Adding an Agency Employee into Ohio SACWIS

Knowledge Article

Adding an Agency Employee into Ohio SACWIS

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Overview

This Knowledge Base Article describes the steps for adding an **Agency Employee** into Ohio SACWIS.

Navigating to the Employee Information Screen

1. On the Ohio SACWIS **Home** screen, click the **Administration** tab.

2. Click the **Staff** sub-tab. The blue **Navigation** menu appears on the left.

3. Click the **Maintain Staff** link in the **Navigation** menu.

The **Employee Search Criteria** screen appears.

4. Enter the **Last Name** and **First Name** of the employee who you want to add.

5. The **Include Inactive** check box is checked by default. Ensure this box is checked so that your search will include all employees in Ohio SACWIS (past and present).

6. Click the **Search** button.

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The **Employee Search Results** section appears at the bottom of the screen.

7. If the desired person is returned and you have 'edit' next to the record, click the **Edit** link next to the person's name.

   - The **Employee Information** screen appears.
   - Skip to the **Completing the Employee Information Screen** section below.

8. If the desired person is not returned, click the **Add Employee** button.

The **Search For Person** screen appears.

9. Complete a **Search** to determine if the desired person already exists in Ohio SACWIS using the different criteria and name match precision slider bar.

The **Person Search Results** section appears at the bottom of the screen.

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10. If the desired person is returned, click the **Select** link next to the appropriate **Person Name / ID**.

    - The **Employee Information** screen appears.
    - Skip to the **Completing the Employee Information Screen** section below.

11. If the desired person is not returned, click the **Create New Person** button.

The **Basic** screen appears.

12. Enter the appropriate information to create the new Person record. Required data is **First Name** and **Last Name** as indicated by the red asterisks.

13. Click the **Save** button to save the new Person record.

The **Person Overview** screen appears, along with the **Person** left hand navigation links.

14. Add any additional information to the **Person** links as desired (not required), then click **Close**.

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The **Employee Information** screen appears.

Administration»Staff»Maintain Staff

Basic	Job History	BCI	Demographics	Qualifications

Employee Name: Person, Penelope   Employee ID:

Employee Information

Employee ID (County):   [   ]   Email Address: [   ]

Hire Date: *   [   ] 📅   ☐ Termination   Termination Date: [   ] 📅

☐ On Leave Indicator   ☐ Supervisor Over-Ride

Exemptions

☐ University Partnership Program   ☐ First Year Requirement Waived

Current Job

Start Date	End Date	County	Agency	Unit	Supervisor	Job Title

[Add Job]

[Apply] [Save] [Cancel]

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Completing the Employee Information Screen

1. In the **Hire Date** field, enter the date that this employee was (or will be) hired.

Note: If a date already appears in the **Hire Date** field because the person was previously an employee:

- Uncheck the **Termination** checkbox (shown in blue below).

- Delete the date in the **Termination Date** field (shown in blue below).

- Enter the new date in the **Hire Date** field.

- If needed, click the **Job History** tab to view the person's job history in Ohio SACWIS.

2. In the **Email Address** field, enter the email address of the new employee.

3. Click the **Apply** button at the bottom of the screen.

4. In the **Current Job** section of the screen, click the **Add Job** button.

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The **Job Details** screen appears.

5.   Enter the employee's **Start Date**. (Required)

6.   Select the **County** in which the employing Agency is located. (Required)

7.   Select the employee's **Agency**. (Required)

8.   Select the employee's **Unit**. (Required)

9.   Select the employee's **Supervisor**. (Required)

10. Select the employee's **Job Title**. (Required)

11. Click the **Save** button.

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Completing & Submitting the JFS 07078 Form

FOR PUBLIC AGENCY EMPLOYEES – Complete the digital **JFS 07078** and submit for approval through the IOP process.

FOR PRIVATE AGENCY EMPLOYEES – The **ODJFS Code of Responsibility form (JFS 07078)** must be completed and signed for each employee. The form is attached with this article on the Knowledge Base at the following link:

SACWIS Knowledge Base - Adding an Employee Into Ohio SACWIS (jfskb.com)

Important: For an example of a completed 7078 form, please refer to the **JFS 07078 Form** section at the end of this article.

Complete the following steps to fill out and submit the **JFS 07078** form.

1. At the top of the form, provide all requested information, including in the following fields:

   - **County Agency** – enter the agency name.

   - **State Office** – enter **N/A**

   - **Bureau/Office** – enter **N/A**

   - **Access Requested** – select Ohio **SACWIS** or write in Ohio **RTIS**, as applicable. You should also request access to **CAPS LMS** (the Child and Adult Protective Services Learning Management System).

   - Any existing **OH|ID** for the employee.

