

# **Recording Case Disposition**



## **Knowledge Base Article**

# Recording Case Disposition

## Table of Contents

Overview .....	3
Recording the Disposition Details .....	3
Creating a Protective Service Alert .....	8
Recording Contributing Factors .....	10
Editing Disposition Details.....	12

# Recording Case Disposition

## Overview

This article describes the steps for recording the Case Disposition at the conclusion of an Assessment/Investigation of alleged child abuse or neglect.

Case Disposition can be recorded by all assigned Case Workers and their Supervisors for Intakes that belong to their agency.

**Important:** Data recorded within the **Disposition** is used to meet **NCANDS** federal reporting requirements. Data captured with the Case Disposition is also used in calculating compliance with federal measures for the **Child and Family Service Review (CFSR)**, including the rate of maltreatment in foster care and recurrence. **Therefore, it is important that every effort is made to capture data that is as complete and accurate as possible.**

## Recording the Disposition Details

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

The screenshot shows the Ohio SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case (highlighted with a red box), Provider, Financial, and Administration. Below these, there are sub-tabs: Workload (highlighted with a red box), Court Calendar, and Placement Requests. The main content area is titled 'Case Workload'. It features a 'Caseworker:' dropdown menu, a 'Sort By:' dropdown menu set to 'Case Name Ascending', and a 'Filter' button. Below this, there is a list of cases under the heading 'Test, Worker (24 cases)'. Two cases are visible: 'Test, Child [ 121212 ] - Open 06/17/2022 - Ongoing' and 'Sacwis, Susie [ 123456 ] - Open 11/21/2023 - Adoption'. The case ID '123456' is highlighted with a red box.

**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.

The **Case Overview** screen appears.

4. On the **Case Overview** screen, click the **Intake List** link in the navigation pane.

# Recording Case Disposition

**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](#)

CASE NAME / ID: **Ongoing** HAZARD  
**Sacwis, Susie / 123456** Open (04/09/2021)

---

ADDRESS: 123 Test Rd  
 Test, Oh 12345

CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: Test, Worker  
[Assign Worker](#)

SUPERVISOR(S): Test, Supervisor

The **Current Case Episode Intake List** grid appears.

5. Click **Record Disposition(s)**.

[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](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

[Legal Custody/Status](#)

[Living Arrangement / Guardianship](#)

CASE NAME / ID: **Ongoing**  
**Sacwis, Susie / 123456** Open (04/04/2023)

**Current Case Episode Intake List**

Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
<a href="#">121212 reports</a>	Screened Out	03/13/2024 08:42 AM	CA/N Report	Physical Abuse Neglect				Test County Children Services Board	<a href="#">unlink</a>
<a href="#">131313 reports</a>	Information and/or Referral	02/21/2024 12:53 PM	Information and/or Referral	Information Only				Test County Children Services Board	<a href="#">unlink</a>
<a href="#">141414 reports</a>	Screened Out	02/20/2024 03:08 PM	CA/N Report	Neglect				Test County Department of Job and Family Services	<a href="#">unlink</a>

**Record Disposition(s)** **Update Disposition(s)**

**Note:** For traditional pathway intakes, the **Intake Dispositions** screen may also be accessed by clicking the **Record Disposition** hyperlink on the **Case Analysis** tab of the **Family Assessment** (or Ongoing Case A/I, or Specialized A/I, as applicable).

Case > Workload > Family Assessment

Participants

Safety Review

Strengths & Needs

Risk Assessment

Substance Use

**Case Analysis**

Case Decision | [Service Planning](#)

Case ID: Family Assessment ID:  
 Case Name: Day, Rainy Family Assessment Status: In Progress

**Case Decision**

**[Record Disposition](#)**

Preliminary Matrix-Indicated Case Decision

# Recording Case Disposition

The **Intake Dispositions** grid appears.

6. Click the **edit** link next to the **Intake ID** for which the disposition will be recorded.

CASE NAME / ID: Sacwis, Susie / 123456		Ongoing / Open (04/04/2023)		
Intake Dispositions				
	Intake ID	Decision Date & Time	Category	Type(s)
<a href="#">edit</a>	121212	01/08/2024 02:30 PM	CA/N Report	Physical Abuse <a href="#">clear</a>

The **Disposition Information** tab screen appears, displaying the **Allegation Details** grid that shows all Allegations for the selected Intake.

