

# Alternative Response (AR) In SACWIS



## Knowledge Base Article



Department of  
Job and Family Services

# Alternative Response in SACWIS

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# Alternative Response in SACWIS

This knowledge base article discusses how to complete Alternative Response (AR) information in SACWIS.

## Screening in an AR Intake

1. From the SACWIS **Home** screen, click the **Intake** tab.
2. Click the **Decision** link in the appropriate row.

Intake Workload

Status:

	Intake ID	Intake Workload Name	Intake Category	Date/Time Received	Screeener Name SDM Name	Intake Status	Status Date/Time	
<a href="#">edit report</a>	<a href="#">link</a>		CA/N Report			Screened In AR		<a href="#">copy</a>
<a href="#">decision report</a>			CA/N Report			Complete		<a href="#">remarks</a> <a href="#">copy</a>
<a href="#">decision report</a>			Information and/or Referral			Complete		<a href="#">copy</a>
<a href="#">decision report</a>			CA/N Report			Complete		<a href="#">copy</a>

The **Decision Details** screen appears displaying the **Decision** tab.

3. In the **Is this an Emergency** field, select **Yes** or **No** from the drop-down list.
4. In the **Screening Decision** field, select **Screened In AR** from the drop-down list.

Decision Details

Is this an Emergency?

Screening Decision:   Alternative Response

Response Time for Initiation:  County Priority:

Reason for screening out:

Reason for not screening in AR:

Date & Time of Screening Decision:

Comments:

## Alternative Response in SACWIS

5. If a CA/N Intake is **not** being screened in as AR and you select **Screened In** from the **Screening Decision** field drop-down list, you will be required to select a reason from the **Reason for Not Screening in AR** field drop-down list before you can save the record.



Decision Details

Is this an Emergency?

Screening Decision:   Alternative Response

Response Time for Initiation:  County Priority:

Reason for screening out:

Reason for not screening in AR:

Date & Time of Screening Decision:

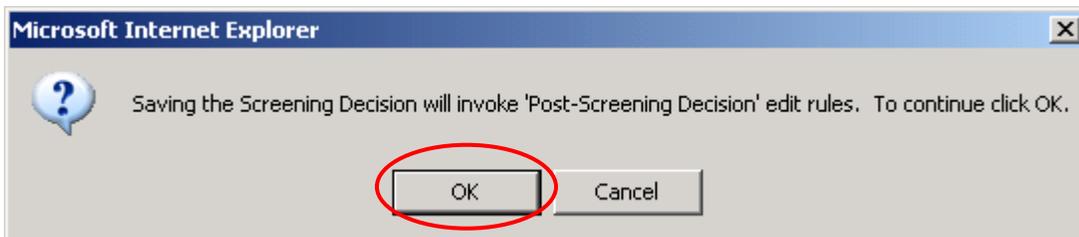
Comments:

2000

6. Click the **Save** button at the bottom of the screen.



7. When this message appears, click the **OK** button.



Microsoft Internet Explorer

?

Saving the Screening Decision will invoke 'Post-Screening Decision' edit rules. To continue click OK.

The **Intake Workload** screen appears showing the status as **Screened In AR** as shown in green below.

**Important:** From a SACWIS process standpoint, a Screened-In AR intake is treated the same way as a traditional intake.

# Alternative Response in SACWIS

## Linking to a Case

1. To link the **Screened In AR** intake to a case, click the **Link** link in the appropriate row.
2. Complete the same steps as when linking a traditional intake to a case in SACWIS. You will either link the intake to an existing case or create a new case using your agency's process steps.

	Intake ID	Intake Workload Name	Intake Category	Date/Time Received	Screener Name SDM Name	Intake Status	Status Date/Time
<a href="#">edit report</a> <a href="#">link</a>			CA/N Report			Screened In AR remarks	
<a href="#">edit report</a> <a href="#">link</a>			CA/N Report			Screened In AR	
<a href="#">decision report</a>			Information and/or Referral			Complete	
<a href="#">decision report</a>			CA/N Report			Complete	

## Recording a Disposition for a Screened-In AR Intake

1. Navigate to the **Case Overview** screen.
2. Click the **Intake List** link in the **Navigation** menu on the left.

Home	Intake	Case	Provider	Financial	Administration
				Workload	Court Calendar Placement Requests

<b>Case Overview</b>	Case ID: [redacted]	Case Status: Open ( 07/08/2011 )
	Case Name: [redacted]	Case Category: Alternative Response Assessment
	Case Address: [redacted]	Agency: [redacted]
		Geo Code: [redacted]

Case Actions
<a href="#">View Case Information</a>
<a href="#">Linked Cases</a> (Case has 2 linked cases)

The **Intake List** screen (**Current Case Episode Intake List** screen) appears.

# Alternative Response in SACWIS

3. Click the **Record Disposition(s)** button.

**Note:** The **Status** field shows **Screened In AR**, and both the **Case Disposition** field as well as the **Disposition Date** field appear as blank.

Intake ID	Status	AR	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition	Disposition Date	Agency Name
	Screened In AR			CA/N Report	Neglect	07/08/2011 04:57 PM			

**Record Disposition(s)**   **Change Disposition(s)**

The **Intake Dispositions** screen appears.

4. Click the **Edit** link in the appropriate row.

Intake ID	Decision Date & Time	Category	Type(s)
		CA/N Report	Neglect

**edit**   **clear**

**Close**

The **Allegation Details** screen appears.

5. Click the **Edit** link again.

**Disposition Information**   **Contributing Factors**

Case ID:   Case Status: Open ( 07/08/2011 )  
Case Name:   Case Category: Alternative Response Assessment

**Allegation Details**

Intake ID:   Intake Category: CA/N Report   Screening Decision Date:

ACV	Allegation	AP	Report Disposition	Harm Description	Severity of Harm
	Neglect				

**edit**

The **Disposition Details** screen appears. As shown below, **Alternative Response** auto-populates in the **Report Disposition** field and is the only selection available in the drop-down list.

