Creating and Linking
a Bridges Intake

Ohio Department of Children & Youth

Knowledge Base Article

Table of Contents

Creating and Linking a Bridges Intake

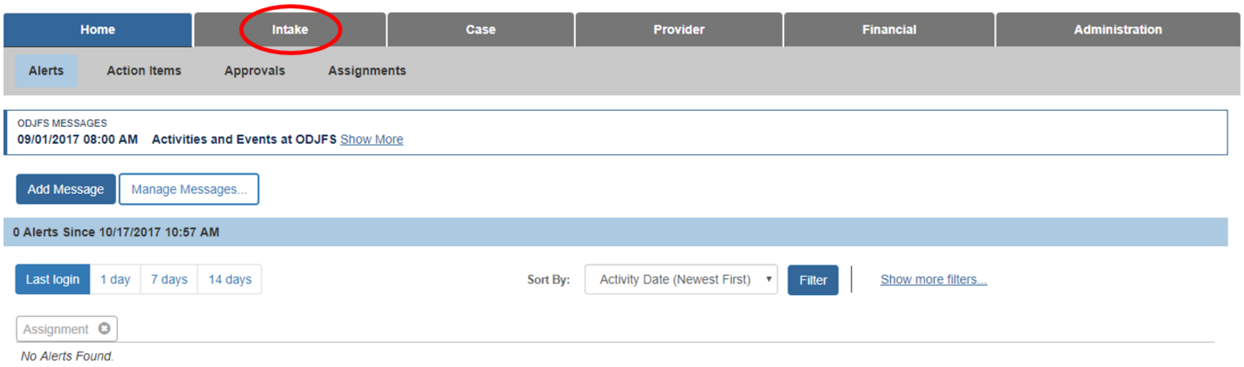
Overview

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.

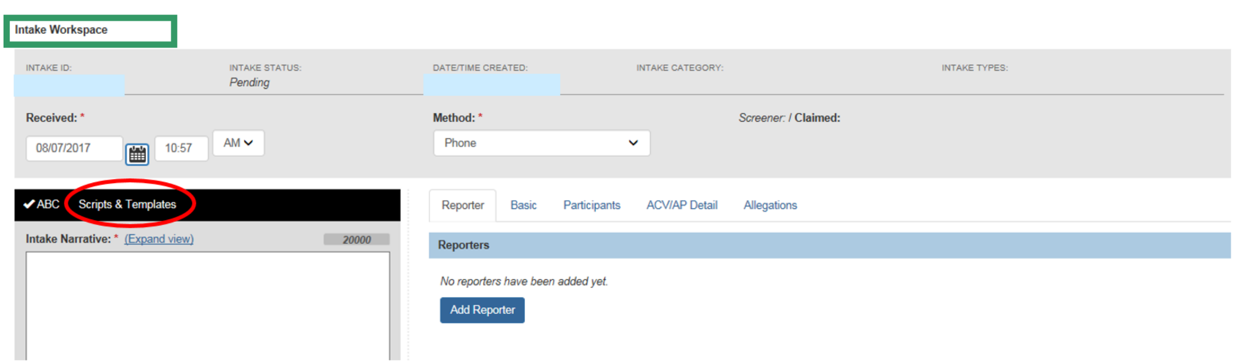


The **Intake Workload** screen appears.

2. Click **Add Intake**.

The **Intake Workspace** screen appears.

3. Click **Scripts & Templates**.



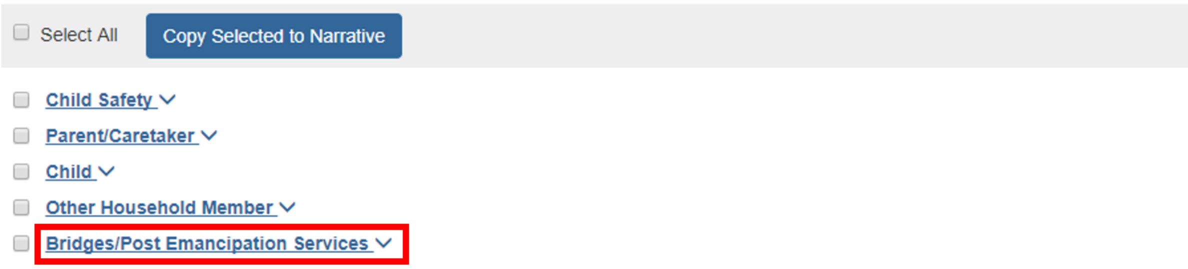
A list of narrative options appears.

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.



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.

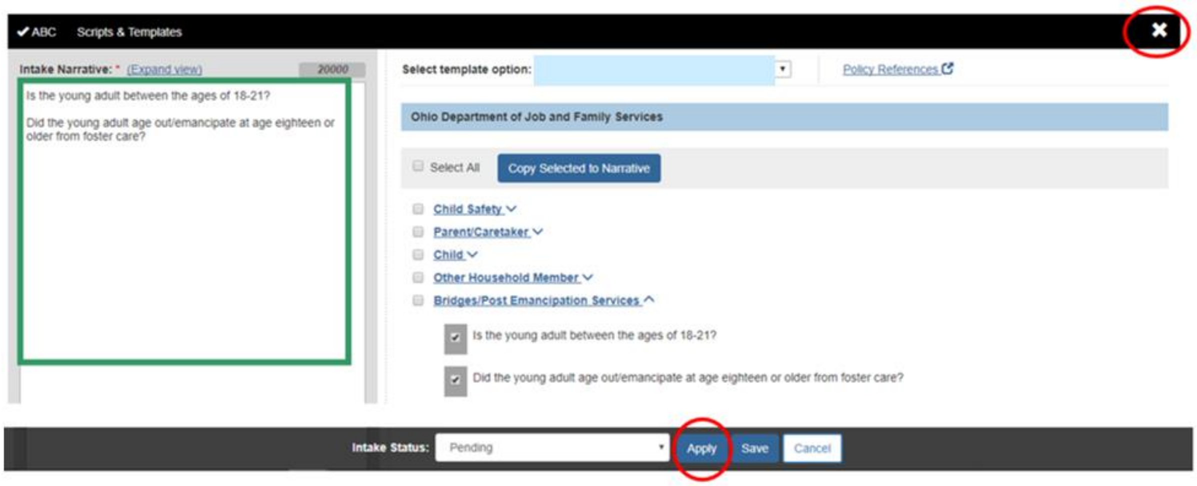
5. Select a specific question(s) by placing a checkmark(s) in the checkbox(es) beside the question(s).
6. Click **Copy Selected to Narrative**.

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.

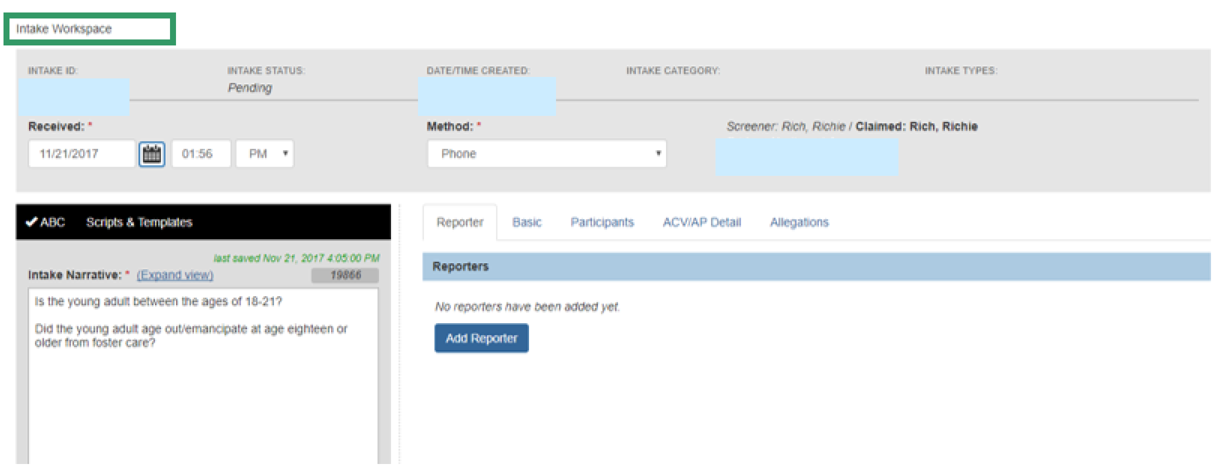
7. Click the “x” on the right side of the section header to exit the scripts/templates section and return to the tab view.



