

Creating a FINS Intake for Juvenile Court



Knowledge Base Article

Creating a FINS Intake for Juvenile Court

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Creating a FINS Intake for Juvenile Court

Overview

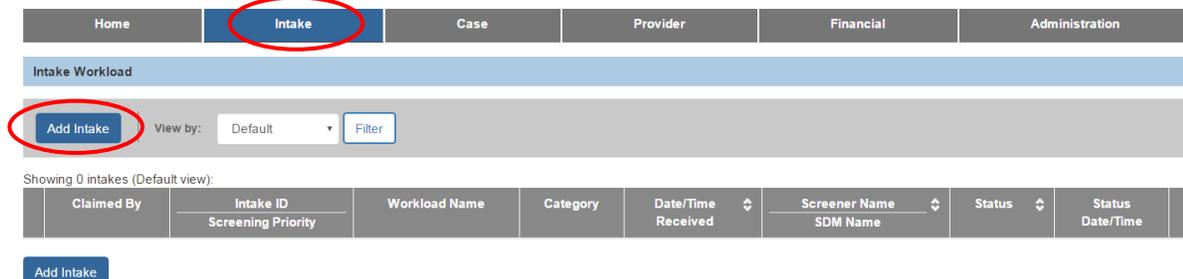
This article describes how to complete a **Family in Need of Services (FINS)** Intake for Juvenile Court cases. This serves as the first step in creating a case in Ohio SACWIS for a IV-E Court, or linking it to an existing case.

Important:

- Only workers with assignment to the case (or the worker's supervisor) can add information to an intake that has been linked to a case.
- When recording additional information on a new or existing intake, each county must still follow the applicable **Ohio Administrative Code Rules**, as well as their own **internal agency procedures**.

Adding an Intake

1. From the **Home** screen, click the **Intake** tab. The **Intake Workload** screen appears.
2. Click the **Add Intake** button at the top or bottom of the screen.



The **Intake Workspace** screen appears, with the **Reporter** tab in view. As shown in green below, the **Received** fields in the **Intake Header** default to the current system date and time. The **Intake Method** field defaults to **Phone**, but these fields can be modified.

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Intake ID: 12153575 Intake Status: Pending Date/Time Created: 09/16/2016 02:57 PM Intake Category: Intake Types:

Received: * **Method:** * Screener: / Claimed:

09/16/2016 02:57 PM Phone

Intake Workspace

▼ ABC Scripts & Templates

Intake Narrative: * (Expand view) 20000

Reporter Basic Participants ACV/AP Detail Allegations

Reporters

No reporters have been added yet.

Add Reporter

Recording the Narrative

1. In the **Intake Narrative** field, type the appropriate content.

Intake Workspace

▼ ABC Scripts & Templates

Intake Narrative: * (Expand view) 19959

This is the narrative for the report....

Reporter Basic Participants ACV/AP Detail Allegations

Reporters

No reporters have been added yet.

Add Reporter

Adding a Reporter

1. Click the **Add Reporter** button.

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The screenshot displays the FINS Intake system interface. At the top, intake details are shown: Intake ID: 12145577, Intake Status: Pending, Date/Time Created: 09/16/2016 10:59 AM, Intake Category: (blank), and Intake Types: (blank). Below this, the 'Received' field is set to 09/16/2016 at 10:59 AM, and the 'Method' is 'Phone'. The 'Screener / Claimed' field is empty. The main workspace is titled 'Intake Workspace' and includes a sidebar with 'ABC Scripts & Templates' and 'Intake Narrative: (Expand view) 20000'. The main content area has tabs for 'Reporter', 'Basic', 'Participants', 'ACV/AP Detail', and 'Allegations'. The 'Reporter' tab is active, showing a blue header 'Reporters' and the text 'No reporters have been added yet.' A blue 'Add Reporter' button is highlighted with a red circle.

The **Add Reporter** screen appears, as shown on the next page.

As shown in green, on the **Reporter Information** screen:

- The radio button in the **Reporter Information** section defaults to **Non-Mandated Reporter**.

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Add Reporter

Current Narrative

Current Narrative (saved 09/16/2016 11:05 am) ▾

Reporter Information

Select the type of Reporter:

- Non-Mandated Reporter
- Mandated Reporter
- Anonymous

Non-Mandated Reporter Information

Name: *

Person ID:

Gender

Contact: Ext:

Other Contact:

Address:

Reporter Type:

Relationship to Alleged Child Victim(s) / Child Subject(s) of Report:

- **Contact Method** field and **Date Reporter Contacted Agency** field auto-populate with information from the **Intake Header**.

