

# **Creating and Maintaining a Safety Hazard Record**



**Department of  
Children & Youth**

**Knowledge Base Article**

# Creating and Maintaining a Safety Hazard Record

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# Creating and Maintaining a Safety Hazard Record

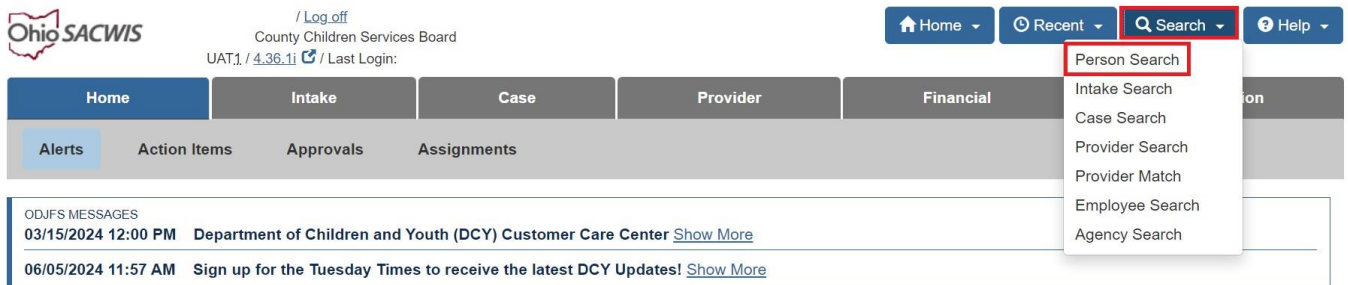
## Overview

This article describes how to create and/or modify a **Safety Hazard** record. **Safety Hazard** records are maintained within the **Person Profile** in SACWIS.

Complete the following steps to create and/or maintain a **Safety Hazard** record.

## Navigating to the Safety Hazard Screen

1. On the Ohio SACWIS **Home** screen, click the **Search** link.
2. Click the **Person Search** link.



The **Person Search Criteria** screen appears.

3. Enter search criteria in the appropriate fields OR enter the **Person ID**, if known.
4. Click the **Search** button.

A screenshot of the 'Search For Person' screen. The page has a blue header with the text 'Search For Person'. Below the header, there are two input fields for 'Person ID' and 'SSN', separated by '~ OR ~'. A note below these fields states: 'Note: If Person ID or SSN are entered, all other search criteria will be ignored'. Below this, there is an 'OR' separator. Underneath, there are fields for 'Last Name', 'First Name', 'Middle Name', and 'Gender'. At the bottom, there are fields for 'DOB' (with a calendar icon) and 'Age Range' (with 'From Age' and 'To Age' sub-labels), separated by '~ OR ~'.

# Creating and Maintaining a Safety Hazard Record

[Reference, TCN, and Address Criteria](#) ▾

Name Match Precision

Returns results matching entered names including AKA names/nicknames

Sort by:

Relevance (Highest-Lowest) ▾

+ AKA/Nicknames

*Fewer Results* *More Results*

The results appear in the **Person Search Results** grid at the bottom of the screen.

5. Click the **Edit** link in the appropriate row.

**Person Search Results**

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

Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<a href="#">view</a> <a href="#">[H]</a>	Sacwis, Susie / 123456	123 Test Rd, Test Oh 12345	Female	(9) 10/05/2015	Yes

[edit](#)

[Related Persons](#) ▾

The **Person Profile** screen appears displaying the **Basic** tab.

**Note:** Users may also navigate to the **Person Profile** screen by selecting a participant name hyperlink from within a work item.

6. Click the **Safety Hazard** tab.

NAME / ID: Sacwis, Susie / 123456 Female Age 9 , DOB 10/05/2015

Basic	Demographics	Address	Additional	Characteristics	Safety Hazard	Confidential Information
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**Person Information**

Prefix:

First Name: \*  Middle Name:

Last Name: \*  Suffix:

The **Safety Hazard** list screen appears as shown below.

# Creating and Maintaining a Safety Hazard Record

## Creating a Safety Hazard Record

1. On the **Safety Hazard** list screen, click the **Add Safety Hazard** button.

Basic Demographics Address Additional Characteristics **Safety Hazard** Confidential Information

Created in Error  Exclude  Include

Active Safety Hazards

Hazard Type	Begin Date	Narrative
-------------	------------	-----------

**Add Safety Hazard**

Inactive Safety Hazards

Hazard Type	Begin Date	End Date	Narrative
-------------	------------	----------	-----------

Apply Save Cancel

The **Add Safety Hazards** screen appears.

2. In the **Available Safety Hazard(s)** field, click the appropriate Safety Hazard to highlight it.
3. Click the **Add >** button to move the selection to the **Selected Safety Hazards** field.
4. Repeat **Steps 2-3** to select additional Safety Hazards as needed.

**Add Safety Hazards**

Available Safety Hazards:

Search: Add All Add

- Contagious Disease
- Convicted of a Violent Crime
- Domestic Violence
- Drug Activity
- Explosive Behavior
- Involved in Gang Activity
- Mental Health/Not Taking Medication
- Other

Selected Safety Hazards:


Remove Remove All Search


The Safety Hazard(s) appear in the **Selected Safety Hazards** field as shown below.

