

Completing an Alleged Perpetrator Search in Ohio SACWIS



Knowledge Base Article

Completing an Alleged Perpetrator Search in Ohio SACWIS

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Completing an Alleged Perpetrator Search in Ohio SACWIS

Overview

This Knowledge Base Article outlines the steps for creating an **AP Search Request** through the Provider Record as well as the steps for creating an **AP Search Request** through the **AP Search Workload**. This article also describes the steps for **Launching the AP Search** and generating a **Match Found** or **Match Not Found** report.

Alleged Perpetrator Search Requests can be recorded through the AP Search History link within the Provider record by Public and Private agency workers with the appropriate security role and/or assignment to the provider record. AP Search Requests can also be recorded through the Alleged Perpetrator Search Workload by Public Agency and State workers with appropriate security.

Private agency workers with Private Agency – AP Search Worker security can view all of the AP Search Requests for their agency through the Alleged Perpetrator Workload, but cannot create new requests. Private Agency – AP Search Workers can also add new AP Search Requests on any Provider record for their agency, meaning, there is a current open Type Status that matches the agency of the logged-in worker.

In addition to the requirements defined above, AP Search Executor security is required to launch the AP Search for Public Agency.

Navigating to the Provider Record

1. On the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Provider Search** tab.



The **Search for Provider Profile** screen appears.

3. Enter the appropriate search criteria into the fields as needed.

Note: Some fields will automatically default with information.

4. Click, **Search**.

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Search For Provider Profile

Provider ID:

OR

Provider Name: Member Last Name: Member First Name: Member Middle Name:

Provider Category:

Agency Type:

Agency:

Provider Type: Include "Closed" Provider Type Status

Provider Status:

[Address, Contact and Provider Reference Criteria](#) ▼

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

Fewer Results

+ AKA/Nicknames

More Results

Search
Clear Form

The results appear in the **Search Results** grid.

5. Click the **edit/view** link in the appropriate row.

Search Results

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

	Provider Name / ID	Provider Status	Provider Category	Address
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> View edit </div>	[Redacted]	ACTIVE	HOME	[Redacted]

[View Provider Type Information](#) ▼

The **Provider Overview** screen appears.

Note: The Provider Overview screen can also be accessed by selecting the **Provider** record from the Provider **Workload**.

Home
Intake
Case
Provider
Financial
Administration

Workload
Provider Search
Provider Match
Recruitment
Inquiry
Training
Contracts
Agency Certifications
KCCP Pre-Screening Tool

Workload

Provider Worker: Sort By: Filter

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Creating an AP Search Request through the Provider Record

1. Click the **AP Search History** link in the **Navigation Menu**.

The screenshot shows the Ohio SACWIS Provider Record interface. The navigation menu on the left has 'AP Search History' circled in red. The main content area displays provider information, including a message: 'One or more active Adult Provider member(s) is missing a Verified Authentication Number (TCN)'. The interface includes tabs for 'Action Items', 'Provider Alerts', and 'Assignments'.

The **Alleged Perpetrator Search History** screen appears.

Note: If there are **AP Requests** already linked to the Provider record, they will appear in the **AP Filter Results Grid**.

Workers with the proper security can view the **AP Requests** and **Report Results** for their agency's requests. Workers are able to see **AP Requests** completed by other agency's in the **AP Filter Results Grid**, but will not be able to **View** the **Request Details** as shown below.

The screenshot shows the 'Alleged Perpetrator Search History' screen. It includes filter options for 'From Created Date', 'To Created Date', 'From Status Date', 'To Status Date', 'Request Status', 'Agency', 'Provider Members', 'Request Type', 'Request Reason', 'Sort Results By', and 'Created in Error'. Below the filters is a table of results.

Created Date	Request Type	Request Reason	Person Name / ID	Gender	DOB	Status / Status Date	Requesting Agency	Created in Error
06/29/2020	Member	New Applicant	[Redacted]				[Redacted]	
AKA's: No AKA								
06/29/2020	Member	New Applicant	[Redacted]				[Redacted]	

Completing an Alleged Perpetrator Search in Ohio SACWIS

2. Click, **Add Member Request(s)**.

Alleged Perpetrator Search History

From Created Date: [] To Created Date: []
From Status Date: [] To Status Date: []
Request Status: []
Agency: []
Provider Members: []
Request Type: [] Request Reason: []
Sort Results By: [Created Date (Descending)] Created in Error: [Exclude] [Include]

Filter Clear

AP Filter Results

Created Date	Request Type	Request Reason	Person Name / ID	Gender	DOB	Status / Status Date	Requesting Agency	Created in Error
No Results Returned.								

Add Member Request(s)

The **Potential Requests** screen appears, displaying all **Adult Provider Members**.

3. Select the **Provider Members** for which you wish to **Create Request(s)** by checking the boxes next to their name(s). Check the top box to select all.

