

# **Creating and Linking a Bridges Intake**



**Knowledge Base Article**

# Creating and Linking a Bridges Intake

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# Creating and Linking a Bridges Intake

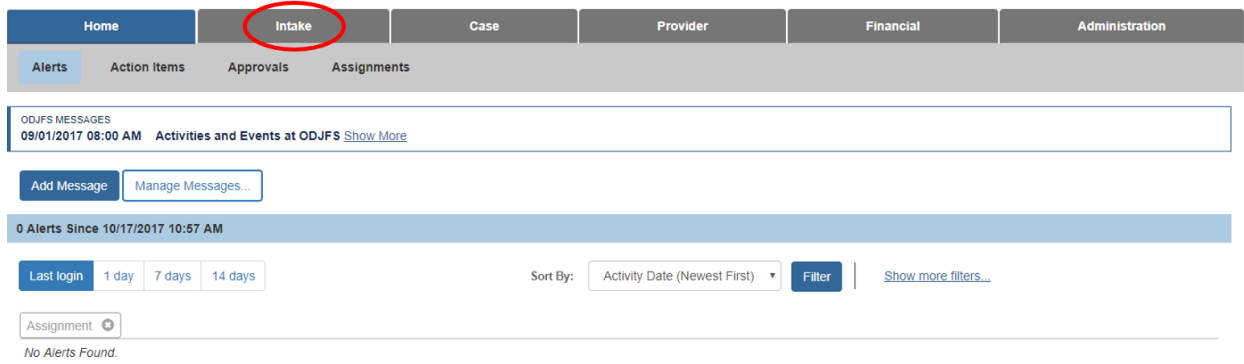
## Overview

This article provides step-by-step instruction for creating and linking a Bridges Intake.

## Creating a Bridges Intake

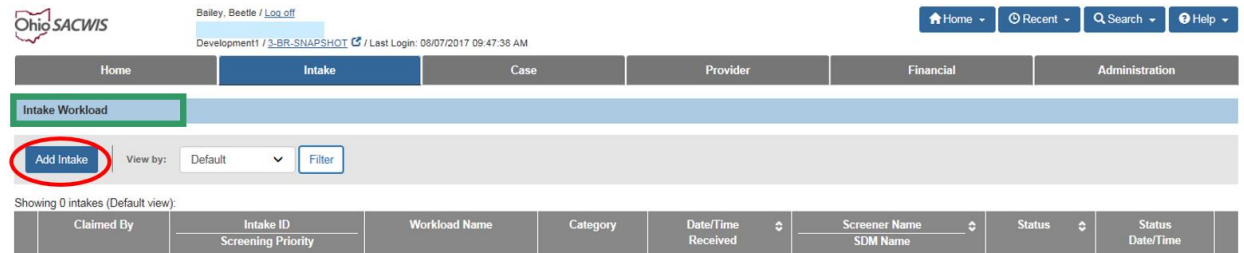
From the Ohio SACWIS Home Screen:

1. Click the **Intake** tab.



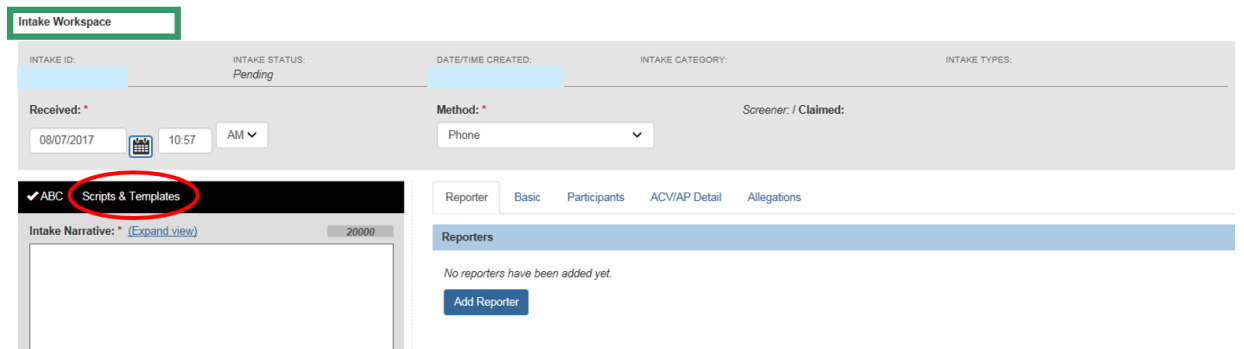
The **Intake Workload** screen appears.

2. Click **Add Intake**.



The **Intake Workspace** screen appears.

