

Ohio SACWIS Project
Use Case IV21 Create Justification
(Waiver)(UC362)
Version 1.2

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Revision Log

Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
1.0	09/22/2004		KV Murali		Initial version
1.1	9/29/04		T Bendert		Added Req #61 and made a few formatting changes
1.2	10/21/4		T Bendert		Revisions during RRD session

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1 Description

This is a CRUD (Create, Read, Update, Delete) use case regarding the primary business entity for justifications. This use case describes the steps by which a worker requests a justification (waiver) from their agency director and/or designee in situations where they are not able to complete the assessment/investigation activities as required by approved procedures.

Terminology Key

Justification Approver- An agency director or designee who has the authority to approve the Justification (Waiver).

2 Characteristic Information

Name	IV21 Justification (waiver) (UC362)
Actor(s)	Worker, Supervisor
Stakeholders and Interests	<ol style="list-style-type: none"> 1. PCSA 2. Assessment/Investigation Participants 3. Parent/Caregiver 4. ODJFS 5. Justification Approver
Pre-conditions	<p>Create : a case is open</p> <p>Read/Update/Delete : A justification (waiver) exists in SACWIS.</p>
Post-conditions	A justification (waiver) is created and sent for approval.
Trigger(s)	None
Requirements Addressed	61

Figure 1 – IV21 Create Justification (Waiver) (UC362)

3 Basic Flow

3.1 Usage Examples and Narratives

Scenario 1: Create a Justification (Waiver)

E.g.1. A work activity cannot be completed and the worker is requesting a “Justification (waiver)”.

Scenario 2: Read (View) a Justification (Waiver)

E.g. 1. Worker needs to view an existing “Justification(waiver)”.

Scenario 3: Update a pending/in progress Justification (Waiver)

E.g. 1. Worker needs to update a pending/in progress Justification (Waiver).

Scenario 4: Delete an in progress/pending Justification (Waiver)

3.2 Main Success Scenarios

Scenario 1: Create a Justification (Waiver)

1. Worker navigates to the Justification (waiver) option in SACWIS.
2. Worker selects the case and report for which the justification (waiver) is requested. (MSS)
3. System presents the Justification (Waiver) page with a standard list of activities for which the justification (waiver) might be needed and some basic information of the work item (for reference) and the pending pieces of work.
4. Worker records the reasons for the Justification (waiver) (BIG textbox).
5. Worker indicates the completion of the justification (waiver) and it is ready for approval.
6. System generates a unique identifier for the justification (waiver) and records the details with current date and time.
7. Worker sends the justification (waiver) for approval via CF10 Route and Apply Approvals (UC256).
8. System automatically creates an entry in the “Casework Activities Log” indicating that a “Justification (waiver)” has been requested.

Scenario 2: Read (View) a Justification (Waiver).

1. Worker navigates to the Justification (waiver) option in SACWIS.
2. Worker provides the identifier for viewing the justification (waiver).
3. Worker views the justification (waiver).

Scenario 3: Update a pending/in progress Justification (Waiver)

1. The Worker selects a case to update a pending/in progress justification. The case can be selected via:

- Via workload using CFxxx – View Workload (UC)
 - Via IN09 Find a Case(UC)
 - From any other place in the system which links to the display of cases.
2. The system displays the Justification details.
 3. Worker updates the appropriate information on the justification (waiver).
 4. System records the updated justification (waiver) with current date and time.
 5. End of Scenario 3.

Scenario 3: Delete a pending/in progress Justification (Waiver)

1. The Worker selects a case to delete a pending/in progress justification. The case can be selected via:
 - Via workload using CFxxx – View Workload (UC)
 - Via IN09 Find a Case(UC)
 - From any other place in the system which links to the display of cases.
2. The system displays the Justification details.
3. Worker tells the system to delete the justification.

4 Important and Required Fields

MSS or AF Step	Fields
MSS 1 Step 3	<p>Basic Information to display:</p> <ul style="list-style-type: none"> • Case Name & ID • Intake ID number • Intake Category • Worker Name & ID • Supervisor Name & ID
	<p>List of activities</p> <ul style="list-style-type: none"> ○ Initiated within time frame, date, time with whom documented ○ Cross referral to Police within 24 hours ○ ACV unavailable, 5 day contacts attempted ○ Interpreter for CASE Principal ○ Case Resolution within 30 days ○ Notify child, parent, AP of CAE resolution/disposition within 3 days , document such ○ Face to Face interviews, all adults in home ○ Face to Face interviews, all children in home ○ Face to Face interview – AP ○ Interview collaterals/witnesses ○ Necessary action to assess Risk ○ All Factors/elements of FRAM Completed ○ Assistance Sought when refused Access or Records ○ Face to Face/Phone W/Principal /Collateral 24 hrs date, time with whom and documented ○ Face to Face with ACV and Parent

	<ul style="list-style-type: none"> ○ Assess Parent and ACV elements ○ Police request AP family risk assessment ○ Notify prosecutor if not investigated by police ○ Prior to case resolution check Criminal investigation status ○ Contact Admin of Agency involved and license/supervisory authority ○ Contact license/sup authority about case disposition ○ Complete case evaluation (case resolution for home settings) ○ 72 hrs after disposition, do FACSIS entry ○ Written notification of disposition within 3 days to Admin and License/Sup authority ○ Written request to police to investigate within 3 days after report ○ Safety Assessment – 4 days to xx days ○ Family Assessment -30 days to 45 days ○ Disposition – 30 days to 45 days ○ OAI tool – 30 days ○ SAI tool – 30 days
MSS 1 Step 4	Textbox: Reason for Justification
	<ul style="list-style-type: none"> • Justification (Waiver) ID • Justification (waiver) – Request date and time.

Figure 2 - Important Fields

5 Special Requirements

Business Rules:

- A worker needs more time (beyond the mandated time required for completion) to complete a work item or a required activity of a work item (such as a required contact, or a Family Assessment etc) cannot be completed.
- To fulfill the completeness of these processes (such as any requests- that needs approval) and to avoid any loose link, “Route and Approval” process must appropriately set/re-set the corresponding work item status depending on the decision arrived and recorded by the supervisor. (move to checklist and also give to route and apply)

6 Notes, Background Information, User Interface Ideas

Requirements allocated to this common use case

Primary Responsibility

RFP61 The system must provide support in tracking the rules (tasks) to be completed for a screened in report through assessment/investigation including the

capability to indicate that a rule has been waived and why (e.g. activity checklist). Rules will be different depending on the type of case (intra familial, institutional, 3rd party, etc.).