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

Completing the Reporter Tab

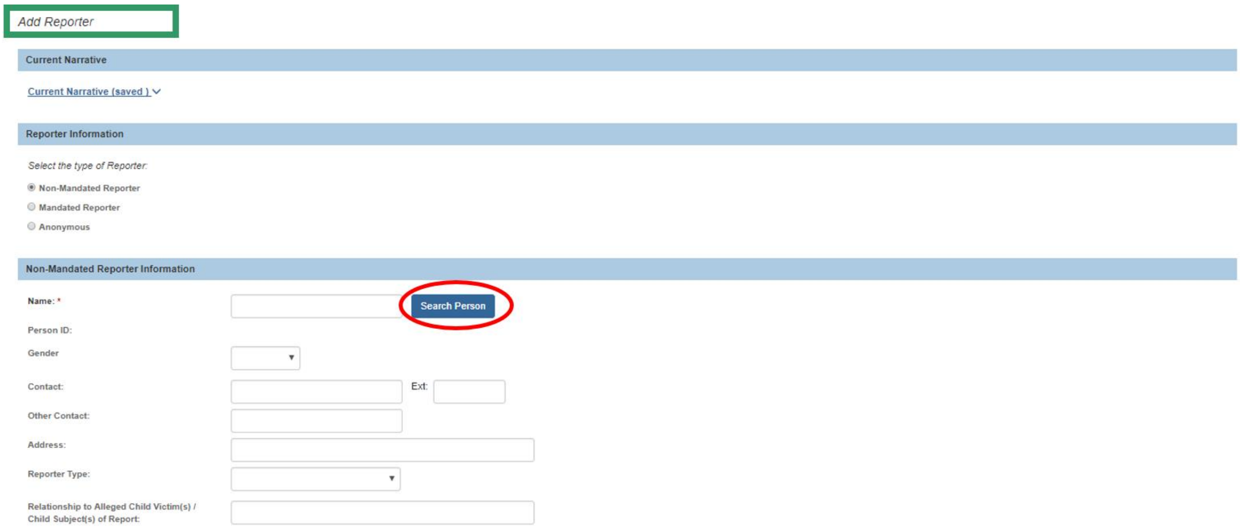
1. Click the **Reporter** tab.
2. Click **Add Reporter**.



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).

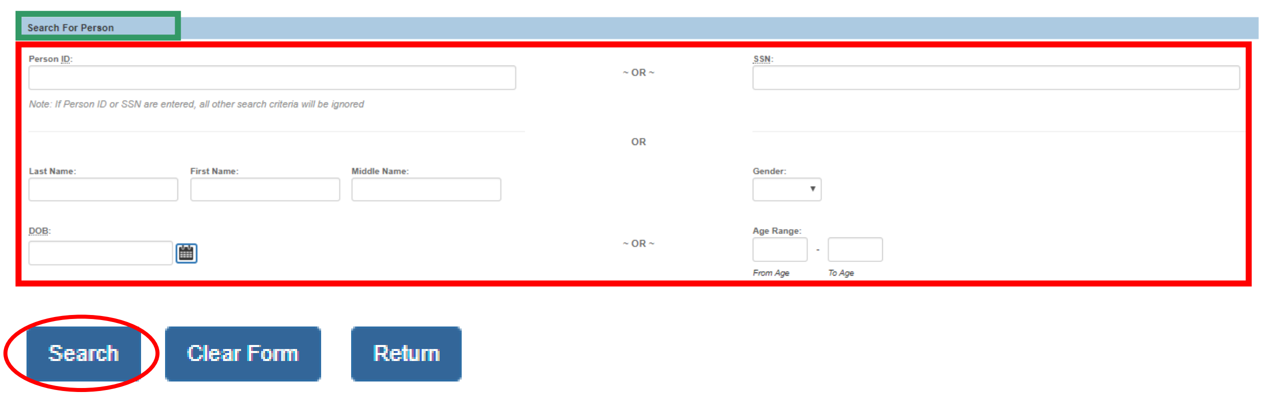
3. Click **Search Person**.



The **Search For Person** screen appears.

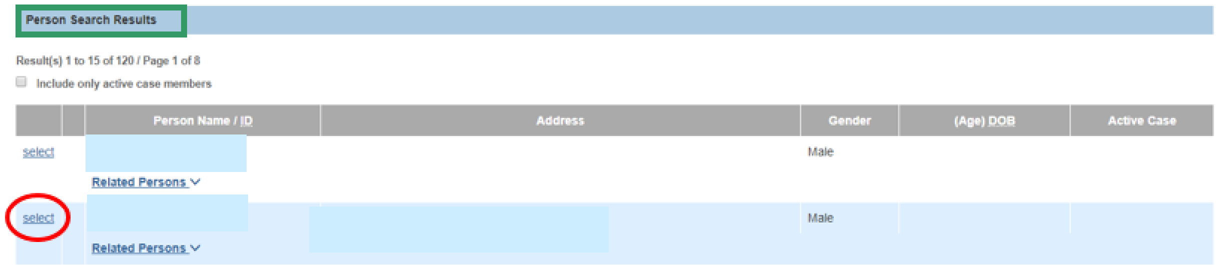
4. Enter the name of the Reporter, and any other available information.
5. Click **Search**.

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



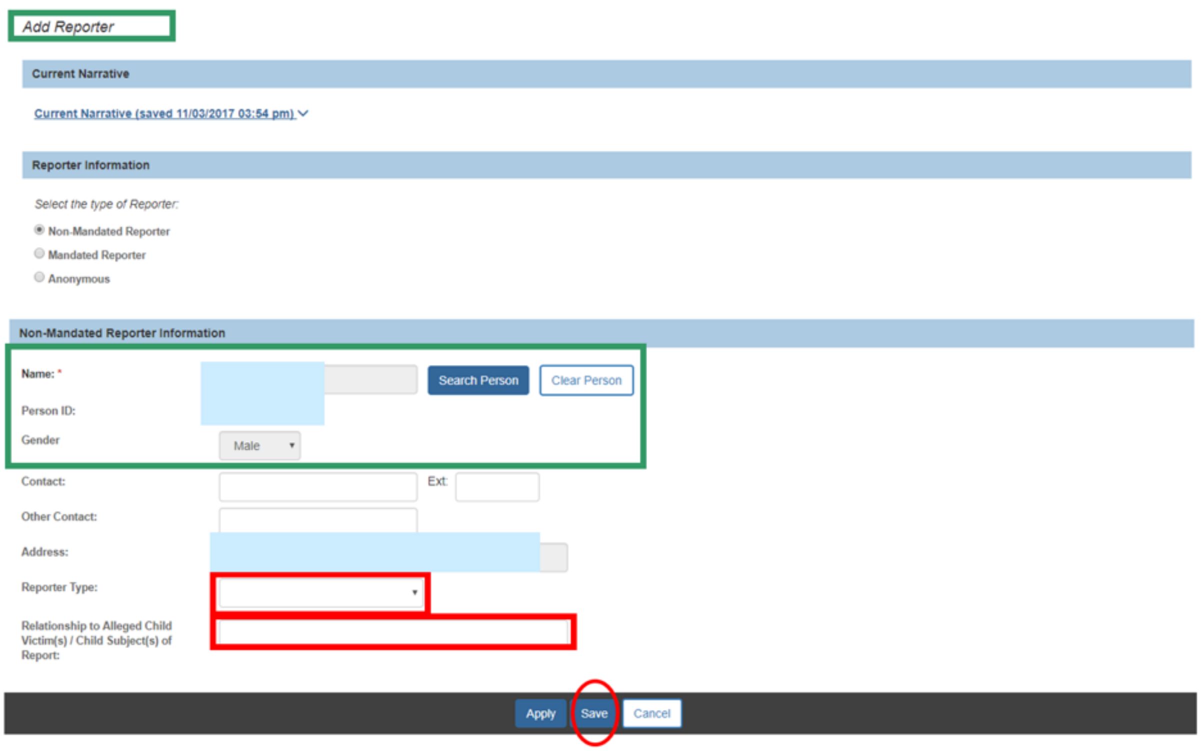
The results appear in the **Person Search Results** section.

