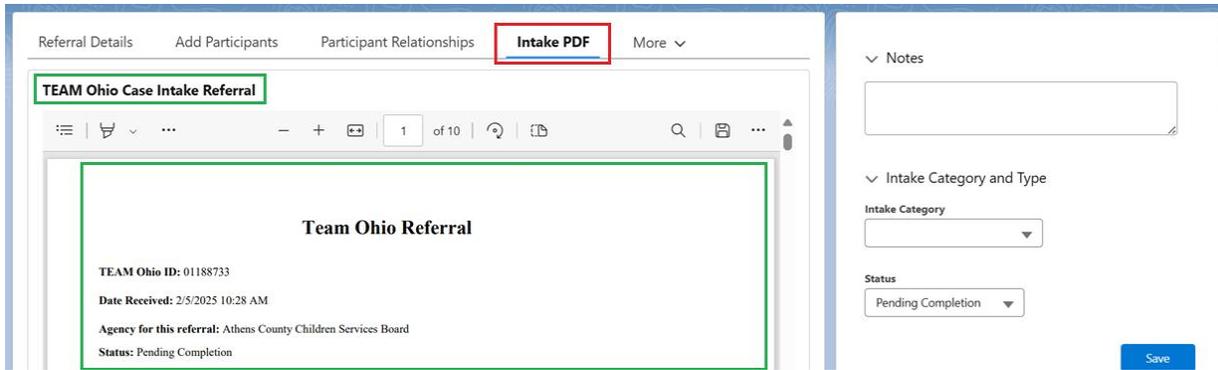
**Save**

20. Click the **Intake PDF** tab.

### Intake PDF

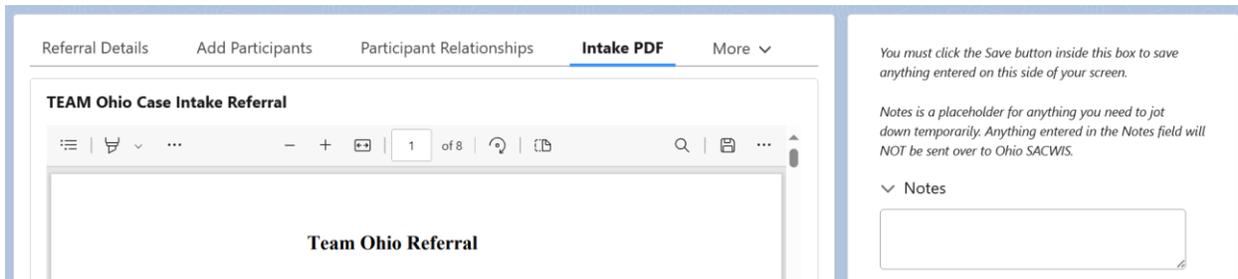
The Intake PDF tab will display the intake in its entirety. You can Print and Save the intake from this screen.

# TEAM Ohio Intake Screener User Guide



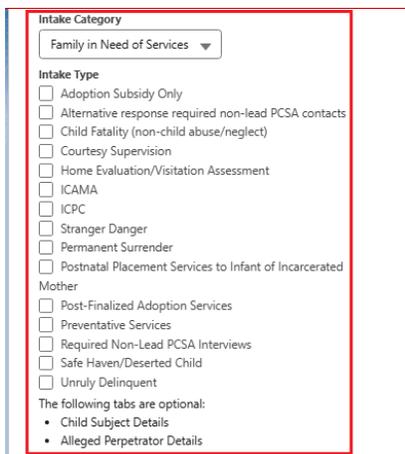
## Status Update

1. Located on the right side of all Intake screens is the Notes and **Intake Category and Type** options.



2. Make a selection from the **Intake Category** dropdown menu.
3. Checkmark **Intake Type**.

**Important:** Depending on the Intake Category selected, the Intake Type options will differ. For example, if Family in Need of Services is selected the following Intake Type options display:



## TEAM Ohio Intake Screener User Guide

If CA/N Report is selected as the Intake Category, the Intake Type options display:

Intake Category and Type

Intake Category  
CA/N Report

Intake Type

Baby Doe/Disabled Infant  
 Emotional Maltreatment  
 Medical Neglect  
 Neglect  
 Physical Abuse  
 Sexual Abuse  
 Physical Abuse Shaken Baby

Status  
Completed

Save

4. Update the **Status to Complete**.
5. Click the **Save** button.

The Intake is now listed as Completed on the **Cases** screen.