- **Important:** Alert Message will display **Attention**. Please make sure all Addresses, Relationship, Race, and Ethnicity information has been entered before creating a request. **A Person Name/ID hyperlink** has been added to assist user in entering the appropriate information.
- **Informational icon** now displays for the **No AKA checkbox**. If AKA/maiden name exists, enter on the Person demographic under AKA; if not, check the No AKA checkbox. If there are other names for which the person has been known, they are displayed as **AKA's**, and will be included in the **AP Search**. The **AKA** names are pre-populated from the **Person** record for the selected **Provider Member**.

Attention
Please make sure all Addresses, Relationships, Race and Ethnicity information have been entered before creating a request.

PROVIDER NAME / ID: [] CATEGORY: Home

Potential Requests

Name / ID	DOB	Gender	SSN	Request Reason:	ID Verification on File
[] []	[]	[]	[]	[]	[]
[] []	[]	[]	[]	[]	[]

AKA's [] No AKA []

AKA's [] No AKA []

Create Request(s) Cancel

Completing an Alleged Perpetrator Search in Ohio SACWIS

Note: Users with the **SSN Admin** security will be able to see the **SSN** on this screen. For users without the security, the **SSN** will display as **xxx-xx-xxxx**.

4. Select the appropriate **Request Reason(s)** from the drop-down menu (select from the top drop-down menu to apply to all).

- Selection choices include:

Private Agencies	Public Agencies
New Applicant	New Applicant
Recert/Update	Recert/Update
Kinship Caregiver	Kinship Caregiver
Adult Household Member	Adult Household Member
	Respite/Alt Caregiver
	Daycare Certification
	Individual
	Out of State

5. Select the appropriate **ID Verification on File (Yes or No)** from the drop-down menu.

Note: By selecting **Yes**, you are indicating you have verified the information you are submitting for the **AP Search** by obtaining a copy of their **Driver's License** and/or **Social Security** card.

6. Select from the top drop-down menu to apply to all

Note: **ID Verification on File** must have a value of **Yes** in order to **Launch the Search**.

Attention
Demographic (Last Name, First Name, DOB, SSN & Gender) are required to select the member and create a request. Please make sure all Addresses, Relationships, Race and Ethnicity information have been entered before creating a request.

Potential Requests				SSN	Request Reason:	ID Verification on File
<input type="checkbox"/>	Name / ID	DOB	Gender	SSN	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AKA's: Nia Reynolds <input type="checkbox"/> No AKA						
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AKA's: <input type="checkbox"/> No AKA						
	Reynolds_Cora / 27900309	04/02/1946	FEMALE		Adult Household Member	Yes
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
AKA's: <input checked="" type="checkbox"/> No AKA						

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7. Click, **Create Request(s)**.
8. The **Alleged Perpetrator Search History** screen appears
9. Select, **edit**, beside the pending request.

Created Date	Request Type	Request Reason	Person Name / ID	Gender	DOB	Status / Status Date	Requesting Agency	Created in Error
06/30/2020	Member	Adult Household Member	[REDACTED]	[REDACTED]	[REDACTED]	Pending 06/30/2020	[REDACTED]	
06/29/2020	Member	New Applicant	[REDACTED]	[REDACTED]	[REDACTED]	Completed 06/29/2020	[REDACTED]	
06/29/2020	Member	New Applicant	[REDACTED]	[REDACTED]	[REDACTED]	Completed 06/29/2020	[REDACTED]	

The **AP Search Request Details** screen appears.

Note: The AP Requests are created in **Pending** status. In order to process the request, Private agencies will Submit to State and Public agencies will Launch Search.

10. Process the **AP Search Request** by: **Clicking Save & Launch** or **Launch Search**.

All demographic information is pre-populated from the Agency of the logged in users.

Note: The following fields are Editable

ID Verification on File, Request Reason, No AKA Checkbox, and Add Related Person

11. Click the **Created in Error** checkbox to mark the record as **Created in Error**.
12. To correct these fields, the user will need to mark the request **Created in Error** and **make** the correction to the **Person** record before creating a new request.

Note: The **Search Request Details** are populated from the **Provider Member's Person Record** and cannot be modified until the record is either marked as **Created in Error**, **Recalled from Requester** or **Returned to Requester from the State Administrator**.