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



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

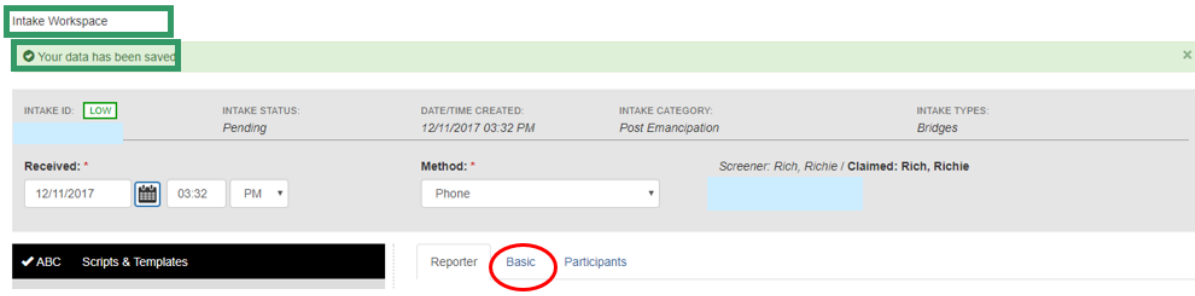
7. Select Emancipated Young Adult from the **Reporter Type** drop-down menu, or other value if appropriate.
8. Enter the word "Self" in the text box titled: **Relationship to Alleged Child Victim(s)/Child Subject(s) of Report**, or record the relationship of the reporter to the Emancipated Young Adult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



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.



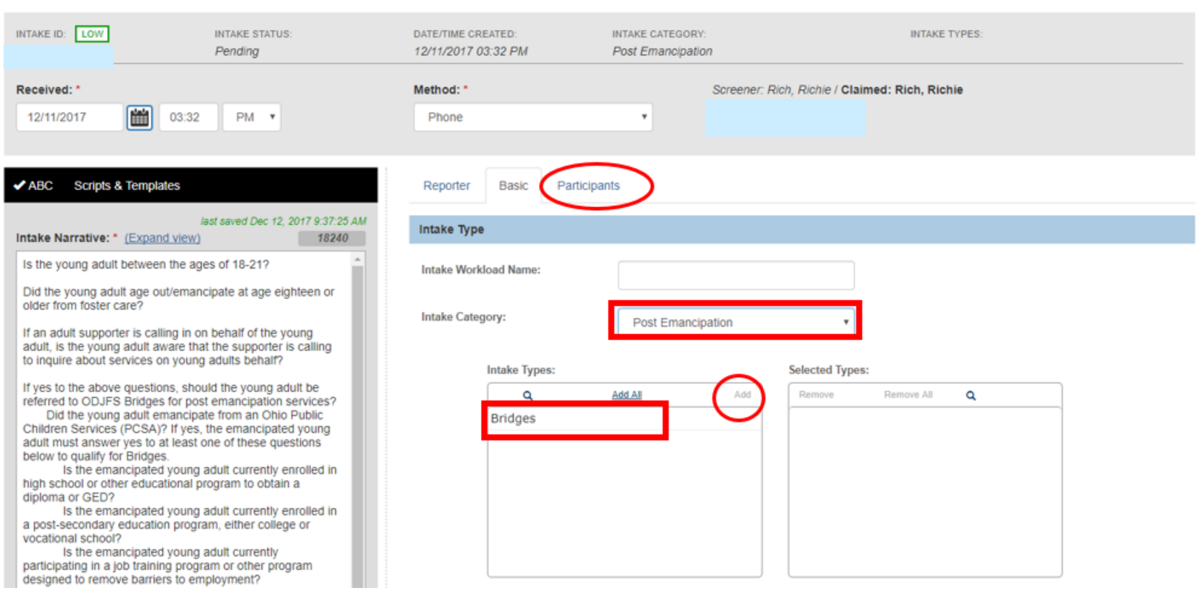
The **Basic** tab information screen appears.

Completing the Basic Tab

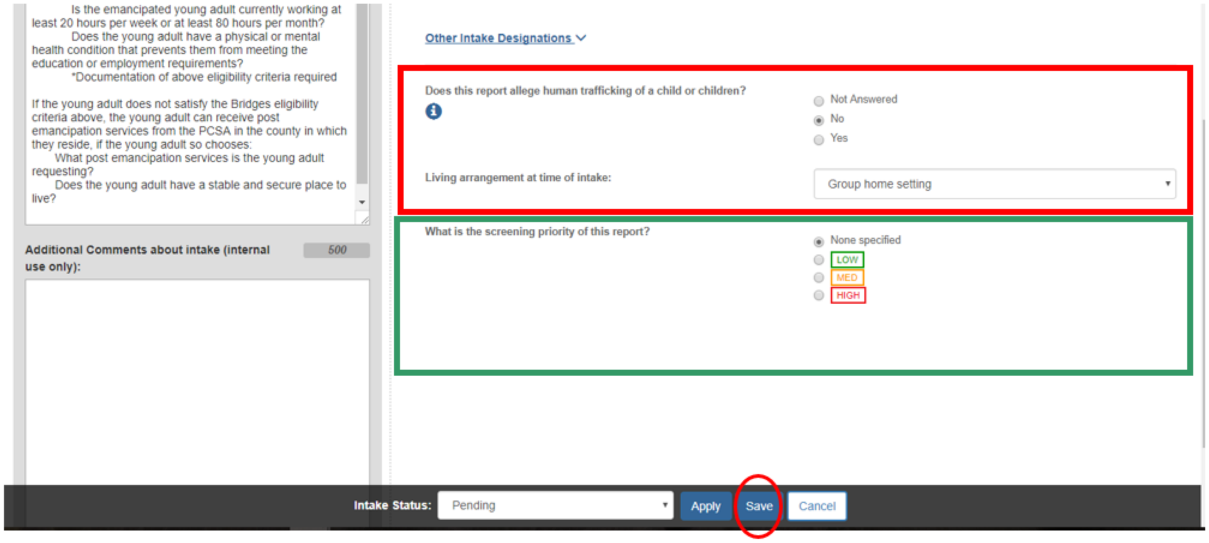
1. Select **Post Emancipation** from the **Intake Category** drop-down menu.
2. **Select Bridges** from the Intake Types grid.
3. Click **Add** (this will add Bridges to the **Selected Types** grid).
4. Complete the questions (required).
5. Click **Save**.