3. Click **Scripts & Templates**.



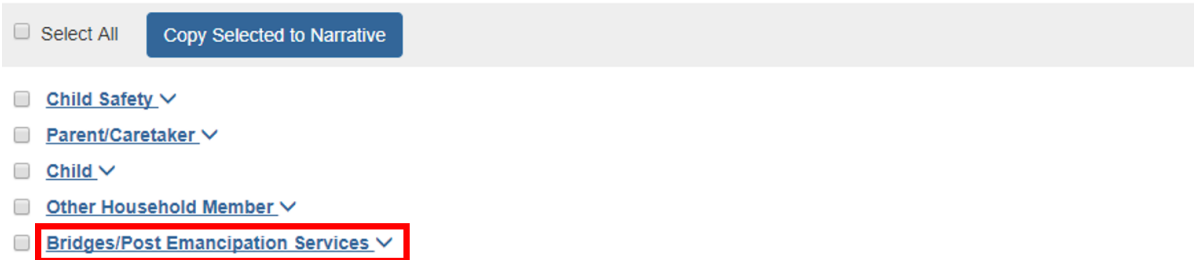
A list of narrative options appears.

## Creating and Linking a Bridges Intake

**Note:** Each entry in the list of narratives is a link that can be expanded to reveal a list of guiding questions.

**Important:** The narrative field is where the details about the referral/request for services should be documented.

4. Click the **Bridges/Post Emancipation Services** link.



A screenshot of a web interface showing a list of categories. At the top, there is a 'Select All' checkbox and a blue button labeled 'Copy Selected to Narrative'. Below this are several categories, each with a checkbox and a dropdown arrow: 'Child Safety', 'Parent/Caretaker', 'Child', 'Other Household Member', and 'Bridges/Post Emancipation Services'. The 'Bridges/Post Emancipation Services' category is highlighted with a red rectangular box.

The link expands to show a list of guiding questions (narrative) related to a Bridges intake. You can copy the questions into the narrative field, if desired, following the steps below.

**Note:** The narrative field is where the details about the referral/request for services should be documented. The narrative remains fully editable while the Intake is pending.

5. Select a specific question(s) by placing a checkmark(s) in the checkbox(es) beside the question(s).
6. Click **Copy Selected to Narrative**.



A screenshot of a web interface showing a list of questions. At the top, there is a blue header bar for 'Ohio Department of Job and Family Services'. Below this, there is a 'Select All' checkbox and a blue button labeled 'Copy Selected to Narrative', which is circled in red. Below the button are several categories, each with a checkbox and a dropdown arrow: 'Child Safety', 'Parent/Caretaker', 'Child', 'Other Household Member', and 'Bridges/Post Emancipation Services'. The 'Bridges/Post Emancipation Services' category is expanded, showing two questions with checkboxes: 'Is the young adult between the ages of 18-21?' and 'Did the young adult age out/emancipate at age eighteen or older from foster care?'. Both checkboxes are checked.

## Creating and Linking a Bridges Intake

The questions you selected appear in the **Intake Narrative** grid.

**Note:** If you place a checkmark in the checkbox beside Bridges/Post Emancipation Services, the entire narrative will be placed in the Intake Narrative field.

7. Click the “x” on the right side of the section header to exit the scripts/templates section and return to the tab view.

The screenshot shows the 'Scripts & Templates' interface. On the left, the 'Intake Narrative' grid contains two questions: 'Is the young adult between the ages of 18-21?' and 'Did the young adult age out/emancipate at age eighteen or older from foster care?'. On the right, the 'Ohio Department of Job and Family Services' section lists several template options: 'Child Safety', 'Parent/Garetaker', 'Child', 'Other Household Member', and 'Bridges/Post Emancipation Services'. The 'Bridges/Post Emancipation Services' option is selected and has a checkmark. Below the list, there are two checkboxes: 'Is the young adult between the ages of 18-21?' (checked) and 'Did the young adult age out/emancipate at age eighteen or older from foster care?' (checked). At the bottom, the 'Intake Status' is set to 'Pending', and the 'Apply' button is circled in red.

The **Intake Workspace** screen appears with the tabbed view.

## Completing the Reporter Tab

1. Click the **Reporter** tab.
2. Click **Add Reporter**.

The screenshot shows the 'Intake Workspace' screen. The top section displays intake details: 'Received: 11/21/2017 01:56 PM', 'Method: Phone', and 'Screener: Rich, Richie / Claimed: Rich, Richie'. The bottom section shows the 'Reporter' tab selected, with a message 'No reporters have been added yet.' and an 'Add Reporter' button.

# Creating and Linking a Bridges Intake

The **Add Reporter** screen appears.

**Note:** The **Reporter Information** section will default to **Non-Mandated Reporter** (this is the correct selection when the reporter is an emancipated young adult).

3. Click **Search Person**.

The screenshot shows the 'Add Reporter' form. At the top, the 'Add Reporter' tab is highlighted with a green border. Below it is the 'Current Narrative' section with a dropdown menu. The 'Reporter Information' section follows, with radio buttons for 'Non-Mandated Reporter' (selected), 'Mandated Reporter', and 'Anonymous'. Below that is the 'Non-Mandated Reporter Information' section, which contains several input fields: 'Name' (with a 'Search Person' button circled in red), 'Person ID', 'Gender' (dropdown), 'Contact' and 'Ext.' (text boxes), 'Other Contact' (text box), 'Address' (text box), 'Reporter Type' (dropdown), and 'Relationship to Alleged Child Victim(s) / Child Subject(s) of Report' (text box).

