

# *Assessment/ Investigation*

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This packet contains the exercises listed below. Complete them at your own pace. If you need help, remember to use your User Guide, WBT, online help, or online policies. Ask the trainer for assistance if you can't find the answer to your questions in these sources.

## **What you'll do**

- Receive an assignment
- Initiate an assessment and create a safety plan
- Add information to person profiles
- Add case services
- Record a safety assessment
- Request protective supervision of the children
- Record an upcoming hearing
- Discontinue the safety plan and record a family assessment
- Conclude the assessment/investigation
- Record the outcome of the hearing



► **Important:** These exercises may not reflect the process flow at your county or office. They use contrived data for training purposes. Still, you can apply what you learn in class to the processes at your office.





## Exercise AI-1. Receive an assignment

### Scenario

This exercise is the first in a series of exercises that follow the story of the Stone family. There are five members in the Stone family:

- Fred (Wilma's husband, he is Rockette's stepfather and the biological father of Sandy and Barney)
- Wilma (Fred's wife and the children's biological mother)
- Rockette (The older daughter. Rockette uses her biological father's surname, "Slate.")
- Sandy (younger daughter)
- Barney (son)

The scenario begins at 2:15 PM on January 3, 2005, when a CA/N intake about the Stones is accepted and assigned to you for assessment/investigation. The screening decision maker has identified the situation as an emergency. Review the intake to check on possible safety hazards and prepare for a visit.

### Tasks

- Task 1. View the intake
- Task 2. Record a safety hazard

### **Task 1. View the intake**

Display the report and review the information on each tab.

1. On the Ohio SACWIS Home screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click **Lake##, Brandy**. SACWIS displays a list of work items.
4. Click the case ID number for the case named Stone (AI)##, Wilma. The Case Overview screen appears.
5. In the menu on the left, click the **Intake List** link. SACWIS displays a list of the intakes associated with this case.
6. Click the intake ID link for the Stone case – it's the intake with a decision date and time of 01/03/2005, 2:15 PM. The system displays the Basic Information screen. Notice that all the other intake tabs can be accessed from this screen.
7. Review the intake.
8. When you're ready to proceed, click **Close**.

**Result** The system returns to the Intake List screen.

**Task 2. Record a safety hazard**

In reviewing the intake, you noticed the information regarding Fred's explosive behavior. Record this information in SACWIS as a safety hazard.

1. In the menu on the left, click **Case Overview**. The Case Overview screen appears.
2. Click **View Case Information**. The Case Detail screen appears.
3. Click the **Members** tab.
4. In the Member List, click Fred's name. The name is a link and displays his person profile.
5. Click the **Safety Hazard** tab.
6. Select the **Explosive Behavior** check box.
7. In the **Safety Hazard Narrative** field, type *Per the reporter, Fred has been arrested on several occasions for assault and is described as having a short fuse.*
8. Click **Save**.

**Result** The system saves your work and returns to the **Members** tab. In the list of case members, a red "H" is now displayed beside Fred's name as a warning. You have completed this exercise.



## **Exercise AI-2. SACWISInitiate an assessment/investigation and create a safety plan**

### **Scenario**

On 01/03/2005, you arrive at the home of Fred and Wilma Stone. Fred admits he lost his temper and pulled Rockette out of a chair. Wilma says Fred often loses his temper, but neither of them thinks there is anything wrong with the way Fred disciplines the children. Rockette, the ACV, is at the home of Betty Babble (reporter), and Fred and Wilma give permission for a worker to interview Rockette there. Sandy and Barney are at the babysitter's. Rockette tells the worker that Fred grabbed her by the arm and pulled her off her chair. There are multiple bruises on Rockette's arm and it is swollen and tender. A safety plan is created.

Since the Stones have no family in the area, but they agree to let the children stay with Betty. Betty accepts the children and agrees not to allow any unsupervised contact between the children and their parents. She also agrees to pick up Sandy and Barney from their baby sitter today. You complete the safety plan, and Fred, Wilma and Betty sign it.

You make an appointment to interview Sandy and Barney tomorrow. You then return to the agency to record the safety plan and assessment activities in SACWIS.

### **Tasks**

- Task 1. Record the primary and secondary caretakers
- Task 2. Add Barney as a case member
- Task 3. Add the reporter as an associated person
- Task 7. Record the interview with Rockette
- Task 5. Record the interview with Fred
- Task 4. Record the initiation of the assessment/investigation
- Task 9. Create a safety plan
- Task 10. Add an action step for Fred and Wilma
- Task 11. Add an action step for Betty
- Task 12. Record authorizations

- Task 13. Generate a safety plan report

**Task 1. Record the primary and secondary caretakers**

Update the case record to identify Wilma and Fred as the primary and secondary caretakers, respectively.

1. Click the **Case Detail** tab.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Primary Caretaker	Wilma Stone	
Secondary Caretaker	Fred Stone	

3. Click **Apply**.

**Result** Ohio SACWIS saves your work without leaving the Assignment Information screen.

**Task 2. Add Barney as a case member**

Barney is a participant in the intake but not a member of the case. Add Barney as a case member.

1. Click the **Members** tab.
2. Click **Add Member**. The Person Search screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Last Name	Stone (AI)##	
First Name	Barney	

4. Click **Search**. The system displays Barney’s name in the search results.
5. Click the **select** link beside Barney’s name. SACWIS returns to the **Members** tab and adds him to the list of case members,
6. Click **Apply**.
7. Click the **Relationships** tab.
8. Click **edit** next to Barney.
9. Identify his relationships. He is the biological son of Fred and Wilma. Complete the relationships for Barney.
10. Click **Save**.

**Result** Ohio SACWIS saves your work and returns you to the **Relationships** tab.

**Task 3. Add the reporter as an associated person**

Associate Betty Babble to the case. You can do this as you create the safety plan, but it's more convenient to do it now.

1. Click the **Associated Persons** tab.
2. Click **Person Search**. The Person Search screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Last Name	Babble (AI)##	
First Name	Betty	

4. Click **Search**. SACWIS displays Betty in the search results.
5. Click the **select** link beside Betty's name. The Associated Persons Details screen appears.
6. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Association	Neighbor	
Description	Children's temporary caregiver	

7. Click **OK**. SACWIS returns to the **Associated Persons** tab, which now displays information about Betty.
8. Click **Save**.

**Result** The system saves Betty as an associated person and returns to the Case Overview screen.

**Task 4. Record the initiation of the assessment/investigation**

Next, you need to make several entries in the Activity Log to document your interviews and the initiation of the assessment/investigation.

**Note**

You will see one existing entry in the activity log. Please ignore this entry.

1. In the menu on the left, click the **Activity Log** link to display the Activity Log list screen.
2. Click **Add Activity**. The Activity Details screen appears
3. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Responsible Worker	Brandy Lake	
Activity Date	01/03/2005	
Start Time	3:00 PM	
End Time	3:40 PM	
Contact Type	Unannounced Home Visit	
Case Category	Assessment/Investigation	System default
Category	Assessment/Investigation Mandate	
Sub Category	Assessment/Investigation Initiated	
Intake ID	Select the intake dated 01/03/2005.	
Initial Contact	Select this check box.	
Location Type	Parent/Caregiver Home	

**Note**

The **Spell Check** button is available for most large text fields. Clicking **Spell Check** starts the process and displays the results in a separate window.

4. In the **Narrative** field, type the following summary:  
*Assessment/investigation initiated at the Stone home by advising Fred and Wilma of the allegation. Parents were cooperative with caseworker and answered all questions, even though they don't think Fred did anything wrong.*
5. Click **Save**.

**Result** The system saves your work and returns to the Activity Log list screen, where your entry is displayed.

**Task 5. Record the interview with Fred**

Create another entry in the Activity Log and record your interview with Fred.

1. Click **Add Activity**. The Activity Details screen appears.
2. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Responsible Worker	Brandy Lake	
Activity Date	01/03/2005	
Start Time	3:00 PM	
End Time	3:40 PM	
Contact Type	Face-to-Face	
Case Category	Assessment/Investigation	System defaults to current case category
Category	Assessment/Investigation Mandate	
Sub Category	AP Face-to-Face	
Intake ID	Select the intake dated 01/03/2005.	
Initial Contact	Select this check box.	
Location Type	Parent/Caregiver Home	

3. Click the **Associate Participants** link. (It's in the Activity Association area.)
4. Select Fred.
5. In the **Contact Status** field beside Fred, select Completed.
6. Click **OK**. The system returns to the Activity Details screen.
7. In the **Narrative** field, type the following summary of Fred's interview:

*Fred admits that he lost his temper and pulled Rockette out of a chair. He also said that she deserved it. Fred told caseworker that Rockette does not listen to him, and this makes him angry. He does not think he did anything wrong.*

**Note**

Note that the **Activity State** field defaults to Draft.

8. Click **Save**.

**Result** The system saves your work and returns to the Activity Log list screen, where your entry is displayed.

**Task 6. Record Wilma's interview in the activity log**

As part of the assessment/investigation phase, you must document your interview with Wilma.

