

Recording and Sealing Delinquency Records



Knowledge Base Article

Recording and Sealing Delinquency Records

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Recording and Sealing Delinquency Records

This Knowledge Base Article describes how to utilize the **Maintain Delinquency/Delinquency** Link for recording Delinquency Hearing Information and Adjudication and Disposition information. In addition, this article describes how to seal Delinquency records.

Navigating to the Delinquency Screen

To navigate to the **Delinquency** screen through a **Case**, complete the following steps:

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

Note: If you know the Case ID number, you can also use the Search link to navigate to the Case Overview screen.

4. Click the **Legal Actions** link in the **Navigation** menu

The screenshot displays the 'Case Overview' interface. On the left is a navigation menu with 'Legal Actions' circled in red. The main area is divided into several sections: 'Case Overview' with fields for Case ID, Case Name, Case Address, Case Status, Case Category, Agency, and Geo Code; 'Case Actions' with links for 'View Case Information', 'Linked Cases', and 'Protect Ohio Category'; 'Case Ticklers' showing 'No Ticklers Found' and a 'Manually Dispose of Tickler' link; and 'Assignment Information' which includes a table of workers and their agencies.

Worker Name	Role	Agency of Worker
		Children Services Board
		Children Services Board
		Children Services Board
		ity Department of Job and Family Services
		ty Department of Job and Family Services
		ty Department of Job and Family Services

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- Click on the **Maintain Delinquency** hyperlink for the desired child.

Attorney Communication
 Intake List
 Safety Assessment
 Forms/Notices
 AR Pathway Switch
 Safety Plan
 Family Assessment
 Ongoing Case A/I
 Specialized A/I Tool
 Law Enforcement
 Justification/Waiver
 Case Services
 Legal Actions
 Legal Custody/Status
 Living Arrangement
 Initial Removal

Case Legal Actions / Delinquency Participants Filter Criteria
 All Persons Persons Under Age 22

Filter

Case Legal Actions / Delinquency Participants
 Result(s) 1 - 5 of 5 Page 1 of 1

Case Participants	DOB		
		Maintain Legal Action	Maintain Delinquency
		Maintain Legal Action	Maintain Delinquency
		Maintain Legal Action	Maintain Delinquency
		Maintain Legal Action	Maintain Delinquency
SACWIS, Suzie		Maintain Legal Action	Maintain Delinquency

OR, To navigate to the **Delinquency** screen through **Person Record**, complete the following steps:

- From the SACWIS **Home** screen, click the **Person Search** link.

OHIO SACWIS UAT [2] Logged In: [User Name] [search](#) [help & training](#) [log off](#)

Home Intake Case Provider Financial Desktop Approvals **Person Search** Intake Search Case Search Provider Search Employee Search

Tickler Summary
 Message Board
 Last Login: 04/07/2014 07:46:47 AM
 Broadcast Messages
 Agency Messages
 State Messages

- From the **Person Search** screen, enter the first and last name of the person or, if you know the Person Id number, enter it in the **Person Id** field.

Person Search Intake Search Case Search Provider Search Employee Search

Person Search Criteria

Prefix: [Dropdown]
 Last Name: [Text Field]
 First Name: [Text Field]
 Suffix: [Dropdown]
 Middle Name: [Text Field]
 DOB: [Text Field] or [Calendar Icon] From Age: [Text Field] To Age: [Text Field]
 Gender: [Dropdown] Race: [Dropdown] Hispanic/Latino: [Dropdown]
 Person ID: [Text Field]

AKA Sounds Like
 [HINT: AKA / 'Sounds Like' applies to last/first/middle name only.
 Wildcard (%) search & 'Sounds Like' cannot be used together.]

Advanced Search Criteria

Sort Results By: [Dropdown] Last Name Ascending

Search Clear Form

- Click the **Search** button.

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4. Click the **Edit** link next to the Person record you want to access.

Sort Results By:

[Search](#) [Clear Form](#)

Person Search Results

Result(s) 1 - 2 of 2 Page 1 of 1

	Person ID	Name	Street	City	State/Zip	Gender	Age	DOB	Active Case
view edit									
view edit									

5. From the **Person Profile** screen, click the **Delinquency** link

Profile | [Education](#) | [Medical](#) | [Employment](#) | [Military](#) | [Delinquency](#) | [SACWIS History](#) | [help](#) |

Basic	Demographics	Address	Add'l	Background	Characteristics	Safety Hazard	Confidential Information
Name: SACWIS, Suzie			Person ID:			DOB:	

The **Delinquency Information** screen appears.

