

# **Adding an Agency Employee into Ohio SACWIS**



**Knowledge Base Article**

# Adding an Agency Employee into Ohio SACWIS

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# Adding an Agency Employee into Ohio SACWIS

## Overview

This Knowledge Base Article describes the steps for adding an **Agency Employee** into Ohio SACWIS.

## Navigating to the Employee Information Screen

1. On the Ohio SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Staff** sub-tab. The blue **Navigation** menu appears on the left.



3. Click the **Maintain Staff** link in the **Navigation** menu.

The **Employee Search Criteria** screen appears.

4. Enter the **Last Name** and **First Name** of the employee who you want to add.
5. The **Include Inactive** check box is checked by default. Ensure this box is checked so that your search will include all employees in Ohio SACWIS (past and present).
6. Click the **Search** button.

# Adding an Agency Employee into Ohio SACWIS

The **Employee Search Results** section appears at the bottom of the screen.

Search Results

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

	Employee Name / ID	Email	Work Number	State / County	Supervisor	Unit
<a href="#">edit</a>	Employee, Emily /					

Managed Units:



7. If the desired person is returned and you have 'edit' next to the record, click the **Edit** link next to the person's name.
  - The **Employee Information** screen appears.
  - Skip to the [Completing the Employee Information Screen](#) section below.
8. If the desired person is not returned, click the **Add Employee** button.

The **Search For Person** screen appears.

Search For Person

Person ID:  ~ OR ~ SSN:

*Note: If Person ID or SSN are entered, all other search criteria will be ignored*

OR

Last Name:  First Name:  Middle Name:  Gender:

DOB:  ~ OR ~ Age Range:  -

From Age To Age

[Reference\\_TCN\\_and\\_Address\\_Criteria](#) ▾

Name Match Precision

Returns results matching entered names including AKA names/nicknames

Sort by:

Relevance (Highest-Lowest) ▾

Fewer Results  + AKA/Nicknames  More Results

9. Complete a **Search** to determine if the desired person already exists in Ohio SACWIS using the different criteria and name match precision slider bar.

The **Person Search Results** section appears at the bottom of the screen.

# Adding an Agency Employee into Ohio SACWIS

Person Search Results

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

Include only active case members

Person Name / ID	Address	Gender	(Age) DOB	Active Case
<a href="#">select</a> Employee_Emlly/		Female		

[Related Persons](#) v

[Create New Person](#)

10. If the desired person is returned, click the **Select** link next to the appropriate **Person Name / ID**.

- The **Employee Information** screen appears.
- Skip to the [Completing the Employee Information Screen](#) section below.

11. If the desired person is not returned, click the **Create New Person** button.

The **Basic** screen appears.

12. Enter the appropriate information to create the new Person record. Required data is **First Name** and **Last Name** as indicated by the red asterisks.

13. Click the **Save** button to save the new Person record.

The **Person Overview** screen appears, along with the **Person** left hand navigation links.

<>

Person Overview

- Details
- Education
- Medical
- Employment
- Military
- Background
- References
- SACWIS History
- Relationships

Your data has been saved.

PERSON NAME / ID: Person, Penelope /

RACE: HISPANIC / LATINO

HAIR COLOR:

EYE COLOR:

ENVIRONMENTAL HAZARDS:

AKA Names

Prefix	First Name	Middle Name	Last Name	Suffix	AKA Type
--------	------------	-------------	-----------	--------	----------

Safety Hazards

Hazard Type	Begin Date	Narrative
-------------	------------	-----------

Other Addresses

Type	Address	Hazard
------	---------	--------

ICWA

Date Family Was Asked	Possible Tribal Affiliation	Tribe Name	Response/Outcome
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[Close](#)

14. Add any additional information to the **Person** links as desired (not required), then click **Close**.

# Adding an Agency Employee into Ohio SACWIS

The **Employee Information** screen appears.