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

6. Click the **Participants** tab.



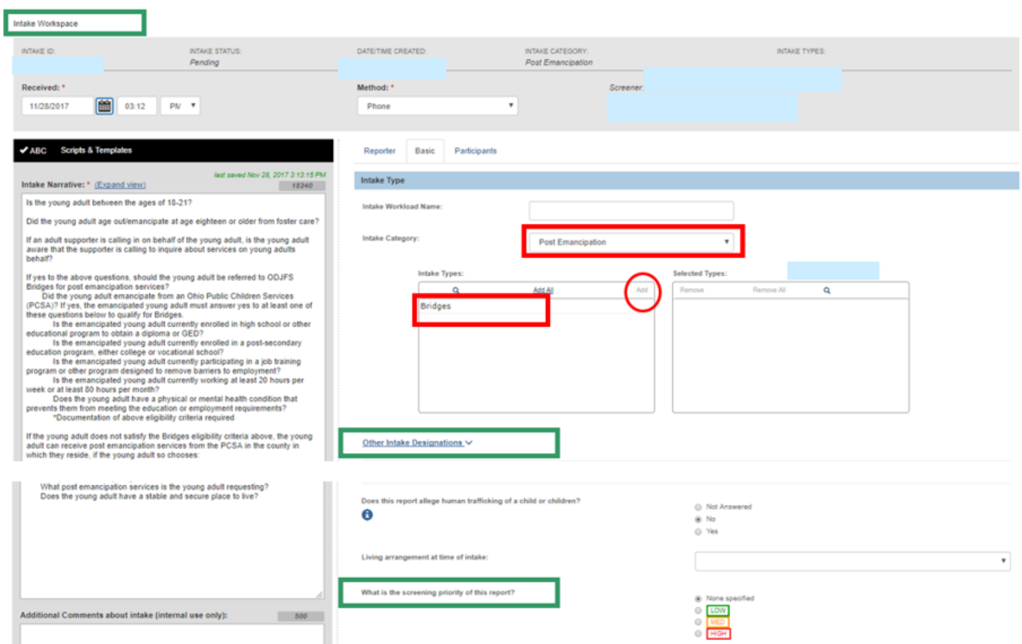
Department of Children & Youth



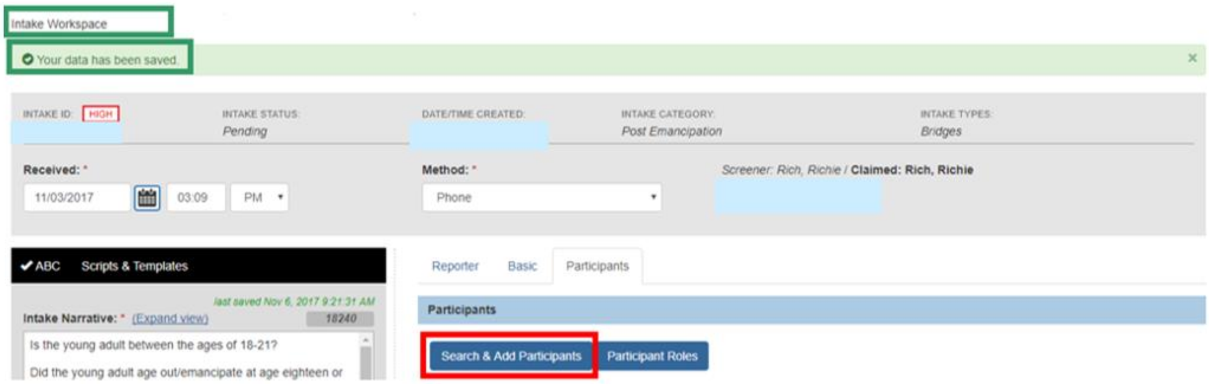
Completing the Participants Tab

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.

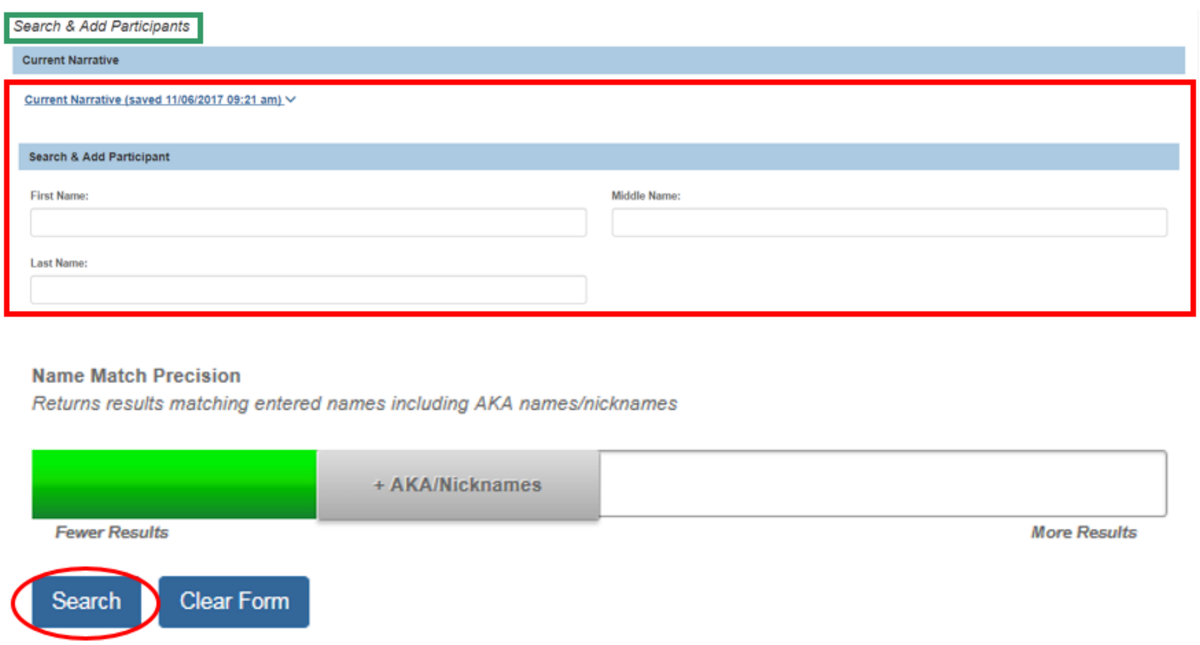


2. Click **Search & Add Participants**.



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

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



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.

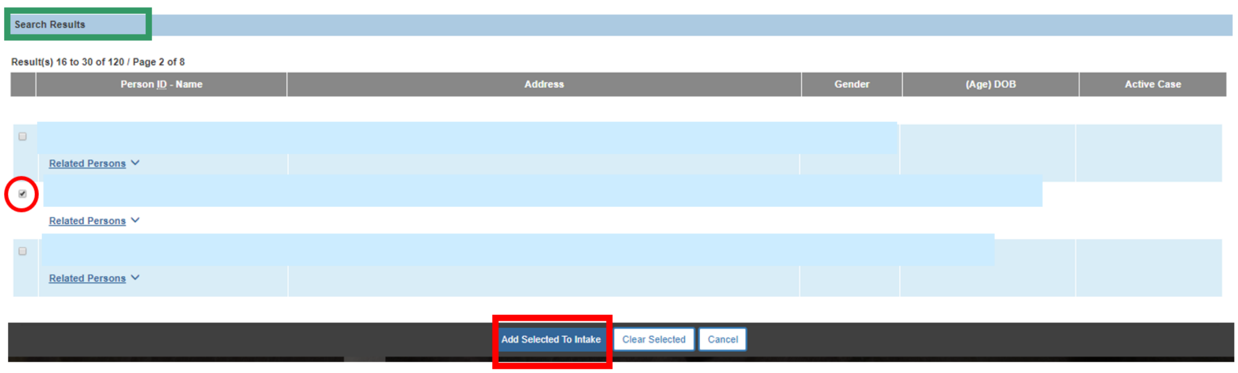
Creating and Linking a Bridges Intake

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.

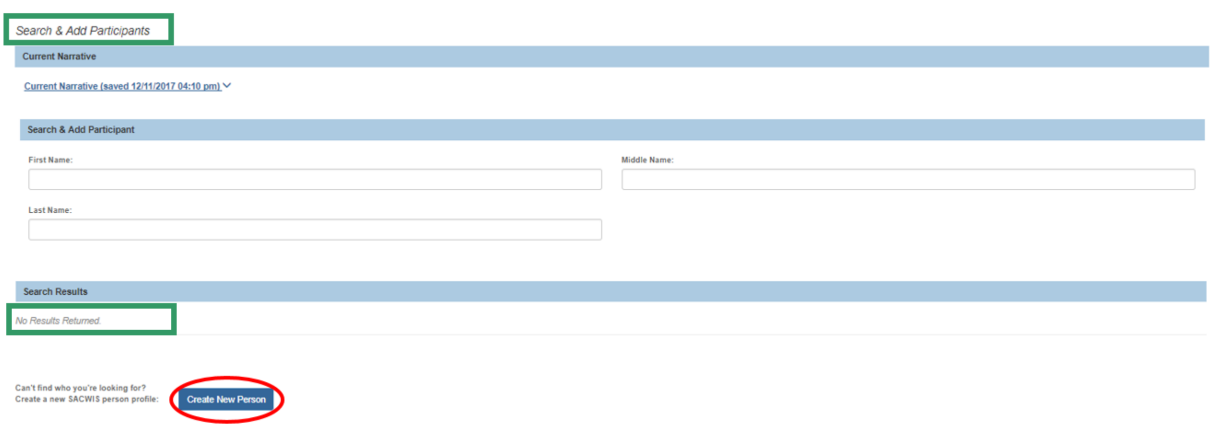
6. Click **Add Selected To Intake**.