1. Click **Add Activity**. The Activity Details screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Responsible Worker	Lake##, Brandy	
Activity Date	01/03/2005	
Start Time	3:00 PM	
End Time	3:40 PM	
Contact Type	Interviews	
Case Category	Assessment/Investigation	System defaults to current case category
Category	Assessment/Investigation Mandate	
Sub Category	Caregiver face to face	
Intake ID	Select the intake dated 01/03/2005.	
Initial Contact	Select this check box.	
Location Type	Parent/Caregiver Home	

3. Click the **Associate Participants** link. (It's in the Activity Association area near the middle of the screen.)
4. Select **Stone, Wilma**.
5. In the **Contact Status** field, select Completed.
6. Click **OK**. SACWIS returns to the Activity Details screen.
7. In the **Narrative** field, type a summary of Wilma's interview:  
*Caseworker interviewed Wilma at her home. She is aware of Fred's treatment of Rockette and does not see anything wrong with it.*

8. Click **Save**.

**Result** SACWIS saves your work and returns to the Activity Log list screen, where your new entry is now displayed.

**Task 7. Record the interview with Rockette**

Create an entry in the Activity Log to document the interview with Rockette.

1. Click **Add Activity**. The Activity Details screen appears.
2. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Responsible Worker	Brandy Lake	
Activity Date	01/03/2005	
Start Time	3:40 PM	
End Time	4:10 PM	
Contact Type	Face-to-Face	
Case Category	Assessment/Investigation	System defaults to current case category
Category	Assessment/Investigation Mandate	
Sub Category	ACV Face-to-Face	
Intake ID	Select the intake dated 01/03/2005.	
Initial Contact	Select this check box.	
Location Type	Other	
Other Location	At reporter's home	
Location Details	925 Cobblestone Way, Bedrock, OH 43755	

3. Click the **Associate Participants** link. (It's in the Activity Association area.)
4. Select Rockette.
5. In the **Contact Status** field beside Rockette, select Completed.
6. Click **OK**. SACWIS returns to the Activity Details screen.
7. In the **Narrative** field, type the following summary of Rockette's interview:

*Rockette told the caseworker that her stepfather is mean to her and picks on her all the time. He does not treat the other kids that way and she feels it's because she is not his biological daughter.*

**Note**

Note that the **Activity State** field defaults to Draft.

8. Click **Save**.

**Result** The system saves your work and returns to the Activity Log list screen, where your entry is now displayed.

**Task 8. Record Sandy's interview in the activity log**

Add another activity and enter information about your interview with Sandy. An additional activity log would be created for Barney recording how the caseworker saw Barney but was unable to interview him due to his young age.

1. Click **Add Activity**. The Activity Details screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Responsible Worker	Lake##, Brandy	
Activity Date	01/04/2005	
Start Time	1:00 PM	
End Time	2:00 PM	
Contact Type	Face-to-face	
Case Category	Assessment/Investigation	System defaults to current case category
Category	Assessment/Investigation Mandate	
Sub Category	Other Child in Home Face to Face (participant)	
Intake ID	Select the intake dated 01/03/2005.	
Initial Contact	Select this check box.	
Location Type	Other	
Other Location	Betty Babble's home	
Location Details	925 Cobblestone Way, Bedrock, OH 43755	

3. Click the **Associate Participants** link. (It's in the Activity Association area near the middle of the screen.)
4. Select **Stone, Sandy**.
5. In the **Contact Status** field, select Completed.
6. Click **OK**. SACWIS returns to the Activity Details screen.

7. In the **Narrative** field, type a summary of Sandy's interview:

*Sandy was clean, appropriately dressed, and cooperative with the caseworker. She saw her father pull Rockette off the chair and states he does things like that all the time.*

8. Click **Save**.

**Result** SACWIS saves your work and returns to the Activity Log list screen, where your new entry is now displayed.

### Task 9. Create a safety plan

Add a safety plan and identify the participants.

1. In the menu on the left, click the **Safety Plan** link. The Safety Plan list screen appears.
2. Click **Add Safety Plan**. SACWIS displays the Maintain Safety Plan Participants screen. The **Participants** tab is displayed by default.
3. Click **Add Child Participant**. SACWIS displays a list of the children in the Stone family.
4. Select all three children and click **Save**. SACWIS returns to the Maintain Safety Plan Participants screen.
5. Click **Add Adult Participant**.
6. Select Fred and Wilma Stone, then click **Save**.
7. Click **Apply**.

#### Note

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If a safety assessment had been completed, you would click Link Safety Assessment on this screen to link it to the safety plan.

**Result** The system saves the plan without leaving the Maintain Safety Plan Participants screen.

**Task 10. Add an action step for Fred and Wilma**

Fred and Wilma are going to let the children stay with Betty Babble. Use the **Action Steps** tab to record this action, explain the rationale behind it, and describe a monitoring plan.

1. Click the **Action Steps** tab.
2. Click **Add Action Steps**. The Safety Plan Action Step Details screen appears.
3. In the **Title** field, type Physical Harm and Credible Threat.
4. In the Available Safety Factors area, select the following safety factors:

**Note**

Titles should be brief but descriptive. The title you enter here will be displayed on the Action Steps tab.

Field Name	Information to Enter/Select	Notes
1. A child has received serious, inflicted physical harm.	Select this check box.	
3. Caretaker or other person having access to the child had made a credible threat which would result in serious harm to a child.	Select this check box.	

5. Click **Continue**. The system returns to the Safety Plan Action Step Details screen, where the safety factors you just selected are now displayed.
6. Click **Add Activity**. The system displays the Safety Plan Activity Details screen.
7. Complete the following field:

Field Name	Information to Enter/Select
Describe the specific activities necessary to protect the child(ren)	<i>Fred and Wilma Stone will allow Rockette, Sandy, and Barney to reside with Betty Babble from 01/03/2005 to 01/31/2005.</i>

8. On the Safety Plan Activity Details screen, click **Add Responsible Party**. The Responsible Party Details screen appears.

9. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Name	Wilma Stone	
Phone	614-427-9875	

10. Click **Save**. The system returns to the Safety Plan Activity Details screen.
11. Click **Add Responsible Party** and repeat steps 9 and 10 to add Fred Stone. Use the same phone number.
12. Click **Save**. The system returns to the Safety Plan Activity Details screen.
13. Click **Save**. The system returns to the Safety Plan Action Step Details screen.
14. Click **Continue**. The system displays the Monitoring Plan Details screen.
15. Complete the following fields:

Field Name	Information to Enter/Select
Explain how each activity will control the occurrence of serious harm	By residing with Betty Babble and not having any unsupervised contact with their parents, the children will be safe.
How will the activit(ies) be monitored?	Caseworker will conduct unannounced home visits and will visit Rockette at school to ensure the Safety Plan is being followed.
Frequency	2x per week
Monitor	Brandy Lake or other agency-assigned worker

16. Click **Finish**.

**Result** The system returns to the **Action Steps** tab.

**Task 11. Add an action step for Betty**

Betty has agreed to let Rockette, Sandy, and Barney stay with her and to prevent unsupervised contact between them and their parents.

1. Click **Add Action Steps**. The Safety Plan Action Step Details screen appears.
2. In the **Title** field, type Caretaker Responsibility.
3. In the Available Safety Factors area, select **2. Caretaker has not, cannot, or will not protect the child from potential serious harm, including harm from other persons having familial access to the child**.
4. Click **Continue**. The system returns to the Safety Plan Action Step Details screen, where the safety factor you selected is now displayed.
5. Click **Add Activity**. The system displays the Safety Plan Activity Details screen.
6. Complete the following field:

Field Name	Information to Enter/Select
Describe the specific activities necessary to protect the child(ren)	Betty Babble will prevent unsupervised contact between the children and Fred and Wilma. Betty will assume primary caregiver responsibility for the children until they can return home.

7. Click **Add Responsible Party**. Select Betty Babble and type 555-221-1958 as her phone number.
8. Click **Save**. The system returns to the Safety Plan Activity Details screen.
9. Click **Save**. The system returns to the Safety Plan Action Step Details screen.
10. Click **Continue**. The system displays the Monitoring Plan Details screen.

11. Complete the following fields:

Field Name	Information to Enter/Select
Explain how each activity will control the occurrence of serious harm	By preventing any unsupervised contact between the children and their parents, Betty will keep the children free from harm.
How will the activity(ies) be monitored?	Caseworker will conduct unannounced home visits and will visit Rockette at school to ensure the Safety Plan is being followed.
Frequency	2x per week
Monitor	Brandy Lake or other agency-assigned worker

12. Click **Finish**. The system returns to the **Action Steps** tab.

13. Click **Apply**.

**Result** The system saves your work without leaving the **Action Steps** tab.

**Task 12. Record authorizations**

Record the signatures of the plan participants and then approve the plan.

