

Ohio SACWIS Project

**Use Case IV17 Add Allegations,
ACVs, and APs for an Intake (UC365)**

Version 2.6

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Prepared For:



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Revision Log

Version	Date	A/D/C (Add, Delete, Change)	Author	Document Section #	Description
1.0	9/26/04		T Bendert		Initial version
1.1	10/13/04		T Bendert		Revisions prior to R's
1.2	10/18/04		T Bendert		Revisions during R session
2.0	10/27/04		T Bendert		RRD Final version
2.1	04/04/05		S Drummond		JAD Prep
2.2	4/18/05		T Bendert		Day 1 IT 16
2.3	4/19/05		T Bendert		Day 2 IT 16
2.4	4/21/05		T Bendert		Day 4 IT 16
2.5	4/25/05		T Bendert		Day 6 IT 16

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1 Description

An Intake is “frozen” when the screening decision has been recorded, however, during the assessment/investigation, the agency may need to add additional allegations, Alleged Child Victims (ACV), or Alleged Perpetrators (AP) for the intake. This use case addresses the process of updating the intake information. The system should allow this information to be updated only until the Safety Assessment for that intake has been completed (approved by the Supervisor).

Terminology Key:

Referral is an allegation of child abuse or neglect made orally or in writing. It includes, but is not limited to, allegations involving individuals, families, and out-of-home care settings.

Report is a referral accepted by the PCSA for further investigation or assessment. A report includes child abuse/neglect and dependency.

Assessment/Investigation Worker – The PCSA employee who responds to reports to ensure child safety, assess risk and determine whether or not a report warrants agency services/involvement. NOTE: For purposes of the assessment/investigation use cases, we will use worker as a generic term.

Assessment/Investigation Supervisor – PCSA employee, who supervises an assessment/investigation worker, manages, assigns and approves their tasks. The supervisor can do all CRUD activities within this use case.

2 Characteristic Information



Name	IV19 Modify ACV(s) for a Frozen Report (UC365)
Scope	 Business – Assessment/Investigation
Level	 - Primary Task
Actor(s)	Assessment/Investigation Worker
Stakeholders and Interests	1. PCSA 2. Referral/Report/Assessment/Investigation/Case - Participants
Pre-conditions	A screened in intake exists in the system.
Post-conditions	Updated information is contained in SACWIS
Trigger(s)	N/A
Requirements Addressed	48, 63

Figure 1 - Use Case IV17 Add Allegations, ACVs, and APs for an Intake (UC365)

3 Basic Flow

Once a CA/N or dependency referral is screened in it becomes a report. The report is assigned for assessment/investigation. Often times when a worker goes to the home they discover that additional children live in the home. The worker needs the ability to add additional allegations, Alleged Child Victims (ACV), or Alleged Perpetrators (AP) to the intake information

3.1 Usage Examples and Narratives

Scenario 1: Add additional ACV to frozen report.

Example 1: A screened in Intake has been assigned to an assessment/investigation worker. The worker has discovered that an additional child, not mentioned on the original report, lives in the home. The worker needs to add the child to the intake information.

3.2 Main Success Scenarios

Scenario 1: Add additional Allegations, Alleged Child Victims (ACV), or Alleged Perpetrators (AP).

1. Worker navigates to the Intake list page for a specific case. System presents a list of intakes for the case and provides an option to Add Allegation Information for Intakes that meet the 4 work day criteria. Worker selects the intake from the list.
2. Worker performs a person search via PM03 Find a Person (UCXX) for the participant to be added.
3. Worker selects the role for each newly added Intake participant.
4. System displays the list of allegations by ACV and AP that are associated with the selected Intake.
5. Worker adds allegation(s), ACV, and AP information to the intake and Saves.
6. Worker records [ACV Details](#). System validates the information.
7. Worker records [AP Details](#). System validates the information.
8. System saves the amended intake clearly delineating the newly added information from the original intake.

Alternate Flows for Scenario 1

***Person is not on intake: system should display a list of active case members and associated persons to select from first, then if the person is still not found worker should add a person through case then return.*

Add Allegations:

Add ACVs

Add APs

4 Important and Required Fields

MSS or AF Step	Fields
MSS 1 Step 2	Allegation Details <ul style="list-style-type: none">• Allegation (CA/N) Type• Alleged Child Victim• Alleged Perpetrator• Relationship

Figure 2 - Important Fields

5 Special Requirements

6 Special Requirements

1. A frozen report can only be modified by adding additional ACVs, APs, and/or allegations. All other data in the frozen report must remain frozen and intact.
2. System amends frozen report. Amendments must be clearly delineated from the frozen (snapshot) of the report.

7 Notes, Background Information, User Interface Ideas