The **Search For Person** screen appears.

4. Enter the name of the Reporter, and any other available information.
5. Click **Search**.

**Note:** For more information on search functionality, please see the KBA, [Using Search Functionality](#).

The screenshot shows the 'Search For Person' form. The 'Search For Person' tab is highlighted in green. The search criteria section is enclosed in a red border and includes: 'Person ID' and 'SSN' (text boxes), a note stating 'If Person ID or SSN are entered, all other search criteria will be ignored', 'Last Name', 'First Name', and 'Middle Name' (text boxes), 'DOB' (text box with a calendar icon), 'Gender' (dropdown), and 'Age Range' (text boxes for 'From Age' and 'To Age').

At the bottom of the form, there are three buttons: 'Search' (circled in red), 'Clear Form', and 'Return'.

## Creating and Linking a Bridges Intake

The results appear in the **Person Search Results** section.

6. Click **select**, beside the appropriate person's name.

**Person Search Results**

Result(s) 1 to 15 of 120 / Page 1 of 8  
 Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
<a href="#">select</a>	[Redacted]		Male		
	<a href="#">Related Persons</a> v				
<a href="#">select</a>	[Redacted]		Male		
	<a href="#">Related Persons</a> v				

The **Add Reporter** screen appears, displaying information on the selected reporter.

7. Select Emancipated Young Adult from the **Reporter Type** drop-down menu, or other value if appropriate.
8. Enter the word "Self" in the text box titled: **Relationship to Alleged Child Victim(s)/Child Subject(s) of Report**, or record the relationship of the reporter to the Emancipated Young Adult if another person is making the referral.
9. Click **Save**.

**Add Reporter**

Current Narrative

Current Narrative (saved 11/03/2017 03:54 pm) v

Reporter Information

Select the type of Reporter:

Non-Mandated Reporter  
 Mandated Reporter  
 Anonymous

Non-Mandated Reporter information

Name: \* [Redacted]

Person ID: [Redacted]

Gender: Male v

Contact: [Redacted] Ext: [Redacted]

Other Contact: [Redacted]

Address: [Redacted]

Reporter Type: [Redacted] v

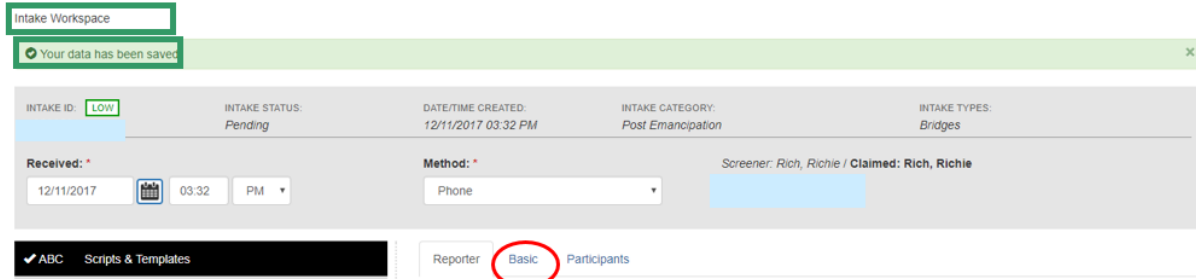
Relationship to Alleged Child Victim(s) / Child Subject(s) of Report: [Redacted]

# Creating and Linking a Bridges Intake

The **Intake Workspace** screen appears, displaying the message: **Your data has been saved.**