1. Click the **Authorizations** tab.
2. Complete the following fields:

Field Name	Information to Enter/Select
Safety Plan Created as a Result of	Screened in Report
Has the parent/guardian/custodian(s) read or been read "Important Information about Safety Plans"?	Yes
Has parent/guardian/custodian(s) provided verbal approval of the safety plan?	Yes
Date Provided	01/03/2005
Time Provided	5:00 PM

3. In the Signatures area, find Fred's row and complete the following fields for Fred:

Field Name	Information to Enter/Select	Notes
Signature Received	Yes	
Date Provided	01/03/2005	

4. Repeat the previous step for Wilma and Betty using the same information:

Field Name	Information to Enter/Select	Notes
Signature Received	Yes	
Date Provided	01/03/2005	

5. Click **Validate Approval**. SACWIS checks the plan to ensure that all the required steps have been performed and displays the results of the checks.

6. There are no errors in the safety plan, so click **OK**. SACWIS returns to the **Authorizations** tab.
7. Click **Process Approval**. The Process Approval screen appears.
8. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Action	Approved - Final	
Reviewers/Approvers	Weaver##, Sam	System default

**Note**

■ ■ ■ ■ ■  
In the real world, you won't approve your own work. You'll do it here, however, so that you can work through the exercises more efficiently.

9. Click **Save**. SACWIS returns to the **Authorizations** tab.
10. Click **Save**.

**Result** The system saves your plan and returns to the Safety Plans list screen.

**Task 13. Generate a safety plan report**

Generate and save the safety plan in Ohio SACWIS.

1. In the Safety Plans area, click the **reports** link for the plan. The Available Documents screen appears.
2. In the **Generate Document** field, select JFS 01409 - Safety Plan.
3. Click **Select**. The Document Details screen appears.
4. Click **Generate Report**. The JFS 01409 - Safety Plan screen appears.
5. In the **Caseworker** field, select Brandy Lake##.
6. Click **Generate Report**. SACWIS displays a PDF of the report in a new browser window.
7. Click the **Save** button in the lower-left corner of the screen. This action saves the document in SACWIS and closes the new browser window.

**Note**

The *only* way to save a document in SACWIS is to generate a report and save it.

**Result** The system saves a copy of the report to the history in Ohio SACWIS and returns to the Safety Plans list screen. You have completed this exercise.

## Exercise AI-3. Add information to person profiles

### Scenario

It's now January the 4th, and you have interviewed Sandy and Barney Stone. You have also obtained additional information about Wilma. Record all of this information in SACWIS.

To start, update Sandy's demographic information. Also, Sandy has a speech problem that was recently discovered by a teacher at her preschool. Record the speech problem and information about Sandy's preschool. Finally, update Wilma's person record with her maiden name and her current marital status.

### Tasks

- Task 1. Update Sandy's demographic information
- Task 2. Record Sandy's speech impairment
- Task 3. Record Sandy's preschool
- Task 4. Record marital information for Wilma

**Task 1. Update Sandy’s demographic information**

Add information about her race, ethnicity, and primary language.

1. Click **Case Overview** to return to the overview screen.
2. Click **View Case Information**.
3. Click the **Members** tab.
4. In the Member’s List, click on Sandy’s name. SACWIS displays her person profile.
5. Click the **Demographics** tab.
6. Complete the following fields as shown:

Field Name	Information to Enter/Select	Notes
Race	White	
Hispanic/Latino	No	
Available Language	English	Select English, then click <b>Add&gt;</b> to move it to the <b>Selected Language</b> list.

7. Click **Apply**.

**Result** The system saves your changes without leaving the **Demographics** tab.

**Task 2. Record Sandy's speech impairment**

The **Characteristics** tab is where you record a variety of conditions, including drug and alcohol abuse and physical and mental disabilities. Use this tab to record Sandy's speech problem.

1. Click the **Characteristics** tab.
2. In the **Characteristic Group** field, select Medical Condition.
3. Click **Add Characteristic**. The Characteristics Details screen appears.
4. In the **Characteristic** field, select Speech Problems.
5. In the **Subcategory** field, select Language Impairment.
6. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Self Reported	No	
Observed	Yes	
Observed By	Mrs. Merva (teacher)	
Observation Date	01/04/2005	
Clinically Diagnosed	No	

7. Click **Save**. The system saves your work and returns to the **Characteristics** tab, where information about Sandy's speech problem now appears.
8. Click **Apply**.

**Result** The system saves your work without leaving the **Characteristics** tab.

### Task 3. Record Sandy's preschool

Enter information about the We Care Preschool that Sandy is attending.

1. Click the **Education** link. The **School Profile** tab appears.
2. Click **Add School**. The School Details screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
School District	Columbus City	
School Name	We Care Preschool	
Category	Pre-School	
Type	Primary	
Start Date	09/06/2004	
Beginning Grade	Pre-Kindergarten	

4. Click **Save**. The system returns to the **School Profile** tab.
5. Click **Save**.

**Result** The system returns to the **Members** tab.

**Task 4. Record marital information for Wilma**

You'll record two types of marital information for Wilma: her maiden name, which you'll record as an AKA name, and her current marital status. (You should still be on the **Members** tab at the start of this exercise.)

1. In the Member's List, click Wilma's name. SACWIS displays her person profile.
2. On the **Basic** tab, click **Add AKA** and complete the following fields:

Field Name	Information to Enter/Select	Notes
First Name	Wilma	
Last Name	Slaghoople##	

3. Click **Save**. The system returns to the **Basic** tab.
4. Click the **Demographics** tab.
5. Click **Add Marital Status** and complete the following fields:

Field Name	Information to Enter/Select	Notes
Marriage/Relationship Status	Married	
Spouse/Significant Other Name	Fred	
Status Effective Date	08/01/2001	

6. Click **Save**. The system returns to the **Demographics** tab.
7. Click **Save**. The system returns to the **Members** tab.
8. Click **Save** one more time to return to the Case Overview screen.

**Result** The system saves your work and returns to the Case Overview screen. You have completed this exercise.





## Exercise AI-4. Add case services

### Scenario

By this point in your investigation, you've identified services that will help the Stone family. You need to define (add) these services in SACWIS so you can use them in later case activities. You can add services at any time, but it's most efficient to add them as soon as you can: they'll be available when you need them, and you won't have to interrupt your work.

Add appropriate services for the Stone family.

### Tasks

- Task 1. Add casework counseling
- Task 2. Add parenting classes
- Task 3. Add an alcohol diagnostic service for Fred

**Task 1. Add casework counseling**

The agency offers casework counseling as a service from the start of the assessment and through the life of the case. Record this service for each family member using the Case Services Group function.

1. In the menu on the left, click **Case Services**. The Case Services list screen appears.
2. Click **Case Services Group**. The Case Services Filter Criteria screen appears.
3. Click **Add Case Services**. The Service Information screen appears
4. Complete the following fields:

**Note**

Non-paid services can be recorded on the Case Services Group tab. After they're created, you can view and update them individually.

Field Name	Information to Enter/Select	Notes
Effective Date	01/03/2005	
Service Category	Case Management	
Service Type	Casework Counseling	
Status	Provided	
Service Begin	01/03/2005	
Estimated Service End	04/01/2005	

5. In the **Case Member** list box, click the check box on the **Name** line. All members are now selected
6. Click **Add Service Group**. The Service Group History Details screen appears.
7. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Service Group	Assessment/Investigation	
Effective Date	01/03/2005	SACWIS displays this date by default.

8. Click **OK**.
9. Click **Link Provider**. The Provider Information screen appears.
10. Click **Search**.

11. In the search results, select Franklin County Children Services Board. The system returns to the Service Information screen and displays your selection in the Provider Information area.
12. Click **Save**. The system saves your work and returns to the Case Services Group tab.
13. Click the **Case Services** tab.

**Result** The table on the Case Services list screen should display separate rows for Fred, Wilma, Rockette, Sandy, and Barney.

**Task 2. Add parenting classes**

Fred and Wilma will benefit from parenting classes. You are not going to link a provider to this service now, so you will classify the service as Planned. (The status of a service changes to Provided when it is linked to a provider.) Add the parenting classes as a service for Fred and Wilma.

**Note**

This is a paid service and must be recorded individually. Only non-paid services can be grouped.

1. In the Case Services area at the bottom of the screen, select Fred in the **Case Member Name** field.
2. Click **Add Case Services**. The Service Information screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Effective Date	02/01/2005	
Service Category	Education & Training	
Service Type	Parent Education	
Status	Planned	
Estimated Service End Date	03/31/2005	

4. Click **Add Service Group**. The Service Group History Details screen appears.
5. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Service Group	Assessment/Investigation	
Effective Date	02/01/2005	SACWIS displays this date by default.

6. Click **OK**. The system returns to the Service Information screen.
7. Click **Save**. The system returns to the Case Services list screen.
8. Repeat steps 1 through 7 for Wilma, using the same information you used for Fred.

**Result** When you finish, you should be on the Case Services list screen. New rows display information about the parenting classes for Fred and Wilma.

**Task 3. Add an alcohol diagnostic service for Fred**

Add a planned diagnostic service to address Fred's excessive drinking.

