

**Recording an Intake that Requires a
Specialized
Assessment/Investigation on an Out-
of-Home Care Setting**



Knowledge Base Article

Recording an Intake that Requires a Specialized Assessment/Investigation on an Out-of-Home Care Setting

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Recording an Intake that Requires a Specialized Assessment/Investigation on an Out-of-Home Care Setting

Overview

This Knowledge Base Article describes how to record a **Child Abuse and/or Neglect (CA/N) Intake** when the **Alleged Perpetrator (AP)** meets one or more of the following criteria:

- 1) Is a person responsible for the alleged child victim's care in an out-of-home care setting as defined in rule 5101:2-1-01 of the Administrative Code.
- 2) Is a person responsible for the alleged child victim's care in out-of-home care as defined in section 2151.011 of the Revised Code.
- 3) Has access to the alleged child victim by virtue of his/her employment by or affiliation to an institution.
- 4) Has access to the alleged child victim through placement in an out of home care setting.

This includes, but is not limited to, foster parents, teachers, residential staff, daycare providers, and others.

For more information about the kinds of reports to which this applies, please refer to [OAC 5101:2-36-04 PCSA Requirements for Conducting a Specialized Assessment/Investigation](#).

This article also addresses recording **Information and/or Referral Intakes** of the type **Licensing Rule Violation**.

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Creating the Intake

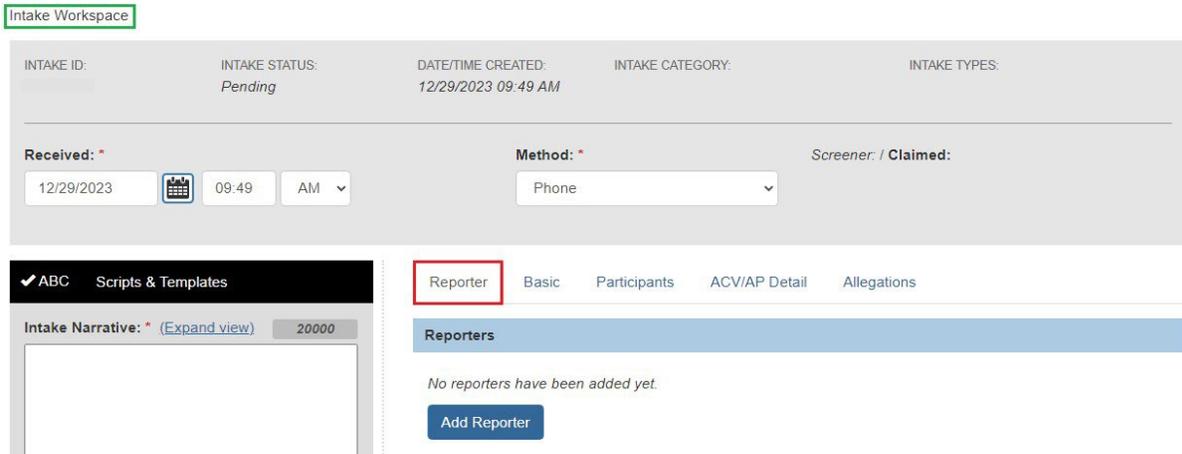
Create a **CA/N Intake** following the usual steps:

1. From the Ohio SACWIS **Home** screen, click the **Intake** tab.

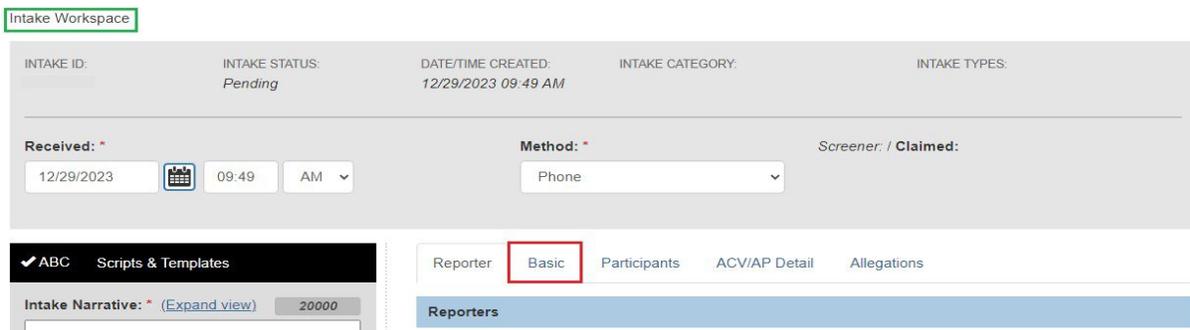
The **Intake Workload** screen appears.