Creating a New Person

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

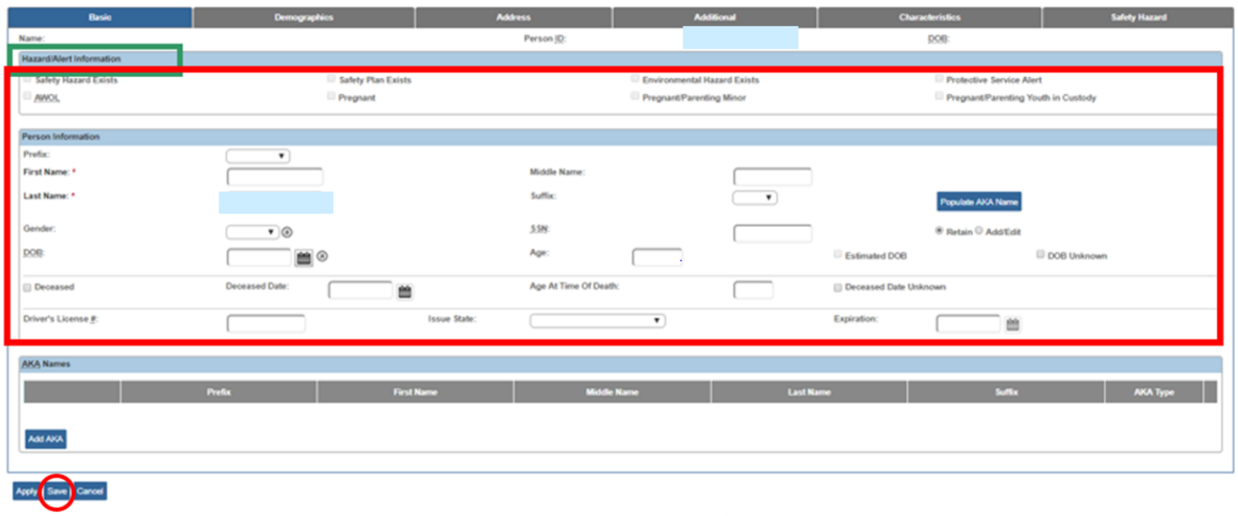
1. Click **Create New Person**.



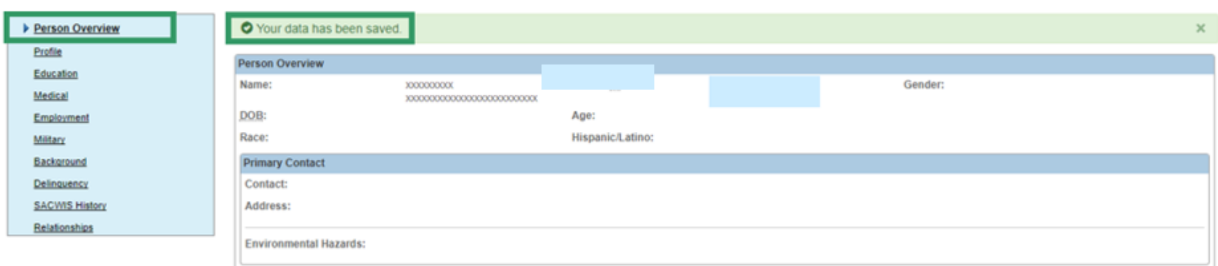
Creating and Linking a Bridges Intake

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**.



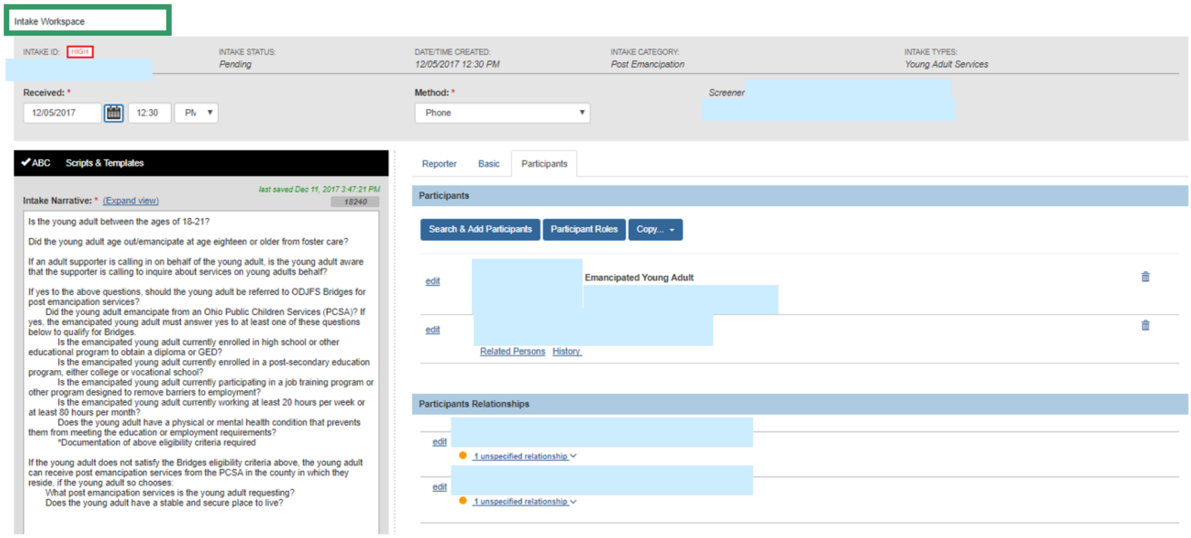
The **Person Overview** screen appears, displaying the following message: **Your data has been saved**.



Creating and Linking a Bridges Intake

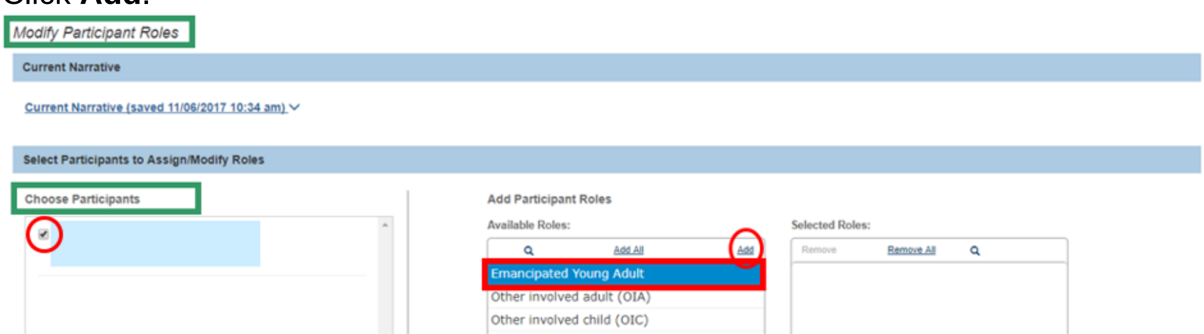
The **Intake Workspace** screen appears, displaying the added individual.

4. Click **Participant Roles**.



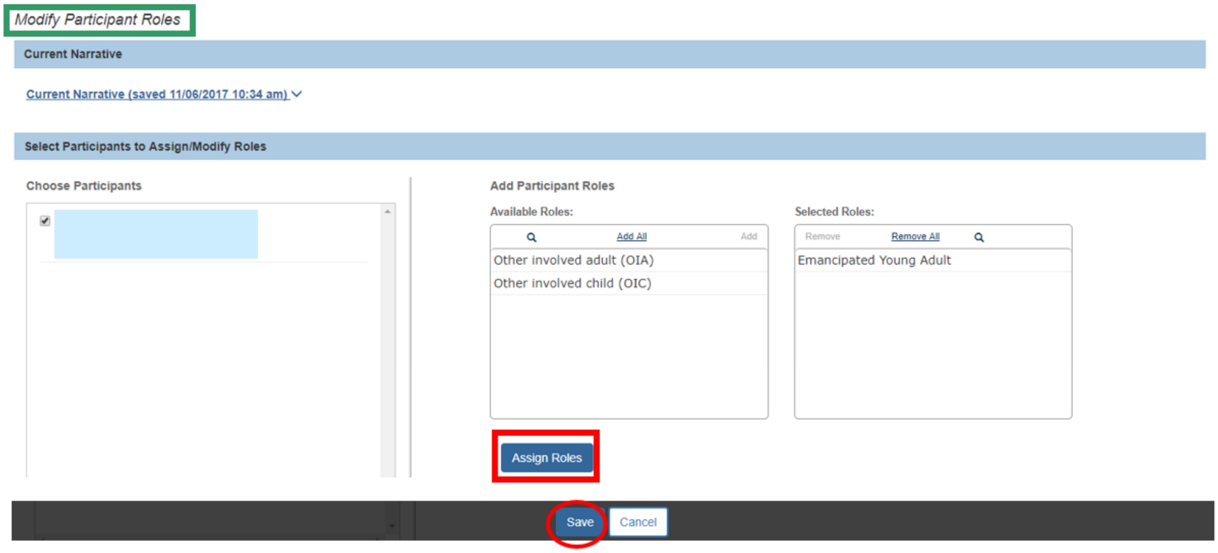
The **Modify Participant Roles** screen appears.