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AP Search Request Details

Last Name: [Redacted] Requestor Name Prefix: [Redacted] Requestor Name: Loi O'Brien

First Name: [Redacted] Requesting Agency: [Redacted]

SSN: [Redacted] Address: [Redacted]

SSN Not Available City: Painesville

DOB: [Redacted] State: Ohio Zip: 44077

Gender: [Redacted] Requestor Email Address: [Redacted]

ID Verification on File: Yes Request Reason: Adult Household Member

Requestor Phone Number: 4403504311

Requestor Phone Number 2: [Redacted]

Other Searched AKA's: [Redacted]

Provider ID: 27900195

Comments: [Redacted]

Race/Ethnicity

American Indian Asian Declined

Black/African American Native Hawaiian Unable to Determine

White Other Pacific Islander Unknown

Alaskan Native Multi-racial (one or more races unknown) Multi-racial (all races unknown)

Hispanic/Latino

AKAs

Last Name	First Name	Type
No Results Returned		
<input type="checkbox"/> No AKA's		

Address History

Type	Address	Current
Residence	[Redacted]	Yes

Related Persons

Name	Date of Birth	Relationship	Resides in home
[Redacted]		Nephew	Yes
[Redacted]		Niece	Yes

First Name: [Redacted] Middle Name: [Redacted] Last Name: [Redacted]

Date of Birth: [Redacted] Relationship: [Redacted] Resides in Home: [Redacted]

Status History

Status	Status Date
Pending	06/09/2020 01:00:38 PM

Created in Error

13. Process the **AP Search Request** by: Clicking **Submit to State** for Private Agency requests.

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14. Click, **Save**.

AP Filter Results

Result(s) 1 to 3 of 3 / Page 1 of 1

	Created Date	Request Type	Request Reason	Person Name / ID	Gender	DOB	Status / Status Date	Requesting Agency	Created in Error
view	06/26/2020	Member	New Applicant	[Redacted]		07/08/1963	Submitted to State 06/26/2020	[Redacted]	

[recall](#) AKA's [Redacted]

Status History

Status	Status Date
Recalled	06/30/2020 02:41:27 PM
Submitted to State	06/26/2020 12:53:45 PM
Returned	06/26/2020 12:50:41 PM
Submitted to State	06/26/2020 12:44:07 PM
Pending	06/26/2020 12:42:48 PM

Created In Error

[Apply](#) [Save](#) [Cancel](#) [Submit to State](#)

For instructions on **Launching the AP Search** and generating a **Match Found** or **Match Not Found** report [click here](#).

Creating an AP Search Request through the AP Search Workload

Important: Only **Public** and **State** workers with the **AP Search Worker** security can create new AP Search Requests through the Alleged Perpetrator Search Workload.

Private Agency workers with **Private Agency – AP Search Worker** security can view all of the **AP Search Requests** for their agency through the **Alleged Perpetrator Workload**, but cannot create new requests.

Navigating to the AP Workload

1. From the Ohio SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Utilities** tab.
3. Click the **AP Workload** link in the navigation pane.

Home Intake Case Provider Financial Administration

Staff Maintenance Reports Training Utilities

< >

- Merge Person
- Merge Case
- Identify Duplicate Person
- Associate Case
- Associate Doc
- AP Workload**
- Reassign Appointment

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The **Alleged Perpetrator Search Workload** screen appears.

Note: The **Alleged Perpetrator Search Workload** screen defaults to the **Agency** of the logged in worker with a **Request Status** of **Pending** and results are sorted in **Descending Date** order.

The screenshot displays the 'Alleged Perpetrator Search Workload' interface. The top section contains various filter fields: 'From Request Date', 'To Request Date', 'From Completed Date', 'To Completed Date', 'Agency Type' (set to 'Public'), 'Request Type', 'Request Status' (set to 'Pending'), 'Last Name', 'SSN', 'Include AKA Names' checkbox, 'First Name', 'DOB', and 'Gender'. The 'Sort Results By' dropdown is set to 'Request Date(Descending)'. Below the filters are 'Filter' and 'Clear' buttons. The 'AP Filter Results' section shows a table with columns: 'Created Date', 'Request Type', 'Request Reason', 'Person Name/ ID', 'Gender', 'DOB', 'Status/ Status Date', 'Requesting Agency', and 'Created in Error'. Two results are visible, each with an 'edit' link and 'AKA's' field.

	Created Date	Request Type	Request Reason	Person Name/ ID	Gender	DOB	Status/ Status Date	Requesting Agency	Created in Error
edit	06/29/2020	Other	Individual		Female	06/10/1955	Pending 06/29/2020		
	AKA's								
edit	06/26/2020	Member	New Applicant		Female	05/07/1984	Pending 06/26/2020		
	AKA's								

Filtering and Editing AP Search Requests

1. Enter the **Filter Criteria**.
2. Click, **Filter**.

This screenshot is identical to the one above, but with a red circle highlighting the 'Filter' button at the bottom left of the filter section.

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The results appear in the **AP Filter Results** grid.

3. Click the **edit** button next to the request you wish to edit.

Note: Requests with a **Status** of **Completed** cannot be edited.

	Created Date	Request Type	Request Reason	Person Name/ ID	Gender	DOB	Status/ Status Date	Requesting Agency	Created in Error
edit	06/29/2020	Other	Individual		Female	06/10/1955	Pending 06/29/2020		
AKA's:									
edit	06/26/2020	Member	New Applicant		Female	05/07/1984	Pending 06/26/2020		
AKA's:									

The **AP Search Request Details** screen appears.