Search...

TEAM Ohio Cases 0118873... 0118844... 0118797... 0118734... 0118858... 0118836... More

Cases

Recently Viewed

50+ Items • Updated 5 minutes ago

New Close Case Edit Case Change Case Owner

Search this list...

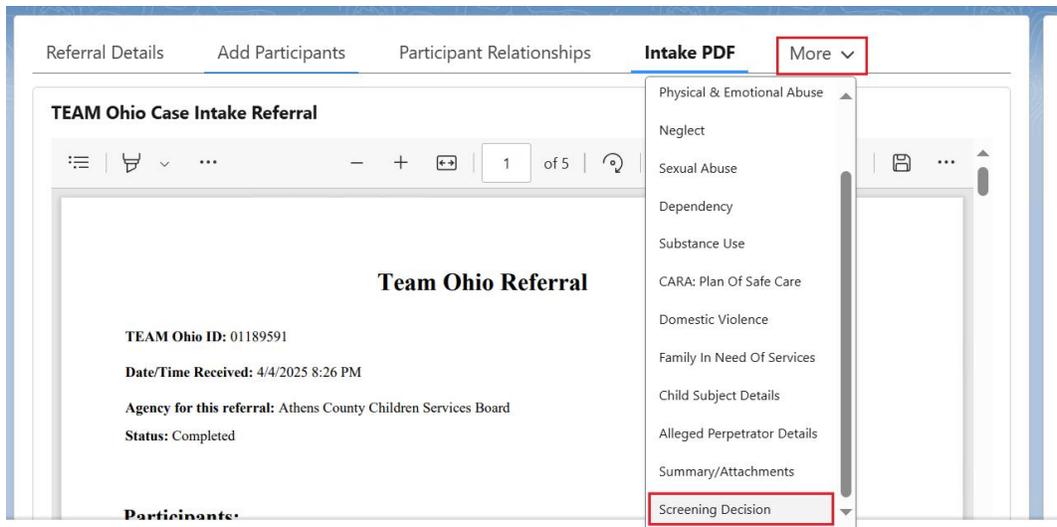
<input type="checkbox"/>	Case Number	Contact ...	Subject	Status	Date/Time Opened	Case Owner Alias
<input type="checkbox"/>	01188733		TEAM Ohio Case	Completed	2/5/2025 10:28 AM	Test501
<input type="checkbox"/>	01188337		TEAM Ohio Case	Pending Completion	1/8/2025 10:10 AM	Test500
<input type="checkbox"/>	01187975		TEAM Ohio Case	Completed	12/10/2024 11:08 AM	TEAM Ohio Adams Count...

### Screening Decision - Supervisor

Prior to completing the Screening Decision and Linking a TEAM Ohio intake to Ohio SACWIS, it is helpful to be logged into Ohio SACWIS during this step.

1. Select the **Screening Decision** tab.

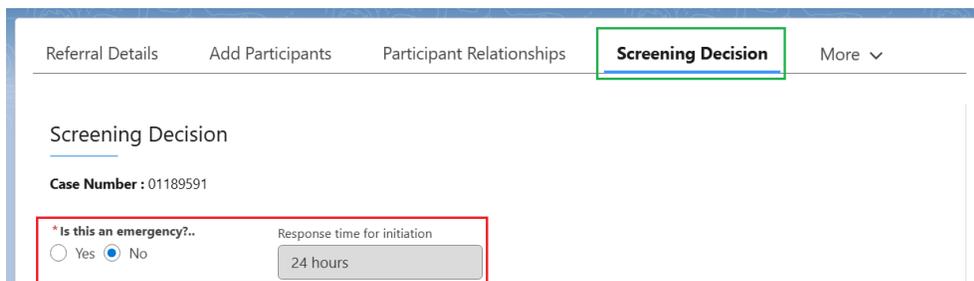
## TEAM Ohio Intake Screener User Guide



The Screening Decision tab displays.