7. Click **edit** to select an **Allegation**.

Disposition Information				Contributing Factors			
CASE NAME / ID: Sacwis, Susie / 123456		Ongoing / Open (04/04/2023)					
Allegation Details							
Intake ID:	121212	Intake Category:	CA/N Report	Screening Decision Date:	01/08/2024		
	ACV/CSR	Allegation Disposition	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
<a href="#">edit</a>	Sacwis, Susie / 121212	Physical Abuse	Test, Adult / 131313				
<a href="#">Apply</a>	<a href="#">Save</a>	<a href="#">Cancel</a>					

The **Disposition Details** grid appears.

8. Record the date when the alleged abuse or neglect happened (**Incident Date**).

**Note: Incident Date** is the date the specific alleged abuse or neglect occurred.

- In cases of ongoing or recurring abuse/neglect, the **Incident Date** is the date of the most *recent* occurrence of the abuse/neglect prior to the report.
- When the exact date cannot be determined, record the best approximate date based on the available information and mark the **Date Estimated** checkbox.

**Important: Incident Date** is required for **NCANDS** federal reports, and it is used to calculate compliance with federal measures for the **Child and Family Service Review (CFSR)**, including the rate of maltreatment in foster care and recurrence. **This data must be as accurate as possible.**

## Recording Case Disposition

Though a reported **Incident Date** is recorded within the **Intake**, the **Incident Date** saved with the **Disposition** is based on the findings of the assessment/investigation and is, therefore, the date used for reporting purposes.

- When the specific Date cannot be determined and is estimated, mark the **Date Estimated** checkbox.
- Select the **Report Disposition** from the dropdown.
- Make a selection from the **Severity of Harm** drop-down menu.

**Disposition Details**

Intake ID: 121212      Intake Category: CA/N Report      Screening Decision Date: 01/08/2024

Alleged Child Victim / Child Subject of Report: [Sacwis\\_Susie/123456](#)  
Alleged Perpetrator / Adult Subject of Report: [Test\\_Adult/131313](#)  
Allegation: Physical Abuse

When did the alleged Physical Abuse happen (Incident Date)? \*    Date Estimated

Report Disposition: \*

Severity of Harm: \*

**Note:** For Alternative Response, Select the **Unable to Locate** from the Report Disposition dropdown menu if the family could not be located to complete the assessment/investigation.

- If **Unable to Locate** is selected, a pop-up message displays:
- By selecting unable to locate with the Alternative Response disposition you are verifying that the Parent, Guardian, Custodian, and the Child or Adult subject of the report were not notified or informed of this abuse or neglect report and diligent efforts to attempt to locate the family were documented in the case record.
- If all the above requirements are met, click **OK**. If not, click **Cancel** and the box will be unchecked.

**Disposition Details**

Intake ID: 121212      Intake Category: CA/N Report      Screening Decision Date: 01/08/2024

Alleged Child Victim / Child Subject of Report: [Sacwis\\_Susie/123456](#)  
Alleged Perpetrator / Adult Subject of Report: [Test\\_Adult/131313](#)  
Allegation: Physical Abuse

When did the alleged Physical Abuse happen (Incident Date)? \*    Date Estimated

Report Disposition: \*

Severity of Harm: \*

- In the **Available Harm Descriptions** list, select all applicable values, then click **Add** to move them to the Selected **Harm Descriptions**.

# Recording Case Disposition

**Important:** Record the **Severity of Harm** and **Harm Descriptions** based on this specific allegation of abuse or neglect.

13. Record the **Date human trafficking was reported to law enforcement for entry into the National Crime Information Center (NCIC) database.**

**Note:** This field displays and is required when either of the following **Harm Descriptions** is selected:

- Trafficked Child-Sexual Abuse
- Trafficked Child-Forced Labor

14. Select all **Substances** pertinent to the abuse or neglect, if applicable.

**Note:** At least one **Substance** must be selected if any of the selected **Harm Descriptions** is related to substance abuse. A **Substance** should also be selected to specify any drug(s) which contributed to the abuse or neglect, if applicable. For example, parental abuse of heroin may have contributed to the Inadequate Supervision.

15. Click **Save.**

**Note:** Repeat steps 7 through 15 for each Allegation.

**Disposition Details**

Intake ID: 121212      Intake Category: CA/N Report      Screening Decision Date: 01/08/2024

Alleged Child Victim / Child Subject of Report: [Sacwis\\_Susie/123456](#)

Alleged Perpetrator / Adult Subject of Report: [Test\\_Adult/131313](#)

Allegation: Physical Abuse

When did the alleged Physical Abuse happen (Incident Date)? \*   Date Estimated

Report Disposition: \*

Severity of Harm: \*

---

**Harm Descriptions**

Record Harm Description(s) as a result of this abuse or neglect allegation.