Important: In order to edit a **Pending AP Request**, the agency of the logged-in worker must match the **Agency** that created the request record.

4. Modify the AP Request as needed.

Note: When the **AP Search Request** is created through the **AP Workload** ALL fields are modifiable. If the request was created through the **Provider Record** only the **ID Verification on File** , the **Request Reason** and the **Related Persons** fields are modifiable.

5. Click, **Save**.

AP Search Request Details

Last Name: [Redacted]
First Name: [Redacted]
SSN: [Redacted]
 SSN Not Available
DOB: [Redacted]
Gender: Female
ID Verification on File: Yes
Request Reason: New Applicant
Other Search(es) AKA's: [Redacted]
Provider ID: [Redacted]
Comments: [Redacted]

Requestor Name Prefix: [Redacted] Requestor Name: [Redacted]
Requesting Agency: [Redacted]
Address: [Redacted]
City: [Redacted]
State: [Redacted] Zip: [Redacted]
Requestor Email Address: [Redacted]
Requestor Phone Number: 6143847722
Requestor Phone Number 2: [Redacted]

Race/Ethnicity

American Indian
 Black/African American
 White
 Alaskan Native
 Hispanic/Latino
 Asian
 Native Hawaiian
 Other Pacific Islander
 Multi-racial (one or more races unknown)
 Declined
 Unable to Determine
 Unknown
 Multi-racial (all races unknown)

AKAs

Last Name	First Name	Type
[Redacted]	[Redacted]	Previous Married Name

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Address History

Type	Address	Current
Residence		Yes

Related Persons

No Results Returned

First Name: Middle Name: Last Name: *

Date of Birth: Relationship: * Resides in Home: *

[Add Related Person](#)

Status History

Status	Status Date
Pending	06/26/2020 11:00:39 AM
Returned	06/26/2020 11:00:39 AM
Submitted to State	06/26/2020 10:51:59 AM
Pending	06/26/2020 10:51:13 AM

Created in Error

[App](#) [Save](#) [Cancel](#) [Save & Launch](#) [Launch Search](#)

The **Alleged Perpetrator Search Workload** screen appears.

Adding a New AP Search Request

1. Click the **Add New Request** button.

Alleged Perpetrator Search Workload

From Request Date: To Request Date:

From Completed Date: To Completed Date:

Agency Type: Agency:

Request Type: Request Reason:

Request Status:

Last Name: First Name:

SSN: DOB:

Include AKA Names Gender:

Sort Results By: Created in Error: Exclude Include

[Filter](#) [Clear](#)

AP Filter Results

[Add New Request](#) [Generate Report](#)

Results: 10 of 5018 / Page 1 of 335

	Created Date	Request Type	Request Reason	Person Name/ ID	Gender	DOB	Status/ Status Date	Requesting Agency	Created in Error
edit	06/29/2020	Other	Individual		Female	06/10/1955	Pending 06/29/2020		
AKA's									
edit	06/26/2020	Member	New Applicant		Female	05/07/1984	Pending 06/26/2020		
AKA's									

Completing an Alleged Perpetrator Search in Ohio SACWIS

2. The **AP Search Request Details** screen appears. Enter the **Request Details**.

Note: The fields **Last Name** and **First Name** are required to **Save** the request in **Pending** status. ALL of the fields (except for **Prefix** and **Requesting Agency**) are required to **Save & Launch** the AP search.

3. Enter the Last Name and First Name and AKA type. Click the **Add AKA** button to add **Also Known As** names to search. Repeat this step to enter multiple AKA names.
4. Enter the Address, Address Type and Current Address status. Click the **Add Address** button to add an address to search. Repeat this step to add multiple addresses to search.
5. Enter First Name, Last Name, Relationship of related persons. Select the appropriate response from Resides in Home drop-down. Click **Add Related Person** button. Repeat this step to add multiple related persons to search by.
6. Click, **Save**, to save the request in **Pending** status.
7. Click, **Cancel**, to cancel the request without saving.
8. Click, **Save & Launch**, to save the request and launch the AP Search.
9. Click **Launch Search** to only launch the **AP Search**.

Completing an Alleged Perpetrator Search in Ohio SACWIS

AP Search Request Details

Last Name:*
First Name:*
SSN:
 SSN Not Available
DOB:
Gender:
ID Verification on File:
Request Reason:
Provider ID:
Comments:

Requestor Name Prefix: Requestor Name:
Requesting Agency:
OR
Requesting Agency Name:
Address:
City:
State: Zip:
Requestor Email Address:
Requestor Phone Number:
Requestor Phone Number 2:

Race/Ethnicity

American Indian Asian Declined
 Black/African American Native Hawaiian Unable to Determine
 White Other Pacific Islander Unknown
 Alaskan Native Multi-racial (one or more races unknown) Multi-racial (all races unknown)
 Hispanic/Latino

AKAs

Last Name	First Name	Type
No Results Returned.		

Last Name:* First Name:* Type:
 No AKA's
[Add AKA](#)

Address History

Type	Address	Current
No Results Returned.		

Address: City: State:
Zip: Address Type:* Current Address:
[Add Address](#)

Related Persons

Name	Date of Birth	Relationship	Resides in home
No Results Returned.			

First Name:* Middle Name: Last Name:*
Date of Birth: Relationship:* Resides in Home:*
[Add Related Person](#)

Status History

Status	Status Date
--------	-------------

Created in Error
[Save](#) [Cancel](#) [Save & Launch](#) [Launch Search](#)

Launching the AP Search

AP Search Requests can be Launched from the AP Search Request Details page or the Provider Record by Public and State workers with the AP Search Worker security. Currently, Private Agency workers are not able to Launch AP Searches. AP Search Requests can also be launched from the Provider Record by Public Agency home study assessors who are assigned to the provider record and have the AP Search Executor security.

Note: A home study assessor with AP Search Executor security who does not have the AP Search Worker security will be able to **Launch** searches from the Provider Record but will not be able to access the AP Workload screen.

Completing an Alleged Perpetrator Search in Ohio SACWIS

1. **Launch** the **AP Search** by clicking **Save & Launch** or **Launch Search** AP Search Request Details page (see steps above).

The **Alleged Perpetrator Search Results** grid appears.

Note: The **Alleged Perpetrator Search Criteria** section displays the **Request Details** that were used to conduct the **AP Search**. As indicated below in the blue outline, the search criteria is compared with any data available as of the date and time of the search and any allegations currently under appeal may not be returned.

2. Click the **view** button next to each result you wish to view.

Important: The **AP Search Results** are returned with the highest scoring results listed first in the **Search Results** list. However, just because a **Result Record** is returned by the **AP Search**, it does **NOT** necessarily mean that the **Result Record** is a **Match**. The **AP Search Worker** conducting the search has the responsibility to determine if the returned result(s) are a true **Match**.

Alleged Perpetrator Search Criteria

Last Name:

First Name:

SSN:

DOB:

Gender:

AKA:

Criteria will be compared with data as of 01/04/2024 06:02 AM. Allegation currently under appeal may not be returned.

Note: AP Search Requests are completed upon saving a Match Found or Match Not Found letter or report. If multiple found letters are needed for a single request, all letters must be saved before navigating away from this screen.

Alleged Perpetrator Search Results

Result(s) 1 to 15 of 30 / Page 1 of 2

	Name	Date Of Birth	Gender	SSN	Address
view	Doe, Janet Related Persons	01/01/1990	Male	XXX-XX-XXXX	Unknown
view	Doe, Jan Related Persons	08/01/1984	Female	XXX-XX-XXXX	
view	Doe, Jay Related Persons	01/01/1980	Female	XXX-XX-XXXX	

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The **Disposition Details** screen appears.

3. If the result is determined to be a match, click the **Found Letter** link to generate the **AP Match Found Letter or Report**.
4. If the result is NOT determined to be a match, and you would like to review the next **Disposition Details** record, click, **Next**, to move to the next record to determine if remaining records are a possible **Match**.
5. If the result is NOT determined to be a match, or if you are not ready to generate the report, click, **Close** to return to the **AP Search Results** screen to generate the **Match Not Found Letter, Complete with No Letter**.
6. Complete the AP Search Request by generating and saving either the Match Found or the Match Not Found Letter or Report.
7. Click the **Close/Complete** button to return to the AP Filter Results screen without completing the AP Search Request.

Search Criteria Perpetrator Details

Name: [Redacted] DOB: [Redacted]
Gender: FEMALE SSN: [Redacted]
AKA: [Redacted]
Relationship(s): [Redacted]
Address History: [Redacted]

Selected Perpetrator Details

Name: [Redacted] DOB: [Redacted]
Gender: [Redacted] SSN: XXX-XX-XXXX
AKA: [Redacted]
Relationship(s): [Redacted]
Address History: [Redacted]

Disposition Details

Screening Date	Allegation Type	Report Disposition	Disposition Date	Agency
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Previous Next Close

[Found Letter]

Results

The Alleged Perpetrator Search will only match and return results for Substantiated allegations. Until January 2024, Indicated allegations were also included.

When an allegation disposition is marked as "under appeal" the search will exclude these records for the purpose of matching and returning results until the appeal is resolved or the Appeal Filed Date is greater than 30 days and the system marks the appeal period as expired. These allegations are then returned for matching and returning results

Generating the Match Found or No Match Found Letter/Report

1. To Generate the Match Found letter, click the **Found Letter** link from the **Disposition Details** screen.

Search Criteria Perpetrator Details

Name: [Redacted] DOB: [Redacted]
Gender: FEMALE SSN: [Redacted]
AKA: [Redacted]
Relationship(s): [Redacted]
Address History: [Redacted]

Selected Perpetrator Details

Name: [Redacted] DOB: [Redacted]
Gender: [Redacted] SSN: XXX-XX-XXXX
AKA: [Redacted]
Relationship(s): [Redacted]
Address History: [Redacted]

Disposition Details

Screening Date	Allegation Type	Report Disposition	Disposition Date	Agency
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Previous Next Close

[Found Letter]

Completing an Alleged Perpetrator Search in Ohio SACWIS

The **Document Details** screen appears.