2. Click the **Add Intake** button. The **Intake Workspace** screen (**Reporter** tab) appears.
3. Complete the information on the **Reporter** tab as usual.



4. Click the **Basic** Tab.



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5. Provide appropriate **Intake Workload Name**.
6. Make a selection from the drop-down menu for **Intake Category**.
7. Select the **Add** button for **Intake Types**.

Reporter Basic Participants ACV/AP Detail Allegations Specialized

Intake Type

Intake Workload Name:

Intake Category:

Intake Types:

Search	Add All	Add
<input type="text"/>	<input type="button" value="Add All"/>	<input type="button" value="Add"/>
Baby Doe/Disabled Infant		
Emotional Maltreatment		
Medical Neglect		
Physical Abuse		
Physical Abuse Shaken Baby		
Sexual Abuse		

Selected Types:

Remove	Remove All	Search
<input type="button" value="Remove"/>	<input type="button" value="Remove All"/>	<input type="text"/>
Neglect		

8. Select **Yes** from the drop-down menu for: **Does this report require a Specialized Assessment/Investigation?**

The next question involves Third Party Involvement. **Third Party Involvement** is required when there is a potential conflict of interest because one or more of the following parties is a principal of the report:

- 1) Any employee of an institution or facility that is licensed or certified by the Ohio department of job and family services (ODJFS) or another state agency and supervised by the PCSA.
- 2) A foster caregiver, pre-finalized adoptive parent, adoptive parent, relative, or kinship caregiver who is recommended, approved, or supervised by the PCSA.

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- 3) A type B family day care home certified or licensed by a county department of job and family services (CDJFS) that has assumed the powers and duties of the county children services function defined in Chapter 5153. of the Revised Code.
- 4) Any employee, or agent of ODJFS or the PCSA as defined in Chapter 5153. of the Revised Code.
- 5) Any authorized person representing ODJFS or the PCSA who provides services for payment or as a volunteer.
- 6) A foster caregiver or an employee of an institution or facility licensed or certified by ODJFS, and the alleged child victim is in the custody of, or receiving services from, the PCSA that accepted the report.
- 7) Any time a PCSA determines that a conflict of interest exists. The PCSA shall document in the case record if a conflict of interest is identified.

For more information, please refer to [OAC 5101:2-36-08 PCSA Requirements for Involving a Third Party in the Assessment/Investigation of a Child Abuse or Neglect Report.](#)

If the report requires the involvement of a **Third Party**, complete the following steps:

9. Select **Yes** from the drop-down menu for: **Does this report require Third Party involvement due to a potential conflict of interest?**
10. Select the applicable **Type of Third Party** from the drop-down list.

Does this report allege human trafficking of a child or children?



- Not Answered
 No
 Yes

Does this report allege a child fatality or near fatality?



- Not Answered
 No
 Yes

Does this report require a Specialized Assessment/Investigation?



Yes ▼

Does this report require Third Party involvement due to a potential conflict of interest?



Yes ▼

Select type of Third Party:

11. Complete the additional information on the **Basic** tab as usual.

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Adding the Participants and Recording the Participant Relationships

1. Click the **Participants** tab.

The **Participants** screen appears.



2. Record the Intake Participants as usual, via the **Search & Add Participant** button.

Important: If the report involves multiple Alleged Child Victims (ACVs) from multiple cases, a **separate Intake** must be recorded for **each Case**.

- **Hint:** In this event, it may be helpful to first complete the information common to all of the ACVs, then use the Intake **Copy** feature to create the multiple intakes before adding the child-specific information to each intake.
4. In the **Participants Relationships** section, click the **Edit** link beside the name of a participant with unspecified relationships.

