

Generating the Court Report in Ohio SACWIS



Knowledge Base Article

Generating the Court Report in Ohio SACWIS

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Generating the Court Report in Ohio SACWIS

Overview

This article describes the steps for generating the Court Report in Ohio SACWIS.

The Court Report is designed to be used in conjunction with [The Supreme Court of Ohio Quality Hearing Toolkit](#) at annual-review hearings under R.C. 2151.417, or at the court's discretion at other related hearings. The Court Report contains information entered into Ohio SACWIS regarding a child and family, their case plans, and steps the case worker takes to ensure reasonable efforts toward reunification are being made.

The Court Report was created as part of the Supreme Court's Quality Hearing Project, which was a result of the state's performance in the 2017 Child and Family Service Review (CFSR). This report is not required to be used by case workers, but courts may ask PCSA/IV-E Juvenile Court workers for it. The Court Report can also be used to help case workers prepare for hearings.

Important: The Court Report should only serve as a supplement to testimony, not as a replacement. The Court Report does not replace the Case Review or Family Case Plan documents.

Navigating to the Case

The **Court Report** is generated from the Forms/Notices section of a case.

If you have assignment to the Case, from the Ohio SACWIS home page:

1. Click the **Case** tab.
2. Click the **Workload** tab.

The **Case Workload** grid appears.

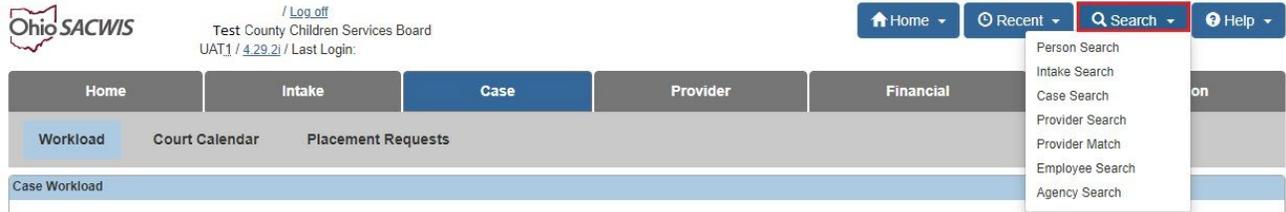
3. Select the relevant case.

The screenshot shows the Ohio SACWIS Case Workload grid. At the top, there are navigation tabs: Home, Intake, Case (highlighted with a red box), Provider, Financial, and Administration. Below these are sub-tabs: Workload (highlighted with a red box), Court Calendar, and Placement Requests. The main area is titled 'Case Workload' and contains a search bar for 'Caseworker:' and a 'Sort By:' dropdown set to 'Case Name Ascending' with a 'Filter' button. Below the search bar, there is a list of cases. One case is visible: 'Test, Worker (23 cases)' with a sub-entry 'Sacwis, Susie' and a case ID '123456' (highlighted with a red box). The case details show 'Open 11/21/2022 - Adoption'.

Or, if you do not have assignment to the case, you can navigate to the case by completing a search.

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4. Click, **Search**.
5. Select **Case Search**.



The **Search for Case** screen appears.

6. Enter the **Case ID** or the **Case Last Name & First Name**.
7. Click **Search**.

Search For Case

Case ID: ~ OR ~ Case Last Name:

Case First Name:

OR

Case Reference Type:

Worker Last Name:

Worker First Name:

Agency:

Case Status: Case Category:

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by:

Relevance (Highest-Lowest)

+ AKA/Nicknames

Fewer Results More Results

The **Search Results** grid appears.

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8. In the Search Results grid, click the **edit** link that displays to the left of the **Case Name/Case ID** you are trying to locate.

Search Results						
Result(s) 1 to 1 of 1 / Page 1 of 1						
	Case Name / ID	Case Address	Current Case Status / Effective Date	Category	Agency Primary Worker	Agency Phone / Email
edit	Sacwis, Susie / 123456	123 Test Rd, Test Oh 12345	Open / 11/21/2022	Adoption	Test County Children Services Board	

[View Case Members](#) ▾

The **Case Overview** screen appears.

9. Click the **Forms/Notices** link in the navigation pane.

Case Overview	CASE NAME / ID: Adoption
Activity Log	Sacwis, Susie / 123456 Open (11/21/2022)
Attorney Communication	
Intake List	
Forms/Notices	
Substance Abuse Screening	
Ongoing Case All	
Specialized All Tool	
Law Enforcement	
Justification/Waiver	
Case Services	

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 **Forms/Notices** screen appears.

Generating the Court Report

1. From the **Forms/Notices** drop-down menu, select **Court Report**.
2. Click **Select**.

Maintain Forms/Notices	
Forms/Notices:	Court Report ▾

[Select](#)

The **Document Details** screen displays.

