



Department of Job and Family Services

SACWIS Statewide Automated Child Welfare Information System Training Course Description

Session Description

Session Title:	Intake Management
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:	<p>Participants will be provided with detailed information including navigation and functionality designed to assist in utilizing Ohio SACWIS. Information provided will assist workers in more easily performing their day-to-day work responsibilities as an Intake worker in Ohio SACWIS. This session includes activities by which a participant will be able to:</p> <ul style="list-style-type: none">• Define what an Intake is.• Identify the categories and types of intakes.• Identify and be able to complete the screens associated with intake.• Identify how to complete an intake.• Identify how to enter a screening decision.• Link an intake to an existing case or create a new case.