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The screenshot shows the 'Participants' tab selected. At the top, there are navigation tabs: Reporter, Basic, Participants (highlighted), ACV/AP Detail, Allegations, and Specialized. Below the tabs is a blue header bar with the word 'Participants'. Underneath are two buttons: 'Search & Add Participants' and 'Participant Roles'. The main area contains a list of participants. Each entry has an 'edit' link, a search icon, a name (e.g., 'Test, Adult'), a role (e.g., 'Caretaker'), and a trash icon. The first participant is 'Test, Adult' with role 'Caretaker' and gender 'Female'. The second is 'Test, Test' with role 'Alleged Child Victim (ACV)' and gender 'Female'.

The screenshot shows the 'Participants Relationships' tab selected. It displays two relationship entries. Each entry has an 'edit' link, a name (e.g., 'Test, Adult'), and a relationship status (e.g., '1 unspecified relationship'). The first entry is for 'Test, Adult' and the second is for 'Test, Test'. Both have a dropdown arrow next to the relationship status.

The **Relationships** screen appears displaying the name of the selected participant in the **Relationship to** field (as shown in green below).

5. For each person with an unspecified relationship to the participant, select the appropriate **Relationship** from the drop-down list.

The screenshot shows the 'Relationship Editor' dialog box. It has a title bar 'Relationship Editor' with a close button. Below the title bar are two tabs: 'Test, Adult' and 'Test, Test', both showing '1 unspecified relationship'. Below the tabs is a dropdown menu with the text 'Test, Adult is the...' and the selected option 'Teacher or School Personnel'. At the bottom are three buttons: 'Apply', 'Save', and 'Cancel'.

6. Click the **Save** button. The **Participants** screen appears.

Important: When recording the relationship between the AP and the ACV, always choose the most specific option available. For example, “Teacher or School Personnel” is more specific than “Non-related Adult”. This level of specificity provides more useful

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data for reporting purposes, including the federal **National Child Abuse and Neglect Data System (NCANDS)** report.

7. Repeat **Steps 4-6** for each participant with unspecified relationships.

Completing the Allegations Tab

1. Click the **Allegations** tab.

The **Allegations Details** screen appears.

In the **Setting Type** drop-down list, select the **Setting Type** that best describes where the alleged abuse or neglect occurred.

2. Click the **Search for Address** or **Select Participant Address** button to select the address of the location where the allegations took place, if known.

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

Allegation Details

No allegations have been added yet.

Add Allegation

Allegation Setting

Setting Type:

Address:

Search for Address **Select Participant Address**

Law Enforcement Jurisdiction is dependent on selected address.

3. Additionally, if the Law Enforcement Jurisdiction has been recorded on the Address record (as shown in green below), it will display on the **Allegations Settings** screen in the Intake (as shown in green below).

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Domestic Address Details

Address: 123 Test Rd Test, Oh 12345

County: *	Test	Other County:	<input type="text"/>
School District:	FEDERAL	Other District:	<input type="text"/>
Census Tract:	.00	Geographical Designation:	None
Neighborhood Name:	<input type="text"/>		
Law Enforcement Jurisdiction:	<input type="text" value="Sacwis Police Dept."/>		

Environmental Hazard Details: No Known Environmental Hazards

No Known Environmental Hazards

4000

Directions:

4000

Created Date: Created By:

Modified Date: Modified By:

Allegation Setting

Setting Type:

Address: 123 Test Rd
Test, Oh 12345

Law Enforcement Jurisdiction :

Law Enforcement Jurisdiction is dependent on selected address.

- The **Comments** text field can be used to document a description of the allegations to display on the **Law Enforcement Notification** and/or the **Law Enforcement Request for Assistance** reports.
- To record an allegation, Click the **Add Allegation** button.

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

Allegation Details

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6. **Record** the Allegations as usual.

Completing the Specialized Tab

When the allegations involve a child in an Out of Home Care setting, the **Out of Home Care Information** section must be completed:

1. Click the **Specialized** Tab.
2. Select the applicable **Out of Home Care Setting Type** from the drop-down list.

The screenshot shows a navigation bar with tabs: Reporter, Basic, Participants, ACV/AP Detail, Allegations, and Specialized. The 'Specialized' tab is highlighted with a red box. Below the navigation bar is a blue header for 'Out of Home Care Details'. Underneath, there is a form field labeled 'OHC Setting Type:' with a dropdown menu, also highlighted with a red box.