10. Click the **Basic** tab.

**Note:** Your changes will be saved as you navigate through the tabs.



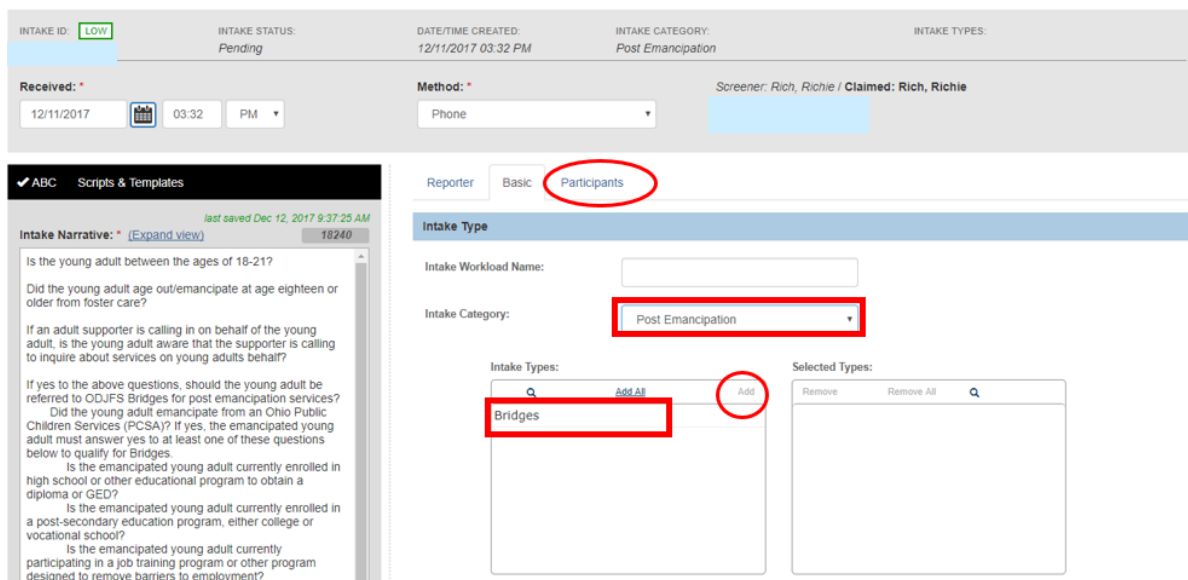
The **Basic** tab information screen appears.

## Completing the Basic Tab

1. Select **Post Emancipation** from the **Intake Category** drop-down menu.
2. **Select Bridges** from the Intake Types grid.
3. Click **Add** (this will add Bridges to the **Selected Types** grid).
4. Complete the questions (required).
5. Click **Save**.

**Note:** Selecting a screening priority for the intake is optional.

6. Click the **Participants** tab.





# Creating and Linking a Bridges Intake

Is the emancipated young adult currently working at least 20 hours per week or at least 80 hours per month?  
Does the young adult have a physical or mental health condition that prevents them from meeting the education or employment requirements?  
\*Documentation of above eligibility criteria required

If the young adult does not satisfy the Bridges eligibility criteria above, the young adult can receive post emancipation services from the PCSA in the county in which they reside, if the young adult so chooses:  
What post emancipation services is the young adult requesting?  
Does the young adult have a stable and secure place to live?

Additional Comments about intake (Internal use only): 500

**Other Intake Designations** ▾

Does this report allege human trafficking of a child or children?  
 Not Answered  
 No  
 Yes

Living arrangement at time of intake: Group home setting ▾

What is the screening priority of this report?  
 None specified  
 LOW  
 MED  
 HIGH

Intake Status: Pending ▾ Apply Save Cancel

## Completing the Participants Tab

1. Click the **Participants** tab.

**Important:** If you click the **Other Intake Designations** link, an expandable drawer will display with other available intake designations that may be applicable to the intake.

Intake Workspace

INTAKE ID: [REDACTED] INTAKE STATUS: Pending DATE/TIME CREATED: [REDACTED] INTAKE CATEGORY: Post Emancipation INTAKE TYPES: [REDACTED]

Received: \* 11/28/2017 03:12 PM PW Method: \* Phone Screener

ABC Scripts & Templates

Intake Narrative: \* [Expand view] last saved Nov 28, 2017 3:13:15 PM 79240

Is the young adult between the ages of 18-21?  
Did the young adult age out/emancipate at age eighteen or older from foster care?  
If an adult supporter is calling in on behalf of the young adult, is the young adult aware that the supporter is calling to inquire about services on young adults behalf?  
If yes to the above questions, should the young adult be referred to ODJFS Bridges for post emancipation services?  
Did the young adult emancipate from an Ohio Public Children Services (PCSA)? If yes, the emancipated young adult must answer yes to at least one of these questions below to qualify for Bridges.  
Is the emancipated young adult currently enrolled in high school or other educational program to obtain a diploma or GED?  
Is the emancipated young adult currently enrolled in a post-secondary education program, either college or vocational school?  
Is the emancipated young adult currently participating in a job training program or other program designed to remove barriers to employment?  
Is the emancipated young adult currently working at least 20 hours per week or at least 80 hours per month?  
Does the young adult have a physical or mental health condition that prevents them from meeting the education or employment requirements?  
\*Documentation of above eligibility criteria required  
If the young adult does not satisfy the Bridges eligibility criteria above, the young adult can receive post emancipation services from the PCSA in the county in which they reside, if the young adult so chooses.

What post emancipation services is the young adult requesting?  
Does the young adult have a stable and secure place to live?

