

Navigating Alternative Response (AR) in Ohio SACWIS



Knowledge Base Article

Navigating Alternative Response (AR) in Ohio SACWIS

Table of Contents

Overview	3
Screening in an AR Intake	3
Linking to a Case.....	5
Recording a Disposition for a Screened-In AR Intake	5
Entering an AR Family Assessment.....	12
Performing an AR Pathway Switch.....	14
Completing an AR Family Case Plan.....	16
Printing Alternative Response Letters	16
Navigating to the AR Letters	16
Alternative Response Closing Letter.....	17
Mandated Reporter Letter.....	20
Closing an Alternative Response Case.....	23

Navigating Alternative Response (AR) in Ohio SACWIS

Overview

This knowledge base article discusses how to complete Alternative Response (AR) information in Ohio SACWIS.

Screening in an AR Intake

1. From the Ohio SACWIS **Home** screen, click the **Intake** tab.
2. Click the **Decision** link in the appropriate row.

Home	Intake	Case	Provider	Financial	Administration			
Intake Workload								
Add Intake View by: Default Filter								
Showing 4 intakes (Default view):								
Claimed By	Intake ID	Workload Name	Category	Date/Time Received	Screener Name	Status	Status Date/Time	
release	Screening Priority	Simpson	CA/N Report	10/18/2022 9:11 AM	SDM Name	Complete	10/18/2022 9:11 AM	
decision	LOW							

The **Decision Details** screen appears (next page) displaying the **Decision** tab.

3. In the **Is this an Emergency** field, select **Yes** or **No** from the drop-down list.
4. In the **Screening Decision** field, select **Screened In**.
5. In the **Screening Pathway** field, select **Alternative Response (AR)**.
6. Click **Save**.

Navigating Alternative Response (AR) in Ohio SACWIS

INTAKE ID: LOW
 INTAKE STATUS: Complete
 DATE/TIME CREATED: 10/20/2022 08:34 AM
 INTAKE CATEGORY: CA/N Report
 INTAKE TYPES: Neglect, Physical Abuse

Received: * Method: * Screener: [redacted] / Claimed: Ohio Child Welfare Agency

10/20/2022 08:34 AM Phone

[ABC](#) Scripts & Templates

last saved Oct 20, 2022 10:17:14 AM
 Intake Narrative: * [\(Expand view\)](#)

The father is always drinking and gets drunk. He gets angry and abusive towards Bart and was seen strangling him.

[Reporter](#) [Basic](#) [Participants](#) [ACVI/AP Detail](#) [Allegations](#) [Substance Use](#) [Decision](#)

Decision Details

Is this an emergency? Response time for initiation:

No 24 hours

Screening decision:

Screened In

Screening Pathway:

Alternative Response (AR)
 Traditional Response (TR)

Date & time of screening decision:

AM

[Use Current Date/Time](#)

The **Intake Workload** screen now appears showing the status as **Screened In AR** as shown in green below.

Important: From an Ohio SACWIS process standpoint, a Screened-In AR intake is treated the same way as a traditional intake.

Home	Intake	Case	Provider	Financial	Administration				
Intake Workload									
Add Intake View by: Default Filter									
Showing 4 intakes (Default view):									
view edit link	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screener Name SDM Name	Status	Status Date/Time	
			Simpson	CA/N Report	10/18/2022 9:11 AM		Screened In AR	10/18/2022 9:48 AM	

Navigating Alternative Response (AR) in Ohio SACWIS

Linking to a Case

1. To link the **Screened In AR** intake to a case, click **Link** in the appropriate row.
2. Complete the same steps as when linking a traditional intake to a case in Ohio SACWIS. You will either link the intake to an existing case or create a new case using your agency's process steps.

	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screeener Name SDM Name	Status	Status Date/Time	
view			Simpson	CA/N Report	10/18/2022 9:11 AM		Screened In AR	10/18/2022 9:48 AM	

Recording a Disposition for a Screened-In AR Intake

1. Navigate to the **Case Overview** screen.
2. Click the **Intake List** link in the **Navigation** menu on the left.

CASE NAME / ID: *Alternative Response Assessment*
Open (10/18/2022)

ADDRESS: CONTACT:

AGENCY: *County Children Services Board*

PRIMARY WORKER: *Assign Primary Worker* SUPERVISOR(S):

The **Intake List** screen (**Current Case Episode Intake List** screen) appears.