3. Click, **Generate Report**.

Document Details		
Document Category:	Document Title:	Court Report
Work-Item ID:	Work-Item Reference:	Sacwis, Susie
Task ID: 10	Task Reference:	

ID	Date Created	Employee ID	Name
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[Generate Report](#)

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The **Court Report** page displays.

Completing the Report Details

Note: The questions listed on the parameters page are designed so that judicial officers can ascertain information during the review hearing.

Note: All questions on the parameters page must be answered to generate the report.

1. In the **Concern Review*** text field, enter a response to **Progress updates since most recent review:**
2. In the **Parenting Time/Visitation Summary*** text field, enter a response to **Please describe any updates to adult/child and sibling visitation information:**
3. In the **Case Analysis*** text field, enter a response to **Please describe any updates to the recommendations for Agency involvement:**

Court Report

Concern Review: *

Progress updates since most recent review:

Spell Check Clear 5000

Parenting Time/Visitation Summary: *

Please describe any updates to adult/child and sibling visitation information:

Spell Check Clear 5000

Case Analysis: *

Please describe any updates to the recommendations for Agency involvement:

Spell Check Clear 5000

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4. In the **Reasonable Efforts*** text field, enter a response to **What were the original safety issues that resulted in the child(ren)'s placement?**
5. In the **Reasonable Efforts*** text field, enter a response to **Has the original safety issues been altered or reduced to a sufficient level whereby control within the family is probable?**
6. In the **Reasonable Efforts*** text field, enter a response to **Please document the Reasonable Efforts made by the Agency to reduce or eliminate the above-noted safety issues in a concise, bullet-point list.**
7. Click, **Generate Report**.

Reasonable Efforts: *

What were the original safety issues that resulted in the child(ren)'s placement?

Has the original safety issues been altered or reduced to a sufficient level whereby control within the family is probable?

Please document the Reasonable Efforts made by the Agency to reduce or eliminate the above-noted safety issues in a concise, bullet-point list.

Spell Check Clear 5000

Spell Check Clear 5000

Spell Check Clear 5000

Generate Report Cancel

The Court Report displays in pdf format.

8. Click **Save** to save the report.
9. Click the print icon to print the report.

Note: If changes or corrections to the letter are needed, click **Review Parameters** to return to the previous screen. Or click **Cancel** to leave without saving.

Generating the Court Report in Ohio SACWIS

Note: Several sections of the **Court Report** will automatically populate information from Ohio SACWIS. If the information is not in Ohio SACWIS, the section will be blank.

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Ohio Department of Job and Family Services

Court Report

****PLEASE NOTE**:** This report is intended to provide a concise summary of available SACWIS data, but it does not necessarily include case information from sources outside of SACWIS. Any section left blank reflects that this data does not exist within the SACWIS database, but available data may exist elsewhere.

Agency: Test County Children Services Board Date: 09/28/2023
Primary Worker: Supervisor:

Section 1: Family Profile

Family Name: Sacwis, Susie SACWIS ID: 123456
Case Open Date: 11/21/2022

Child(ren)

Sacwis, Susie Age: 14 DOB: 07/03/2009

Permanency Goal: Adoption
Agency Legal Status: Permanent Custody
Child Location: Certified Foster Home
Court Case Number: : 111111
Protected by ICWA: No
Date Family Asked: 10/28/2015
Concurrent plan objective:

No Data Available

Save Cancel Review Parameters

The **Forms/Notices** screen appears.

Accessing a Saved Court Report

1. Click on the Forms/Notices link in the navigation pane of the Case.

Case Overview

- Activity Log
- Attorney Communication
- Intake List
- Forms/Notices**
- Substance Abuse Screening
- Ongoing Case All
- Specialized All Tool
- Law Enforcement
- Justification/Waiver
- Case Services

CASE NAME / ID: **Adoption**
Sacwis, Susie / 123456 Open (11/21/2022)

ADDRESS: 123 Test Rd, Test Oh 12345 CONTACT:

AGENCY: Test County Children Services Board

PRIMARY WORKER: Test, Worker SUPERVISOR(S): Test, Supervisor

[Assign Worker](#)

The **Forms/Notices** screen appears.

Generating the Court Report in Ohio SACWIS

- From the **Forms/Notices** drop-down menu, select **Court Report**.
- Click, **Select**.

Maintain Forms/Notices

Forms/Notices: ▼

Select

The **Document History** grid displays, showing all the **Court Reports** that have been generated for the case.

- Click the **PDF ID** link to open the document.

Document Details

Document Category: Document Title: Court Report
Work-Item ID: Work-Item Reference: Sacwis, Susie
Task ID: 10 Task Reference:

Document History

ID	Date Created	Employee ID	Name
121212 	09/28/2023 09:39 AM		

Document History

Generate Report

Cancel

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