5. Enter the **Safety Hazard Begin Date** OR click the **Calendar** icon and select the date. (Required)

**Note:** A Safety Hazard may be backdated, but cannot have a future date.

## Creating and Maintaining a Safety Hazard Record

Safety Hazard Begin Date:\*  

Safety Hazard End Date:  

Safety Hazard Narrative:\*

Spell Check Clear 4000

Save Cancel


6. Enter the **Safety Hazard Narrative**. (Required)

**Note:** If multiple Safety Hazards are listed in the **Selected Safety Hazards** field, the narrative will be applied to **ALL** of them.

7. Click the **Save** button.

Upon clicking **Save**, a separate record is created for each **Safety Hazard** selected, and the **Safety Hazard 'Flag'** is activated for the person.

**Important:** The red **HAZARD** message now appears in the person **Name** field on the **Person Profile**. A red **[H]** appears next to the person **Name** when it is displayed within a list. An email notification is also sent to worker(s) who are assigned to an active **Case** or **Provider** record in which the person is an **Active** member:

 Your data has been saved. x

NAME / ID: Sacwis, Susie / 123456 Female Age 9 , DOB 10/05/2015 HAZARD

Basic Demographics Address Additional Characteristics **Safety Hazard** Confidential Information

Created in Error  Exclude  Include

**Active Safety Hazards**

	Hazard Type	Begin Date	Narrative
<a href="#">edit</a>	Domestic Violence	10/01/2024	TEST

# Creating and Maintaining a Safety Hazard Record

## Modifying a Safety Hazard Record

Each **Safety Hazard** record can be edited individually. Reasons to edit a **Safety Hazard** record include:

- Adding **Safety Hazard Narrative** information.
- Entering the **Safety Hazard End Date**.
- Marking the record '**Created in Error**'.

Complete the following steps to modify a Safety Hazard record.

1. On the **Safety Hazard** list screen, click the **Edit** link next to the **Safety Hazard** record you wish to modify.

Created in Error  Exclude  Include

Active Safety Hazards

	Hazard Type	Begin Date	Narrative
<a href="#">edit</a>	Domestic Violence	10/01/2024	TEST

[Add Safety Hazard](#)

The **Safety Hazard Details** screen appears.

2. Add **Safety Hazard Narrative** information by typing the new narrative into the **Narrative text for this change** text box (shown in red below).


**Note:** Historical narrative displays in the **Narrative History** box (shown in green below) and **cannot** be edited. Each narrative is **Time Stamped** and displayed with the name and agency of the worker who recorded it. Narratives display in **Descending** order.

## Creating and Maintaining a Safety Hazard Record

**Safety Hazards Details**

Safety Hazard: Domestic Violence

Safety Hazard Begin Date: 10/01/2024

Safety Hazard End Date:  

Narrative text for this change:

Spell Check Clear 4000

Narrative History:

County Children Services Board- 10/29/2024 11:29:38 AM: TEST

Created in Error

3. To enter a **Safety Hazard End Date**, type the date in the field OR click the **Calendar** icon and select the date.

**Important:** In order to **End Date** a **Safety Hazard Record**, a **Narrative** is required.

4. If the record was created in error, click the **Created in Error** check box.

**Important:** In order to mark a record as **Created in Error**, a **Narrative** and a **Safety Hazard End Date** are required.

5. Click the **Save** button at the bottom of the screen.

The **Safety Hazard** list screen appears displaying all **Active Safety Hazards** at the top of the screen, and all **Inactive Safety Hazards** at the bottom. **Begin Dates** and **End Dates** (if applicable) display for each record, along with the first 50 characters of the most recently recorded **Narrative**.



# Creating and Maintaining a Safety Hazard Record

NAME / ID: Sacwis, Susie / 123456 Female Age 9 , DOB 10/05/2015 HAZARD

Basic Demographics Address Additional Characteristics **Safety Hazard** Confidential Information

Created in Error  Exclude  Include

**Active Safety Hazards**

	Hazard Type	Begin Date	Narrative
<a href="#">edit</a>	Contagious Disease	01/02/2024	TEST

[Add Safety Hazard](#)

**Inactive Safety Hazards**

	Hazard Type	Begin Date	End Date	Narrative	Created in Error
<a href="#">view</a>	Domestic Violence	10/01/2024	10/25/2024	TEST	
<a href="#">view</a>	Explosive Behavior	05/05/2024	05/30/2024	TEST	Yes

[Apply](#) [Save](#) [Cancel](#)

**Note: Safety Hazards** that were previously marked **Created in Error** may be included in the display by selecting the **Include** radio button.

If all **Safety Hazard** records have been ended, the **Safety Hazard 'Flag'** is removed from the **Person** record. This means the red **HAZARD** message will no longer appear next to the person **Name** field.