Available Harm Descriptions	Selected Harm Descriptions
<input type="text"/> <input type="button" value="Add"/>	<input type="button" value="Remove"/> <input type="text"/>
Twisting/Shaking	Trafficked Child- Forced Labor
Withdrawal Symptoms due to Prenatal Drug Exposure	Witness to caregiver substance abuse
Withholding Hydration	
Withholding Medication	
Withholding Nutrition	
Withholding Treatment	
<b>Witness to overdose of caregiver</b>	
Witnessed DV / IPV Altercation	

Date human trafficking was reported to law enforcement for entry into the National Crime Information Center (NCIC) database: \*   Law Enforcement Not Contacted

# Recording Case Disposition

The **Disposition Information** tab screen appears, displaying the recorded Disposition Details information for each Allegation.

✔ Your data has been saved. ✕

Case > Workload > Intake > Intake Dispositions

Disposition Information				Contributing Factors			
CASE NAME / ID: <b>Sacwis, Susie / 123456</b>				Ongoing / Open (04/04/2023)			
<b>Allegation Details</b>							
Intake ID: 131313		Intake Category: CA/N Report		Screening Decision Date: 01/08/2024			
ACV/CSR	Allegation Disposition	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date	
<a href="#">edit</a> Sacwis, Susie / 123456	Physical Abuse Indicated	<a href="#">Test Adult / 121212</a>	No Medical/Therapeutic Treatment Provided	Abandonment Witness to caregiver substance abuse	Cocaine	01/07/2024	

## Creating a Protective Service Alert

**Important:** When the disposition is Unable to Locate, or Alternative Response with the Unable to Locate checkbox selected, a **Protective Service Alert** tab appears.

If this is not applicable, go to the next section.

1. Click **Protective Service Alert**.

Disposition Information				Protective Service Alert		Contributing Factors	
CASE NAME / ID: <b>Sacwis, Susie / 123456</b>				Ongoing / Open (04/04/2023)			
<b>Allegation Details</b>							
Intake ID: 121212		Intake Category: CA/N Report		Screening Decision Date: 01/08/2024			
ACV/CSR	Allegation Disposition	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date	
<a href="#">edit</a> Sacwis, Susie / 123456	Physical Abuse Unable to Locate	<a href="#">Test Adult / 131313</a>	No Medical/Therapeutic Treatment Provided	Abandonment Witness to caregiver substance abuse	Cocaine	01/07/2024	

[Apply](#) [Save](#) [Cancel](#)

The **Protective Service Alert** tab screen displays.

2. Click **Create PSA**, if needed.

# Recording Case Disposition

Disposition Information	Protective Service Alert	Contributing Factors
CASE NAME / ID: <b>Sacwis, Susie / 123456</b>		
Ongoing / Open (04/04/2023)		
<b>Protective Service Alert Details</b>		
When the disposition is Unable To Locate, a Protective Alert (PSA) may be required per <a href="#">OAC 5101:2-36-14</a>		
If there is reason to believe the child is in immediate danger of serious harm and the name of at least one family member is known, click the button below to create a PSA.		
<input type="button" value="Create Protective Service Alert"/>		
<input type="button" value="Apply"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

**Protective Service Alert** details screen displays, with the participants from the intake added.

3. Click **Save**.

Administration / Utilities / Maintain PSA / Participants

PSA ID: 3333	REFERENCE NAME:	PSA STATUS: Pending	ORIGINATING AGENCY / PHONE: Test County Children Services Board
-----------------	-----------------	------------------------	--

Your data has been saved. x

Participants			Details	Actions
PSA Originator Name and Contact: Test, Worker		Date Issued:	Expiration Date: <input type="text"/>	
Linked Intake : <a href="#">131313</a>				
<b>Participant(s) Information</b>				
Test, Adult 1 Male 58, DOB 01/14/1966 Last Known Address: 1212 Test Rd Test, Oh 12345 <a href="#">Case ID - Agency Information</a> v		PSA Role: <input type="text"/>	<input checked="" type="radio"/> Reference Name	
Test, Adult 2 Female 51, DOB 03/10/1973 Last Known Address: 1313 Test Rd Test, Oh 12345 <a href="#">Case ID - Agency Information</a> v		PSA Role: <input type="text"/>	<input type="radio"/> Reference Name	

<a href="#">Case ID - Agency Information</a> v	PSA Status: Pending v	<input type="button" value="Apply"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
--	-----------------------	--------------------------------------	-------------------------------------	---------------------------------------

# Recording Case Disposition

The **Protective Service Alert** tab screen appears, showing a hyperlink to the linked Protective Service Alert.