1. In the **Case Member Name** field, select Fred.
2. Click **Add Case Services**. The Service Information screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Effective Date	02/01/2005	
Service Category	Diagnostic	
Service Type	Alcohol Diagnostic Services	
Status	Planned	
Estimated Service End Date	03/31/2005	

4. Click **Add Service Group**. The Service Group History Details screen appears.
5. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Service Group	Assessment/Investigation	
Effective Date	02/01/2005	SACWIS displays this date by default.

6. Click **OK**. The system returns to the Service Information screen.
7. Click **Save**.

**Result** The system saves your work and returns to the Case Services list screen. A new row displays information about the diagnostic service for Fred. You have completed this exercise.





## Exercise AI-5. Record a safety assessment

### Scenario

It's now January 5, 2005. You've gathered enough information to record a safety assessment in Ohio SACWIS and submit it for approval. You will also generate and save a copy in the Ohio SACWIS document history.

### Tasks

- Task 1. Add a safety assessment
- Task 2. Record safety factors
- Task 3. Describe any required assessments
- Task 4. Record safety considerations
- Task 5. Record a safety response and process for approval
- Task 6. Generate and save a JFS 01401 (Safety Assessment) report

**Task 1. Add a safety assessment**

Create a safety assessment and identify all the participants.

1. In the menu on the left, click the **Safety Assessment** link. The Safety Assessment list screen appears.
2. Click **Add Safety Assessment**. The Safety Assessment Details screen appears.
3. Click **Link Intake**. The Available Intakes screen appears.
4. Select the intake dated 01/03/2005, and click **Save**. SACWIS returns to the Safety Assessment Details screen.
5. Click **Add Child**. The Available Participants screen appears, displaying the names of the Stone children.
6. Select Rockette, Sandy, and Barney, and click **Save**. SACWIS returns to the Safety Assessment Details screen, where the three children are now listed.
7. Click **Add Adult**. The Available Participants screen appears, displaying the names of Fred and Wilma.
8. Select both Fred and Wilma, and click **Save**. SACWIS returns to the Safety Assessment Details screen.
9. Click **Apply**.

**Result** The system saves your work without leaving the Safety Assessment Details screen.

**Task 2. Record safety factors**

Display the **Safety Factors** tab and respond to the questions there.

1. Click the **Safety Factors** tab.
2. In the list of safety factors, click the **edit** link underneath item number 1, **A child has received serious, inflicted, physical harm**. The Safety Factors Details screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select
<b>Explain</b>	Rockette has bruises on her arm, which is swollen and tender where Fred grabbed her. Per the medical report, Rockette's arm is badly sprained but not broken.
<b>Response</b>	Yes

4. Click **OK**.
5. Click the **edit** link for item number 2, **Caretaker has not, cannot, or will not protect the child from potential serious harm, including harm from other persons having familial access to the child**.
6. Complete the following fields:

Field Name	Information to Enter/Select
<b>Explain</b>	The parents are able to protect their children, but they do not believe it's wrong to use physical discipline that leaves significant bruising.
<b>Response</b>	Yes

7. Click **OK**.
8. The system requires you to enter explanations for safety factor questions 3 through 15. Using the information below, complete the **Explain** and **Response** fields for each of the remaining items.

#	Explain field	Response field
3	All children deny that either of their parents have threatened them.	No
4	Fred has been arrested several times for assault and has explosive behavior.	Yes
5	Parents admit they have arguments. Both report that no argument has escalated to a physical fight.	No

**Note**

■ ■ ■ ■ ■  
You can save your work and go to other screens without completing every field. However, you will not be able to process the assessment for approval until all the Explain and Response fields on this screen have been completed.

#	Explain field	Response field
6	Fred admits he drinks daily, but he denies that his drinking is a problem. Caseworker has recommended diagnostic/treatment services. Select the check box <b>Further Assessment Needed</b> .	Yes
7	No mental or physical illness or disability observed for Fred or Wilma.	No
8	Parents meet the children's immediate needs.	No
9	The home was in disarray, with dirty dishes and food throughout. However, the caseworker did not observe any conditions hazardous enough to put the children in immediate danger of serious harm.	No
10	Caseworker observed that Fred acts negatively towards Rockette and has higher expectations of her.	Yes
11	There is no evidence the Stones will flee. They were cooperative and allowed the caseworker into their home.	No
12	Rockette gave sufficient explanation for her injury and Fred admitted to the allegations.	No
13	Parents did not take Rockette for medical treatment. Sandy and Barney do not have any immediate physical or mental health needs.	Yes
14	Rockette and Sandy deny having any sexual contact with anyone. Parents deny any sexual abuse issues with Barney.	No
15	N/A	No

9. Click **Apply** on the **Safety Factors** tab.

**Result** The system saves your work without leaving the **Safety Factors** tab.

### **Task 3. Describe any required assessments**

In the previous task, you identified a safety factor (Fred's drinking) that requires further assessment. Now you must document the planned assessment activities for that safety factor.

1. Click the **Further Assessment** link. The Safety Factors Further Assessment screen appears.
2. In the field **Describe if necessary the plans for further assessment...**, type: *Caseworker has recommended that Fred obtain a drug/alcohol assessment and follow the resulting recommendations.*
3. Click **Apply**.

**Result** You have explained the step that needs to be taken to assess Fred's drinking.

**Task 4. Record safety considerations**

Complete all three sections on the **Safety Considerations** tab.

1. Click the **Safety Considerations** tab.
2. Complete **Section 3: Historical Information** as shown below. (Click the **Section 3: Historical Information** link to display this field if it is not already visible.)

Field Name	Information to Enter/Select
Describe if the care-taker or other person having access...	There was one prior incident on 8/10/2002 of physical abuse involving Rockette that was substantiated with similar allegations and outcomes.

3. Complete **Section 4: Child Vulnerability** as shown below. (Click the link to display this field if it is not already visible.)

Field Name	Information to Enter/Select
Describe how each child's age, physical, intellectual, and social development...	<p>Sandy and Barney are too young to protect themselves.</p> <p>Rockette has accepted physical discipline as a normal way of life and believes she deserves to be punished for not listening. She is not afraid of Fred and openly shared the information regarding this incident with the reporter and caseworker.</p>

4. Complete **Section 5: Protective Capacities** as shown below. (Click the link to display this field if it is not already visible.)

Field Name	Information to Enter/Select
What strengths and resources does the family have...	<p>The Babbles are a strong source of support for Fred and Wilma. They are currently the children's temporary caregivers, which removes the threat of serious harm.</p> <p>Fred and Wilma are cognitively and emotionally capable of protecting their children. Fred and Wilma's protective capacities are limited at this time because they don't see a problem with using extreme physical discipline.</p> <p>Fred and Wilma were willing to allow the Babbles to assume responsibility for the care of their children. They were also willing to agree to and sign a safety plan.</p>

5. Click **Apply**.

**Result** The system saves your work without leaving the **Safety Considerations** tab.

**Task 5. Record a safety response and process for approval**

Use the **Safety Response** tab to complete the assessment and process it for approval.

1. Click the **Safety Response** tab.
2. In the **Safety Response** field for each child, make the following selection:

Child	Information to Enter/Select
Stone, Barney	Out Home SP
Stone, Sandy	Out Home SP
Slate, Rockette	Out Home SP

3. Click **Generate Safety Response**. The system automatically selects the **Out Home SP** check box in the Safety Response area.
4. Click **Validate for Approval**. The system confirms that there are no errors.
5. Click **OK**. SACWIS returns to the **Safety Response** tab.
6. Click **Process for Approval**. The Process Approval screen appears.
7. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Action	Approved - Final	
Reviewers/Approvers	Weaver##, Sam	

8. Click **Save**. The system returns to the Safety Assessment list screen.

**Result** The system saves your work and returns to the Safety Assessment list screen.

**Task 6. Generate and save a JFS 01401 (Safety Assessment) report**

Access the report function in the table on the Safety Assessment list screen.

1. Click the **report** link in the row for the safety assessment. The Document Details screen appears.
2. Click **Generate Report**. The JFS 01401 - Safety Assessment screen appears.
3. In the **Caseworker** field, select Brandy Lake.
4. Click **Generate Report**. The system displays a PDF of the report in a new browser window.
5. Click the **Save** button in the lower-left corner of the screen. This action saves the document in the system and closes the new browser window.

**Note**

The *only* way to save a document in SACWIS is to generate a report and save it.

**Result** The system saves a copy of the report to the history in Ohio SACWIS and returns to the Safety Assessment list screen. You have completed this exercise.





## Exercise AI-6. Request protective supervision of the children

### Scenario

You have completed the safety assessment of the Stone family, and your agency has decided to file a complaint in Juvenile Court requesting Protective Supervision of all three children. In this exercise, you'll record the complaint, enter related information, and enter the file stamp date after the complaint has been filed.

### Tasks

- Task 1. Create the complaint
- Task 2. Add Fred and Wilma to the complaint
- Task 3. Add the children to the complaint
- Task 4. Generate and save the complaint
- Task 5. Record the complaint's file stamp date
- Task 6. Record the motion
- Task 7. View Rockette's legal action history

**Task 1. Create the complaint**

Navigate to the Complaint Details screen and create a complaint.