Profile | [Education](#) | [Medical](#) | [Employment](#) | [Military](#) | [Delinquency](#) | [SACWIS History](#)

Name: Smith, John Person ID: 0000000 DOB: 01/01/2000

Delinquency Information

Hearing History

Sort By:

Hearing Date	Hearing Type	Court Case Number	Court ID Number	Court Name	Additional Information
Add Hearing					

Disposition Details

Sort By: Created In Error: Exclude Include

	Adjudication Date	Disposition Date	Adjudication Type	Court Case Number	Court ID Number	Disposition Details
view	01/07/2014	01/13/2014	Delinquency		123567	[Created in Error]
edit	01/07/2014	01/13/2014	Delinquency		123567	Violent Offender
edit	01/07/2014	01/13/2014	Delinquency		123567	Violent Offender

[Add Adjudication](#)

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Recording a Delinquency Hearing Record

1. Click the **Add Hearing** button.

The screenshot shows a user profile for 'SACWIS, Suzie' with fields for 'Person ID' and 'DOB'. Below this is the 'Delinquency Information' section, which includes a 'Hearing History' table. The table has columns for 'Hearing Date', 'Hearing Type', 'Court Case Number', 'Court ID Number', 'Court Name', and 'Additional Information'. A blue 'Add Hearing' button is located at the bottom left of the table and is circled in red.

The **Hearing Details** screen appears

The screenshot shows the 'Hearing Details' form for 'SACWIS, Suzie' with 'Person ID: 9699116' and 'DOB: 01/01/1900'. The form includes fields for 'Hearing Date: *', 'Hearing Time: *', 'Court Case Number:', 'Court ID Number:', 'Court Name: *', and 'Judge/Magistrate:'. The 'Hearing Type' is set to 'Delinquency'. A green box highlights the 'Court Case Number' and 'Court ID Number' fields. The 'Apply', 'Save', and 'Cancel' buttons are at the bottom.

2. Enter the **Hearing Date**.
3. Enter the **Hearing Time**, including AM or PM.
4. Select the **Court Name** from the dropdown.

Note: The **Hearing Type** automatically defaults to Delinquency and cannot be modified.

5. Enter the **Court Case Number** or the **Court ID Number** (optional).

Important: The **Court Name** can be set to a desired default value in the **Maintain Agency Information** area. Based on the **Court Name** selected, the **Court Address** and **County Name** will automatically populate.

6. Select the **Judge/Magistrate**.

Note: If the **Hearing** is future dated, the **Judge/Magistrate** cannot be selected.

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7. Click the **Save** button.

The **Delinquency Hearing** has been saved and the **Delinquency Information** screen appears.

Name: SACWIS, Suzie Person ID: [redacted] DOB: [redacted]

Delinquency Information

Hearing History

Sort By: [dropdown]

	Hearing Date	Hearing Type	Court Case Number	Court ID Number	Court Name	Additional Information
edit	02/18/2014	Delinquency			[redacted] County Court	

[Add Hearing](#)

Recording an Adjudication or Disposition Delinquency Record

1. Click the **Add Adjudication** button.

[Profile](#) | [Education](#) | [Medical](#) | [Employment](#) | [Military](#) | [Delinquency](#) | [SACWIS History](#)

Name: [redacted] Person ID: [redacted] DOB: [redacted]

Delinquency Information

Hearing History

Sort By: [dropdown]

	Hearing Date	Hearing Type	Court Case Number	Court ID Number	Court Name	Additional Information
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[Add Hearing](#)

Disposition Details

Sort By: Adjudication Date (Desc) [dropdown] Created In Error: Exclude Include

	Adjudication Date	Disposition Date	Adjudication Type	Court Case Number	Court ID Number	Disposition Details
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[Add Adjudication](#)

[Close](#)

The **Adjudication/Disposition Details** screen appears.

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Name: [Redacted] Person ID: [Redacted] DOB: [Redacted]

Adjudication/Disposition Details

Adjudication Type: [Dropdown] **Adjudication Date:** [Date Picker] **Disposition Date:** [Date Picker]

Court Case Number: [Text] Court ID Number: [Text]

Offense Type(s):
Aggravated Assault
Abduction
Aggravated Murder
Abuse of Corpse
Assault

Selected Offense Type(s):
Add >
< Remove

Disposition Details

Sexual Offender Tier Classification: [Dropdown] Registered Original Registration Date: [Date Picker]

Violent Offender
 Probation

Adjudication/Disposition Narrative:
[Text Area]

Spell Check Clear 3000

Court Name: * [Dropdown] Judge/Magistrate: [Dropdown]
Court Address: [Text] County: [Text]

Adjudication Record has been Created in Error

Created By: [Text] Created Date: [Text]
Modified By: [Text] Modified Date: [Text]

Apply Save Cancel

2. Enter the **Adjudication Type**.
3. Enter the **Adjudication Date**.
4. Enter the **Disposition Date** (optional).
5. Enter the **Court Case Number** or the **Court ID Number** (optional).
6. Use the **Add>** button to select the **Offense Type(s)**.
7. Enter the **Disposition Details** (optional).

Important: If the **Sexual Offender** box is checked, then the **Tier Classification** is required.

Note: The **Registered** checkbox is only enabled when the **Sexual Offender** checkbox is checked.

Tier I Classification: Juveniles adjudicated as Tier I must register for 10 years

Tier II Classification: Juveniles adjudicated Tier II must register for 20 years

Tier III Classification: Juveniles adjudicated Tier III must register for life.

Important: Juveniles under the age of 14 are not subject to registration. The Juvenile Court has discretion to require registration for juvenile offenders between the ages of 14 and 15 in certain circumstances

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8. Select the **Court Name** from the dropdown.

Note: The **Court Name** can be set to a desired default value in the **Maintain Agency Information** area. Based on the **Court Name** selected, the **Court Address** and **County Name** will automatically populate.

9. Select the **Judge/Magistrate**. If the Hearing is future dated, the **Judge/Magistrate** cannot be selected.
10. Click the **Save** button.

The screenshot shows a form for creating an adjudication record. At the top, there are two dropdown menus: "Court Name: *" and "Judge/Magistrate:". Below these are fields for "Court Address:" and "County:". A checkbox labeled "Adjudication Record has been Created in Error" is present. There are also fields for "Created By:", "Modified By:", "Created Date:", and "Modified Date:". At the bottom, there are three buttons: "Apply", "Save", and "Cancel". The "Save" button is circled in red.

The **Adjudication/Disposition** record is saved and the **Disposition Details** screen appears..

The screenshot shows the "Disposition Details" screen. At the top, there is a "Sort By:" dropdown set to "Adjudication Date (Desc)" and a "Created In Error:" section with radio buttons for "Exclude" and "Include" (selected). Below this is a table with the following columns: "Adjudication Date", "Disposition Date", "Adjudication Type", "Court Case Number", "Court ID Number", and "Disposition Details". The table contains one row with a light blue background. The "Disposition Details" column for this row contains the text "[Created in Error]". Below the table, there are three buttons: "view", "edit", and "edit". At the bottom, there is a button labeled "Add Adjudication".

	Adjudication Date	Disposition Date	Adjudication Type	Court Case Number	Court ID Number	Disposition Details
view						[Created in Error]
edit						Violent Offender
edit						Violent Offender

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Sealing an Adjudication or Disposition Delinquency Record

Important: In order to seal any **Delinquency Records** users must have the **Security User Group** of **Delinquency Records Sealer**.

1. From the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Seal Delinquent Records** hyperlink.

The screenshot shows the SACWIS Administration menu. The 'Administration' tab is selected. In the left-hand menu, 'Seal Delinquent Records' is highlighted with a red circle. In the main content area, the 'Person Search' button is also circled in red, along with the 'Person ID' input field and the 'Go' button.

3. Complete a **Person Search**:

- **Option A:** Click the **Person Search** button and enter the person name or other search criteria for which you are searching.

The screenshot shows the 'Person Search Criteria' form. The 'Last Name' field contains 'SACWIS' and the 'First Name' field contains 'Suzie'. The 'Search' button is circled in red. Below the form, the 'Sort Results By' dropdown is set to 'Last Name Ascending'.

- **Option B:** Enter the **Person ID** and click the **Go** button.

Select the **Edit** link for the desired person's record from the search results.

Person ID	Name	Street	City	State/Zip	Gender	Age	DOB	Active Case
view edit	SACWIS , Suzie Related Persons				Female			Yes

Recording and Sealing Delinquency Records

The **Child Selection** screen appears. This will display all **Adjudication** and **Disposition Delinquent** records for the person selected.

Note: Only unsealed records will display in the search results.

	Adjudication Date	Disposition Date	Adjudication Type	Offense Type (s)	Court Case Number	Court ID Number	Disposition Details
<input checked="" type="checkbox"/>	01/07/2014	01/13/2014	Delinquency	Assault		123567	[Created in Error]
<input checked="" type="checkbox"/>	01/07/2014	01/13/2014	Delinquency	Assault		123567	Violent Offender
<input checked="" type="checkbox"/>	01/07/2014	01/13/2014	Delinquency	Aggravated Assault		123567	Violent Offender

4. Place a check in the row for the **Delinquency Record** you wish to seal.

Note: **Created in Error** Delinquency Records can also be sealed.

5. Click the **Seal Record(s)** button.

- A confirmation message will display, stating, **You are requesting to seal the selected Adjudication/Disposition records. This is an irreversible action and shall only be performed upon a Court Order. Do you wish to continue?**

	Adjudication Date	Disposition Date	Adjudication Type	Offense Type (s)	Court Case Number	Court ID Number	Disposition Details
<input checked="" type="checkbox"/>	03/31/2014						Violent Offender
<input checked="" type="checkbox"/>	01/28/2014						Violent Offender
<input checked="" type="checkbox"/>	01/01/2014						Sexual Offender

6. Click the **OK** button to save the changes.

7. OR, Click the **Cancel** button to cancel the changes. Repeat steps 3 through 7 above to make the desired changes.

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A confirmation message appears stating that **Your data has been saved.**

Your data has been saved. close confirmation

Child Selection

- or - Person ID:

Person ID: Name: Smith, John Birth Date:

Disposition Details

	Adjudication Date	Disposition Date	Adjudication Type	Offense Type(s)	Court Case Number	Court ID Number	Disposition Details
<input type="checkbox"/>	01/28/2014		Delinquency/Unruly/Truant				Violent Offender
<input type="checkbox"/>	01/01/2014		Delinquency/Truant	Abusing Harmful Intoxicants, Criminal Mischief			Sexual Offender