Navigating Alternative Response (AR) in Ohio SACWIS

3. Click the **Record Disposition(s)** button.

Note: The **Status** field shows **Screened In AR**, and both the **Case Disposition** field as well as the **Disposition Date** field appear as blank.

CASE NAME / ID: Simpson, Marge / [redacted] Alternative Response Assessment Open (10/18/2022)

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
[redacted]	Screened In AR	10/18/2022 09:45 AM	CA/N Report	Physical Abuse Neglect				County Children Services Board

[Record Disposition\(s\)](#) [Change Disposition\(s\)](#)

The **Intake Dispositions** screen appears.

4. Click the **Edit** link in the appropriate row.

CASE NAME / ID: Simpson, Marge / 61918631 Alternative Response Assessment / Open (10/18/2022)

Intake Dispositions

Intake ID	Decision Date & Time	Category	Type(s)
[redacted]	10/18/2022 09:45 AM	CA/N Report	Physical Abuse Neglect

The **Allegation Details** screen appears.

5. Click the **Edit** link again on any **Child Subject of Report (CSR)**.

Allegation Details

Intake ID: 22483310 Intake Category: CA/N Report Screening Decision Date: 10/18/2022

ACVICSR	Allegation Disposition	API/ASR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit Simpson, Lisa / 28669054	Neglect	Simpson, Homer / 28669055				
edit Simpson, Lisa / 28669054	Physical Abuse	Simpson, Homer / 28669055				
edit Simpson, Bart / 28669056	Neglect	Simpson, Homer / 28669055				
edit Simpson, Bart / 28669056	Physical Abuse	Simpson, Homer / 28669055				

Navigating Alternative Response (AR) in Ohio SACWIS

The **Disposition Details** screen appears. As shown below, **Alternative Response** auto-populates in the **Report Disposition** field and is the only selection available in the drop-down list.

Disposition Details

Intake ID: [Redacted] Intake Category: CA/N Report Screening Decision Date: 10/18/2022

Alleged Child Victim / Child Subject of Report: [Simpson, Lisa/28669054](#)

Alleged Perpetrator / Adult Subject of Report: [Simpson, Homer/28669055](#)

Allegation: Neglect

When did the alleged Neglect happen (Incident Date)? * Date Estimated

Report Disposition: * **Alternative Response** Unable to Locate

Severity of Harm: *

6. In the **Severity of Harm** field, select a choice from the drop-down list.

Alleged Child Victim / Child Subject of Report: [Simpson, Lisa/28669054](#)

Alleged Perpetrator / Adult Subject of Report: [Simpson, Homer/28669055](#)

Allegation: Neglect

When did the alleged Neglect happen (Incident Date)? * Date Estimated

Report Disposition: * **Alternative Response** Unable to Locate

Severity of Harm: *

Harm Descriptions

- No Medical/Therapeutic Treatment Provided
- Treated and Released
- Hospitalized
- Child Fatality
- Near Fatality
- Not Applicable

Record Harm Description for neglect allegation.

Available Harm Descriptions Selected Harm Descriptions

7. In the **Available Harm Descriptions** section, select description(s).

Navigating Alternative Response (AR) in Ohio SACWIS

- Click the **Add >** button to move the choice to the **Selected Harm Descriptions** field.
- Repeat the previous two steps until all harm descriptions have been selected.
- When complete, click the **Save** button.

Alleged Child Victim / Child Subject of Report: [Simpson, Lisa/28689054](#)

Alleged Perpetrator / Adult Subject of Report: [Simpson, Homer/28689055](#)

Allegation: Neglect

When did the alleged Neglect happen (Incident Date)? * Date Estimated

Report Disposition: * Unable to Locate

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"/> Medication Improperly Disseminated Mental Injury Minor Cuts/Bruises Non-Organic Failure to Thrive Non-Related Sexual Intercourse Not Applicable Other Sexual Maltreatment Poisoning	<input type="button" value="Remove"/> <input type="text"/> Other Physical Injury

Substances

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

Available Substances:	Selected Substances:
<input type="text"/> <input type="button" value="Add"/> Amphetamines Barbiturates Benzodiazepines Buprenorphine (Suboxone) Cocaine Codeine Fentanyl Heroin	<input type="button" value="Remove"/> <input type="text"/> Alcohol

The **Allegation Details** screen appears with the message your data has been saved.