2. Print and sign the **JFS 07078** form. The signature must be 'wet' and NOT a digital signature for it to be accepted.

3. Submit a ticket within the Customer Care Center with the following information:

   - The **Name** of the new employee.

   - The **Employee ID** of the new employee.

   - The attached PDF of the completed **JFS 07078** form filled out and with a wet signature.

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Completing the Setup Process

After submission of the completed **JFS 07078** form:

1. SACWIS_ACCESS will approve the **PUBLIC AGENCY**'s request for the employee's **OH|ID** and access. For a **PRIVATE AGENCY**, SACWIS_ACCESS will set up an **OH|ID** (a State of Ohio User ID) for the new employee.

2. **PUBLIC AGENCY –** The SACWIS_ACCESS team will attempt to link the employee's profile after approval of the OH|ID and access. If the employee profile has not yet been created, the request will be rejected. You will need to resubmit a ticket to the [Customer Care Center](#) once you have, so that the OH|ID and employee profile can be linked.

3. **PRIVATE AGENCY** - After the **OH|ID** is linked in the Ohio SACWIS application, SACWIS_ACCESS will email the **PRIVATE AGENCY** requestor that the new user has been set up and will email the new user their OH|ID and temporary password.

4. **PUBLIC AGENCIES** will inform the new employee of their login information. **PRIVATE AGENCIES** should confirm their employee received their login information via email and are able to successfully enter the system.

Adding Security User Groups

1. The agency must then set up the worker's **Security User Groups** by going to the **Administration** tab, **Security** sub-tab, **Assign User Groups** left hand navigation link, selecting the **Agency** name and entering **Last Name** of the employee. Click **Search**, and then select **edit** next to the employee's name.

The **Assign User Groups** page appears.

2. Select the **Add User Groups** button.

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The **User Groups Search Results** page appears.

3. From the **Type:** drop-down, select **State Defined.**

4. Click the **Search** button.

The **User Groups** list page appears.

5. Select the box next to each **User Group Name** you wish the employee to have, scrolling through each page of **User Groups** to ensure you've assigned the profile(s) that will best allow the worker to access what is needed for their job responsibilities while being mindful not to provide more access than needed.
   Note: **User Groups** to select from will depend on the individual assigning's profile. For instance, **Private Agency** roles only may appear if the user is a Private Agency supervisor.

6. When all **User Groups** have been selected, click **Save.**

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	User Group Name	Type	State/Agency
☐	AAC Supervisor	STATE-DEFINED	Ohio Department of Job and Family Services
☐	AAC Worker	STATE-DEFINED	Ohio Department of Job and Family Services
☑	Action Item Disposal	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Activity Log Mover	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Administrative Case Assignment - Agency	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Administrative Case Assignment- State	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Administrative Case Closure - Agency	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Administrative Case Closure - State	STATE-DEFINED	Ohio Department of Job and Family Services
☑	Adoption Case Creator	STATE-DEFINED	Ohio Department of Job and Family Services
☑	Adoption Preplacement	STATE-DEFINED	Ohio Department of Job and Family Services

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 › »

Save **Cancel**

The **Assign User Groups** page will appear, listing all the selected User Groups for the employee.

7. Check the box next to any **User Groups** and click **Delete** if they were selected in error.
8. Click on **Add User Groups** if you wish to add additional ones to the employee's profile.
   OR
9. Click **Save** to commit the information to the database and assign the selected User Groups to the employee.

✓ Your data has been changed.

User Details

Employee ID	Name	InfoSec ID	Job Title
8029405	test, delete a		

☐ Suspended Access

Comments:

Spell Check Clear 200

User Groups

Select	Name	Type	
☐	Action Item Disposal	STATE-DEFINED	State
☐	Adoption Case Creator	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Adoption Preplacement	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Inquiry Decision Maker	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Inquiry Worker	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Screener	STATE-DEFINED	Ohio Department of Job and Family Services
☐	Screening Decision Maker	STATE-DEFINED	Ohio Department of Job and Family Services

Check All | Clear All

Delete **Add User Groups**

Save **Cancel**

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JFS 07078 Form Example

Helpful Hints

1. Users will be deactivated from the system if they fail to log in at least once every 60 days. When that occurs, a new JFS7078 form must be submitted to reactivate the employee.

2. If a security error screen appears when a user logs in to Ohio SACWIS, it may be that they do not yet have any User Groups assigned to their profile.

3. Every 6 months, the technical point of contact at your agency will be asked to complete a review of every employee listed for your agency and their security user groups to ensure:

   a. Only current, active employees have access to Ohio SACWIS

   b. The User Groups assigned to the individual provide only enough access to the system to allow them to complete their job responsibilities.

4. Once an individual leaves agency employment, it is vital that their access be terminated immediately

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

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