The screenshot shows a navigation bar with tabs: Home, Intake, Case, Provider, Financial, and Administration. Below the navigation bar is a green notification bar that says "Your data has been saved." Below that is a breadcrumb trail: "Case > Workload > Intake > Protective Service Alert Details". The main content area has three tabs: "Disposition Information", "Protective Service Alert" (which is selected and highlighted in blue), and "Contributing Factors". Under the "Protective Service Alert" tab, the case name is "Sacwis, Susie / 123456" and the status is "Ongoing / Open (04/04/2023)". A section titled "Protective Service Alert Details" contains the text: "When the disposition is Unable To Locate, a Protective Alert (PSA) may be required per [OAC 5101:2-36-14](#)". Below this text, the "Protective Service Alert ID" is entered as "45678". At the bottom of the form are three buttons: "Apply", "Save", and "Cancel".

**Note:** For more information, refer to [Creating a Protective Service Alert](#) article.

## Recording Contributing Factors

1. Click the **Contributing Factors** tab.

The screenshot shows the breadcrumb trail: "Case > Workload > Intake > Intake Dispositions". The main content area has two tabs: "Disposition Information" and "Contributing Factors" (which is selected and highlighted in red). Under the "Contributing Factors" tab, the case name is "Sacwis, Susie / 123456" and the status is "Ongoing / Open (04/04/2023)". A section titled "Allegation Details" contains the following information: "Intake ID: 131313", "Intake Category: CA/N Report", and "Screening Decision Date: 01/08/2024". Below this is a table with the following columns: "ACV/CSR", "Allegation Disposition", "AP/ASR", "Severity of Harm", "Harm Description", "Substance(s)", and "Incident Date". The table contains one row of data: "edit Sacwis, Susie / 123456", "Physical Abuse Indicated", "Test, Adult / 121212", "No Medical/Therapeutic Treatment Provided", "Abandonment Witness to caregiver substance abuse", "Cocaine", and "01/07/2024".

The **Contributing Factors** grid appears.

2. Select all **Contributing Factors** checkboxes that apply.

# Recording Case Disposition

3. Select **Disposition Complete** checkbox.
4. Record the **Disposition Date**.
5. Click **Save**.

Disposition Information
Contributing Factors

---

CASE NAME / ID: **Sacwis, Susie** / 123456 *Ongoing / Open (08/18/2023)*

**Contributing Factors**

Intake ID: 4567      Intake Category: CA/N Report      Screening Decision Date: 09/15/2023

Select all that apply:

- Caretaker was an Abused Child
- Medical/Physical Disability of Caretaker
- Medical/Physical Disability of Child
- Economic Difficulties
- Other Family Violence
- Illness/Death of Family Member
- Mental/Emotional Problem of Child
- Mental/Emotional Problem of Caretaker
- Intellectual/ Developmental Disability of Caregiver
- Intellectual/ Developmental Disability of Child
- No Contributing Factors Apply
- Physical Living Conditions
- Single Head of Household
- Substance Abuse
- TANF Benefit Ineligible
- TANF Sanction

Disposition Complete      Disposition Date:

Apply Save Cancel

**Intake Dispositions** grid appears.

6. Click **Close**.

CASE NAME / ID: **Sacwis, Susie** / 123456
*Ongoing / Open (08/18/2023)*

---

**Intake Dispositions**

	Intake ID	Decision Date & Time	Category	Type(s)	
<a href="#">edit</a>	45678	09/15/2023 01:14 PM	CA/N Report	Sexual Abuse	<a href="#">clear</a>

Close

## Recording Case Disposition

The **Current Case Episode Intake List** grid appears, showing the recorded **Case Disposition** and **Disposition Date**.

**Note: Case Disposition** is calculated from the highest disposition recorded for any allegation within the intake, according to the following hierarchy: Substantiated, Indicated, Unsubstantiated, Unable to Locate, Family Moved Unable to Complete A/I, or Waived: Previously Assessed/Investigated. For Alternative Response intakes, the hierarchy is Alternative Response, followed by Waived: Previously Assessed/Investigated.

CASE NAME / ID: **Ongoing**  
Open (08/18/2023)

Sacwis, Susie / 123456

**Current Case Episode Intake List**

Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
<a href="#">45678 reports</a>	Screened Out	03/08/2024 02:33 PM	CA/N Report	Sexual Abuse				Test County Children Services Board	<a href="#">unlink</a>

Record Disposition(s)
Update Disposition(s)

### Editing Disposition Details

**Note:** The **Disposition Details** can be edited until the **Investigation/Assessment Completion Date** is populated. This date is system generated upon approval of the Family Assessment, Ongoing Case A/I, Specialized Assessment, or Waiver thereof, for the Intake.

1. Click **Record Disposition**.

CASE NAME / ID: **Ongoing**  
Open (08/18/2023)

Sacwis, Susie / 123456

**Current Case Episode Intake List**

Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
<a href="#">45678 reports</a>	Screened Out	03/08/2024 02:33 PM	CA/N Report	Sexual Abuse				Test County Children Services Board	<a href="#">unlink</a>

Record Disposition(s)
Update Disposition(s)

# Recording Case Disposition

The **Intake Dispositions** grid appears.

**Note:** If you wish to clear **ALL** the Disposition Details recorded for all the Allegations associated to this intake, click **clear** on the right side of the grid.

To edit the Disposition Details for a specific Allegation:

2. Click **edit** beside the Intake.

CASE NAME / ID: <b>Sacwis, Susie</b> / 123456		<i>Ongoing / Open (04/04/2023)</i>			
<b>Intake Dispositions</b>					
	Intake ID	Decision Date & Time	Category	Type(s)	
<a href="#">edit</a>	121212	01/08/2024 02:30 PM	CA/N Report	Physical Abuse	<a href="#">clear</a>

**Disposition Information** tab appears, showing the Allegation Details grid.

3. Click **edit** beside the Allegation you wish to change.

Disposition Information				Contributing Factors			
CASE NAME / ID: <b>Sacwis, Susie</b> / 123456		<i>Ongoing / Open (04/04/2023)</i>					
<b>Allegation Details</b>							
Intake ID:	121212	Intake Category:	CA/N Report	Screening Decision Date:	01/08/2024		
	ACV/CSR	Allegation Disposition	AP/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
<a href="#">edit</a>	Sacwis, Susie / 121212	Physical Abuse	Test, Adult / 131313				

[Apply](#) [Save](#) [Cancel](#)

The **Disposition Details** screen appears.

4. Update the fields on the page as needed.
5. Click **Save**.

# Recording Case Disposition

**Disposition Details**

Intake ID: 121212      Intake Category: CA/N Report      Screening Decision Date: 01/08/2024

Alleged Child Victim / Child Subject of Report: [Sacwis\\_Susie/123456](#)  
Alleged Perpetrator / Adult Subject of Report: [Test\\_Adult/131313](#)

Allegation: Physical Abuse

When did the alleged Physical Abuse happen (Incident Date)? \*   Date Estimated

Report Disposition: \*

Severity of Harm: \*

**Harm Descriptions**

Record Harm Description(s) as a result of this abuse or neglect allegation.

Available Harm Descriptions

Search	Add
Abandonment	
Access to drugs	
Blindness	
Bone Fracture	
Brain Damage/Skull Fracture	
Burns/Scalds	
Child affected by substance abuse	
Dirty/Unsafe Environment	

Selected Harm Descriptions

Remove	Search
--------	--------

**Substances**

Select substance(s) pertinent to this abuse/neglect allegation.

Available Substances:

Search	Add
Alcohol	
Amphetamines	
Barbiturates	
Benzodiazepines	
Buprenorphine (Suboxone)	
Cocaine	
Codeine	
Fentanyl	

Selected Substances:

Remove	Search
--------	--------

The **Disposition Information** tab screen appears, showing the updated Allegation Details.

6. Click **Save**.

# Recording Case Disposition

✔ Your data has been saved. ✕

Case > Workload > Intake > Intake Dispositions

Disposition Information				Contributing Factors			
CASE NAME / ID: <b>Sacwis, Susie / 123456</b>				<i>Ongoing / Open (04/04/2023)</i>			
Allegation Details							
Intake ID: 131313		Intake Category: CA/N Report		Screening Decision Date: 01/08/2024			
ACV/CSR	Allegation Disposition	API/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date	
<a href="#">edit</a>	<a href="#">Sacwis, Susie / 123456</a>	<a href="#">Test, Adult / 121212</a>	No Medical/Therapeutic Treatment Provided	Abandonment Witness to caregiver substance abuse	Cocaine	01/07/2024	
Physical Abuse Indicated							

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