1. In the menu on the left, click **Court**. The Case Participants screen appears.
2. Click **Case Legal Actions** to display the Legal Actions Search screen.
3. In the **Legal Action** field, select Complaint.
4. Click **Search**. No complaints are connected to this case.
5. In the Legal Actions area at the bottom of the screen is a second field labeled **Legal Action**. In this field, select Create Complaint.
6. Click **Add Action**. The system displays the Complaint Details screen.
7. Select Initial in the **Type of Complaint** field.
8. To complete the **Complaint Filed By** field, click **Search Person**. The Person Search screen appears.
9. Complete the following fields and click **Search**:

**Note**

One *court case number* is assigned to a family for each court episode (such as a filing or a hearing). A *court ID number* is assigned to each child.

Field Name	Information to Enter/Select	Notes
Last Name	Lake##	
First Name	Brandy	

10. Find Brandy in the search results and click the **select** link beside her name. The system returns to the Complaint Details screen and displays Brandy in the **Complaint Filed By** field.
11. Repeat steps 8 through 10 to add Brandy’s name to the **Affiant** field. (Be sure to click the **Search Person** button beside the **Affiant** field for this step.)

The system returns to the Complaint Details Screen and displays Brandy in the **Affiant** field.

12. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Date Submitted	02/01/2005	
Basis for Allegations	On January 3, 2005, the agency received a report alleging physical abuse to Rockette A. Slate. The children are at risk because Mr. and Mrs. Stone do not fully understand the impact of using extreme physical discipline to the extent of leaving marks/bruises and/or severe sprains.	

*Do not click **Save** yet or leave the Complaint Details screen.*

**Result** You have completed the Complaint Details area. The system will generate a paper complaint that you can file with the court.

**Task 2. Add Fred and Wilma to the complaint**

You should still be on the Complaint Details screen. Now add Fred and Wilma Stone as parties to the complaint:

1. In the **Parties to Case** field, hold down the **Control** key and click on Stone, Fred and Stone, Wilma to select both.
2. Click **Add >**. Both names appear in the right-hand field.

*Do not click **Save** yet or leave the Complaint Details screen.*

**Result** You have identified the parties to the case.

### Task 3. Add the children to the complaint

Add the children to the complaint as participants. You'll also record information about the allegations and the preferred disposition. You should still be on the Complaint Details screen where the previous task ended.

1. Click **Add Participant**. The Participant Details screen appears.
2. In the Action Participants area select Rockette.
3. Complete the following fields in the Preferred Disposition area:

#### Note



You'll only select Rockette here because there's a different allegation for Sandy and Barney.

Field Name	Information to Enter/Select	Notes
Preferred Primary Disposition	COPS	
Preferred Secondary Disposition	TC to Agency	

4. Click the **Associate Allegations** link near the bottom of the screen. SACWIS displays additional fields.
5. Select **Abused, as Defined in O.R.C. 2151.031**, and then select the following options:
  - (C)
  - (D)
6. Select **Dependent, as defined in O.R.C. 2151.04**, and then select option (C).
7. Click **OK**. The system returns to the Complaint Details screen.
8. Click **Add Participant**. The Participant Details screen appears.
9. In the Action Participants area, select Sandy and Barney.
10. In the **Preferred Primary Disposition** field, select COPS.
11. Click **Associate Allegations** (if the additional fields are not already displayed).
12. Select **Dependent, as defined in O.R.C.2151.04**, and then select option (C).
13. Click **OK**. The system returns to the Complaint Details screen.
14. Click **Save**.

**Result** The system saves your work and returns to the Legal Actions Search screen.

**Task 4. Generate and save the complaint**

Print a copy of the complaint from the Legal Actions Search screen.

1. In the **Legal Action** field, select Complaint.
2. Click **Search**. The system displays the complaint you just created.
3. Click the **report** link for the complaint. The Document Details screen appears.
4. Click **Generate Report**. The Court Complaint screen appears.
5. In the **Worker Appearing in Court** field, select Brandy Lake.
6. Click **Generate Report**. The system displays a PDF of the report in a new browser window.
7. Click the **Save** button in the lower-left corner of the screen. This action saves the document in Ohio SACWIS and closes the new browser window.

**Note**

The *only* way to save a document in SACWIS is to generate a report and save it.

**Result** The system saves a copy of the report and returns to the Legal Action Search screen. You have completed this exercise.

**Task 5. Record the complaint's file stamp date**

The complaint has been filed. Record the file stamp date in SACWIS.

1. In the **Legal Action** field, select Complaint.
2. Click **Search**. The system displays the Stone complaint.
3. Click the **edit** link for the complaint.
4. In the **File Stamp Date** field, type *02/01/2005*.
5. Click **Save**.

**Result** The system saves your work and returns to the Legal Actions Search screen.

**Task 6. Record the motion**

Display the complaint, link the new motion to it, and then record the details of the motion.

1. In the **Legal Action** field, select Complaint.
2. Click **Search**. The system displays the Stone complaint.
3. Click **link legal action** beside the complaint dated 02/01/2005. SACWIS displays the Complaint Details screen.
4. In the **Legal Action** field (near the bottom of the screen), select Record Motion.
5. Click **Add Action**. The system displays the Record Motion Details screen.
6. To enter Brandy Lake's name in the **Motion Filed By** field, click **Search Person**. The Person Search screen appears.
7. Complete the following fields and click **Search**:

Field Name	Information to Enter/Select	Notes
Last Name	Lake##	
First Name	Brandy	

8. Find Brandy in the search results and click the **select** link beside her name.

SACWIS returns to the Record Motion Details screen and displays Brandy in the **Motion Filed By** field.

9. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Type of Motion	Disposition	
Date Submitted	02/01/2005	
File Stamp Date	02/01/2005	
Method of Motion	Written	
Motion Supported by Affidavit	Yes	
Motion Narrative	The agency filed a motion for Protective Supervision of the Stone children due to the alleged physical abuse of Rockette and the alleged dependency of Sandy and Barney.	

10. Click **Add Participant**. The Participant Details screen appears.
11. In the Action Participants area, select Barney, Sandy, and Rockette.
12. In the **Preferred Disposition/Outcome** field, select COPS.
13. Click **OK**. The system returns to the Record Motion Details screen.
14. Click **Save**.

**Result** The system saves your work and returns to the Legal Actions Search screen.

**Task 7. View Rockette's legal action history**

You can view a history of the legal actions for the children in this case on the Case Participants screen.

1. Click the **Case Participants** link.
2. Find Rockette in the Case Participants list and click the **View Legal Action History** link in her row. The Participant Legal Action History screen appears.
3. Click the link **Associated Legal Actions Beginning 02/01/05 with a Complaint**. The system displays the motion and complaint you just created. Links in the table enable you to view details about each individual item.
4. Click **Close**.

**Result** The system returns to the Case Participants screen. You have completed this exercise.

## Exercise AI-7. Record an upcoming hearing

### Scenario

The pre-trial hearing for the Stone case has been scheduled for February 15, 2005. You've received a notification of the date in SACWIS.

Record the date and time of the hearing. Then, check your personal court schedule in Ohio SACWIS to ensure you don't have any conflicts.

### Tasks

- Task 1. Record the date and time of the hearing
- Task 2. Identify the attendees
- Task 3. Add information about the court
- Task 4. Review your court schedule

**Task 1. Record the date and time of the hearing**

Record the date and time of the first hearing segment on the Hearing Information screen.

1. Click the **Case Legal Actions** link. The Legal Actions Search screen appears.
2. In the **Legal Action** field, select Motion.
3. Click **Search**. The system displays the motion (dated 02/01/2005) for protective custody of the Stone children.
4. Click **link legal action** beside the motion. The Record Motion Details screen appears.
5. In the **Legal Action** field at the bottom of the screen, select Record Hearing.
6. Click **Add Action**. The Hearing Information screen appears.
7. In the **Hearing Type** field, select Pre-Trial/Preliminary.
8. Click **Add Hearing Segment**. The Hearing Segment Details screen appears.
9. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Date of Hearing	02/15/2005	
Time of Hearing	9:30 AM	
Narrative	PCSA alleged the children are abused/dependent and requested COPS.	

*Do not click **Save** yet or leave this screen.*

**Result** You have recorded the date and time of the hearing.

**Task 2. Identify the attendees**

You should still be on the Hearing Segment Details screen. Record the people who should attend the hearing, starting with the agency representative.

1. To complete the **Agency Representative** field, click **Person Search**. The Person Search screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Last Name	Lake##	
First Name	Brandy	

3. Click **Search**.
4. Find Brandy in the search results and click her **select** link. The system returns to the Hearing Segment Details screen and displays Brandy Lake in the **Agency Representative** field.
5. In the **Available Case Participants** field, select Fred and Wilma.
6. Click **Add>** to move their names to the **Case Participants Attending** field
7. Click **OK**. The system returns to the Hearing Information screen.
8. Click the **associate participants** link. The Associate Participants screen appears.
9. Select Barney, Sandy, and Rockette.
10. Click **OK**.

**Result** The system returns to the Hearing Information screen.

**Task 3. Add information about the court**

Use the Court Details screen to record the presiding judge, the name of the court, and the type of court.

1. Click the **Court Information** link to display the Court Details screen.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Judge	Nancy Rober##	Use the <b>Person Search</b> button to find and select Judge Rober.
Court Type	Juvenile	
Court Name	Franklin County Juvenile Court	
Phone	614-728-1890	

3. Click **Save**.

**Result** The system saves your work and returns to the Legal Actions Search screen.

**Task 4. Review your court schedule**

SACWIS contains a court calendar that lets you track your appointments. View and print your calendar.

1. Click the **Court Calendar** tab.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Caseworker	Brandy Lake	
Case Name and Information to Enter/Select	Stone (AI)##	
Hearing Start Date	01/01/2005	
Hearing End Date	05/01/2005	
Court Type	Juvenile	
Sort Results By	Hearing Date (Asc)	

3. Click **Search**. The system displays a list of search results.
4. Click the **view** link for the Stone Pre-Trial Preliminary hearing. The Hearing Information screen appears.
5. When you're finished, click **Close**. You are returned to the Court Calendar Search Criteria screen.
6. Click **Generate Report** to print your court calendar. The Document Details screen appears.
7. Click **Generate Report**. The system displays a PDF of the report in a new browser window.
8. Click the **Save** button in the lower-left corner of the screen. This action saves the document in SACWIS and closes the new browser window.

**Note**

The *only* way to save a document in SACWIS is to generate a report and save it.

**Result** The system saves your report and returns to the Court Calendar Search screen. You have completed this exercise.



## Exercise AI-8. Discontinue the safety plan and record a family assessment

### Scenario

In this scenario, the children have been returned to their home. Discontinue the safety plan, record a family assessment, and document the disposition of the assessment/investigation.

Before you submit the family assessment for approval, you will generate the assessment/investigation checklist to ensure you have completed all required steps, and you will save the checklist so your supervisor can view it.

### Tasks

- Task 1. Discontinue the safety plan
- Task 2. Add an assessment
- Task 3. Change the roles of the participants
- Task 4. Record past and present threats to the children
- Task 5. Identify risk factors for the children
- Task 6. Identify risk factors for the adults
- Task 7. Identify risk factors for the family
- Task 8. Identify historical risk factors affecting Fred and Wilma
- Task 9. Complete the risk assessment
- Task 10. Record the case disposition
- Task 11. Record a final decision for the case
- Task 12. Approve the family assessment
- Task 13. Generate and save the assessment/investigation checklist

### Task 1. Discontinue the safety plan

Rockette, Sandy, and Barney have been returned home and the family appears to have stabilized. Discontinue the safety plan.

In order to discontinue the safety plan, you must access the Stone (AI)##, Wilma case.

1. Click **Workload** tab.
2. Click **Lake##, Brandy**. The system displays a list of work items.
3. Click the case ID number for the case named Stone (AI)##, Wilma. The Case Overview screen appears
4. In the menu on the left, click **Safety Plan**. The Safety Plans list screen appears.
5. In the Safety Plans table, click the **discontinue** link.
6. Click **OK** to confirm your action. The system displays the Discontinue Work Details screen.
7. Complete the following fields:

Field Name	Information to Enter/Select	Notes
End Date	02/01/2005	
Reason for Discontinuation	Family Stabilized	
Additional Details Regarding Discontinuation of Work	Fred has agreed not to use any type of physical discipline on the children. The children have been returned home and the caseworker is closely monitoring the family.	
Have Appropriate Parties been Notified of Plan Discontinuation?	Yes	
Date	02/01/2005	

8. Click **Save**. The system discontinues the safety plan and returns to the Safety Plans list screen.
9. Click **Reports**.
10. In the **Generate Document** field select Safety Plan Termination Letter.
11. Click **Select**.
12. Click **Generate Report**.
13. In the **Caseworker** field, select Brandy Lake.

14. Click **Generate Report**.

15. Click **Save** to save a copy of the letter in SACWIS.

**Result** You have discontinued the safety plan and saved the Safety Plan Termination Letter.

### **Task 2. Add an assessment**

In a previous exercise, you identified all of the Stones as participants in the safety assessment. Some of the information you entered there will prefill the Participant Information screen for the family assessment.

1. In the menu on the left, click the **Family Assessment** link. The Family Assessment list screen appears.
2. Click **Add Family Assessment**.

**Result** The Participant Information screen appears, displaying information for all case participants. Notice that SACWIS links the intake linked to the safety assessment to the family assessment.

**Task 3. Change the roles of the participants**

Update roles of all the family members.

1. In the area Children in the Family, click **Change Roles**. The Child Roles screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Slate, Rockette	Alleged Child Victim (ACV)	
Stone, Sandy	Other Involved Child (OIC)	
Stone, Barney	Other Involved Child (OIC)	

3. Click **Save**. The system returns to the Participant Information screen.
4. In the area Adults in the Family, click **Change Roles**. The Adult Roles screen appears.
5. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Stone, Fred	Alleged Perpetrator (AP)	
Stone, Wilma	Parent	

6. Click **Save**.

**Result** The system saves your work and returns to the Participant Information screen.

**Task 4. Record past and present threats to the children**

Use the **Safety Review** tab to enter background information about threats to the children.

1. Click the **Safety Review** tab.
2. In the **Select and Complete the Appropriate Case Circumstance** field, select A safety threat is not currently active, but had been active.
3. Complete the field:

Field Name	Information to Enter/Select
Describe the safety threat and then summarize the information...	Fred used extreme physical discipline for Rockette, leaving bruises and badly spraining her arm. The agency has been providing services and Fred has agreed to not use any type of physical discipline. Caseworker is closely monitoring Fred's progress.

4. In the Safety Response Review area, select **Previously Discontinued**.
5. Click **Apply**. The system saves your work without leaving the **Safety Review** tab.
6. Click the **Child Harm** link. The Child Harm Details screen appears.
7. Click the **Current Harm** link and complete the following field:

Field Name	Information to Enter/Select
For each child, identify and describe the type, degree, and frequency...	<p>The first report for this family, alleging physical abuse of Rockette, was received on 8/10/02 and was substantiated.</p> <p>Another allegation of physical abuse of Rockette was received on 01/03/05.</p> <p>There have not been any allegations of CA/N involving Sandy or Barney.</p> <p>See Safety Assessment dated 01/05/05 for further details regarding current harm.</p>

8. Click the **Historical Harm** link and complete the following field:

Field Name	Information to Enter/Select
For each child, identify and describe all historical reports of abuse and/or neglect....	8/10/02, the agency received a report of physical abuse regarding marks on Rockette's buttocks. Fred was the AP and Sandy was another involved child. The allegations were substantiated and services were implemented.

9. Click **Apply**.

**Result** The system saves your work without leaving the **Safety Review** tab.

**Task 5. Identify risk factors for the children**

The **Strengths & Needs** tab captures information about the current functioning of the children, the adults, and the family as a whole, as well as historical information about the adults. Start by entering information about the children.

1. Click the **Strengths & Needs** tab. The Child Functioning screen is displayed.
2. Click the **edit** link beside Stone, Barney. The Child Functioning Details screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Self Protection	RC	
Physical/Cognitive/Social Development	NRC	
Emotional/Behavioral Functioning	NRC	

4. Click **Save**. The system returns to the Child Functioning screen.
5. Repeat steps 2 through 4 for Rockette and Sandy, using the following information:

Field Name	Rockette	Sandy
Self Protection	RC	RC
Physical/Cognitive/Social Development	NRC	NRC
Emotional/Behavioral Functioning	RC	NRC

6. On the Child Functioning screen complete the following field:

Field Name	Information to Enter/Select
<p><b>Write a rationale for each child that supports the ratings in Child Functioning...</b></p>	<p>Rockette does not see the need to protect herself since she believes that extreme physical discipline is appropriate. Her physical, cognitive, and social development appears to be normal. Her school records indicate she is at the appropriate grade level and is an average student. Rockette's emotional and behavior functioning is a risk contributor because she tends to be rebellious and sometimes refuses to listen to Fred.</p> <p>Due to Sandy's age she is not able to self protect. She is on target physically and socially. Cognitively, Sandy has a language impairment that was recently identified. The preschool she is attending is providing some speech exercises to help correct Sandy's speech problems.</p> <p>Barney is unable to protect himself due to his young age. He is on target physically, cognitively, and socially. Barney does not display any emotional or behavioral problems.</p>

7. Click **Apply**.

**Result** The system saves your work without leaving the Child Functioning screen.

**Task 6. Identify risk factors for the adults**

Now record information about Fred and Wilma.