Administration » Staff » Maintain Staff

Basic	Job History	BCI	Demographics	Qualifications			
Employee Name: <a href="#">Person, Penelope</a>		Employee ID:					
<b>Employee Information</b>							
Employee ID (County):	<input type="text"/>	Email Address:	<input type="text"/>				
Hire Date: *	<input type="text"/>	<input type="checkbox"/> Termination	Termination Date:	<input type="text"/>			
<input type="checkbox"/> On Leave Indicator		<input type="checkbox"/> Supervisor Over-Ride					
<b>Exemptions</b>							
<input type="checkbox"/> University Partnership Program		<input type="checkbox"/> First Year Requirement Waived					
<b>Current Job</b>							
	Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
<input type="button" value="Add Job"/>							

# Adding an Agency Employee into Ohio SACWIS

## Completing the Employee Information Screen

1. In the **Hire Date** field, enter the date that this employee was (or will be) hired.

**Note:** If a date already appears in the **Hire Date** field because the person was previously an employee:

- Uncheck the **Termination** checkbox (shown in blue below).
- Delete the date in the **Termination Date** field (shown in blue below).
- Enter the new date in the **Hire Date** field.
- If needed, click the **Job History** tab to view the person's job history in Ohio SACWIS.

Administration » Staff » Maintain Staff

Basic Job History BCI Demographics Qualifications

Employee Name: \_\_\_\_\_ Employee ID: 28577542

Employee Information

Employee ID (County): \_\_\_\_\_ Email Address: \_\_\_\_\_

Hire Date: \* 07/01/2022

Termination Termination Date: \_\_\_\_\_

On Leave Indicator  Supervisor Over-Ride

Exemptions

University Partnership Program  First Year Requirement Waived

Current Job

Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
<input type="button" value="Add Job"/>						

Apply Save Cancel

2. In the **Email Address** field, enter the email address of the new employee.
3. Click the **Apply** button at the bottom of the screen.
4. In the **Current Job** section of the screen, click the **Add Job** button.

Current Job

Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
<input type="button" value="Add Job"/>						

## Adding an Agency Employee into Ohio SACWIS

The **Job Details** screen appears.

Administration » Staff » Maintain Staff

Employee Name: Employee, Emily Employee ID:

**Job Details**

Start Date: \*   End Date:  

County: \*  Please Select a County Agency: \*  Please Select an Agency

Unit: \*  Please Select a Unit Supervisor: \*  Please Select a Supervisor

Job Title: \*  Please Select a Job Title

**Agency Information**

Street:

City:

Zip Code:



5. Enter the employee's **Start Date**. (Required)
6. Select the **County** in which the employing Agency is located. (Required)
7. Select the employee's **Agency**. (Required)
8. Select the employee's **Unit**. (Required)
9. Select the employee's **Supervisor**. (Required)
10. Select the employee's **Job Title**. (Required)
11. Click the **Save** button.

## Adding an Agency Employee into Ohio SACWIS

### Completing & Submitting the JFS 07078 Form

**FOR PUBLIC AGENCY EMPLOYEES** – Complete the digital **JFS 07078** and submit for approval through the IOP process.

**FOR PRIVATE AGENCY EMPLOYEES** – The **ODJFS Code of Responsibility form (JFS 07078)** must be completed and signed for each employee. The form is attached with this article on the Knowledge Base at the following link:

[SACWIS Knowledge Base - Adding an Employee Into Ohio SACWIS \(ifskb.com\)](https://ifskb.com)

**Important:** For an example of a completed 7078 form, please refer to the [JFS 07078 Form](#) section at the end of this article.

Complete the following steps to fill out and submit the **JFS 07078** form.

1. At the top of the form, provide all requested information, including in the following fields:
  - **County Agency** – enter the agency name.
  - **State Office** – enter **N/A**
  - **Bureau/Office** – enter **N/A**
  - **Access Requested** – select Ohio **SACWIS** or write in Ohio **RTIS**, as applicable. You should also request access to **CAPS LMS** (the Child and Adult Protective Services Learning Management System).
  - Any existing **OH|ID** for the employee.
2. Print and sign the **JFS 07078** form. The signature must be ‘wet’ and NOT a digital signature for it to be accepted.
3. Send an email to [SACWIS\\_ACCESS@jfs.ohio.gov](mailto:SACWIS_ACCESS@jfs.ohio.gov) with the following information:
  - The **Name** of the new employee.
  - The **Employee ID** of the new employee.
  - The attached PDF of the completed **JFS 07078** form filled out and with a wet signature.