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**.



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

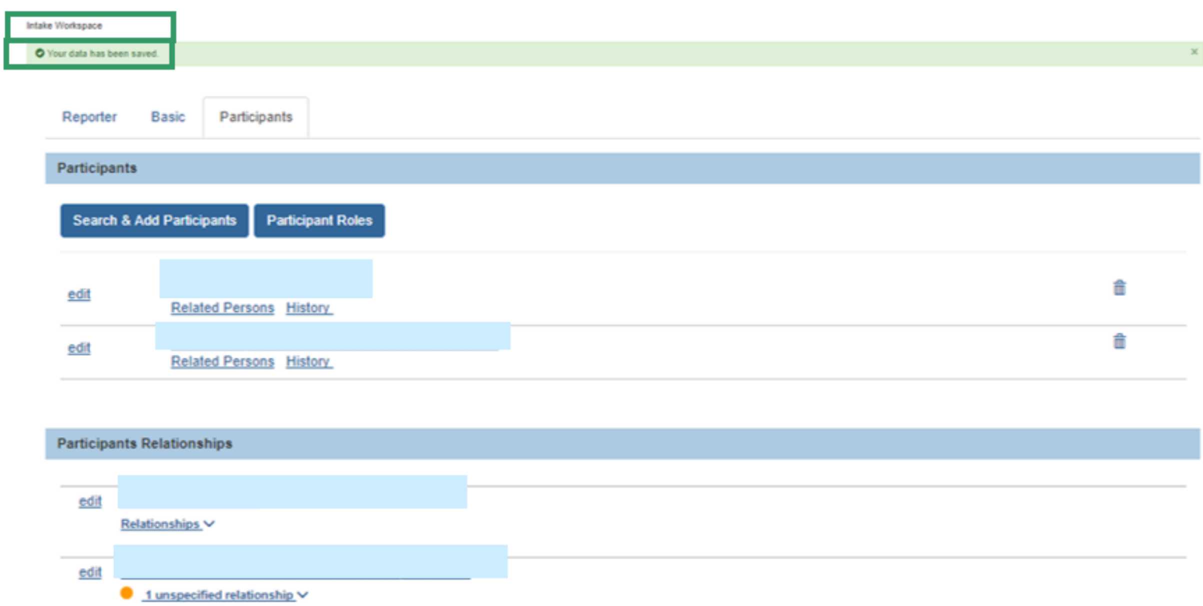
4. Click **Assign Roles**.
5. Click **Save**.



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

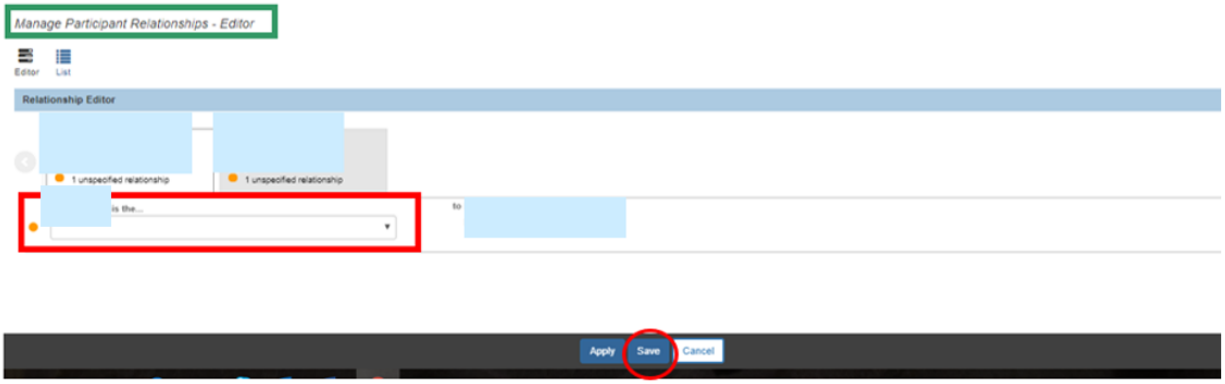
Important: If additional people are added to the intake as participants, then the relationships between all participants must be specified. When persons are selected, existing relationships will be automatically added. Any relationships that have not been specified in Ohio SACWIS will be denoted with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

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



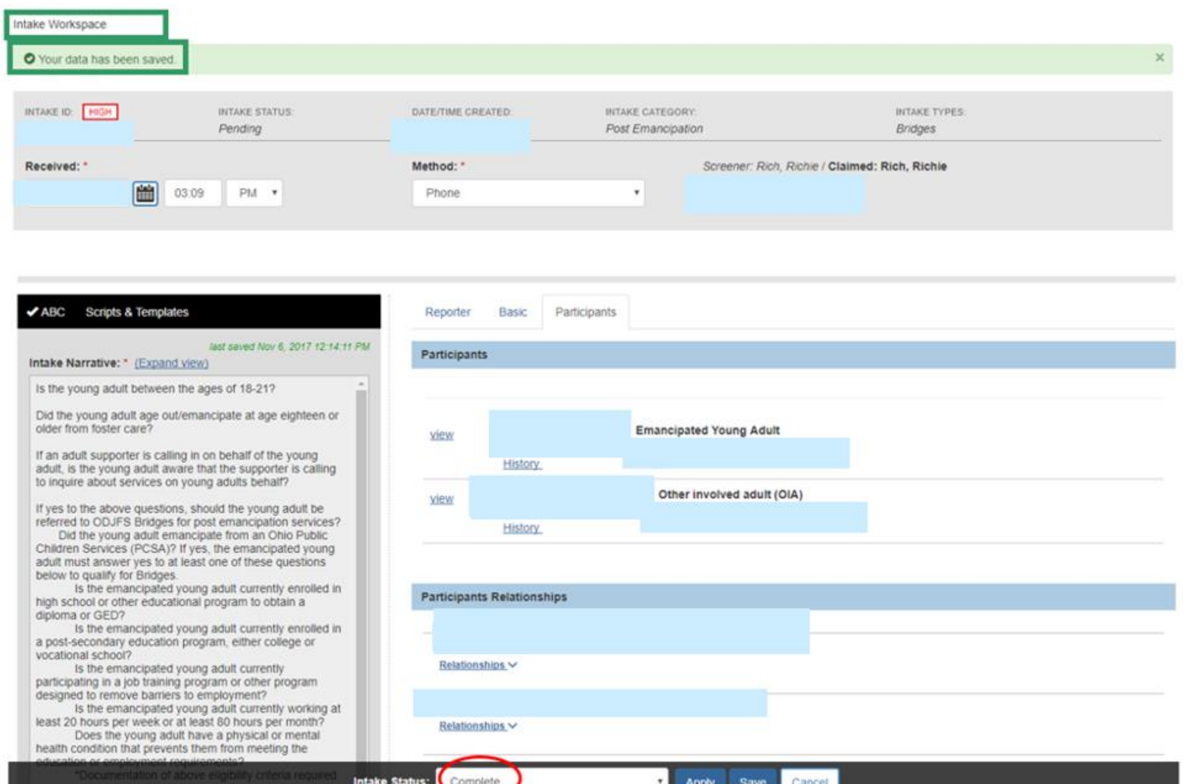
The **Manage Participant Relationships - Editor** screen appears.

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



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.