1. Click the **Adult Functioning** link. The Adult Functioning screen appears.
2. Click the **edit** link beside Stone, Fred. The Adult Functioning Details screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Cognitive Abilities	NRC	
Physical Health	NRC	
Emotional/Mental Health Functioning	NRC	
Domestic Relations (Domestic Violence)	NRC	
Substance Use	RC	
Response to Stressor	RC	
Parenting Practices	RC	

4. Click **Save**. The system returns to the Adult Functioning screen.
5. Repeat steps 2 and 3 for Wilma, using the following information:

Field Name	Information to Enter/Select	Notes
Cognitive Abilities	NRC	
Physical Health	NRC	
Emotional/Mental Health Functioning	NRC	
Domestic Relations (Domestic Violence)	NRC	
Substance Use	NRC	
Response to Stressor	RC	
Parenting Practices	RC	

6. Click **Save**. The system returns to the Adult Functioning screen.

7. On the Adult Functioning screen, complete the following field:

Field Name	Information to Enter/Select
<p><b>Write a rationale for each adult that supports the ratings in Adult Functioning....</b></p>	<p>Fred is cognitively able to manage finances and to make decisions. Fred is also beginning to understand how his form of discipline impacts the children. Fred reports being in good physical health and does not suffer from emotional or mental health problems. Fred reports that he and Wilma argue but that it has never led to domestic violence. There is some potential concern about substance abuse since Fred reports drinking on a daily basis. Fred admits that he is sometimes under a lot of stress and may not respond appropriately. Fred believed that he was disciplining his children in a fashion that was acceptable. He admits that his parenting skills are a lot like the skills his parents used.</p> <p>Wilma is cognitively able to manage finances, prepare meals, and meet her children's needs. Wilma is in good physical health and has no emotional or mental problems. Wilma reports that there is no domestic violence between her and Fred and denies using drugs and/or alcohol. Wilma reports that stress sometimes impacts her interaction with her children and she retreats to her bedroom. Wilma is openly willing to attend parenting classes to improve her skills.</p>

8. Click **Apply**.

**Result** The system saves your work without leaving the Adult Functioning screen.

**Task 7. Identify risk factors for the family**

Identify risk factors affecting the family as a unit.

1. Click the **Family Functioning** link.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Family Roles, Interactions, and Relationships	RC	
Resource Management and Household Maintenance	NRC	
Extended Family, Social, and Community Supports	RC	
Write a rationale that supports the family ratings....	<p>Family interactions and relationships create a risk of maltreatment because Fred and Wilma do not understand the impact of physical abuse on their children. Fred's relationship with Rockette is a risk because he tends to have higher expectations for her behavior.</p> <p>Fred and Wilma have limited income due to Fred's part-time employment but are able to provide food, shelter, and clothing for their children and maintain their home in an acceptable manner.</p> <p>The only support that the Stones have is their next door neighbors the Babbles. Fred does socialize with his boss, but they have no other friends or family that offer support.</p>	
Describe how the family views their own strengths and problems	<p>Fred and Wilma state they are beginning to see how their discipline methods impact their children. Fred does not view his relationship with Rockette as problematic, although Wilma thinks he may sometimes treat Rockette differently than he does the other two children. Fred also does not see any problem with stopping to have a few beers with his boss on a regular basis. They both believe that they are good parents.</p>	

3. Click **Apply**.

**Result** The system saves your work without leaving the Family Functioning screen.

### Task 8. Identify historical risk factors affecting Fred and Wilma

Historical factors include past acts of abuse committed by a caretaker, abuse a caretaker experienced as a child, and services a caretaker has received.

1. Click the **Historical Functioning** link.
2. Click the **edit** link beside Stone, Fred. The Historical Functioning Details screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Caretaker's Victimization of other Children	NRC	
Caretaker's Abuse/Neglect as Child	RC	
Impact of Past Services	RC	

4. Click **Save** to return to the Historical Functioning screen.
5. Click the **edit** link beside Stone, Wilma. The Historical Functioning Details screen appears.
6. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Caretaker's Victimization of other Children	NRC	
Caretaker's Abuse/Neglect as Child	RC	
Impact of Past Services	RC	

7. Click **Save** to return to the Historical Functioning screen.

8. On the Historical Functioning screen, complete the following field:

Field Name	Information to Enter/Select
<p><b>Write a rationale for each adult that supports the ratings...</b></p>	<p>Fred has not victimized any children outside the home. Fred reports that he was often spanked severely as a child but does not consider it abuse. Fred has utilized some services in the past, but they have not impacted his behavior.</p> <p>Wilma has not victimized any children outside the home. Wilma was also physically disciplined on a regular basis as a child. She did not view it as abuse but does report remembering having serious bruising. Wilma utilized agency services after the last report but does not think it had much impact.</p>

9. Click **Apply**.

**Result** The system saves your work without leaving the Historical Functioning screen.

### Task 9. Complete the risk assessment

The **Risk Assessment** tab provides a checklist of risk factors. After you answer the items on the checklist, SACWIS calculates a risk score.

1. Click the **Risk Assessment** tab.
2. In the Neglect Risk Score checklist, select the option shown below for each item:

Field Name	Information to Enter/Select	Notes
N1. Current Report is for Neglect	a	No
N2. Number of Prior Reports	b	One or two
N3. Number of Children in the Home	b	Three or more
N4. Number of Adults in Home at Time of Report	a	Two or more
N5. Age of Primary Caregiver	b	27 or younger
N6. Characteristics of Either Caregiver	b	Parenting skills are major problem
N7. Either Caregiver Involved in Harmful Relationship(s)	a	No
N8. Either Caregiver has a Current Substance Abuse Problem	b	Yes, alcohol or drug, either caregiver
N9. Household is Experiencing Severe Financial Difficulty	a	No
N10. Primary Caregiver's Motivation to Improve Parenting Skills	a	Motivated and realistic
N11. Caregivers' Response to Investigation and Seriousness of Complaint	b	Attitude not consistent with seriousness of allegation (minimizes)

- In the Abuse Risk Score checklist, select the option shown below for each item:

Field Name	Information to Enter/Select	Notes
A1. Current Report is for Physical or Emotional Abuse	b	Yes
A2. Prior Abuse Reports	b	Physical or sexual abuse report(s)
A3. Prior CPS Service History	b	Yes
A4. Number of Children in the Home	b	Two or more
A5. Either Caregiver Abused as a Child	b	Yes
A6. Secondary Care-giver has a Current Substance Abuse Problem	b	Yes, Alcohol abuse problem
A7. Either Caregiver has History of Domestic Violence	a	No
A8. Either Caregiver has Major Parenting Skills Problem	b	Yes
A9. Child in the Home has Special Needs or History of Delinquency	a	No

**Note**

The Policy Override Information area lists reasons that justify overriding the calculated risk level. In order to override the calculated risk level, you must select one of these reasons and enter supporting details in the accompanying text field.

- Click **Calculate Scores**. The system calculates the scores and displays the Policy Override screen with the Actual Risk Level summary. For the Stones, the risk level is High.
- There is no need to change the Apply Policy Override at this time, so in the **Apply Policy Override** field select No.
- Click **Apply**.

**Result** The system saves your work without leaving the **Risk Assessment** tab.

**Task 10. Record the case disposition**

Use the **Case Analysis** tab to summarize your findings.

1. Click the **Case Analysis** tab.
2. In the Case Decision area, click the **Record Disposition** link. The Intake Dispositions screen appears.
3. Click the **edit** link beside the intake dated 01/03/05. The Allegation Details screen appears.
4. Click the **edit** link by Rockette's name. The Disposition Information screen appears.
5. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Report Dispositions	Substantiated	
Severity of Harm	Treated and Released	
Available Harm Description	Dislocation/Sprain	Click <b>Add&gt;&gt;</b> to move your selection to the <b>Selected Harm Descriptions</b> field.

6. Click **Save**. The system returns to the Allegation Details screen.
7. Click the **Case Characteristics** tab. (Until a new release, this tab may be called **Contributing Factors**.)
8. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Select All that Apply	Caretaker was an abused child Substance abuse	
Disposition Complete	Select this check box.	
Disposition Date	02/01/2005	

9. Click **Save**. The system returns to the Intake Dispositions screen.
10. Click **Close**.

**Result** The system returns to the **Case Analysis** tab.

**Task 11. Record a final decision for the case**

To finish your assessment, complete the remaining fields on the the **Case Analysis** tab.

1. Complete the following fields in the Discretionary Override Information area:

Field Name	Information to Enter/Select	Notes
Should the Preliminary Matrix-Indicated Case Decision be Overrid-den?	No	

2. Complete the **Evaluation** field in the Final Case Decision area:

Field Name	Information to Enter/Select
Evaluation	Fred and Wilma were subjected to severe physical discipline as children and use the same type of discipline for their children. This is the second substantiated report of physical abuse for the Stone family. Neither parent realized how this impacted their children or their ability to parent their children. Rockette has some behavioral problems that are beginning to escalate. The final risk level is high for this family.

3. In the **Final Case Decision** field, select Transfer for Ongoing PCSA Services.
4. Click **Apply**.
5. Click the **Service Planning** link at the top of the **Case Analysis** tab.
6. Click **Associate Service**. The Case Services screen appears.
7. Select all the services on the list.
8. Click **OK**.
9. Select the check box **Family in Need of PCSA Services – Likelihood of future maltreatment warrants continued agency involvement**, then click the + sign beside it to display additional fields.

10. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Protective Supervision	Select this check box.	
Describe any underlying conditions...	Fred and Wilma both experienced physical abuse as children. Fred and Wilma became parents at a very young age and were not prepared for parenthood.	
Describe the services and/or interventions suggested...	Fred and Wilma will attend parenting classes to learn about appropriate discipline. Assessment services for Fred regarding his use of alcohol, including any recommendations for treatment. Casework counseling and case management services will be provided to support the family.	

11. Click **Apply**.

**Result** The system saves your work without leaving the Service Planning screen.

**Task 12. Approve the family assessment**

You won't normally approve your own work, but in this exercise you'll approve the assessment for efficiency.

1. Click **Process Approval**. The Process Approval screen appears.
2. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Action	Approved - Final	
Reviewers/Approvers	Weaver##, Sam	

3. Click **Save**.

**Result** The system submits the assessment for approval and returns to the Family Assessment list screen.

### Task 13. Generate and save the assessment/investigation checklist

Generate the checklist (you can use it to ensure that you have completed all the requirements) and save it in SACWIS so your supervisor can easily check that your work is complete.

1. In the menu on the left, click **Intake List**. The Intake List screen appears.
2. Click the **reports** link for the intake dated 01/03/2005. The Available Documents screen appears.
3. In the **Generate Document** field, select Assessment/Investigation Checklist.
4. Click **Select**. The system displays the Document Detail screen.
5. Click **Generate Report**. SACWIS displays a PDF of the report in a new browser window.
6. Click the **Save** button in the lower-left corner of the screen. This action saves the document in SACWIS and closes the new browser window.

#### Note

The *only* way to save a document in SACWIS is to generate a report and save it.

**Result** You have generated the checklist and saved a permanent version in Ohio SACWIS. You have completed this exercise.

Exercise AI-8. Discontinue the safety plan and record a family assessment

## Exercise AI-9. Conclude the assessment/ investigation

### Scenario

You have completed the assessment. Send disposition letters to Fred and Wilma, refer Barney to Help Me Grow, and finish the activity log.

### Tasks

- Task 1. Generate and save the disposition letter to Fred
- Task 2. Generate and save the disposition letter to Wilma
- Task 3. Generate and save the Help Me Grow referral for Barney
- Task 4. Record sending the disposition letters to Fred and Wilma

**Task 1. Generate and save the disposition letter to Fred**

Use the **reports** link for the intake to access this function.

1. Click the **reports** link for the intake dated 01/03/2005. The Available Documents screen appears.
2. In the **Generate Document** field, select Assessment/Investigation Disposition Letter - Alleged Perpetrator.
3. Click **Select**. The system displays the Document Details screen.
4. Click **Generate Report**.
5. In the **Caseworker** field, select Brandy Lake.
6. Select **The agency has determined that your case will be transferred for ongoing supportive services....**
7. Click **Generate Report**. The system displays a PDF of the report in a new browser window.
8. Click the **Save** button in the lower-left corner of the screen. This action saves the document in the system and closes the new browser window.

**Note**

The *only* way to save a document in the system is to generate a report and save it.

**Result** The system saves the letter and returns to the Intake List screen.

## Task 2. Generate and save the disposition letter to Wilma

Remember that Wilma is a parent/custodian, not an AP.

1. Click the **reports** link for the intake dated 01/03/2005. The Available Documents screen appears.
2. In the **Generate Document** field, select Assessment/Investigation Disposition Letter - Parent/Custodian.
3. Click **Select**. The system displays the Document Details screen.
4. Click **Generate Report**.
5. In the **Caseworker** field, select Brandy Lake.
6. Select **The agency has determined that your case will be transferred for ongoing supportive services....**
7. Click **Generate Report**. The system displays a PDF of the report in a new browser window.
8. Click the **Save** button in the lower-left corner of the screen. This action saves the document in the system and closes the new browser window.

### Note

The *only* way to save a document in the system is to generate a report and save it.

**Result** The system prints the letter and returns to the Case Overview screen.

**Task 3. Generate and save the Help Me Grow referral for Barney**

Since Barney is under three and has been involved in a CA/N report, refer him to Help Me Grow.

1. In the menu on the left, click **Forms/Notices**. The Maintain Forms/Notices screen appears.
2. In the **Forms/Notices** field, select Help Me Grow Referral Letter.
3. Click **Select**. The Document Details screen appears.
4. Click **Generate Report**. The Help Me Grow Referral Letter screen appears.
5. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Child	Barney Stone	
HMG Coordinator	Susie Sunshine	
County Help Me Grow Agency Name	Franklin County Health Department	
Help Me Grow Address		
Street	15985 S. Co. Rd. 592	
City	Columbus	
State	OH	
Zip Code	43231	

6. Click **Generate Report**. The system displays a PDF of the report in a new browser window.
7. Click the **Save** button in the lower-left corner of the screen. This action saves the document in the system and closes the new browser window.

**Note**

The *only* way to save a document in the system is to generate a report and save it.

**Result** The system saves the letter to the document history in Ohio SACWIS and returns to the Case Overview screen.

#### Task 4. Record sending the disposition letters to Fred and Wilma

You have already generated the disposition letters. Document that you have sent them to the appropriate parties. (You'll create separate entries for Fred and Wilma.)

1. Click the **Activity Log** link.
2. Click **Add Activity**. The Activity Details screen appears.
3. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Responsible Worker	Lake##, Brandy	
Activity Date	02/01/2005	
Contact Type	Letter to	
Case Category	Assessment/Investigation	System defaults to Ongoing because the disposition has been recorded. Select Assessment/Investigation as the Category.
Category	Correspondence	
Sub Category	Assessment/Investigation Disposition Notification(s) AP	
Intake ID	Select the intake dated 01/03/2005.	

4. Click the **Associate Participants** link. (It's in the Activity Association area near the middle of the screen.)
5. Select **Stone, Fred**.
6. In the **Contact Status** field, select Completed.
7. Click **OK**. The system returns to the Activity Details screen.
8. In the **Narrative** field, type: *Caseworker sent disposition letter to Fred (AP) this date.*
9. Click **Save**. The system displays the following message: The Initial Contact check box is required if this is your Initial Contact.

**Note**

Activity Log records must have a status of Completed to display on the Assessment/Investigation Checklist as completed and printed.

10. Click **Cancel**, because this is *not* your initial contact with Fred. The system saves your work and returns to the Activity Log list screen, where your new entry is now displayed.
11. Repeat this procedure to record sending Wilma’s letter. Use the same information for her, except as shown below:

Field Name	Information to Enter/Select	Notes
Sub Category	Assessment/Investigation Disposition Notification(s) Parent/Guardian/Custodian	
Narrative	Caseworker sent disposition letter to Wilma (parent) on this date.	

**Result** The system saves your work and returns to the Activity Log list screen, where your new entry is now displayed. You have completed this exercise.



## Exercise AI-10. Record the outcome of the hearing

### Scenario

The pre-trial preliminary hearing has been held, and the judge awarded COPS (Court-Ordered Protective Supervision) of Barney, Sandy, and Rockette to your PCSA. Document this outcome in the system.

### Tasks

- Task 1. View the original hearing
- Task 2. Record the ruling

**Task 1. View the original hearing**

Create a new legal action for the hearing, just as you did to record the complaint and the motion.

1. Click the **Court** link in the menu on the left. The Case Participants screen appears.
2. Click the **Case Legal Actions** link. The Legal Actions Search screen appears.
3. In the **Legal Action** field, select Hearing.
4. Click **Search**. The system displays the search results.
5. Click the **link legal action** link beside the Stone hearing dated 02/15/05.

*Do not click **Save** yet or leave this screen.*

**Result** The Hearing Information screen appears.

**Task 2. Record the ruling**

You'll have to record the ruling separately for each of the three children.

1. In the **Legal Action** field, select Ruling.
2. Click **Add Action**. The Ruling Information screen appears.
3. Complete the following fields on the Ruling Information screen:

Field Name	Information to Enter/Select	Notes
Action Participant	Slate, Rockette	
Date of Ruling	02/15/2005	
Hearing Status	Held	
Ruling Type	Pre-Trial Preliminary	
Ruling(s) Received	COPS	Click <b>Add&gt;&gt;</b> to add your selection to the list on the right.

4. Click **Add Legal Status**. The Child Legal Status Details screen appears.
5. Complete the following fields:

Field Name	Information to Enter/Select	Notes
Type	Agency	
Legal Status	Court Ordered Protective Supervision	
Effective Date	02/15/2005	

6. Click **OK**. The system returns to the Ruling Information screen.
7. Click **Save**. The system saves your work and returns to the Legal Actions Search screen. You've recorded the ruling for Rockette.
8. Return to task 1 and repeat this procedure twice to enter the ruling for Sandy and Barney.

**Result** When you finish adding information for Barney, you should be back on the Legal Actions Search screen. You have completed this exercise.