Additional Comments about intake (Internal use only): 500

Reporter: Basic Participants

Intake Type

Intake Workload Name: [REDACTED]

Intake Category: Post Emancipation

Intake Types: Bridges Selected Types: [REDACTED]

**Other Intake Designations** ▾

Does this report allege human trafficking of a child or children?  
 Not Answered  
 No  
 Yes

Living arrangement at time of intake: [REDACTED]

What is the screening priority of this report?  
 None specified  
 LOW  
 MED  
 HIGH

# Creating and Linking a Bridges Intake

## 2. Click **Search & Add Participants**.

The screenshot shows the 'Intake Workspace' interface. At the top, there is a green notification bar that says 'Your data has been saved.' Below this, the intake details are displayed: INTAKE ID: HIGH, INTAKE STATUS: Pending, DATE/TIME CREATED: [redacted], INTAKE CATEGORY: Post Emancipation, and INTAKE TYPES: Bridges. The 'Received' field shows the date 11/03/2017 at 03:09 PM, and the 'Method' is set to 'Phone'. The 'Screener' and 'Claimed' fields both list 'Rich, Richie'. On the left, there is a section for 'Intake Narrative' with a 'last saved Nov 6, 2017 9:21:31 AM' timestamp. The narrative text includes questions like 'Is the young adult between the ages of 18-21?' and 'Did the young adult age out/emancipate at age eighteen or...'. On the right, there are tabs for 'Reporter', 'Basic', and 'Participants'. Under the 'Participants' tab, the 'Search & Add Participants' button is highlighted with a red rectangle.

The **Search & Add Participants** screen appears.

3. Fill in available information.
4. Click **Search**.

The screenshot shows the 'Search & Add Participants' screen. At the top, there is a 'Current Narrative' section with a dropdown menu showing 'Current Narrative (saved 11/06/2017 09:21 am)'. Below this is the 'Search & Add Participant' section, which is highlighted with a red border. It contains three input fields: 'First Name', 'Middle Name', and 'Last Name'. Below the input fields, there is a 'Name Match Precision' section with the text 'Returns results matching entered names including AKA names/nicknames'. There is a green button labeled '+ AKA/Nicknames' and a text input field. Below this, there are two buttons: 'Search' (circled in red) and 'Clear Form'.

The results appear in the **Search Results** section.

**Note:** In the event the reporter entered is the Emancipated Young Adult, the system will automatically add the person to the participants page without the user having to conduct the search. For additional information regarding searches, please see the following Knowledge Base Article: [Using Search Functionality](#).

## Creating and Linking a Bridges Intake

**Important:** If your search does not provide results, please skip to the **Creating a New Person** section below; otherwise, proceed to the next step.

5. Place a checkmark in the checkbox next to the appropriate individual's name.

**Note:** The **Related Persons** link under an individual's name provides a list of people related to that individual.

6. Click **Add Selected To Intake**.

The screenshot shows a search results interface. At the top, there is a 'Search Results' header. Below it, a table displays search results with columns for 'Person ID - Name', 'Address', 'Gender', '(Age) DOB', and 'Active Case'. Three rows are visible, each with a 'Related Persons' link. A red circle highlights a checkbox in the first row. At the bottom of the table, there are three buttons: 'Add Selected To Intake' (highlighted with a red box), 'Clear Selected', and 'Cancel'.

## Creating a New Person

If your search for participants returns either no results, or no appropriate results:

1. Click **Create New Person**.

The screenshot shows the 'Search & Add Participants' form. It includes a 'Current Narrative' section with a dropdown menu. Below that is a 'Search & Add Participant' section with input fields for 'First Name', 'Middle Name', and 'Last Name'. At the bottom, there is a 'Search Results' section with a message 'No Results Returned'. A red circle highlights a 'Create New Person' button located below the search results message.

## Creating and Linking a Bridges Intake

The Person Profile screen appears, defaulted to the **Basic** tab.

2. Fill in any required information (denoted with a red asterisk) and any other available information under each heading.
3. Click **Save**.

The screenshot shows the 'Person Profile' form with the 'Basic' tab selected. The form is organized into several sections:

- Hazard/Alert Information:** Contains checkboxes for 'Safety Hazard Exists', 'AWOL', 'Safety Plan Exists', 'Pregnant', 'Environmental Hazard Exists', 'Pregnant/Parenting Minor', 'Protective Service Alert', and 'Pregnant/Parenting Youth in Custody'.
- Person Information:** This section is highlighted with a red border and contains fields for 'Prefix', 'First Name \*', 'Last Name \*', 'Middle Name', 'Suffix', 'Gender', 'DOB', 'Age', 'SSN', 'Deceased', 'Deceased Date', 'Age At Time Of Death', 'Deceased Date Unknown', 'Driver's License #', 'Issue State', and 'Expiration'. There is also a 'Populate AKA Name' button and radio buttons for 'Retain' and 'Add/Edit', and checkboxes for 'Estimated OOB' and 'DOB Unknown'.
- AKA Names:** A table with columns for 'Profile', 'First Name', 'Middle Name', 'Last Name', 'Suffix', and 'AKA Type'. An 'Add AKA' button is located below the table.

At the bottom of the form, there are three buttons: 'Apply', 'Save', and 'Cancel'. The 'Save' button is circled in red.