2. Click the **Generate Report** button.

Document Details

Document Category: [] Document Title: Notice of Perpetrator Match Found

Work Item ID: 8810404 Work Item Reference: []

Task ID: 8810404 Task Reference: []

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

Generate Report

Cancel

The **Notice of Perpetrator Match Found** parameter screen appears.

3. Select the Report Type you wish to generate.

- The Match Found Report does not include a header/signature line.
- The Match Found Letter includes a header and signature line.

4. Click the **Generate Report** button.

Notice of Perpetrator Match Found

Requestor Name Prefix: []

Requestor Name: []

Requesting Agency: []

Address: []

City: []

State: []

Zip: []

Report Type: *

Match Found Report

Match Found Letter

Generate Report Cancel

The **Report or Letter** appears.

RPTZ75_Notice_of_Perpetrator 1 / 1

Ohio | Department of Job and Family Services

Mike DeWine, Governor
Kimberly Hall, Director

Notice of Alleged Perpetrator Match Found

The Ohio Department of Job and Family Services has completed searches of the Statewide Automated Child Welfare Information System (SACWIS) per your request. Please be advised that the SACWIS search was completed on July 2, 2020 and the findings reflect data contained in SACWIS as of that date.

A match was revealed for [] an Alleged Perpetrator of substantiated or indicated child abuse or neglect. The address on file as well as [] information provided below was used to verify the search results:

Name: []
Date of Birth: []
Social Security Number: []
Other Searched Names: []

This information is provided to you in accordance with Ohio Administrative Code rule 5101:2-33-21, *Confidentiality and Dissemination of Child Welfare Information*.

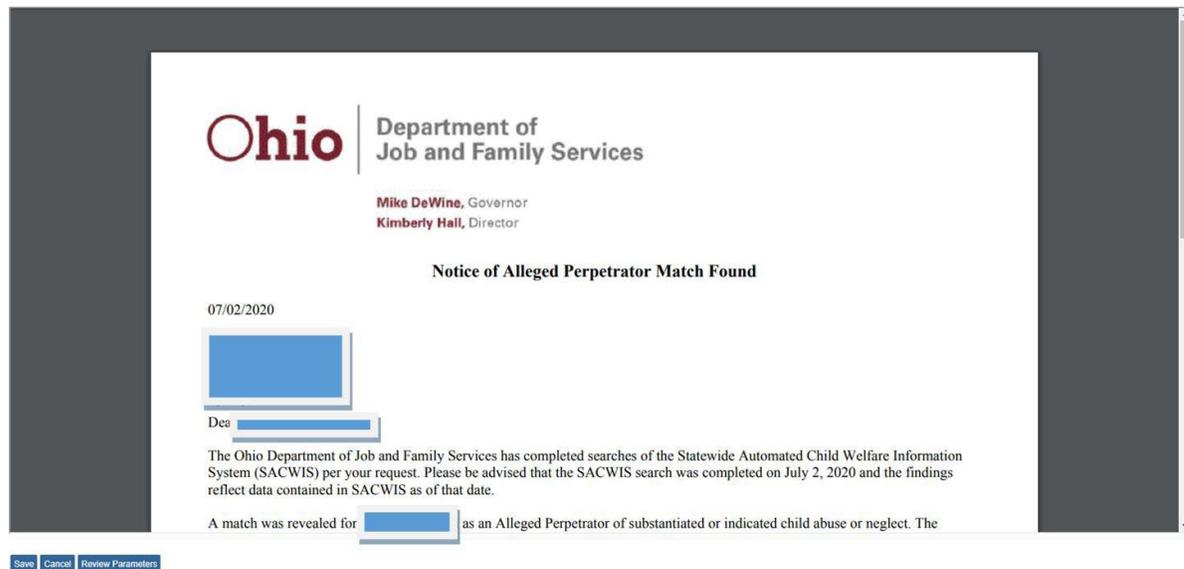
The chart below lists the Substantiated or Indicated child abuse and/or neglect allegation(s) for which [] as named as the Alleged Perpetrator including the agency that conducted the investigation, the type of allegation, the date of report and disposition date of the report(s). Assessment/Investigations that have not yet been completed are listed as "Pending."

Agency	Abuse Type	Disposition	Disposition Date
--------	------------	-------------	------------------

Save Cancel Review Parameters

Completing an Alleged Perpetrator Search in Ohio SACWIS

5. Click **Save** to save the letter and **Complete** the request.
6. Click **Cancel** to return to the **AP Search Results** screen without saving.
7. Click **Review Parameters** to return to the **Parameter** screen.