2. Select **Yes** or **No** for **Is this an Emergency**.

**Note:** If Yes is selected, the Response time for initiation will display as 1 Hour. If No is selected, the Response Time will display as 24 Hours.



3. Make a selection for **Screening Decision**.

**Note:** Additional questions will populate for each selection you make for Screening Decision. Be sure to answer all the questions. This User Guide will review the 'Screening In' Decision.

4. Make a selection for **Screening Pathway**. Answer additional questions that may display upon selection.

**Note:** If screening in a CA/N or FINS-Stranger Danger intake, the system will auto-populate the Screening Pathway and the Reason for Not Screening in AR, according to policy rules. In this case, the Screening Pathway field and Reason for Not Screening in AR are not editable.

## TEAM Ohio Intake Screener User Guide

5. **Date and Time of Screening Decision** will prepopulate. This can be edited if needed.
6. Provide a **Narrative** for Screening Decision Rationale. (Optional)
7. Click the **Save** button.

\* Is this an emergency?..  Yes  No

Response time for initiation: 24 hours

\* Screening Decision: Screen In

\* Screening pathway: Alternative Response

\* Date and Time of Screening Decision: 04/09/2025 8:48 am

Screening decision rationale: Testing

[Link to Ohio SACWIS Case](#)

**Save**

The **Screening Decision** tab reloads displaying the entered information. Shown below:

Referral Details Add Participants Participant Relationships **Screening Decision** More ▾

Screening Decision

Please review the information, if anything is incorrect click 'Cancel' to make corrections.

Is this an emergency? No

Screening Decision: Screen In

Screening Pathway: Alternative Response

Date and Time of Screening Decision: 04-09-2025 8:48 am

Child Fatality status: No

[Cancel](#) **Send to OH SACWIS**

8. Click **Send to OH SACWIS** button.

# TEAM Ohio Intake Screener User Guide

## Linking an Intake – Two Options

### Option One

The first option to linking a TEAM Ohio intake to Ohio SACWIS immediately follows the above instructions on clicking the “Send to OH SACWIS” button.

1. Once the TEAM Ohio intake has been sent to Ohio SACWIS, navigate to the Ohio SACWIS **Intake** tab.

**Note:** When selecting **Send to OH SACWIS** button (shown above) you will need to manually open Ohio SACWIS and navigate to the Intake tab.

2. Locate the appropriate Intake and click the **Link** button.

	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screener Name SDM Name	Status	Status Date/Time	
<a href="#">view link</a>		<a href="#">23190312</a>	Test	CA/N Report EMERGENCY	02/27/2025 5:25 PM	LNTest501, FNTest501	Screened In	03/19/2025 12:48 PM	
<a href="#">view link</a>		<a href="#">23193762</a>		CA/N Report EMERGENCY	04/08/2025 7:34 PM		Screened In AR	04/09/2025 12:52 AM	
<a href="#">view link</a>		<a href="#">23192612</a>	Naht	CA/N Report SPECIALIZED	04/01/2025 1:18 PM	LNTest801, FNTest801	Screened In	04/01/2025 3:48 PM	
<a href="#">view link</a>		[R] <a href="#">23189020</a>	Test	Dependency Report	02/28/2025 9:52 AM	LNTest501, FNTest501	Screened In	03/10/2025 2:54 PM	

## TEAM Ohio Intake Screener User Guide

3. Follow the procedure for Linking or Creating a Case in Ohio SACWIS. If you need further guidance on this please refer to the following Knowledge Based Article: [SACWIS Knowledge Base - Linking Intakes to a Case \(Including Adoption Cases\)](#)

### Option Two

The second option to link a TEAM Ohio intake to Ohio SACWIS is located on the Screening Decision screen, after the user has sent the intake to OH SACWIS. To review how to complete the Screening Decision tab, refer to the Screening Decision section of this User Guide.