The **Person Overview** screen appears, displaying the following message: **Your data has been saved.**

The screenshot shows the 'Person Overview' screen. At the top, a green notification bar displays the message 'Your data has been saved.' Below this, the 'Person Overview' section is visible, containing the following information:

- Name:** [Redacted]
- DOB:** [Redacted]
- Age:** [Redacted]
- Race:** Hispanic/Latino
- Gender:** [Redacted]

Below the 'Person Overview' section is the 'Primary Contact' section, which includes fields for 'Contact', 'Address', and 'Environmental Hazards'.

# Creating and Linking a Bridges Intake

The **Intake Workspace** screen appears, displaying the added individual.

## 4. Click **Participant Roles**.

The screenshot shows the 'Intake Workspace' interface. At the top, there are fields for 'Intake ID', 'Intake Status' (Pending), 'Date/Time Created' (12/05/2017 12:30 PM), 'Intake Category' (Post Emancipation), and 'Intake Types' (Young Adult Services). Below this, there are fields for 'Received' (12/05/2017, 12:30, P), 'Method' (Phone), and 'Screener'. The main content area is divided into two sections: 'Intake Narrative' on the left and 'Participants' on the right. The 'Participants' section has tabs for 'Reporter', 'Basic', and 'Participants'. Under the 'Participants' tab, there are buttons for 'Search & Add Participants', 'Participant Roles', and 'Copy...'. A list of participants is shown, with one entry 'Emancipated Young Adult' selected. Below this, there are 'Participants Relationships' with two entries, each showing '1 unspecified relationship'.

The **Modify Participant Roles** screen appears.

1. Place a checkmark in the box beside the appropriate name in the **Choose Participants** section.
2. Select **Emancipated Young Adult**, from the Available Roles section.
3. Click **Add**.

The screenshot shows the 'Modify Participant Roles' screen. At the top, there is a 'Current Narrative' section with a dropdown menu. Below this is a 'Select Participants to Assign/Modify Roles' section. On the left, there is a 'Choose Participants' list with a checkmark icon next to a participant name. On the right, there is an 'Add Participant Roles' section. It has two columns: 'Available Roles' and 'Selected Roles'. In the 'Available Roles' column, 'Emancipated Young Adult' is highlighted in red, and the 'Add' button next to it is also circled in red. The 'Selected Roles' column is currently empty.

**Note:** Once you click **Add**, **Emancipated Young Adult** moves to the **Selected Roles** section and the **Assign Roles** button becomes active.

## Creating and Linking a Bridges Intake

4. Click **Assign Roles**.
5. Click **Save**.

Modify Participant Roles

Current Narrative

Current Narrative (saved 11/06/2017 10:34 am) ▾

Select Participants to Assign/Modify Roles

Choose Participants

Add Participant Roles

Available Roles:

Other involved adult (OIA)

Other involved child (OIC)

Selected Roles:

Emancipated Young Adult

Assign Roles

Save Cancel

The **Intake Workspace** screen appears, displaying the following message: **Your data has been saved.**

**Important:** If additional people are added to the intake as participants, then the relationships between all participants must be specified. When persons are selected, existing relationships will be automatically added. Any relationships that have not been specified in Ohio SACWIS will be denoted with an orange dot.

6. In the **Participants Relationships** section, click **edit** beside an individual's name.

Intake Workspace

Your data has been saved

Reporter Basic Participants

Participants

Search & Add Participants Participant Roles

edit Related Persons History

edit Related Persons History

Participants Relationships

edit Relationships

1 unspecified relationship

The **Manage Participant Relationships - Editor** screen appears.

## Creating and Linking a Bridges Intake

7. Make a relationship selection from the drop-down menu.
8. Click **Save**.

Manage Participant Relationships - Editor

Editor List

Relationship Editor

1 unspecified relationship 1 unspecified relationship

is the...

Apply Save Cancel

The **Intake Workspace** screen appears, displaying the following message: **Your data has been saved.** The orange dots no longer appear because the relationships have been resolved.

9. Select **Complete** from the **Intake Status** drop-down menu.

Intake Workspace

Your data has been saved.

INTAKE ID: HIGH INTAKE STATUS: Pending DATE/TIME CREATED: 03.09 PM INTAKE CATEGORY: Post Emancipation INTAKE TYPES: Bridges

Received: \* Method: \* Screener: Rich, Richie / Claimed: Rich, Richie

Intake Narrative: \* (Expand view)

Is the young adult between the ages of 18-21?

Did the young adult age out/emancipate at age eighteen or older from foster care?

If an adult supporter is calling in on behalf of the young adult, is the young adult aware that the supporter is calling to inquire about services on young adults behalf?

If yes to the above questions, should the young adult be referred to ODJFS Bridges for post emancipation services?

Did the young adult emancipate from an Ohio Public Children Services (PCSA)? If yes, the emancipated young adult must answer yes to at least one of these questions below to qualify for Bridges.

Is the emancipated young adult currently enrolled in high school or other educational program to obtain a diploma or GED?