# Adding an Agency Employee into Ohio SACWIS

## Completing the Setup Process

After submission of the completed **JFS 07078** form:

1. SACWIS\_ACCESS will approve the **PUBLIC AGENCY**'s request for the employee's **OH|ID** and access. For a **PRIVATE AGENCY**, SACWIS\_ACCESS will set up an **OH|ID** (a State of Ohio User ID) for the new employee.
2. **PUBLIC AGENCY** – The SACWIS\_ACCESS team will attempt to link the employee's profile after approval of the OH|ID and access. If the employee profile has not yet been created, the request will be rejected. You will need to resubmit your request and/or email [SACWIS\\_ACCESS@jfs.ohio.gov](mailto:SACWIS_ACCESS@jfs.ohio.gov) once you have, so that the OH|ID and employee profile can be linked.
3. **PRIVATE AGENCY** - After the **OH|ID** is linked in the Ohio SACWIS application, SACWIS\_ACCESS will email the **PRIVATE AGENCY** requestor that the new user has been set up and will email the new user their OH|ID and temporary password.
4. **PUBLIC AGENCIES** will inform the new employee of their login information. **PRIVATE AGENCIES** should confirm their employee received their login information via email and are able to successfully enter the system.

## Adding Security User Groups

1. The agency must then set up the worker's **Security User Groups** by going to the **Administration** tab, **Security** sub-tab, **Assign User Groups** left hand navigation link, selecting the **Agency** name and entering **Last Name** of the employee. Click **Search**, and then select **edit** next to the employee's name.

The screenshot displays the Ohio SACWIS Administration interface. The top navigation bar includes tabs for Home, Intake, Case, Provider, Financial, and Administration (highlighted with a red box). Below this is a sub-navigation bar with Staff, Maintenance, Security (highlighted with a red box), Reports, Training, and Utilities. On the left-hand side, a navigation menu lists Maintain User, User Groups, Assign User Groups (highlighted with a red box), and Security Profile. The main content area is titled 'User Search Criteria' and contains a form with the following fields: Agency (a dropdown menu with '(DO NOT USE) Multi-County Juvenile Attention System' selected, highlighted with a red box), Last Name (a text input field with 'Test' entered, highlighted with a red box), and Sort Results By (a dropdown menu with 'Last Name (Ascending)' selected). A Search button (highlighted with a red box) is located below the form. The 'User Search Results' section shows 'Result(s) 1 to 1 of 1 / Page 1 of 1' and a table with the following data:

	Employee ID	Name	InfoSec ID	Job Title	Unit	State / Agency
<a href="#">edit</a>	8029405	test, delete a				

The **Assign User Groups** page appears.

2. Select the **Add User Groups** button.

# Adding an Agency Employee into Ohio SACWIS

Administration » Security » Assign User Groups

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**User Details**

Employee ID	Name	InfoSec ID	Job Title	Unit	State / Agency
8029405	test, delete a				

Suspended Access

Comments:

Spell Check Clear 200

---

**User Groups**

Select	Name	Type	State / Agency
--------	------	------	----------------

Check All | Clear All

Delete **Add User Groups**

---

Save Cancel

The **User Groups Search Results** page appears.

- From the **Type:** drop-down, select **State Defined**.
- Click the **Search** button.

Administration » Security » Assign User Groups » User Groups

---

**User Groups Search Criteria**

Type: State Defined

Search

---

**User Groups Search Results**

User Group Name	Type	State/Agency
-----------------	------	--------------

Cancel

The **User Groups** list page appears.

- Select the box next to each **User Group Name** you wish the employee to have, scrolling through each page of **User Groups** to ensure you've assigned the profile(s) that will best allow the worker to access what is needed for their job responsibilities while being mindful not to provide more access than needed.  
**Note: User Groups** to select from will depend on the individual assigning's profile. For instance, **Private Agency** roles only may appear if the user is a Private Agency supervisor.
- When all **User Groups** have been selected, click **Save**.

# Adding an Agency Employee into Ohio SACWIS

Administration > Security > Assign User Groups > User Groups

User Groups Search Criteria

Type: State Defined

**Search**

User Groups Search Results

Results: 1 to 18 of 180 - Page 1 of 10

	User Group Name	Type	State/Agency
<input type="checkbox"/>	AMC Supervisor	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	AMC Worker	STATE DEFINED	Ohio Department of Job and Family Services
<input checked="" type="checkbox"/>	Action Item Disposal	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Activity Log Mover	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Administrative Case Assignment - Agency	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Administrative Case Assignment - State	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Administrative Case Closure - Agency	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Administrative Case Closure - State	STATE DEFINED	Ohio Department of Job and Family Services
<input checked="" type="checkbox"/>	Adoption Case Creator	STATE DEFINED	Ohio Department of Job and Family Services
<input checked="" type="checkbox"/>	Adoption Preplacement	STATE DEFINED	Ohio Department of Job and Family Services

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...

**Save** **Cancel**

The **Assign User Groups** page will appear, listing all the selected User Groups for the employee.

7. Check the box next to any **User Groups** and click **Delete** if they were selected in error.
  8. Click on **Add User Groups** if you wish to add additional ones to the employee's profile.
- OR**
9. Click **Save** to commit the information to the database and assign the selected User Groups to the employee.

Administration > Security > Assign User Groups

Your data has been changed.

User Details

Employee ID	Name	Info Sec ID	Job Title
0029405	test, delete a		

Suspended Access

Comments:

Spell Check **Clear** 200

User Groups

Select	Name	Type	State/Agency
<input type="checkbox"/>	Action Item Disposal	STATE DEFINED	State
<input type="checkbox"/>	Adoption Case Creator	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Adoption Preplacement	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Inquiry Decision Maker	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Inquiry Worker	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Screener	STATE DEFINED	Ohio Department of Job and Family Services
<input type="checkbox"/>	Screening Decision Maker	STATE DEFINED	Ohio Department of Job and Family Services

**Check All** | **Clear All**

**Delete** **Add User Groups**

**Save** **Cancel**

# Adding an Agency Employee into Ohio SACWIS

## JFS 07078 Form Example

<b>Reset Form</b>		Ohio Department of Job and Family Services <b>CODE OF RESPONSIBILITY</b> <b>* PLEASE PRINT *</b>	
Name (First, MI, Last)		Work Phone	Supervisor's Name and SOUID
County	County Agency (CDJFS CSEA PCSA)	State Office	Bureau/Office
Primary Work Street Address		Non-state Email Address	
Date of Birth (optional, mm/dd/yyyy)	Cell Phone	Work Email Address	
PW Recovery PIN (optional, nnnn)	Prior State or County Worker (new user only) <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing or Previous RACF /JFS ID / OHID	
AGENCY TYPE: <input type="checkbox"/> ODJFS <input type="checkbox"/> Non-ODJFS State <input type="checkbox"/> County <input type="checkbox"/> Local Govt. <input type="checkbox"/> Private/Non-Profit <input type="checkbox"/> Federal			
<input type="checkbox"/> Contract Employee	Contract Company Name	Contract Telephone No	Contract Expiration Date
<b>ACCESS REQUESTED</b> (Local Security Coordinator/Supervisor use only)			
<input type="checkbox"/> ODJFS Network	<input type="checkbox"/> ODJFS Email	<input type="checkbox"/> CRISE Mainframe	<input type="checkbox"/> SETS
OTHER Access		<input type="checkbox"/> SACWIS	<input type="checkbox"/> VPN
		Business Role	

## Helpful Hints

1. Users will be deactivated from the system if they fail to log in at least once every 60 days. When that occurs, a new JFS7078 form must be submitted to reactivate the employee.
2. If a security error screen appears when a user logs in to Ohio SACWIS, it may be that they do not yet have any User Groups assigned to their profile.
3. Every 6 months, the technical point of contact at your agency will be asked to complete a review of every employee listed for your agency and their security user groups to ensure:
  - a. Only current, active employees have access to Ohio SACWIS
  - b. The User Groups assigned to the individual provide only enough access to the system to allow them to complete their job responsibilities.
4. Once an individual leaves agency employ, it is vital that their access be terminated immediately

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