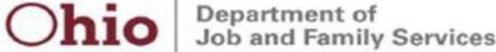


The screenshot displays the Ohio Department of Job and Family Services logo and name at the top left. To the right, it lists the Governor (Mike DeWine) and Director (Kimberly Hall). The main heading is "Notice of Alleged Perpetrator Match Found". Below this, the date "07/02/2020" is shown. A blue rectangular box redacts a name, with the text "Dea" appearing below it. A paragraph of text explains that the search of the Statewide Automated Child Welfare Information System (SACWIS) was completed on July 2, 2020. A final line states, "A match was revealed for [redacted] as an Alleged Perpetrator of substantiated or indicated child abuse or neglect. The". At the bottom left, there are three buttons: "Save", "Cancel", and "Review Parameters".

Completing an Alleged Perpetrator Search in Ohio SACWIS

Example of the Notice of Perpetrator Match Found Report

Note: There is now a dynamic footer on the Match Found report that provides a description of the allegation(s).



Ohio | Department of
Job and Family Services

Mike DeWine, Governor
Kimberly Hall, Director

Notice of Alleged Perpetrator Match Found

07/02/2020

Dear [Redacted],

The Ohio Department of Job and Family Services has completed searches of the Statewide Automated Child Welfare Information System (SACWIS) per your request. Please be advised that the SACWIS search was completed on July 2, 2020 and the findings reflect data contained in SACWIS as of that date.

A match was revealed for [Redacted] as an Alleged Perpetrator of substantiated or indicated child abuse or neglect. The address on file as well as the identifying information provided below was used to verify the search results:

Name: [Redacted]
Date of Birth: [Redacted]
Social Security Number: [Redacted]
Other Searched Names: [Redacted]

This information is provided to you in accordance with Ohio Administrative Code rule 5101:2-33-21, *Confidentiality and Dissemination of Child Welfare Information*.

The chart below lists the Substantiated or Indicated child abuse and/or neglect allegation(s) for which [Redacted] was named as the Alleged Perpetrator including the agency that conducted the investigation, the type of allegation, disposition and disposition date of the report(s). Assessment/Investigations that have not yet been completed are listed as "Pending."

Agency	Abuse Type	Disposition	Disposition Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]

[Redacted] may contact the agency(ies) that conducted the investigations for additional information about the allegation(s): [Redacted]

This information is provided to you in accordance with Ohio Administrative Code rule 5101:2-33-21, *Confidentiality and Dissemination of Child Welfare Information*.

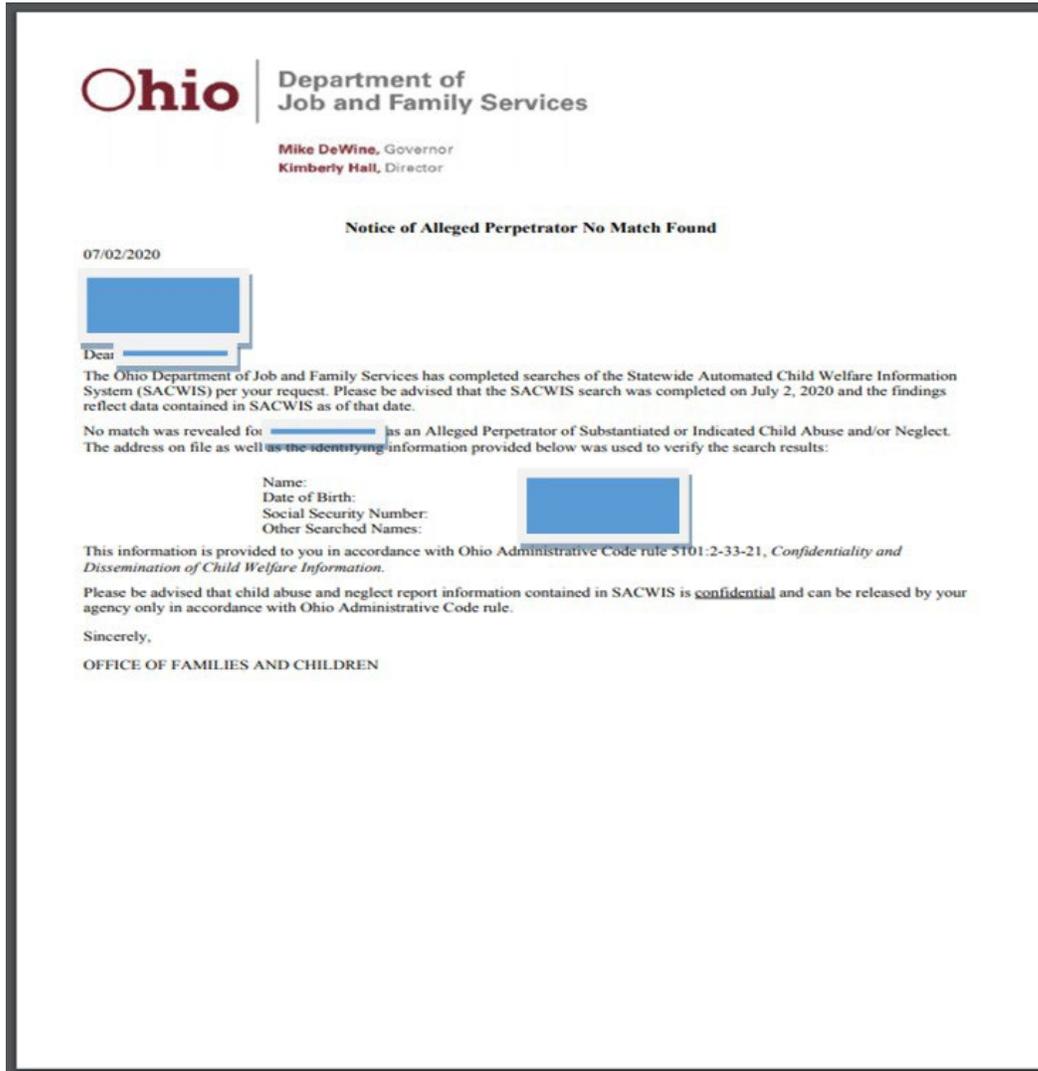
Please be advised that child abuse and neglect report information contained in SACWIS is confidential and can be released by your agency only in accordance with Ohio Administrative Code rule.

