

Private Agency Users: Ohio SACWIS and Your Data



Knowledge Base Article

Table of Contents

Overview	3
Where is My Data Entered?	3
Is the Ohio SACWIS System Secure?.....	3
Who Will Have Access to Home Study Data in Ohio SACWIS?	3
What Provider Data Can Other Users See in Ohio SACWIS?	4

Overview

This Knowledge Base Article is targeted towards Private Agency users and explains how Ohio SACWIS secures data and ensures confidentiality.

Where is My Data Entered?

Adoptive, Foster Parent, and Home Study information is entered into Ohio's Statewide Automated Child Welfare Information System (Ohio SACWIS). Ohio SACWIS is developed and implemented by the Department of Children and Youth in partnership with the 88 county Public Children Services Agencies (PCSAs).

Ohio SACWIS is a comprehensive Case Management System designed to help county staff manage their workloads and provide accurate and current data to assist in decision-making and program modification. It meets state and federal quality assurance and reporting requirements, such as AFCARS (Adoption and Foster Care Analysis Reporting System). Ohio SACWIS is the official record for all child welfare cases in Ohio.

Is the Ohio SACWIS System Secure?

Ohio SACWIS resides on the State of Ohio Computer Center (SOCC) network. The system is protected by a Firewall and uses 128-bit Secure Sockets Layer (SSL) encryption for security. Ohio SACWIS is used by authorized staff of Ohio's PCSAs, Private Agencies, and Title IV-E Juvenile Courts – it is not accessible by the general public. To obtain access to Ohio SACWIS, the proper form must be completed and signed by both the user and his/her supervisor, then submitted to the Department of Children and Youth for processing. Upon approval, the user is granted access to the system via MyOhio.gov. Each user must log in to Ohio SACWIS using a unique State of Ohio User ID and password.

Who Will Have Access to Home Study Data in Ohio SACWIS?

Home Study Assessment information is entered into the Provider area in Ohio SACWIS. For staff to have the ability to view the home study assessment information, they must:

- Be assigned to the Provider record and have the specific security necessary to view home study information, OR
- Be employed by the agency that completed/approved the provider home study assessment and have the necessary security to view home study information.

In these instances, these staff can view all information documented in the assessment, which includes demographic information for all provider members, narrative information provided by the resource family, as well as other home study assessment topics.

What Provider Data Can Other Users See in Ohio SACWIS?

Public Agency staff and Title IV-E Juvenile Court staff who are authorized to use Ohio SACWIS can view Provider record details for person demographic information (i.e., name, address, date of birth, etc.) excluding a person's Social Security Number (unless they have the proper SSN security) for all persons in Ohio SACWIS. These staff are also able to view other topics within the home study record (i.e., activity records, training, acceptance criteria, description of home records, placements, rule violations, etc.) for all providers.

Public Agency staff and Court staff are responsible for protecting children, recording allegations and investigating allegations received. Thus, it is important that they be able to access the appropriate information in Ohio SACWIS as needed to perform their job duties.

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