Is the emancipated young adult currently enrolled in a post-secondary education program, either college or vocational school?

Is the emancipated young adult currently participating in a job training program or other program designed to remove barriers to employment?

Is the emancipated young adult currently working at least 20 hours per week or at least 80 hours per month?

Does the young adult have a physical or mental health condition that prevents them from meeting the education or employment requirements?

Documentation of above eligibility criteria required.

Participants

Emancipated Young Adult

Other involved adult (OIA)

Participants Relationships

Intake Status: Complete

Apply Save Cancel

**Important:** If required information is incomplete, the Intake Status will remain as Pending, and a message similar to the one below in red will appear:

# Creating and Linking a Bridges Intake

Intake Workspace

2 validation message(s) We found a few areas that need your attention:

- All reporters not 'Anonymous' require a Reporter Type to mark the Intake as complete (Reporter).
- Please identify the relationship of all non-anonymous reporters to ACV/CSR or other child role (Reporter).

INTAKE ID: HIGH    INTAKE STATUS: Pending    DATE/TIME CREATED:    INTAKE CATEGORY: Post Emancipation    INTAKE TYPES: Bridges

**Note:** The tab where information is missing is listed in parentheses.

10. Click on the appropriate tab (in this particular case, the **Reporter** tab) and enter the missing information.

If the required information is complete, the **Intake Workspace** screen appears showing a status of **Complete**.

11. Click **Save**.

**Important:** If you have screening decision maker security, the Decision tab will display and you can skip to the **Making a Decision** section. If you do not have screening decision maker security, you are finished with the Intake once you are returned to the Intake Workload. The intake will be picked up for a decision (by the screening decision maker) from the workload.

Intake Workspace

INTAKE ID: HIGH    INTAKE STATUS: Complete    DATE/TIME CREATED:    INTAKE CATEGORY: Post Emancipation    INTAKE TYPES: Bridges

Received: \*    Method: \*    Screener: Rich, Richie / Claimed:

03:09 PM    Phone

ABC    Scripts & Templates    Reporter    Basic    Participants

Intake Narrative: \* (Expand view)    last saved Nov 6, 2017 12:14:11 PM

Participants

Emancipated Young Adult    History

Other involved adult (OIA)    History

Participants Relationships

Relationships

Intake Status: Complete    Apply    Save    Cancel



## Creating and Linking a Bridges Intake

The **Intake Workload** screen appears, displaying the message: **Your data has been saved.**

### Recording a Screening Decision

1. Click, **decision**.

The screenshot shows the 'Intake Workload' interface. At the top, a green notification bar states 'Your data has been saved.' Below this is a table with columns: Claimed By, Intake ID, Workload Name, Category, Date/Time Received, Screener Name, Status, and Status Date/Time. The table contains two rows. The first row is for 'Information and/or Referral' with a status of 'I & R'. The second row is for 'Post Emancipation' with a status of 'Complete'. In the second row, the 'decision' button is circled in red. A red box highlights the '00:00 remaining' timer and the 'decision' button.

The **Intake Workspace** screen appears.

2. Make a selection from the drop-down menu under **Is this an emergency?**

**Note:** Your selection to the above question will populate the **Response time for initiation**.

3. Make a selection from the drop-down menu under **Screening decision**.

**Note:** Based on your selection for the Screening decision, you will be prompted for further information.

4. When you have completed the requested information, click **Save**.

The screenshot shows the 'Intake Workspace' interface. At the top, it displays intake details: INTAKE ID, INTAKE STATUS (Complete), DATE/TIME CREATED (11/07/2017 12:28 PM), INTAKE CATEGORY (Post Emancipation), and INTAKE TYPES (Bridges). Below this is a 'Received' section with a date and time selector (11/07/2017 12:28 PM) and a 'Method' dropdown (Phone). The 'Decision Details' section is highlighted with a green box and contains two dropdown menus: 'Is this an emergency?' and 'Screening decision:'. The 'Is this an emergency?' dropdown is also highlighted with a red box. A 'Response time for initiation' field is visible to the right of the dropdowns.

# Creating and Linking a Bridges Intake

The **Decision Review** screen appears.

## 5. Click **Confirm Screening Decision**.

**Decision Review**

**Intake Summary**

Saving the Screening Decision will invoke 'Post-Screening Decision' edit rules.

You are about to decision this intake as: **Screened In**

Received Date/Time: [ ] Intake ID: [ ]

Decision Date/Time: [ ] Human Trafficking Allegation: No

Intake Category: Post Emancipation Child Fatality Status: NIA

Intake Types: Bridges

**Confirm Screening Decision** Cancel

The **Intake Workload** screen appears, displaying the intake with a **Screened In** status.