Contact & Situation Knowledge

Contact Method: *

Date reported contact agency: *

How did the reporter learn about the situation?
 Observed
 Told by another party

Are there others with knowledge of the situation?

Has the reporter addressed the concern with the Parent/Caretaker?

Last date and time reporter had contact with the ACV(s) / CSR(s):

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2. In the **Reporter Information** section, click the appropriate radio button to specify the reporter type: **Anonymous Reporter**, **Non-Mandated Reporter**, or **Mandated Reporter**.

Note: Depending on your selection, various screen fields appear and/or populate with information.

3. Complete the screen fields as needed.
4. When complete, click the **Save** button at the bottom of the screen.
5. Multiple reporters may be added by following the above steps, as needed.

As shown in green, the **Reporter** tab appears displaying the newly entered reporter information, including each reporter's name and type or **Anonymous**. A message at the top of the screen tells you your data has been saved.

The screenshot displays the FINS Intake system interface. At the top, a green notification bar states "Your data has been saved." Below this, the intake details are shown: Intake ID: 12145577, Intake Status: Pending, Date/Time Created: 09/16/2016 10:59 AM, Intake Category: (blank), and Intake Types: (blank). The "Received" field is set to 09/16/2016 at 10:59 AM, and the "Method" is Phone. The "Screener" is Blue, Skye / Claimed: Blue, Skye, Sunshine County Juvenile Court.

The "Intake Workspace" section is visible, with the "Reporter" tab selected and highlighted in green. The "Reporter" tab shows two reporter entries, each with an "Add Contact" button. The first entry is "Reporter 1: (Anonymous, Anonymous)" with a contact "Phone - 09/16/2016 10:59 AM". The second entry is "Reporter 2: Jane Doe (Non-Mandated, Other)" with a contact "Phone - 09/16/2016 11:26 AM".

At the bottom of the screen, the "Intake Status" is set to Pending, and there are "Apply", "Save", and "Cancel" buttons.

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Recording Basic Intake Information

1. Click the **Basic** tab. The **Basic** screen displays.
2. In the **Intake Category** field, select **Family in Need of Services**.
3. In the **Intake Types** field, select **Unruly/Delinquent**.
4. Click the **Add** link. The selection moves into the **Selected Types** field.

The screenshot shows the 'Intake Workspace' interface. On the left is the 'Intake Narrative' field with a placeholder text 'This is the narrative...' and a character count of '19975'. The main area has tabs for 'Reporter', 'Basic', 'Participants', and 'ACVI/AP Detail'. The 'Basic' tab is active. Below the tabs, there is an 'Intake Type' section. It includes an 'Intake Workload Name' field, an 'Intake Category' dropdown menu set to 'Family in Need of Services', and an 'Intake Types' list. The list contains several options, with 'Unruly/Delinquent' highlighted and an 'Add' button next to it. To the right of the list is a 'Selected Types' field containing 'Unruly/Delinquent'.

5. In the **Does this report allege human trafficking of a child(ren)?** field, select the appropriate value.
6. In the **Does this report allege a child fatality or near fatality?** field, select the appropriate value.
7. In the **Does this report require Third Party involvement due to a potential conflict of interest?** field, select **No**.

The screenshot shows the 'Additional Comments about intake (internal use only)' field with a character count of '500'. Below it are three questions with radio button options and a dropdown menu. The first question is 'Does this report allege human trafficking of a child or children?' with options 'Not Answered', 'No', and 'Yes'. The second question is 'Does this report allege a child fatality or near fatality?' with options 'Not Answered', 'No', and 'Yes'. The third question is 'Does this report require Third Party involvement due to a potential conflict of interest?' with a dropdown menu set to 'No'.

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- In the **Is parental or caregiver substance abuse being reported by the referent?** field, select the appropriate value.
 - If **Yes** is selected, additional fields will display. Select the appropriate value to describe how the referral source became aware of the parental substance abuse, then select the applicable substances from the **Drug Types** push box.
- In the **Living Arrangement at Time of Intake** field, select the appropriate living arrangement value.
- In the **Is law enforcement involved?** field, select the appropriate value.
 - If **Yes** is selected, the **Identify jurisdiction and involvement** field displays. Record the applicable information.

The screenshot shows a form with the following fields and options:

- Is parental or caregiver substance abuse being reported by the referent?** (Radio buttons: Not Answered, No, Yes)
- Living arrangement at time of intake:** (Dropdown menu)
- Is law enforcement involved?** (Dropdown menu)
- What is the screening priority of this report?** (Radio buttons: None specified, LOW, MED, HIGH)

At the bottom, there is an **Intake Status:** dropdown menu set to **Pending**, and buttons for **Apply**, **Save**, and **Cancel**.

Adding Participants

- Click the **Participants** tab. The **Participants** screen appears.
- Click the **Search & Add Participants** button.

The screenshot shows the **Intake Workspace** with the following elements:

- Intake Narrative:** * (Expand view) 19949
- Participants** tab selected (circled in red)
- Search & Add Participants** button (circled in red)
- Message: *No participants have been added yet.*

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The **Search & Add Participants** screen appears.

3. Enter the child's search criteria into the fields.
4. Click the **Search** button.

Search & Add Participants

Current Narrative

Current Narrative (saved 09/16/2016 12:51 pm) ▾

Search & Add Participant

First Name:
Susie

Middle Name:

Last Name:
Sacwis

AKA AKA and 'Sounds Like' applies to last, middle, and first name. Wildcard (%) searches cannot be used with 'Sounds Like'.
 Sounds Like

Gender:
▾

DOB:
-or- Age Range:
From Age To Age

SSN:

Person ID:

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

Address:
Enter a location

County:
▾

Search Using:
 First Name Last Name Middle Name Gender
 DOB/Age Range SSN Address/County

Sort Order:
Last Name (A-Z) ▾

Search Clear Form

The results appear in the **Search Results** section at the bottom of the page.

5. If the person is not found in the **Search Results**, click the **Create New Person** button to create a new **Person** profile. Record the **Person** information, click **Save**, then **Close** to return to the **Participants** screen. Go to Step 8.
6. If the person is found in the **Search Results**, select the check box next to the person's name.

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7. Click the **Add Selected to Intake** button at the bottom of the screen.

Search Results

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

	Person ID - Name	Address	Gender	(Age) DOB	Active Case
<input checked="" type="checkbox"/>	15928769 - Sacwis, Susie				

[Related Persons](#) ▾

Can't find who you're looking for?
Create a new SACWIS person profile:

The **Participants** screen appears displaying the information you have added.

8. In the **Participants** section, click the **Edit** link in the appropriate row.

Intake Workspace

✓ ABC Scripts & Templates

Intake Narrative: * [\(Expand view\)](#) 19949

This is the narrative...narrative...narrative...

Reporter Basic **Participants** ACV/AP Detail Allegations

Participants

[15928769 - Sacwis, Susie](#)

[Related Persons](#) [History](#)

The **Participant Details** screen appears.

9. Scroll down to the **Available Roles** field.

10. Select **Child/Youth Subject of a Non-CA/N (Child/Youth Subject)**.

11. Click the **Add** link.

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Available Roles:

Q	Add All	Add
Adult Subject of Report		
Alleged Child Victim (ACV)		
Alleged Perpetrator (AP)		
Caretaker		
Child Daycare Provider		
Child Subject of Report		
Child/Youth Subject of a Non-CA/N (Child/Youth Subject)		
Custodian		

Selected Roles:

Remove	Remove All	Q
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Apply Save Save & Add Another Cancel

The value appears in the **Selected Roles** field.

12. When complete, click the **Save** button.

Available Roles:

Q	Add All	Add
Adult Subject of Report		
Alleged Child Victim (ACV)		
Alleged Perpetrator (AP)		
Caretaker		
Child Daycare Provider		
Child Subject of Report		
Custodian		
Group Home Staff		

Selected Roles:

Remove	Remove All	Q
		Child/Youth Subject of a Non-CA/N (Child/Youth Subject)

Apply Save Save & Add Another Cancel

The **Participants** screen appears displaying the selected role. A message at the top of the page tells you your data has been saved.

✔ Your data has been saved.

Intake ID: 12145577 Intake Status: Pending Date/Time Created: 09/16/2016 10:59 AM Intake Category: Phone Intake Types: Screener: Blue, Skye / Claimed: Blue, Skye, Sunshine County Juvenile Court

Received: * Method: * Screener: Blue, Skye / Claimed: Blue, Skye, Sunshine County Juvenile Court

09/16/2016 10:59 AM

Intake Workspace

ABC Scripts & Templates

Intake Narrative: * (Expand view) 19949

This is the narrative...narrative...narrative...

Reporter Basic Participants ACV/AP Detail

Participants

Search & Add Participants Participant Roles

edit 15928769 - Sacwis, Susie Child/Youth Subject of a Non-CA/N (Child/Youth Subject) Related Persons History

If you need additional information about **Intake Participants**, please refer to the **Adding Intake Participants** Knowledge Base article.

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13. In the footer at the bottom of the screen, change the **Intake Status** from **Pending** to **Complete**, by selecting **Complete** in the drop down box.
14. Click the **Save** button.



As shown in green below, the **Intake Workload** screen appears displaying a message that your data has been saved.

Screening In an Intake

1. Click the **Decision** link in the appropriate row.

A screenshot of the 'Intake Workload' screen. At the top, there are navigation tabs: 'Home', 'Intake', 'Case', 'Provider', 'Financial', and 'Administration'. Below the tabs is a green message box that says 'Your data has been saved.' with a close button. Underneath is the 'Intake Workload' section, which includes an 'Add Intake' button, a 'View by:' dropdown set to 'Default', and a 'Filter' button. Below this is a table with the following data:

	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screeener Name SDM Name	Status	Status Date/Time	
decision	release	12145577		Family in Need of Services	09/16/2016 10:59 AM	Blue Skye	Complete	09/16/2016 10:59 AM	

Below the table is another 'Add Intake' button. The 'decision' link in the first column of the table is circled in red.

The **Decision Details** screen appears as shown on the next page.

2. In the **Screening Decision** field, select **Screened In** from the drop down list.
3. Record the **Date & time of screening decision**, or click the **Use Current Date/Time** button to automatically populate this information.
4. Click the **Save** button at the bottom of the screen.

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Intake Workspace

ABC Scripts & Templates

Intake Narrative: * (Expand view) last saved Sep 16, 2016 2:04:13 PM

Narrative....

Reporter Basic Participants ACV/AP Detail Decision

Decision Details

Is this an emergency? Response time for initiation:

Screening decision:

Screening Pathway:

County priority:

Date & time of screening decision:

5. The **Decision Review** screen displays the **Intake Summary** information.
6. If the information is correct, click the **Confirm Screening Decision** button. If corrections are needed, click Cancel to return to the Decision screen.

Decision Review

Intake Summary

Saving the Screening Decision will invoke 'Post-Screening Decision' edit rules.

You are about to decision this intake as: **Screened In**

Received Date/Time:	09/16/2016 02:03 PM	Intake ID:	11944482
Decision Date/Time:	09/16/2016 02:04 PM	Human Trafficking Allegation:	No
Intake Category:	Family in Need of Services	Child Fatality Status:	N/A
Intake Types:	Unruly Delinquent		

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The **Intake Workload** screen appears. As shown below, the **Decision** link has been replaced by a **Link** hyperlink.

7. Click the **Link** hyperlink.

Intake Workload

Add Intake View by: Default Filter

Showing 1 intakes (Default view):

	Claimed By	Intake ID Screening Priority	Workload Name	Category	Date/Time Received	Screener Name SDM Name	Status	Status Date/Time	
view		12145577		Family in Need of Services	09/16/2016 10:59 AM	Blue Skye Blue Skye	Screened In	09/16/2016 2:10 PM	

Add Intake

The **Link Case** screen appears.

8. Click the **Create Case** button.

Home Intake Case Provider Financial Administration

Link Case

Case ID	Case Name	Case Status	Case Category	Status Date	Agency
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Create Case Cancel

The **Create Case** screen appears.

9. In the **Case Reference Person** field, highlight the child's name.

10. Click the **Save** button.

Create Case

Select	Person ID	Person Name	DOB	Role
<input checked="" type="checkbox"/>	15928769	Sacwis, Susie		Child/Youth Subject of a Non-CAN (Child/Youth Subject)

Case Reference Person: * Sacwis, Susie

Save Cancel

The **Intake Workload** screen appears displaying the case number that the intake has been linked to.

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