# Creating and Maintaining a Safety Hazard Record

NAME / ID: Sacwis, Susie / 123456 Female Age 9 , DOB 10/05/2015 HAZARD

Basic Demographics Address Additional Characteristics **Safety Hazard** Confidential Information

Created in Error  Exclude  Include

**Active Safety Hazards**

	Hazard Type	Begin Date	Narrative	
<a href="#">edit</a>	Contagious Disease	01/02/2024	TEST	

[Add Safety Hazard](#)

**Inactive Safety Hazards**

	Hazard Type	Begin Date	End Date	Narrative	Created in Error
<a href="#">view</a>	Domestic Violence	10/01/2024	10/25/2024	TEST	
<a href="#">view</a>	Explosive Behavior	05/05/2024	05/30/2024	TEST	Yes

[Apply](#) [Save](#) [Cancel](#)

The **Safety Hazard History** is maintained and can be seen by selecting the **View** link beside the record.

## Reports

**Safety Hazard** information is displayed on the following Ohio **SACWIS Reports**:

- **JFS 01647 Face Sheet**
- **Person Overview**
- **JFS 01441 Intake Report**

The **JFS 01647 Face Sheet** and the **Person Overview** report are generated from the **Forms/Notices** link in the **Navigation** menu in the **Case**.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

< >

Case Overview  
Activity Log  
Attorney Communication  
Intake List  
▶ **Forms/Notices**  
Substance Abuse Screening  
Ongoing Case A/I  
Specialized A/I Tool  
Law Enforcement  
Justification/Waiver

CASE NAME / ID: Adoption Sacwis, Susie / 123456 Open (04/03/2024) HAZARD

**Maintain Forms/Notices**

Forms/Notices:

[Select](#)

## Creating and Maintaining a Safety Hazard Record

**Important:** For each **Active Case Member**, all **Active Safety Hazards** display, along with the begin date and narrative history. **Inactive Safety Hazards** (those that have been end dated and/or marked **Created in Error**) do not display.

### JFS 01647 Face Sheet

**OHIO DEPARTMENT OF JOB & FAMILY SERVICES**

CASE DETAIL			
Case ID #/ Name:		Case Status:	Open
Case Category:	Adoption	Reason/Case Opening:	No Info Entered
Primary Caretaker:	No Info Entered	Secondary Caretaker:	No Info Entered

CASE ASSIGNMENT	

### Person Overview

**Person Overview**

**Requestor:** \_\_\_\_\_ **Agency:** County Children Services Board **Date:** 10/30/2024 **Time:** 12:11:26 PM

**Kylie M Allbaugh**  
Person ID: 16691183

**Current Status:** Active **Status Date:** 04/03/2024

**DOB:** 10/05/2015 **Age:** 9 **Gender:** Female **SSN:** XXX-XX-XXXX

**Primary Address:** \_\_\_\_\_ **Primary Phone:** \_\_\_\_\_

**SECTION 1: PROFILE**

**AKA NAMES:** \_\_\_\_\_

**REFERENCE INFORMATION:**

Reference Type	Reference Number	Description
AFCARS ID		
Court Case Number		
Court Case Number		
Statewide Student ID (ODE- SSID)		
TITLE IV-E Number		

**SYSTEM INDICATORS:**

<input checked="" type="checkbox"/> Safety Hazard Exists	<input type="checkbox"/> Safety Plan exists	<input type="checkbox"/> Environmental Hazard Exists	<input type="checkbox"/> Protective Service Alert	<input type="checkbox"/> AWOL
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# Creating and Maintaining a Safety Hazard Record

## JFS 01441 – Intake Report

The **JFS 01441 – Intake Report** is generated by clicking the **Reports** link on the **Intake List** screen.

- [Case Overview](#)
- [Activity Log](#)
- [Attorney Communication](#)
- [Intake List](#)
- [Forms/Notices](#)
- [Substance Abuse Screening](#)
- [Ongoing Case A/I](#)
- [Specialized A/I Tool](#)
- [Law Enforcement](#)
- [Justification/Waiver](#)
- [Case Services](#)
- [Legal Actions](#)
- [Legal Custody/Status](#)
- [Living Arrangement / Guardianship](#)

CASE NAME / ID: **Adoption** **HAZARD**

Sacwis, Susie / 123456 Open (04/03/2024)

**Current Case Episode Intake List**

Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
<a href="#">1111111</a> <span style="border: 1px solid red; padding: 2px;">reports</span>	Screened In	06/12/2024 03:02 PM	CA/N Report	Sexual Abuse	<a href="#">06/12/2024 03:54 PM</a>	<a href="#">Substantiated</a> 08/09/2024	08/09/2024	Test County Children Services Board	<a href="#">unlink</a>

All **Safety Hazards** with a status of **Active** at the time of **Screening Decision** are displayed, along with the **Begin Date** and **Narrative History**.

**INTAKE PARTICIPANT INFORMATION**

NAME(S) PERSON ID#	DOB AGE	Race Eth	RELATIONSHIP TO CRP	ROLE	ADDRESS School	CONTACT	SEX MARITAL STATUS
H			N/A	Child Subject of Report		H: (999) 888-7777	M

**WORKER ALERTS**

**Safety Hazards:**

Sacwis, Susie      - **Other**      - 08/01/2013

- Narrative to explain this safety hazard

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