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

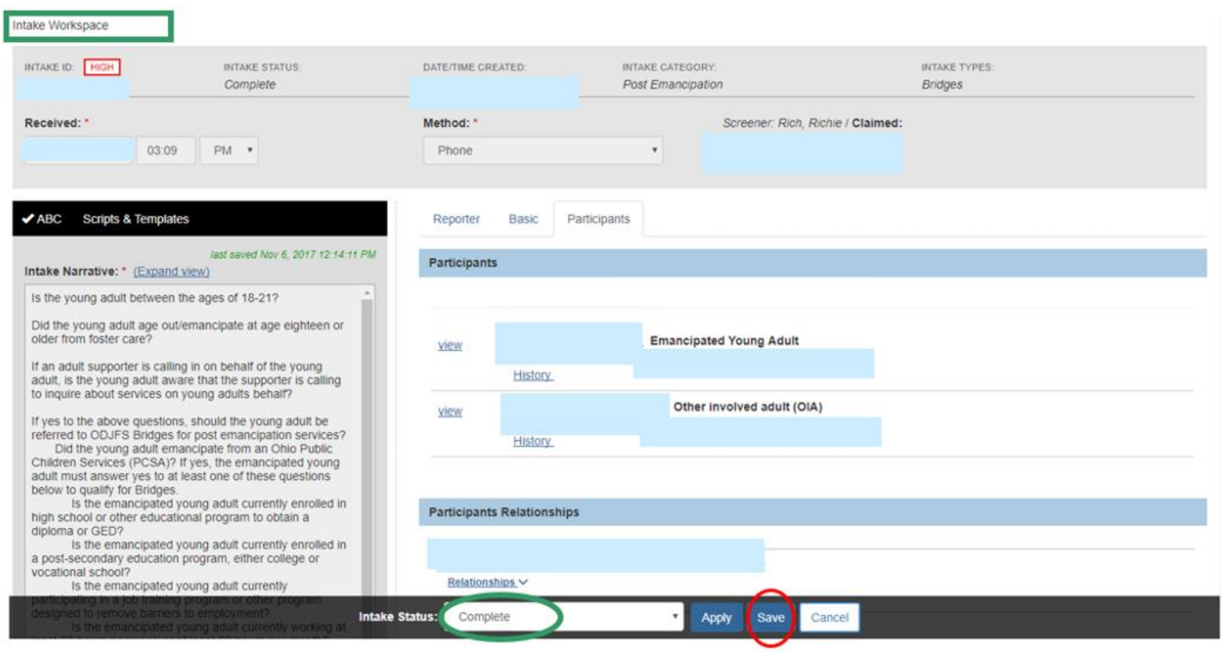
Note: The tab where information is missing is listed in parentheses.

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**.

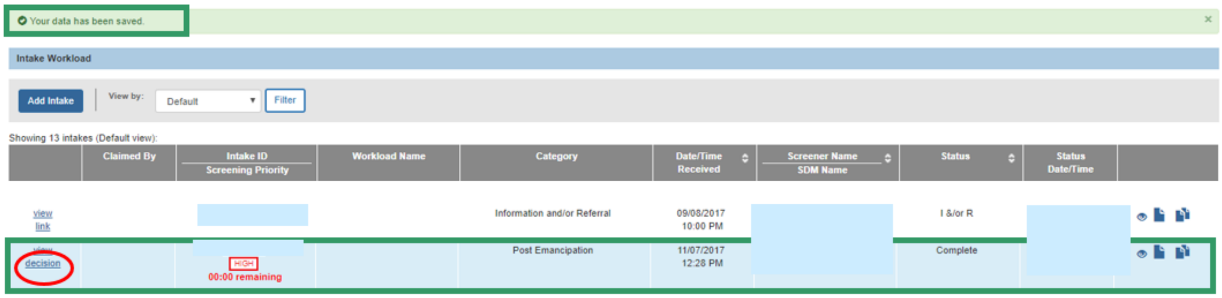
Important: If you have screening decision maker security, the Decision tab will display and you can skip to the **Making a Decision** section. If you do not have screening decision maker security, you are finished with the Intake once you are returned to the Intake Workload. The intake will be picked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



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

Recording a Screening Decision

1. Click, **decision**.



The **Intake Workspace** screen appears.

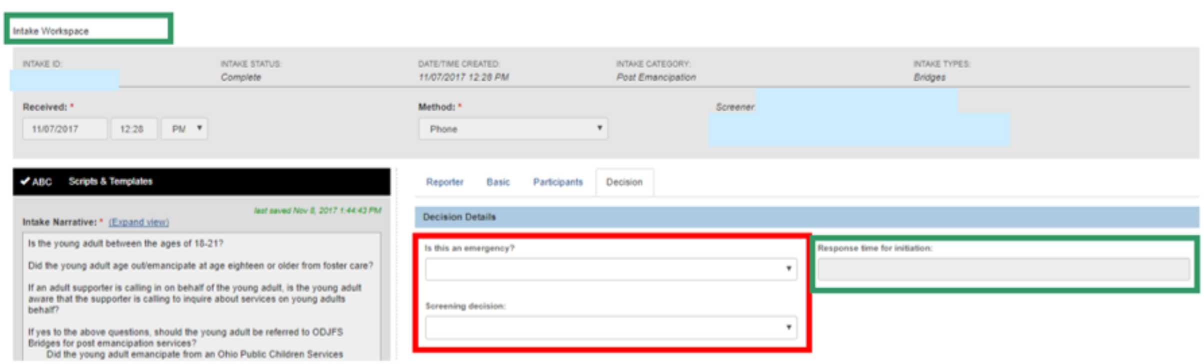
2. Make a selection from the drop-down menu under **Is this an emergency**?

   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**.

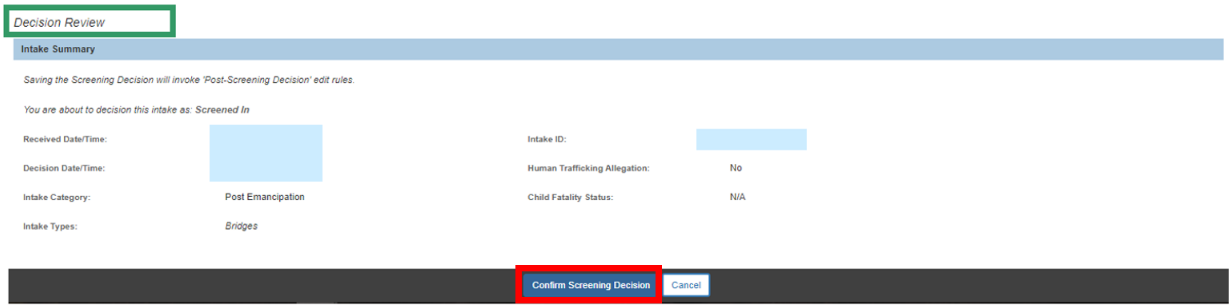
Note: Based on your selection for the Screening decision, you will be prompted for further information.

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

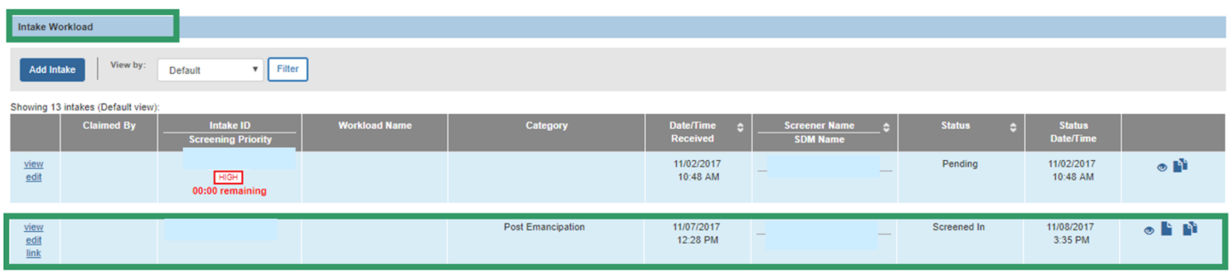


The **Decision Review** screen appears.

5. Click **Confirm Screening Decision**.



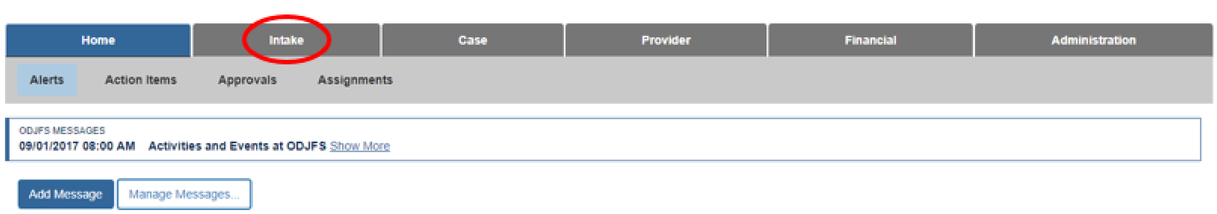
The **Intake Workload** screen appears, displaying the intake with a **Screened In** status.