Navigating Alternative Response (AR) in Ohio SACWIS

✔ Your data has been saved.

Case > Workload > Intake > Intake Dispositions

Disposition Information				Contributing Factors			
CASE NAME / ID: <i>Simpson, Marge</i> / [redacted]				Alternative Response Assessment / Open (10/18/2022)			
Allegation Details							
Intake ID: [redacted]		Intake Category: CA/N Report		Screening Decision		10/18/2022	
				Date:			
	ACV/CSR	Allegation Disposition	API/AR	Severity of Harm	Harm Description	Substance(s)	Incident Date
edit	Simpson, Lisa / 28669054	Neglect Alternative Response	Simpson, Homer / 28669055	Not Applicable	Other Physical Injury	Alcohol	10/17/2022
edit	Simpson, Lisa / 28669054	Physical Abuse	Simpson, Homer / 28669055				
edit	Simpson, Bart / 28669056	Neglect	Simpson, Homer / 28669055				
edit	Simpson, Bart / 28669056	Physical Abuse	Simpson, Homer / 28669055				

11. Repeat the steps in this section (beginning with the **Allegation Details** screen) to record a disposition for other child subjects of the report.

Navigating Alternative Response (AR) in Ohio SACWIS

12. On the **Allegation Details** screen, click the **Contributing Factors** tab.
13. Select all of the Contributing Factors check boxes that apply.
14. Click the **Disposition Complete** check box near the bottom.
15. In the **Disposition Date** field, enter a date.
16. Click the **Save** button.

Case > Workload > Intake > Intake Dispositions

Disposition Information | **Contributing Factors**

CASE NAME / ID: *Simpson, Marge* / [redacted] | *Alternative Response Assessment / Open (10/18/2022)*

Contributing Factors

Intake ID: [redacted] | Intake Category: CA/N Report | Screening Decision Date: 10/18/2022

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: 10/18/2022

Apply | **Save** | Cancel

The **Intake Dispositions** screen appears displaying a message that your data has been saved.

Navigating Alternative Response (AR) in Ohio SACWIS

17. Click the **Close** button.

✔ Your data has been saved. ✕

CASE NAME / ID: *Simpson, Marge* / [REDACTED] *Alternative Response Assessment / Open (10/18/2022)*

Intake Dispositions

	Intake ID	Decision Date & Time	Category	Type(s)	
edit	[REDACTED]	10/18/2022 09:45 AM	CA/N Report	Physical Abuse Neglect	clear



The **Intake List** screen (**Current Case Episode Intake List** screen) appears. The disposition has been recorded as an Alternative Response as shown in green below.

Home
Intake
Case
Provider
Financial
Administration

Workload
Court Calendar
Placement Requests

<>

CASE NAME / ID: [REDACTED] *Alternative Response Ongoing
Open (07/26/2022)*

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	
reports	Screened In AR	07/26/2022 09:12 AM	CA/N Report	Physical Abuse Neglect	07/26/2022 11:30 AM	Alternative Response 09/07/2022	09/08/2022	County Children Services Board	unlink

Intake List

Page 11 of 23

Ohio Department of Job and Family Services

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Navigating Alternative Response (AR) in Ohio SACWIS

Entering an AR Family Assessment

The AR family assessment is exactly like the traditional family assessment; however the disposition information is not included in the AR family assessment.

1. Navigate to the **Case Overview** screen.
2. Click the **Family Assessment** link on the **Navigation** menu on the left.

The screenshot shows the Case Overview interface. The top navigation bar includes Home, Intake, Case (selected), Provider, Financial, and Administration. Below this is a secondary bar with Workload, Court Calendar, and Placement Requests. The left sidebar contains a navigation menu with 'Family Assessment' circled in red. The main content area shows case information: CASE NAME / ID: Simpson, Marge / [redacted], Alternative Response Assessment, Open (10/18/2022). It also lists ADDRESS, CONTACT, AGENCY (County Children Services Board), PRIMARY WORKER (Assign Primary Worker), and SUPERVISOR(S).

The **Family Assessment Filter Criteria** screen appears.

3. Click the **Add AR Family Assessment** button.

The screenshot shows the Family Assessment Filter Criteria screen. The left sidebar has 'Family Assessment' selected. The main area features a 'Sort Results By' dropdown set to 'Approval Date (Descending)'. Below are 'Filter' and 'Clear Form' buttons. A table titled 'Family Assessment' has columns for Family Assessment ID, Status, Approval Date, Final Case Decision, and Agency, but it is currently empty with the message 'No Results Returned'. The 'Add AR Family Assessment' button at the bottom is circled in red.

The **Participant Information** screen appears.

Navigating Alternative Response (AR) in Ohio SACWIS

4. Complete the **AR Family Assessment** tabs as you would on a traditional case.
5. On the **Case Analysis** tab, if **Transfer for Ongoing PCSA Services** is selected in the **Final Case Decision** field (shown below), upon approval of the family assessment, the case category will automatically change to **Alternative Response Ongoing**.

Important: The final case decision determines if the case receives a status of **Alternative Response Ongoing**.

6. When the **AR Family Assessment** tabs are complete, click the **Save** button.

The screenshot displays the 'Case Analysis' tab in the Ohio SACWIS system. The 'Case Decision' section shows the 'Final Case Decision' field set to 'Transfer for Ongoing PCSA Services', which is highlighted with a red box. The 'Discretionary Override Information' section includes a dropdown menu for 'Should the Preliminary Matrix-Indicated Case Decision be Overridden?' and a text area for 'Describe Reasons:'. The 'Final Case Decision' section includes a text area for 'Evaluation:'. The 'Save' button is circled in red at the bottom left.

Participants	Safety Review	Strengths & Needs	Risk Assessment	Substance Use	Case Analysis
Case Decision Service Planning					
Case ID:		AR Family Assessment ID:	47320962		
Case Name:	Simpson, Marge	AR Family Assessment Status:	In Progress		
Case Decision					
Preliminary Matrix-Indicated Case Decision					
Preliminary Matrix-Indicated Case Decision:					
Final Risk Level: Uncalculated					
Discretionary Override Information					
Should the Preliminary Matrix-Indicated Case Decision be Overridden? <input type="button" value="v"/>					
If Yes, Select Discretionary Reasons: <input type="button" value="v"/>					
Describe Reasons: (expand full screen)					
<input type="text"/>					
<input type="button" value="Spell Check"/> <input type="button" value="Clear"/> 10000					
Final Case Decision					
To support the basis for the case decision, evaluate the following assessment variables and their relevance and importance to the case decision: active safety threats, protective capabilities, child vulnerability, child harm, risk contributors and the final level of risk, child and family strengths and needs, family history, and family perceptions.					
Evaluation: (expand full screen)					
<input type="text"/>					
<input type="button" value="Spell Check"/> <input type="button" value="Clear"/> 10000					
Final Case Decision: <input type="button" value="Transfer for Ongoing PCSA Services v"/>					
<input type="button" value="App"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>					

The **Family Assessment** screen appears displaying a message that your data has been saved.

Navigating Alternative Response (AR) in Ohio SACWIS

7. Process for approval according to your agency's policy. Upon completion, the case status will automatically change to **Approved**.

Performing an AR Pathway Switch

There are two ways to change the pathway from AR Response to traditional in Ohio SACWIS. The AR Pathway switch process is discussed below. An AR case can also become a traditional case by linking a screened-in CA/N report to an alternative response case.

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link to navigate to the **Case Overview** screen.
4. Click the **Category/Pathway Switch** link on the **Navigation** menu.

The screenshot displays the Ohio SACWIS interface. At the top, a navigation bar includes tabs for Home, Intake, Case, Provider, Financial, and Administration. The Case tab is selected. Below this, a sub-navigation bar shows Workload, Court Calendar, and Placement Requests. The Workload tab is also selected. On the left, a navigation menu lists various case management options, with 'Category/Pathway Switch' circled in red. The main content area shows the Case Overview for 'Simpson, Marge / [redacted]', categorized as 'Alternative Response Assessment' and 'Open (10/18/2022)'. Below this is the 'AR Pathway Switch List' table:

Intake ID	Status	Decision Date - Time	Category	Type	Pathway Switch Date	Pathway Switch Reason
[redacted]	Screened In AR	10/18/2022 09:45 am	CA/N Report	Neglect Physical Abuse		

Below the table is a 'Perform Pathway Switch' button. Underneath is the 'Case Category Change' section, which includes a table with columns for Category, New Category, Effective Date, Reason, and Other Reason. A 'Change Case Category' button is located at the bottom of this section.

Navigating Alternative Response (AR) in Ohio SACWIS

The **Category/Pathway Switch List** screen (**AR Intake List** screen) appears.

5. Click the **Perform Pathway Switch** button.

The screenshot shows the 'AR Pathway Switch List' interface. It features a table with the following columns: Intake ID, Status, Decision Date - Time, Category, Type, Pathway Switch Date, and Pathway Switch Reason. A single row of data is visible, with a blue highlight on the Intake ID cell. Below the table, a blue button labeled 'Perform Pathway Switch' is circled in red.

Intake ID	Status	Decision Date - Time	Category	Type	Pathway Switch Date	Pathway Switch Reason
[Redacted]	Screened In AR	10/18/2022 09:45 am	CA/N Report	Neglect Physical Abuse		

The **AR Pathway Switch** screen appears.

6. In the **Pathway Switch Date** field, enter the date.
7. In the **Pathway Switch** field, select a value from the drop-down list.
8. Click the **Save** button.

The screenshot shows the 'AR Pathway Switch' form. The 'Pathway Switch Date' field is empty, and the 'Pathway Switch Reason' dropdown menu is open, displaying a list of reasons: Court Action, Family Request, Unable to Locate, Worker Assessment Risk Concern, Worker Assessment Safety and Risk Concern, Worker Assessment Safety Concern, and Family refused to engage in the assessment process. The 'Affected AR Intake List' table below shows the selected intake ID and decision date. At the bottom, there are 'Save' and 'Cancel' buttons.

Pathway Switch Date:

Pathway Switch Reason:

Affected AR Intake List

Intake ID	Decision Date - Time
[Redacted]	10/18/2022 09:45 AM

Save Cancel

The **AR Pathway Switch List** screen (**AR Intake List** screen) appears displaying a message that your data has been saved.

The AR case has now been switched to a traditional case.

Navigating Alternative Response (AR) in Ohio SACWIS

Completing an AR Family Case Plan

- Refer to the Knowledge Based Article “Completing a Family Case Plan” on how to create an AR Family Case Plan as it’s aligned with a Traditional Family Case Plan using the same steps.

Printing Alternative Response Letters

Three AR letters are available, but not required. Additionally, these letters will be completed at different times throughout the AR assessment.

Navigating to the AR Letters

1. Navigate to the **Case Overview** screen.
2. Click the **Intake List** link in the **Navigation** menu on the left.
3. Click the **Reports** link.

The screenshot displays the Ohio SACWIS interface. At the top, there are tabs for 'Workload', 'Court Calendar', and 'Placement Requests'. Below these is a navigation menu on the left with various links. The 'Intake List' link is circled in red. The main content area shows the 'Alternative Response Assessment' for 'Simpson, Marge', which is 'Open (10/18/2022)'. Below this is a table titled 'Current Case Episode Intake List' with the following data:

Intake ID	Status	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition Disposition Date	Investigation/ Assessment Completion Date	Agency Name	
201623310	Screened In AR	10/18/2022 09:45 AM	CA/N Report	Physical Abuse Neglect				County Children Services Board	reports unlink

At the bottom of the table, there are two buttons: 'Record Disposition(s)' and 'Change Disposition(s)'. The 'reports' link in the table is also circled in red.

The **Available Documents** screen appears.

Navigating Alternative Response (AR) in Ohio SACWIS

Alternative Response Closing Letter

1. Select **Alternative Response Closing Letter** in the **Generate Document** field.
2. Click the **Select** button.

Case»Workload»Reports

Work-Item Type: CASE Work-Item Reference:
Task Type: INTAKE Task Reference:

Available Documents

Generate Document:

Select Cancel

The **Document Details** screen appears.

3. Click the **Generate Report** button.

Document Details

Document Category: Document Title: Alternative Response Closing Letter
Work-Item ID: Work-Item Reference: Simpson, Marge
Task ID: 22483310 Task Reference:

Document History

ID	Date Created	Employee ID	Name
----	--------------	-------------	------

Document History

Generate Report

The **Alternative Response Closing Letter** screen appears.

4. In the **Type of Closing Letter** section, select the applicable dropdown filter, either:
 - Closing case with Services being provided during the assessment, **OR**
 - Closing case with no Services being provided during the assessment

Navigating Alternative Response (AR) in Ohio SACWIS

5. Complete the narrative fields on Strengths and Community Services and/or Recommendations (mandatory).
6. Click the **Generate Report** button.

Alternative Response Closing Letter

Name: *

Type of Closing Letter

Strengths: *
Closing case with Services being provided during the assessment
Closing case with no Services being provided during the assessment

Spell Check Clear 400

Community Services and/or Recommendations: *

Spell Check Clear 400

Generate Report Cancel

A screen appears showing that the report is being created.



The report appears as shown below.

Navigating Alternative Response (AR) in Ohio SACWIS

Important: As shown in red, the narrative Strengths and Community Services and/or Recommendation's content automatically populates into the letter. This is where your previously typed comments will appear.

7. Click the **Save** button.

Alternative Response Closing Letter

10/18/2022

Homer Simpson

Dear Homer Simpson,

Thank you for allowing me to talk with you about your family. After my visits with you, together we identified that your family has many strengths, including Family is committed to making changes. As we discussed, your case with our agency will be closed at this time, however, your family may benefit from the following community services and/or recommendations: Mr. Simpson is receiving substance abuse services and anger management.

If you have any questions or if we can be of any help to your family at a future time, please call our office at () .

Sincerely,

Caseworker

Supervisor

Save

Cancel

Review Parameters

Navigating Alternative Response (AR) in Ohio SACWIS

The **Intake List** screen (**Current Case Episode Intake List** screen) appears showing that the report has been saved.

< >

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

✔ The report has been saved.

CASE NAME / ID: *Simpson, Marge / 61918631* *Alternative Response Assessment*
Open (10/18/2022)

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
-----------	--------	----------------------	----------	------	----------------------	-----------------------------------	--	-------------

Mandated Reporter Letter

1. Complete the steps shown in the **Navigating to the AR Letters** section.
2. In the **Generate Document** field, select **Mandated Reporter Letter** from the drop-down box.
3. Click the **Select** button.

Available Documents

Generate Document:

Select Cancel

The **Document Details** screen appears.

4. Click **Generate Report** button.

Navigating Alternative Response (AR) in Ohio SACWIS

Document Details			
Document Category:		Document Title:	Mandated Reporter Letter
Work-Item ID:	<input type="text"/>	Work-Item Reference:	Simpson, Marge
Task ID:	22483310	Task Reference:	

Document History			
ID	Date Created	Employee ID	Name

Document History
Generate Report

The **Mandated Reporter Letter** screen appears as shown below. All the information is mandatory to fill out and responses will populate in the letter.

Navigating Alternative Response (AR) in Ohio SACWIS

Mandated Reporter Letter

Mandated Reporter Letter Type: *

Case Worker: *

Please answer the following questions

Has the agency Initiated the report? *

Is the agency continuing to investigate the report? *

Is the agency otherwise involved with the child who is the subject of this report? *

Did the report result in the filing of a complaint in Juvenile Court or criminal charges in another court? *

Please detail the general status of the health and safety of the child who is the subject of the report. *

Spell Check Clear 1000

5. Click **Generate Report** button.
6. When complete, click the **Save** button at the bottom of the screen.

Navigating Alternative Response (AR) in Ohio SACWIS

Sample Mandated Reporter Letter

Re: Child's Name:
Parent's Name:

Dear ,

This letter is to acknowledge receipt of your concern regarding the above named family which you referred to this agency on .

The following determination has been made regarding the information provided in the referral:

The referral *was accepted* for assessment/investigation. It may take our agency up to forty-five days to complete the assessment process. And in rare circumstances it could take up to sixty days to complete the assessment/investigation process.

- The Caseworker assigned to this family is [REDACTED].
- The Caseworker is under the supervision of [REDACTED].

As a mandated reporter, pursuant to Ohio Revised Code 2151.421, you have a duty to report any known or suspected child abuse or neglect. You are also able to request and receive some information about the referral that you made including the following:

- a. The agency initiated an investigation on the report.
- b. The agency continuing to investigate the report.
- c. The agency otherwise involved with the child who is the subject of the report.
- d. The report resulted in the filing of a complaint in Juvenile Court or of criminal charges in another court.
- e. The general status of the health and safety of the child who is the subject of the report.

If you have further questions or concerns, please contact our agency. Each request is subject to verification of your identity. The agency may ask that you put your request in writing by mail or FAX.



Closing an Alternative Response Case

Closing an AR Case is completed the same as any other case in Ohio SACWIS.

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