

Copying a Case Member Address



Knowledge Base Article

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Table of Contents

Overview.....	3
Navigating to the Screen.....	3
Copying a Case Members Address.....	4

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Overview

This article provides step-by-step instruction on how to copy an address from one case to another in the Ohio SACWIS system.

Navigating to the Screen

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

Note: If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

4. On the **Case Overview** screen, click the **View Case Information** link.

The screenshot displays the Ohio SACWIS Case Overview interface. At the top, there is a navigation bar with tabs for Home, Intake, Case, Provider, Financial, and Administration. The 'Case' tab is selected. Below this, there is a sub-navigation bar with 'Workload', 'Court Calendar', and 'Placement Requests'. The 'Workload' sub-tab is selected. On the left side, there is a sidebar menu with various options, including 'Case Overview', 'Activity Log', 'Attorney Communication', 'Intake List', 'Safety Assessment', 'Substance Abuse Screening', 'Forms/Notices', 'Category/Pathway Switch', 'Safety Plan', 'Actuarial Risk Assessment', 'Family Assessment', 'Ongoing Case A/I', 'Specialized A/I Tool', 'Law Enforcement', and 'Justification/Waiver'. The main content area shows the following case details:

- CASE NAME / ID:** Sparrow, Jack / 12345678
- Ongoing** (Status)
- Open (01/27/2021)** (Date)
- HAZARD** (Alert)
- ADDRESS:** 123 Black Pearl Rd, Captain OH, 12345-0001
- CONTACT:** (123) 456-7890
- AGENCY:** Test County Children Services Board
- PRIMARY WORKER:** Test, Case
- SUPERVISOR(S):** Test, Case
- [Assign Worker](#) (Link)

At the bottom, there is a 'Case Actions' section with a blue header. Below it, there is a 'View Case Information' link highlighted with a red box, followed by '1 Linked Cases', 'Program Categories', and 'Case Status History'.

Copying a Case Member Address

Copying a Case Members Address

The **Assignment Information** screen appears.

1. Click the **Members** tab. The **Case Members** screen appears.
2. Click the **Copy Address** button.

Case Detail **Members** Relationships Associated Persons

Case Members

Active Member List

Warning: Changing the Case Reference Person will change the Case Name and Case Address

	CRP	Case Member	Begin Date	
edit	HAZARD Lane, Lois/ 1234567	Female Age 37, DOB 07/23/1985 Race: White Hispanic/Latino: No	09/20/2016	
edit	Sparrow, Jack/ 1234567	Male Age 14, DOB 12/30/2008 Race: White Hispanic/Latino: No ICWA Status: No	09/20/2016	

Inactive Member List

No Results Returned.

[Add Member](#) [Copy Address](#) [Copy Phone Number](#)

The **Select Primary Address to Copy** screen appears. All case member(s) with a current non-end-dated primary address display on this screen.

3. Click the **Select** link for the person who you want to copy the address from.

Select Primary Address to Copy

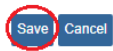
	Person ID	Name	Address	Gender	Age	DOB
select	1234567	Jack Sparrow	123 Black Pearl Rd Captain, OH 12345	Male	32	10/03/1990
select	8912345	Lois Lane	123 Black Pearl Rd Captain, OH 12345	Female	38	04/17/1985
select	6789123	Little Sparrow	123 Black Pearl Rd Captain, OH 12345	Male	15	09/07/2007

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The **Copy Address To** screen appears displaying all case member(s) with a different current non-end-dated primary address or no address.

4. Select the check box for the person(s) who you want to copy the address to.
5. Click the **Save** button.

Copy Address To						
	Person ID	Name	Address	Gender	Age	DOB
<input checked="" type="checkbox"/>	1234567	Jack Sparrow	123 Black Pearl Rd Captain, OH 12345	Male	38	04/17/1985
<input type="checkbox"/>	1122334	Lois Lane	123 Black Pearl Rd Captain, OH 12345	Female	15	09/07/2007



A verification message appears showing that the address was copied successfully.

✔ Your data has been saved.

Address Type: Residence Person ID: 1234567
Address Effective Date: 10/21/2019 Person Name: Jack Sparrow
Address: 123 Black Pearl Rd
Captain, OH 12345

Copy Address Results						
Person ID	Name	Address	Gender	Age	DOB	
6789123	Lois Lane	123 Black Pearl Rd Captain, OH 12345	Female	38	04/17/1985	
Success: Primary Address change has been saved.						

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