Linking a Post-Emancipation Intake to a Case

From the Ohio SACWIS Home Page:

1. Click **Intake**.

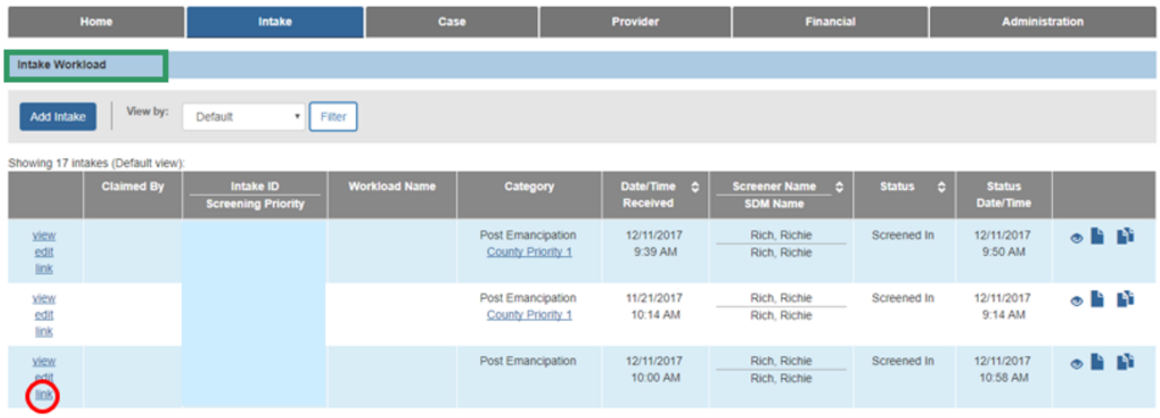


Creating and Linking a Bridges Intake

The **Intake Workload** screen appears.

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

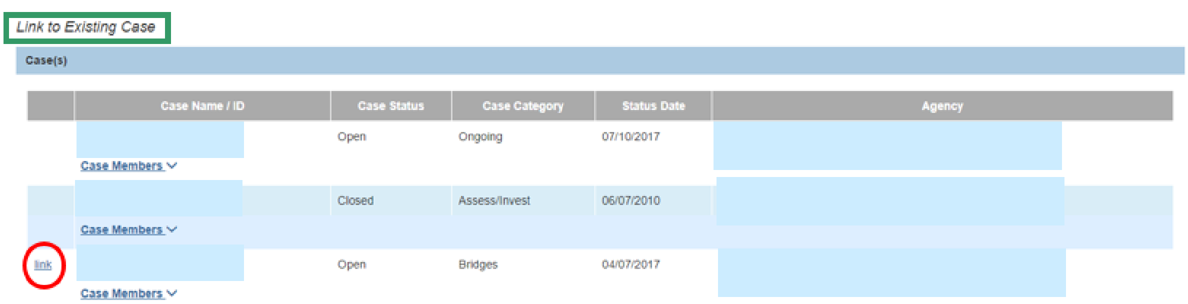
Important: If you click the **link** hyperlink and there is no appropriate Case to link the Intake, please see **Creating a Case** instruction below.



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

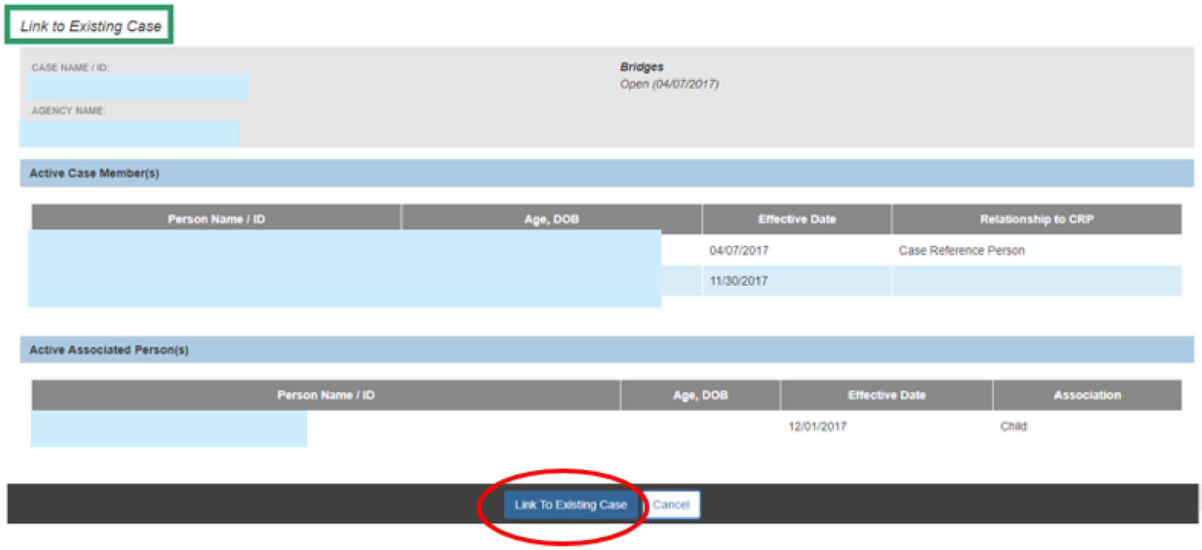
Important: If the young adult already has an existing Bridges or Young Adult Services case (open or closed), it will appear in the case list on the **Link to Existing Case** screen. The existing Bridges or Young Adult Services case will have a link hyperlink. Other types of cases, in which the Emancipated 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.

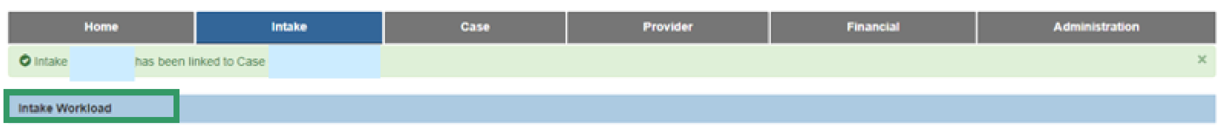


The **Link to Existing Case** screen appears, displaying information regarding the existing case.

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



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



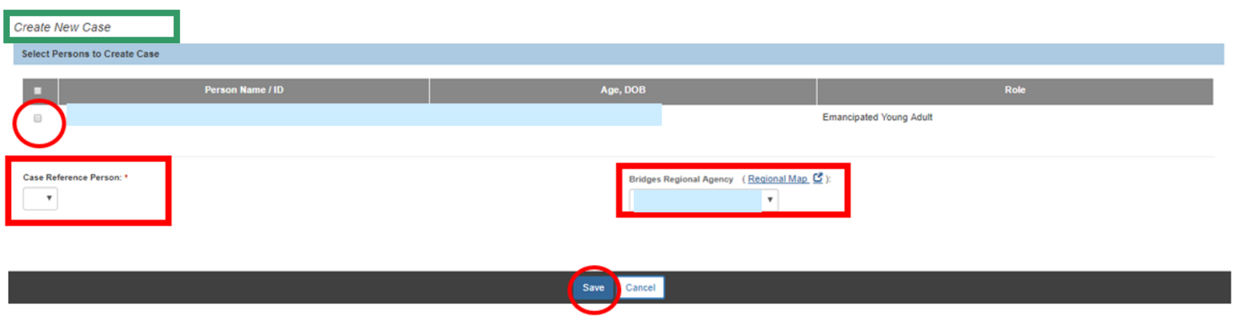
Creating and Linking a Bridges Intake

Creating a Case

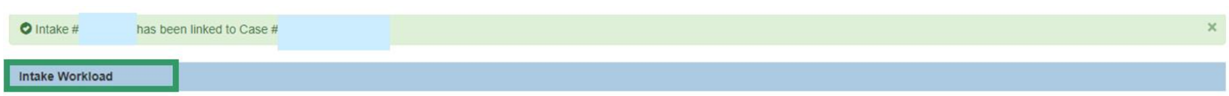
When you click the link hyperlink beside the appropriate case on the Intake Workload screen, the **Link to Existing Case** screen appears (see the graphic below). If there is no appropriate Intake on the **Link to Existing Case** screen, click **Create Case**.

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**.



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



If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .