

Recording Legal Actions Prior to Agency Custody



Knowledge Base Article

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Recording Legal Actions Prior to Agency Custody

Overview

This Knowledge Base Article describes the overall process for recording a legal action in Ohio SACWIS prior to the case opening.

If your agency receives a court-involved legal status, follow the three steps below, in the specific order listed, to record a Hearing(s), Motion(s), or Ruling(s) prior to the Case Opening Date. Details of the following three steps are outlined below:

1. Navigate to the **Legal Actions Ruling** screen to record your agency custody.
2. Navigate to the **Initial Removal Record** to save it as complete
3. Navigate back to the **Legal Actions** area and record applicable legal actions (Hearing, Motion and Ruling) for the child that was removed prior to agency custody.

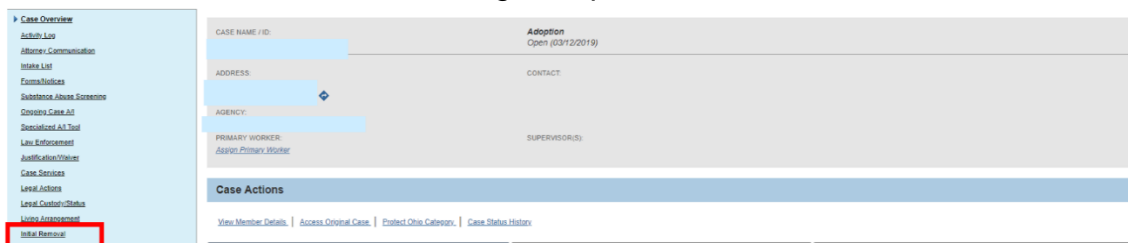
Important: Failure to follow these steps, *in the listed order*, will prevent you from being able to backdate the Hearing(s), Motion(s), and Ruling(s) Legal Action(s).

Navigating to the Legal Actions Ruling Record

1. Navigate to the **Legal Actions** screen to record the Ruling in order to document your agency custody. The Ruling is only for the purpose of recording the **Custody Episode/Legal Status** of the child and must be dated greater than or equal to the Case opening date.

Navigating to the Initial Remove Record

1. Click, **Initial Removal** in the navigation pane.



The **Initial Removal** screen appears.

2. Make a selection from the **Child Name** drop-down window.
3. Click, **Add Removal Record**.

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The **Removal Information** screen appears, defaulted to the **Removal Information** tab.

4. Complete all the **Initial Removal Information** tab.
5. When applicable, place a checkmark in the box beside: **Removed prior to Agency Custody**.
6. Record the **Removal Date** the child was physically removed *via a pickup order, warrant, or arrest and placed in a detention facility*.
7. If necessary, click, **Select Address** to provide the **Address at Removal**.
8. Click the **Removal Circumstances** tab.

The **Removal Circumstances** screen appears.

9. Enter narrative for each request for an explanation.
10. Change Status to **Complete**.
11. Click, **Save**.

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The Initial Removal screen appears, displaying the following banner only for the child(ren) where the checkbox: **Removed Prior to Agency Custody** was selected.

Navigating back to the Legal Actions Ruling Record

Note: In order to add a Hearing(s), Motion(s), or Ruling(s) for the child(ren) that have been indicated as removed prior to agency custody on their initial removal record, follow the steps below:

1. Click, **Legal Actions** in the navigation grid.

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The **Legal Actions** screen appears.

2. Click, **Maintain Legal Action**, to record a Hearing(s), Motion(s) or Ruling(s).

The screenshot displays the 'Legal Actions' screen. On the left is a navigation menu with 'Legal Actions' selected. The main area shows a case header for 'Alternative Response Assessment' (Case ID: Open (12/05/2018)). Below this is a filter criteria section for 'Case Legal Actions / Delinquency Participants' showing 'All Persons' and 'Persons Under Age 22'. A 'Filter' button is present. The main table is titled 'Case Legal Actions / Delinquency Participants' and shows 'Records 1 to 2 of 2 - Page 1 of 1'. The table has columns for Case Participants, DOB, Electronic Level Action, and Member Delinquency. Two rows of data are shown, with some cells containing redacted information.

The **Participant Legal Action Information** screen appears.

Important: The **Date of Ruling** is the deciding factor on the reference values displayed in the **Ruling(s) Received** selection box. If the Date of Ruling is prior to the agency custody, then the Ruling(s) Received reference values only include values applicable to Delinquency.

The screenshot shows the 'Ruling Information' form. It includes fields for 'Date of Ruling*' (11/30/2018), 'Action Participant*', 'Court Name', 'Court Address', 'Ruling Type*', and 'Journalized Date'. There are also dropdown menus for 'Court Case Number', 'Court ID Number', 'Judge/Magistrate', and 'County'. At the bottom, there are two selection boxes: 'Ruling(s) Received' and 'Selected Rulings Received'. The 'Ruling(s) Received' box contains a list of options including 'Adjudicated Abused', 'Adjudicated Delinquent', 'Adjudicated Dependent', 'Adjudicated Neglected', 'Adjudicated Unruly', 'Best Interest', 'Best Interest received via Transcript', and 'Detention Ordered'.

Likewise, **Hearing Types** reference values are dynamic, based on the **Date of Hearing**, and **Available Motion Types** reference values are dynamic, based on the **Date Submitted** (Motion).

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