**Intake Workload**

Add Intake View by: Default Filter

Showing 13 intakes (Default view):

	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screeener Name SDM Name	Status	Status Date/Time	
<a href="#">view</a> <a href="#">edit</a>		[ ] 00:00 remaining			11/02/2017 10:45 AM	[ ]	Pending	11/02/2017 10:45 AM	<a href="#">eye</a> <a href="#">share</a>
<a href="#">view</a> <a href="#">edit</a> <a href="#">link</a>				Post Emancipation	11/07/2017 12:28 PM	[ ]	Screened In	11/08/2017 3:35 PM	<a href="#">eye</a> <a href="#">share</a> <a href="#">share</a>

## Linking a Post-Emancipation Intake to a Case

From the Ohio SACWIS Home Page:

### 1. Click **Intake**.

Home **Intake** Case Provider Financial Administration

Alerts Action Items Approvals Assignments

ODJFS MESSAGES  
09/01/2017 08:00 AM Activities and Events at ODJFS [Show More](#)

Add Message Manage Messages...

# Creating and Linking a Bridges Intake

The **Intake Workload** screen appears.

2. Click **link**, beside the appropriate Intake ID.

**Important:** If you click the **link** hyperlink and there is no appropriate Case to link the Intake, please see **Creating a Case** instruction below.

	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screener Name SDM Name	Status	Status Date/Time	
<a href="#">view</a> <a href="#">edit</a> <a href="#">link</a>				Post Emancipation <a href="#">County Priority 1</a>	12/11/2017 9:39 AM	Rich, Richie Rich, Richie	Screened In	12/11/2017 9:50 AM	
<a href="#">view</a> <a href="#">edit</a> <a href="#">link</a>				Post Emancipation <a href="#">County Priority 1</a>	11/21/2017 10:14 AM	Rich, Richie Rich, Richie	Screened In	12/11/2017 9:14 AM	
<a href="#">view</a> <a href="#">edit</a> <a href="#">link</a>				Post Emancipation	12/11/2017 10:00 AM	Rich, Richie Rich, Richie	Screened In	12/11/2017 10:58 AM	

The **Link to Existing Case** screen appears.

**Important:** If the young adult already has an existing Bridges or Young Adult Services case (open or closed), it will appear in the case list on the **Link to Existing Case** screen. The existing Bridges or Young Adult Services case will have a link hyperlink. Other types of cases, in which the Emancipated Young Adult has been a member, will display on that page for information purposes, but will not be available to link. If there is no existing Bridges or Young Adult Services case, skip to the **Creating a Case** instructions below.

3. Click the **link** hyperlink beside the existing Bridges or Young Adult Services case.

Case Name / ID	Case Status	Case Category	Status Date	Agency
<a href="#">Case Members</a> v	Open	Ongoing	07/10/2017	
<a href="#">Case Members</a> v	Closed	Assess/Invest	06/07/2010	
<a href="#">link</a>	Open	Bridges	04/07/2017	
<a href="#">Case Members</a> v				

## Creating and Linking a Bridges Intake

The **Link to Existing Case** screen appears, displaying information regarding the existing case.

4. Click **Link To Existing Case**.

**Link to Existing Case**

CASE NAME / ID: Bridges  
Open (04/07/2017)

AGENCY NAME: [Redacted]

**Active Case Member(s)**

Person Name / ID	Age, DOB	Effective Date	Relationship to CRP
<span style="background-color: #e0e0e0;">[Redacted]</span>	<span style="background-color: #e0e0e0;">[Redacted]</span>	04/07/2017	Case Reference Person
<span style="background-color: #e0e0e0;">[Redacted]</span>	<span style="background-color: #e0e0e0;">[Redacted]</span>	11/30/2017	<span style="background-color: #e0e0e0;">[Redacted]</span>

**Active Associated Person(s)**

Person Name / ID	Age, DOB	Effective Date	Association
<span style="background-color: #e0e0e0;">[Redacted]</span>	<span style="background-color: #e0e0e0;">[Redacted]</span>	12/01/2017	Child

[Link To Existing Case](#) [Cancel](#)

The **Intake Workload** screen appears, displaying the following message: **Intake #... has been linked to Case #...**

Home Intake Case Provider Financial Administration

Intake has been linked to Case x

**Intake Workload**

# Creating and Linking a Bridges Intake

## Creating a Case

When you click the link hyperlink beside the appropriate case on the Intake Workload screen, the **Link to Existing Case** screen appears (see the graphic below). If there is no appropriate Intake on the **Link to Existing Case** screen, click **Create Case**.

Case Name / ID	Case Status	Case Category	Status Date	Agency
	Closed	Assess/Invest	05/02/2003	

The **Create New Case** screen appears.

5. Place a checkmark in the checkbox beside the name of the appropriate individual(s).
6. Make a selection from the Bridges Regional Agency.
7. Select the emancipated young adult from the **Case Reference Person** drop-down menu.
8. Click **Save**.

Person Name / ID	Age	DOB	Role
			Emancipated Young Adult

The **Intake Workload** screen appears, displaying a message that the Intake has been linked to the new case.

Intake # has been linked to Case #

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov).