

# **Creating a Recruitment Event**



**Knowledge Base Article**

# Creating a Recruitment Event

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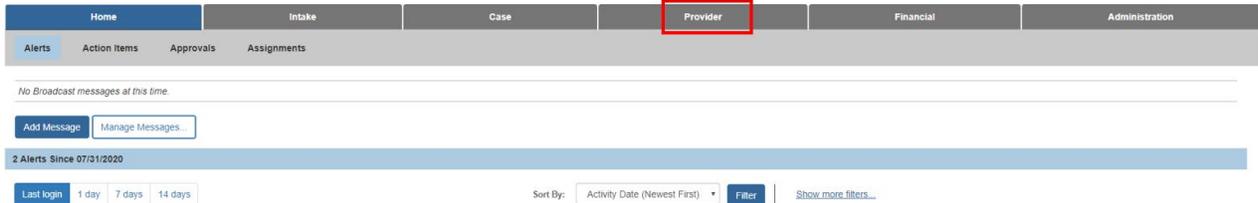
# Creating a Recruitment Event

## Overview

This article describes the process of creating a Recruitment Event within the Provider Module of Ohio SACWIS. A Recruitment Event allows users to document a variety of activities that an Agency can perform in order to find new foster and adoptive families in their community, raise awareness of children waiting for adoption, or to advertise the services of their agency. Agencies may use this functionality to demonstrate they are actively making progress on their Foster Home and/or Adoption Recruitment Plans. Participants can be recorded within the Recruitment Event and an inquiry for Foster Care, Adoption, or a Child of Interest generated directly from the screen. The created Recruitment Event can be linked to a Child Recruitment Plan, which can document an Agency's efforts to find Permanency for a youth awaiting adoption. Additionally, the Recruitment Events may be linked directly to Inquiries.

## Navigating to Recruitment Events

1. From the Ohio SACWIS Home screen, click the **Provider** tab.



New options appear under the tab menu.

2. Click, **Recruitment**.



The **Plans** tab page appears.

3. Click the **Events** tab.



The **Events** tab page appears.

**Note:** The system will display all **Recruitment Events** recorded by the logged-in user's agency. **Recruitment Event Filter Criteria** options are available to reorganize the list view.

The following functions are available for existing **Recruitment Events**:

- **view** - users may review all tabs, but not modify information

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- **edit** - users may add/change/delete information within the record
- **copy** - a new Recruitment Event record will be created with the data of the chosen record, excluding the Linked Inquiries and Potential Inquirers
- **report** - on click, the system will generate the Recruitment Event Detail Report

## Creating a Recruitment Event

1. Click, **Add Event**.

Recruitment Event Filter Criteria

Agency: County Children Services Board

Event Type: [dropdown]

From Start Date: [calendar icon] To Start Date: [calendar icon]

Successful Event: [dropdown]

Potential Inquirer ID: [text input]

OR

Last Name: [text input] First Name: [text input]

Middle Name: [text input]

Sounds Like  
[HINT: Applies to first, middle and/or last name only. Wildcard (%) search and 'Sounds Like' function cannot be used together.]

Sort Results By: Start Date (Descending)

Recruitment Events

Result(s) 1 to 3 of 3 / Page 1 of 1

Type	Name	Start Date	End Date	#of Participants	Event Success?	Agency
Adoption Informational Meeting	Adoption Is For You!	11/01/2019	11/01/2019	110	Yes	County Children Services
Civic/Community Fair	Fall Festival - Day 2	10/02/2019	10/02/2019			County Children Services
Civic/Community Fair	Fall Festival - Day 1	10/01/2019	10/01/2019	2500	Yes	County Children Services

Add Event Generate Report

The **Event Information** tab screen appears.

## Completing the Event Information Tab

The system initially defaults to the **Event Information** tab when a record is created.

**Note:** The **Agency** field will default to the agency of the logged-in user.

The following information is required:

2. Select a name from the **Recruiter** drop-down menu.
3. Make a selection from the **Event Type** drop-down menu.
4. Enter a value for the **Event Name**.
5. Enter the **Begin Date**.

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6. Enter the **End Date**.
7. Enter the **Event Goal/Objective**.
8. Enter an **Event Description**.
9. Provide any optional information, as available.
10. Click the **Location** tab.

**Note:** Ohio SACWIS will save your changes as you navigate through tabs.

The screenshot shows the 'Event Information' tab in the Ohio SACWIS system. The 'Agency' is set to 'County Children Services'. The 'Event Type' is 'Community Fair'. The 'Event Name' is 'Fall Festival - Day 1'. The 'Begin Date' is '10/01/2019' and the 'End Date' is '10/01/2019'. The 'Event Goal/Objective' is 'To raise awareness of the need for foster and adoptive families to serve children in the custody of Adams County Children Services'. The 'Event Description' is 'A booth was set up in order to pass out pamphlets and promotional materials at the Fall Festival. Staff were on hand in order to answer any questions of the public'. The 'Event Sponsors' section shows 'Insurance sponsored the County Booth'. The 'What prompted the Agency involvement in the Event? Explain:' section contains the text 'The event is widely attended by the community and is an excellent way to reach people.' The 'Materials/Equipment Needs' section lists 'Table, chairs, tablecloth, promotional materials and pamphlets'. The 'Projections' section includes fields for 'Number of Participants (excluding staff)' (1000), 'Number of Inquiries' (75), 'Costs (excluding staff)' (100), and 'Staff Hours'.

The **Location** tab screen appears.

### Completing the Location Tab

In the **Event Address** grid:

1. Enter the address of the event by clicking the **Search Address** button (optional).

The screenshot shows the 'Event Address' tab in the Ohio SACWIS system. The 'Event Location' is 'Address'. The 'Address' field is empty. The 'County' is 'Adams'. The 'Point of Contact Name' is empty. The 'Search Address' button is highlighted with a red box. The 'Point of Contact Phone' field is empty, and the 'Ext.' field is also empty.

The **Domestic Address Search** page appears.

2. Enter data in **Address Lookup** box.
3. Click **Search**.

# Creating a Recruitment Event

**Domestic Address Search** [Export Address Search](#)

**Domestic Address Search Criteria**

Address Lookup:

PO Box or Manual Search Criteria

Note: Manual Search Criteria will override Address lookup (Google Search)

**Search** **Clear Form** **Cancel**

**Domestic Address Search Results**

Address	Valid	County	Zip Code	Hazard
Address not found in SACVIS database. Please add the address using Address Browser.				

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The results will appear in the **Domestic Address Search Results** grid.

4. Click **select** beside the relevant address.

Address	Valid	County	Zip Code	Hazard
100 E Main St Columbus Oh 43215-4200 persons associated	Yes	Franklin	None	No
100 W Main St Columbus Oh 43215-8043 persons associated	Yes	Franklin	None	No
100 W Main St Columbus Oh 43201 persons associated	Yes	Franklin	None	No

The **Location** tab screen appears, displaying the address.

5. Make a selection from the **County** (where the event was held) drop-down menu (optional).
6. Enter a **Point of Contact Name** (optional).
7. Enter a **Point of Contact Phone** (optional).

Event Information: Location

Event Address:  
Event Location:   
Address:   
County:   
Point of Contact Name:   
Point of Contact Phone:

Event Target Area

Zip Code:   
Add +  
Remove -

Selected Zip Codes:

Available Counties:  
Adams  
Allen  
Ashland  
Ashtabula  
Athens  
Auglaize  
Berkshire  
Brown

Selected Counties:

Available School Districts:  
ADA EX VILL  
ADAMS COUNTY/OHIO VALLEY LOCAL  
ADELA LOCAL  
AKRON CITY  
ALEXANDER LOCAL  
ALLEN EAST LOCAL  
ALLIANCE CITY  
AMANDA-CLEARCREEK LOCAL

Selected School Districts:

Complete the following in the **Event Target** grid:

8. In the **Zip Code** box, enter the 5-digit zip code you are targeting for this recruitment event.
9. Click, **Add** (this will move the zip code to the **Selected Zip Codes** push box (optional). This action can be repeated as needed to add multiple zip codes. If an erroneous zip code is entered, choose that entry from the **Selected Zip Codes** box and click the **Remove** button.
10. Click on the county or counties which are being targeted for the Recruitment Event in the **Available Counties** box (optional).

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**Note:** When you click on a county name, the **Add** feature will be enabled.

11. Click **Add** to send those values to the **Selected Counties** box. If an erroneous county is chosen, highlight that entry from the **Selected Counties** push box and click **Remove** from the push box header.
12. Click on the School District or school districts which are being targeted for the Recruitment Event in the **Available School Districts** push box (optional). After selection, click **Add** in the push box header to send those values to the **Selected School Districts** push box. If an erroneous school district is chosen, highlight that entry from the **Selected School Districts** push box and click **Remove** from the push box header.
13. Click the **Outcome** tab.

The screenshot displays the 'Outcome' tab of a recruitment event management system. The interface is divided into several sections: 'Event Address' with fields for location, address, county, and contact information; 'Event Target Area' with a 'Zip Code' field and 'Add'/'Remove' buttons; 'Available Counties' and 'Available School Districts' lists with search bars and 'Add' buttons; and 'Selected Counties' and 'Selected School Districts' lists with search bars and 'Remove' buttons. The 'Outcome' tab is highlighted in red, and the 'Add' buttons are highlighted in green.

The **Outcome** tab page appears.

## Completing the Outcome Tab

1. Choose an answer to the question **Was the Event Held?** (optional).  
**Important:** Once 'Yes' is chosen, the event can no longer be deleted from the **Recruitment Event** list page, and the ability to add **Potential Inquirers** in the **Participants** tab becomes functional.
2. Choose an answer to the question **Was the Event Successful?** (optional).
3. Enter text in the field for the following question **Describe the success/failure of the Event. If the Event was not held, explain** (optional).

In the **Actuals** grid, complete the following:

4. Enter the **Number of Participants [excluding staff]** who attended the event (optional).

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5. Enter the **Number of Inquiries** the Agency received as a result of the event (optional).
6. Enter the **Costs [excluding staff]** incurred by the Agency to participate in this event (optional).
7. Enter the number of **Staff Hours** worked during the event (optional).
8. Enter the **Total In-Kind/Non-Cash Donations** amount received and complete the **Total In-Kind/Non-Case Donations Narrative** as applicable (optional).

**Note:** Under the **Linked Inquiries List**, users will see all inquiries that have been linked to this Recruitment Event in view only mode. Additions to this list can be made in the **Participants** tab.

9. Click the **Participants** tab.

The screenshot shows a web application interface for creating a recruitment event. The top navigation bar has four tabs: "Event Information", "Location", "Outcome", and "Participants". The "Outcome" tab is currently selected and highlighted in blue. Below the tabs, there are two sections: "Outcome" and "Actuals".

The "Outcome" section contains two dropdown menus for "Was the Event Held?" and "Was the Event Successful?", both set to "Yes". Below these is a text area with the text: "This event was well attended and numerous people stopped by the booth to pick up materials. Conversations were had with many members of the public." There are "Spell Check" and "Clear" buttons, and a "2000" character count.

The "Actuals" section contains several input fields: "Number of Participants (excluding staff):" (2500), "Number of Inquiries:" (15), "Costs (excluding staff):" (150), "Staff Hours:" (10), and "Total In-Kind/Non-Cash Donations:" (0). Below these is a text area for "Total In-Kind/Non-Cash Donations Narrative:" with the text "Not applicable". There are also "Spell Check" and "Clear" buttons, and a "2000" character count.

The "Linked Inquiries List" section contains a table with the following data:

Inquiry ID	Inquirer 1	Inquiry Date	Provider Type	Status	Provider ID / Name	Agency
	Fargier, Frank	10/01/2019	Foster Care/Adoption	Screen In - Application Received/Accepted		County Children Services
	PotentialFosterParent, Philomena	11/01/2019	Adoption	Pending		County Children Services

At the bottom of the form are "Apply", "Save", and "Cancel" buttons.

The **Participants** tab screen appears.

### Completing the Participants Tab

#### Documenting Potential Inquirers

**Important:** In the **Potential Inquirers** grid, use this section to document people who attended the Recruitment Event and inquired about becoming a foster/adoptive parent or submitted a child of interest inquiry.

1. Click, **Add Potential Inquirer**.

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The screenshot shows a web application interface with a navigation bar at the top containing tabs: Home, Intake, Case, Provider, Financial, and Administration. Below this is a sub-navigation bar with: Workload, Provider Search, Provider Match, Recruitment, Inquiry, Training, Contracts, Agency Certifications, and KCCP Pre-Screening Tool. The main content area is divided into two sections: 'Potential Inquirers' and 'Other Participants'. Both sections contain tables with columns for Person Name ID, Address, DOB, Gender, and Inquiries/Participant Type. The 'Potential Inquirers' table has five rows of data. The 'Other Participants' table has three rows of data. At the bottom of the 'Potential Inquirers' section, there are buttons for 'Add Potential Inquirer' and 'Create Inquiry'.

The **Search For Person** screen appears.

2. Enter search parameters.
3. Click, **Search**.

The screenshot shows the 'Search For Person' form. It includes input fields for 'Person ID', 'SSN', 'Last Name', 'First Name', 'Middle Name', 'DOB', 'Gender', and 'Age Range'. There are also radio buttons for 'OR' between the Person ID/SSN and DOB/Gender fields. A note states: 'Note: If Person ID or SSN are entered, all other search criteria will be ignored.' At the bottom, there are buttons for 'Search', 'Clear Form', and 'Return'.

Reference, TCN, and Address Criteria

The screenshot shows the search results section. It includes a 'Name Match Precision' note: 'Returns results matching entered names including AKA names/nicknames'. There is a 'Sort by' dropdown menu set to 'Relevance (Highest-Lowest)'. Below this is a search bar with a green bar on the left and a grey bar on the right containing '+ AKA/Nicknames'. At the bottom, there are buttons for 'Search', 'Clear Form', and 'Return'.

The results of the search will appear in the **Person Search Results** grid.

4. Click [select](#) next to the correct individual if identified in the Ohio SACWIS search. Alternatively, if this person is not found, click the **Create New Person** button and enter the necessary data to create a new Person ID. Refer to Knowledge Base Article [Using Search Functionality](#) for additional guidance.

The screenshot shows the 'Person Search Results' grid. It displays one result for 'Interested, Ivan' with a 'select' button on the left. The grid columns are: Person Name / ID, Address, Gender, (Age) DOB, and Active Case. Below the grid, there is a 'Related Persons' dropdown menu.

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The new Potential Inquirer appears in the Potential Inquirers grid.

Use the **Create Inquiry** button to build inquiry records from the list of **Potential Inquirers**.

5. Check the box next to the name of the individual(s) for whom an inquiry is being created. Inquiries are created one at a time, so only choose multiple individuals if they reside in the same household and are inquiring together (for instance, a married couple),
6. Click, **Create Inquiry**.



**Potential Inquirers**

Note: Enter participants who have inquired about foster care and/or adoption. An Inquiry Record can be created from these individuals.

	Person Name /ID	Address	DOB	Gender	Inquiries	
<input type="checkbox"/>	PotentialFosterParent_Phiomena	100 Elm Street, London, OH 43140-1192			57769664, 57769714	
<input type="checkbox"/>	PotentialFosterParent_Phinneas				57769664	
<input checked="" type="checkbox"/>	Interested_Lina	1 Zoo Way, Cleveland, OH 44109	04/01/1977	Female		<a href="#">delete</a>
<input type="checkbox"/>	Fairgoor_Frank	100 E Main Street, Columbus, OH 43215-5208	08/01/1970	Male	57769663	
<input type="checkbox"/>	Fairgoor_Frannc	100 E Main Street, Columbus, OH 43215-5208	01/01/1970	Female	57769663	
<input checked="" type="checkbox"/>	Interested_Ivan	1 Zoo Way, Cleveland, OH 44109		Male		<a href="#">delete</a>

[Add Potential Inquirer](#) [Create Inquiry](#)

The **Event Inquiry Creation Details** screen appears.

7. In the **Event Inquiry Creation Details** grid, enter the following:
  - **Reason for Inquiry** (required)
  - **Inquiry Worker** (required)
  - **Provider Type** (required)
  - **Inquiry Date** (required, defaults to date of recruitment event)
  - Make a selection (for each individual chosen to be an Inquirer) from the **Role** drop-down menu (required).

**Note:** If a person record was erroneously added to this Inquiry, click **remove** so that individual will not be part of the created inquiry.
8. Click **Create Inquiry**.

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**Event Inquiry Creation Details**

Event Name: Fall Festival - Day 1      Begin Date: 10/01/2019      End Date: 10/01/2019

**Inquiry Details**

Reason for Inquiry: \* Provider Interest      Inquiry Worker: \*  
 Provider Type: Foster Care/Adoption      Inquiry Date: \* 10/01/2019

**Inquirer List**

Person Name / ID	Address	DOB	Gender	Role	
Interested_Idina	1 Zoo Way, Cleveland, OH 44109	04/01/1977	Female	Inquirer 1	<a href="#">remove</a>
Interested_Iyan	1 Zoo Way, Cleveland, OH 44109		Male	Inquirer 2	<a href="#">remove</a>

[Create Inquiry](#) [Cancel](#)

**Note:** The system will return users back to the **Participants** tab screen and the list of **Potential Inquirers**. A new **Inquiry ID** will display next to each Inquirer's name.

**Note:** To add additional information and complete the Inquiry, users will need to search for that Inquiry ID in the Provider Tab>Inquiry Sub-Tab. For additional information on editing an Inquiry, please reference the Ohio SACWIS Knowledge Base Article, [Creating a Provider Record from a Provider Inquiry](#).

Event Information	Location	Outcome	Participants	
<b>Potential Inquirers</b>				
Note: Enter participants who have inquired about foster care and/or adoption. An Inquiry Record can be created from these individuals.				
Person Name / ID	Address	DOB	Gender	Inquiries
<input type="checkbox"/> PotentialFosterParent_Philomena	100 Elm Street, London, OH 43140-1192			
<input type="checkbox"/> PotentialFosterParent_Phinnaas				
<input type="checkbox"/> Interested_Idina	1 Zoo Way, Cleveland, OH 44109	04/01/1977	Female	
<input type="checkbox"/> Fairgoor_Frank	100 E Main Street, Columbus, OH 43215-5208	08/01/1970	Male	
<input type="checkbox"/> Fairgoor_Franny	100 E Main Street, Columbus, OH 43215-5208	01/01/1970	Female	
<input type="checkbox"/> Interested_Iyan	1 Zoo Way, Cleveland, OH 44109		Male	

[Add Potential Inquirer](#) [Create Inquiry](#)

**Important:** Use the **Other Participants** grid to document people who attended the event but did not inquire about becoming a foster/adoptive parent. These individuals can include staff or volunteers and will not become Person IDs within Ohio SACWIS. These records will serve only to document attendees; they cannot be used for any additional purpose.

9. Click **Add Participant**.

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**Other Participants**

**Note:** Enter participants who attended the event but did not inquire to become a foster/adoptive parent. This can include staff and volunteers.

	Name	Address	DOB	Gender	Participant Type	
<a href="#">edit</a>	Farmer Ted	55 Double Nickel Lane Anyplace, OH		Male	Volunteer	<a href="#">delete</a>
<a href="#">edit</a>	Jane Person	100 Main Street Anywhere, OH	01/01/1980	Female	Staff	<a href="#">delete</a>

Add Participant

10. Enter the participant's **Name** (required).

11. Complete any other fields in the **Basic Information**, **Address Information** or **Contact Information** grids as information is available and/or applicable. No other fields are required to save the participant's details.

12. Click, **Save**.

**Event Participant Details**

Event Name: Fall Festival - Day 1      Begin Date: 10/01/2019      End Date: 10/01/2019

**Basic Information**

Name: Aimee Altendee      Gender:       DOB:

Phone:       Ethnicity:

**Address Information**

Street Number:       Street Name:

Address (line 2):

City:       Zip Code:

State:       Zip Code:

**Contact Information**

Home Phone:  Ext:       Cell Phone:  Ext:

Work Phone:  Ext:       Email Address:

Participant Type:

Additional Information:

Spell Check Clear 2000

Save Cancel

13. The **Other Participants** grid appears, displaying the record.

**Other Participants**

**Note:** Enter participants who attended the event but did not inquire to become a foster/adoptive parent. This can include staff and volunteers.

	Name	Address	DOB	Gender	Participant Type	
<a href="#">edit</a>	Aimee Altendee	, OH				<a href="#">delete</a>
<a href="#">edit</a>	Farmer Ted	55 Double Nickel Lane Anyplace, OH		Male	Volunteer	<a href="#">delete</a>
<a href="#">edit</a>	Jane Person	100 Main Street Anywhere, OH	01/01/1980	Female	Staff	<a href="#">delete</a>

Add Participant

## Linking a Recruitment Event to an Inquiry

Please reference the Ohio SACWIS Knowledge Base Article, [Creating a Provider Record from a Provider Inquiry](#), pages 9 & 10.

## Creating a Recruitment Event

**Note:** When an inquiry is created from a **Recruitment Event** as detailed above, users will note the following areas have been pre-populated on the **Referral Sources** tab of the inquiry record:

- **Selected Referral Sources** value of **Recruitment Event** is chosen
- Recruitment Event details display in the **Attended Recruitment Events** grid.

Provider > Inquiry > Inquiry Search

Inquirers	Address	Referral Sources	Optional Info	Activity/Status
-----------	---------	------------------	---------------	-----------------

**Referral Sources**

Available Referral Sources:  Add

- Agency Staff Member
- Agency Website
- Business/Company
- Church Event
- Civic/Community Fair
- Community Meeting
- County Fair
- Direct Mailing(s)

Selected Referral Sources:  Remove

- Recruitment Event

Description:

1000

**Attended Recruitment Events**

Agency	Event Type	Event Name	Begin Date	End Date	
<input type="button" value="view"/> County Children Services	Civic/Community Fair	Fall Festival - Day 1	10/01/2019	10/01/2019	<input type="button" value="delete"/>

## Linking a Recruitment Event to a Child Recruitment Plan

Please see the Ohio SACWIS Knowledge Base Article, [Creating a Child Recruitment Plan](#).

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).