



# Department of Job and Family Services

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

### Session Description

**Session Title:** SACWIS Super User Training

**Approved CEU**

**Hours:** 18 Hours

**Session Length:** One Day – System Overview / 8:30 AM – 4:00 PM  
Three Days – Classroom PC Exercises; Troubleshooting /  
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 a HIGH LEVEL overview of the system's comprehensive case management modules that supports services that provide safety and protection to children and families. An extensive array of hands-on PC classroom exercises will be completed in their entirety, as well as exploring how to diagnose difficulties and troubleshoot common problems.

- Review a high level workflow of Ohio SACWIS
- Review Intake - intake workload, intake screening decision
- Review Case - safety assessment, family assessment, case services, court data, creation of an adoption case
- Review Provider - provider directory, recruitment plan, recruitment event, provider management
- Review Financial – statewide and provider ceilings, service authorization, Title IV-E eligibility/reimbursement, Medicaid eligibility, CRIS-E inquiry
- Become familiar with system functionality, navigation and user job tasks
- Use the performance support tools as a resource in learning and using the system
- Perform extensive classroom exercises relative to job tasks
- Diagnose and troubleshoot common problems