This step is completed after the user has clicked, Send to OH SACWIS, and receives the success message. The user can refresh and then come back to the decision tab.

1. Once the TEAM Ohio intake has been sent to Ohio SACWIS, navigate to the Screening Decision tab.
2. From the **Screening Decision** tab, once all fields are completed, click the **Link to Ohio SACWIS Case** button.

**Note:** When selecting the **Link to Ohio SACWIS Case** button a new browser tab will open, automatically navigating to Ohio SACWIS Intake tab.

Screening Decision

Case Number : 01188367

\* Is this an emergency?..  
 Yes  No

Response time for initiation  
24 hours

\* Screening Decision  
Screen In

\* Screening pathway:  
Alternative Response

\* Date and Time of Screening Decision  
04/07/2025 5:13 pm

Screening decision rationale

Link to Ohio SACWIS Case

A new browser tab will open Ohio SACWIS on the **Intake / Link Case** screen.

3. If there is a known existing case, you can Link the Intake by clicking the **Link** button.

## TEAM Ohio Intake Screener User Guide

- If you do not see an existing case, you can create a new case by clicking the **Create Case** button.

Ohio SACWIS / Log off  
Athens County Children Services Board  
SystemTest1 / 4.39.0  
Last Login: 09/05/2018 03:11:39 PM

Intake / Link Case  
Link to Existing Case

Case(s)				
Case Name / ID	Case Status	Case Category	Status Date	Agency
<a href="#">link</a> test_test / 62215038	Open	Assess/Invest	03/13/2025	Delaware County Department of Job and Family Services

[Case Members](#) ▾

**Create Case** Cancel

- Follow the procedure for Linking or Creating a Case in Ohio SACWIS. If you need further guidance on this please refer to the following Knowledge Based Article: [SACWIS Knowledge Base - Linking Intakes to a Case \(Including Adoption Cases\)](#)
- Once your Intake is Linked, the intake listed in TEAM Ohio now displays a **Status** of Linked. See Below:

From the TEAM Ohio intake record:

TEAM Ohio Cases

Case 01189591

Case Record Type	Status	Date Submitted	Date/Time Received	Date/Time Closed	Case Owner
TEAM Ohio Case	Linked		4/4/2025 8:26 PM		Mule Integration sysadmin

Referral Details Add Participants Participant Relationships **Screening Decision** More ▾

Screening Decision

*You must click the Save button entered on this side of your screen*

*Notes is a placeholder for anything down temporarily. Anything entered over to Ohio SACWIS.*

From the TEAM Ohio Cases Dashboard:

# TEAM Ohio Intake Screener User Guide

The screenshot shows the TEAM Ohio interface with a list of cases. The 'Status' column for the third case (01189591) is highlighted with a green box and labeled 'Linked'.

	Case Num...	Contact ...	Subject	Status	Date/Time Opened	Case Owner Alias
1	01188367		TEAM Ohio Case	Screened In AR	1/9/2025 10:18 AM	knara
2	01189646		TEAM Ohio Case	Updates Pending	4/9/2025 8:00 PM	KOTIK
3	01189591		TEAM Ohio Case	Linked	4/4/2025 8:26 PM	Test501
4	01189640		TEAM Ohio Case	Pending Completion	4/9/2025 12:18 PM	Test501

**Note:** If the intake needs to be **Unlinked** from a case in Ohio SACWIS, the process is the same in Ohio SACWIS. If Unlinked, the Intake Status in TEAM Ohio will be updated, and the intake will again display in the Ohio SACWIS Intake Workload and in the TEAM Ohio Screened Cases List View to be relinked to a case.

If you have additional questions pertaining to this Deployment Communication, please refer to the Customer Care Center Information Station.