



## Department of Job and Family Services

### SACWIS Statewide Automated Child Welfare Information System Training Course Description

#### Session Description

- Session Title:** SACWIS Help, Universal Search & Knowledge Base Information
- Approved CEU Hours:** 6 Hours
- Session Length:** One Day – Guided Classroom PC and Independent Exercises / 8:30 AM – 4:00 PM
- Intended Audience:** State, PCSA, Private Child Placing Agency, and Private Non-Custodial Agency staff
- Session Activities:** Participants will be provided with detailed information including navigation and functionality of tools designed to assist in utilizing Ohio SACWIS. Information provided will assist workers in more easily performing their day-to-day work responsibilities in the system. The session includes activities by which a participant will:
- Learn how to access and utilize “help” information contained in both on-line and screen level help.
  - Become familiar with the universal search features of: person, intake, case, provider and employee.
  - Understand and utilize advanced search criteria.
  - Learn how and when to access Build Release Notes.
  - Explore the expansive SACWIS Knowledge Base for articles/information directly related to his/her particular work area.