Sincerely,
OFFICE OF FAMILIES AND CHILDREN

An Indicated report means the report disposition in which there are circumstantial or other isolated indicators of child abuse or neglect lacking confirmation; or a determination by the caseworker that the child may have been abused or neglected based upon completion of an assessment/investigation.

Completing an Alleged Perpetrator Search in Ohio SACWIS

Example of the Notice of Perpetrator No Match Found Letter



Generating the AP Search Workload Data Summary Report

1. From the **AP Search Workload** screen, select the **Filter Criteria** you wish to include in your report.
2. Click the **Filter** button to display the **AP Filter Results List** (outlined in blue).
3. Click the **Generate Report** button.

Completing an Alleged Perpetrator Search in Ohio SACWIS

Alleged Perpetrator Search Workload

From Request Date: [] To Request Date: []
From Completed Date: [] To Completed Date: []
Agency Type: Public Agency: []
Request Type: [] Request Reason: []
Request Status: Pending
Last Name: [] First Name: []
SSN: [] DOB: []
 Include AKA Names Gender: []
Sort Results By: Request Date:(Descending) Created in Error: Exclude Include

Filter Clear
Add New Request Generate Report
Results: 1 to 15 of 2018 / Page 1 of 136
Created Date Request Type Request Reason Person Name ID Gender DOB Status/Status Date Requesting Agency Created in Error

The **Document Details** screen appears.

4. Select the **Report Output Format**. (Note: Excel is the recommended format.)
5. Click the **Generate Report** button.

Document Details

Document Category: [] Document Title: AP Workload Report
Work Item ID: 9012960 Work Item Reference: Employee ID
Task ID: -1 Task Reference: []

Document History

ID	Date Created	Employee ID	Name

Document History

Select Report Output Format

PDF
 Excel

Generate Report

Cancel

6. If the following screen appears, click the **Click here to open report** link.

If New Window Does not Open in a few seconds - Click here to open report

Report Rpt038 has successfully run and the results displayed in a separate EXCEL window.

If you would like this report saved in the Report History, click the Save Button

Save Cancel

Completing an Alleged Perpetrator Search in Ohio SACWIS

7. The AP Search Workload Data Summary Report appears.

Alleged Perpetrator Workload Report											
Report Date: Jul 2, 2020 9:10:45 AM											
Request Date(Descending) PUBLIC -100											
Selected Parameters:											
Agency Type: Public											
CR Status: Pending											
Include AKA Names: No											
Sort Results By: Request Date(Descending)											
Created in Error: No											
Totals											
Pending Requests Total: 5385											
Completed Requests Total: 0											
Submitted to State Total: 0											
Recalled Requests Total: 0											
Removal to Requester Requests Total: 0											
Total Number of Requests: 5385											
Details											
Request Date	First Name	Last Name	SSN	Gender	DOB	Status	Address	AKA Names	Completed Date	Completed By	Requesting Agency
06/30/2020	Person 1	Person	no-ss-xxxx	Male	01/01/2020	Pending					Private Agency
06/30/2020	Person 2	Person	no-ss-xxxx	Female	01/01/2020	Pending					Public Agency

If you encounter issues with the Alleged Perpetrator functionality, please contact the DCY Children Services Operational Support Team at <https://odjfs2.my.site.com/Customercarecenter>.

If you require information about a submitted request, please contact OSAPSrequest@childrenandyouth.ohio.gov.