Next, link the Out of Home Care Provider to the Intake:

3. Click the **Search Provider** button.

The screenshot shows the 'Out of Home Care Details' section. The 'OHC Setting Type:' dropdown menu is set to 'Public School'. Below this, there is a search instruction: 'Search for the provider and/or facility that is indicated by this report below: A provider has not been added yet.' At the bottom, there is a blue button labeled 'Search Provider' highlighted with a red box.

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

1. Enter search criteria as appropriate OR enter the **Provider ID**, if known.

The screenshot shows the 'Search For Provider Profile' section. There is a text input field for 'Provider ID:' containing the number '123456', highlighted with a red box. Below this, there is an 'OR' separator. Underneath, there are three input fields: 'Provider Name:', 'Member Last Name:', 'Member First Name:', and 'Member Middle Name:'. The 'Provider Name:' field is currently empty.

2. Click the **Search** button.

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The results appear in the **Provider Profile Search Results** grid at the bottom of the screen.

1. If the OHC setting is a non-ODJFS Provider that does not already exist in Ohio SACWIS, click the **Add Non-ODJFS Provider** button to create it.

Note: For more information, please refer to the [Creating a Non-ODJFS Provider Knowledge Base Article](#).

2. If the applicable Provider displays in the Search Results grid, click the **Select** link beside the **Provider Name**.

Search Results

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

	Provider Name / ID	Provider Status	Provider Category	Address
select	Test, Provider / 123456	ACTIVE	HOME	1212 Test Rd Test, Oh 12345

[View Provider Type Information](#) ▾

[Add Non-ODJFS Provider](#) [Close](#)

The **Out of Home Care Information** screen appears. The selected **Provider ID**, **Facility Name**, **Address**, **Contact Info**, and **Facility Administrator** now display on the Intake:

Provider ID : [Search Provider](#) [Clear](#)

Facility Name & Address: Test, Provider
1212 Test Rd
Test, Oh 12345

Contact Info: (123) 456-7899

Facility Administrator:

Licensing Authority:

3. Select the applicable **Licensing Authority** from the drop-down list.

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Provider ID :

Facility Name & Address:

Contact Info:

Facility Administrator:

Licensing Authority:

3. Make a selection from the drop-down menu for, **Is the current behavior and functioning of the Caretaker known?**
4. Record the **Number of Children Alleged Perpetrator has Access to**, if known.
4. Record the **Names of Children Alleged Perpetrator has Access to** in the narrative field.

Is the current behavior and functioning of the Caretaker known?	<input type="text" value="No"/>
Number of children Alleged Perpetrator has access to:	<input type="text" value="18"/>
Names of children Alleged Perpetrator has access to:	<input type="text" value="Narrative"/> <input type="button" value="✓ ABC"/> <input type="button" value="3991"/>

Important: Linking the OHC Provider to the Intake is imperative, as it triggers other events in Ohio SACWIS.

- When a CA/N Intake involves a **Provider Applicant or household member**, the Intake will display on the **CA/N Link** of the **Provider** record.
- The Intake will be included in the **Provider Maltreatment and Licensing Violation Report**, providing valuable data for tracking and oversight of Providers.
- When an Intake Participant is an **Active** member of a **Home** Provider, the following email notifications are automatically generated:

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- When a CA/N Intake is **Screened In** or **Screened in AR**, an email is sent to the caseworkers assigned to cases with children currently placed with the Provider who is involved in the Intake. A notification is also sent when the disposition is recorded for the Intake.
- When an **Alleged Perpetrator** in a CA/N Intake is an **Active** member of a **Home Provider**, and the **Licensing Authority** on the **Intake OHC** tab is **'Ohio Department of Job and Family Services'**, a notification is sent to the **assigned Provider worker**, and (in the near future) a notification will be sent to the **State Licensing Specialist Supervisors**. Subsequent email notification is sent upon disposition.

When an Intake has **Out of Home Care Information** completed, Ohio SACWIS recognizes that the Intake pertains to a **Specialized Assessment/ Investigation**, and generates the corresponding intake and OHC disposition information in the case.

Information and/or Referral Licensing Rule Violation

When a referral is made regarding a **Licensing Rule Violation**, absent concerns of abuse/neglect, an **Information and/or Referral Licensing Rule Violation Intake** should be recorded. Recording the applicable **Out of Home Care Information** on these Intakes provides valuable data and ensures that these are correctly displayed in the **Provider Maltreatment and Licensing Violation Report**.

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