**Disposition Details**

Intake ID:   Intake Category: CA/N Report   Screening Decision Date:

Alleged Child Victim:   Alleged Perpetrator:

Allegation: Neglect

**Report Disposition: \***   **Alternative Response**   **Alternative Response**

**Severity of Harm: \***

# Alternative Response in SACWIS

6. In the **Severity of Harm** field, select a choice from the drop-down list.

Disposition Details  
Intake ID: [redacted] Intake Category: CA/N Report Screening Decision Date: [redacted]  
Alleged Child Victim: [redacted] Alleged Perpetrator: [redacted]  
Allegation: Neglect  
Report Disposition: \* Alternative Response  
Severity of Harm: \* [dropdown menu]  
Harm Descriptions  
Available Harm Descriptions: Abandonment, Blindness, Bone Fracture, Brain Damage/Skull Fracture, Burns/Scalds, Dirty/Unsafe Environment, Dislocation/Sprain, Educational Neglect, Forced to Swallow Foreign Substance, Hair Pulling, Inadequate Clothing, Inadequate Health Care  
Selected Harm Descriptions: [empty]

7. In the **Available Harm Descriptions** section, select description(s).

8. Click the **Add >** button to move the choice to the **Selected Harm Descriptions** field.

9. Repeat the previous two steps until all harm descriptions have been selected.

10. When complete, click the **Save** button.

Disposition Details  
Intake ID: [redacted] Intake Category: CA/N Report Screening Decision Date: [redacted]  
Alleged Child Victim: [redacted] Alleged Perpetrator: [redacted]  
Allegation: Neglect  
Report Disposition: \* Alternative Response  
Severity of Harm: \* Not Applicable  
Harm Descriptions  
Available Harm Descriptions: Abandonment, Blindness, Bone Fracture, Brain Damage/Skull Fracture, Burns/Scalds, Dirty/Unsafe Environment, Dislocation/Sprain, Educational Neglect, Forced to Swallow Foreign Substance, Hair Pulling, Inadequate Clothing, Inadequate Health Care  
Selected Harm Descriptions: Not Applicable  
Add > (circled)  
< Remove  
Save (circled) Cancel

The **Allegation Details** screen appears with the message your data has been saved.

Your data has been saved. [close\_confirmation]  
Case > Workload > Intake > Intake Dispositions  
Disposition Information Contributing Factors  
Case ID: [redacted] Case Status: Open (07/08/2011)  
Case Name: [redacted] Case Category: Alternative Response Assessment  
Allegation Details

11. Repeat the steps in this section (beginning with the **Allegation Details** screen) to record a disposition for other child subjects of the report.

# Alternative Response in SACWIS

12. On the **Allegation Details** screen, click the **Contributing Factors** tab.
13. Select all of the contributing factor check boxes that apply.
14. Click the **Disposition Complete** check box near the bottom.
15. In the **Disposition Date** field, enter a date.
16. Click the **Save** button.

Case > Workload > Intake > Intake Dispositions

**Disposition Information** **Contributing Factors**

Case ID: [redacted] Case Status: Open (07/08/2011)  
Case Name: [redacted] Case Category: Alternative Response Assessment

Intake ID: [redacted] Intake Category: CA/N Report Screening Decision Date: 07/08/2011

Select all that apply:

- Caretaker was an Abused Child
- Medical/Physical Disability of Caretaker
- Medical/Physical Disability of Child
- Economic Difficulties
- Other Family Violence
- Illness/Death of Family Member
- Mental/Emotional Problem of Child
- Mental/Emotional Problem of Caretaker
- Mental Retardation of Caretaker
- Mental Retardation of Child
- No Contributing Factors Apply
- Physical Living Conditions
- Single Head of Household
- Substance Abuse
- TANF Benefit Ineligible
- TANF Sanction

Disposition Complete Disposition Date: 07/29/2011

Apply **Save** Cancel

The **Intake Dispositions** screen appears displaying a message that your data has been saved.

17. Click the **Close** button.

Your data has been saved. [close confirmation](#)

Case > Workload > Intake

Case ID: [redacted] Case Status: Open (07/08/2011)  
Case Name: [redacted] Case Category: Alternative Response Assessment

Intake Dispositions

	Intake ID	Decision Date & Time	Category	Type(s)	
<a href="#">edit</a>	[redacted]		CA/N Report	Neglect	<a href="#">clear</a>

**Close**

# Alternative Response in SACWIS

The **Intake List** screen (**Current Case Episode Intake List** screen) appears. The disposition has been recorded as an Alternative Response as shown in green below.

Intake ID	Status	AR	Decision Date - Time	Category	Type	Initiation Date/Time	Case Disposition	Disposition Date	Agency Name
	Screened In AR			CA/N Report	Neglect		Alternative Response	07/29/2011	

## Entering an AR Family Assessment

The AR family assessment is exactly like the traditional family assessment; however the disposition information is not included in the AR family assessment.

1. Navigate to the **Case Overview** screen.
2. Click the **Family Assessment** link on the **Navigation** menu on the left.

Case Overview

Case ID: [redacted] Case Status: Open (07/08/2011)  
Case Name: [redacted] Case Category: Alternative Response Assessment  
Case Address: [redacted] Agency: [redacted]  
Geo Code: [redacted]

Case Actions

[View Case Information](#)  
[Linked Cases](#) (Case has 2 linked cases)

The **Family Assessment Filter Criteria** screen appears.

# Alternative Response in SACWIS

3. Click the **Add AR Family Assessment** button.

Family Assessment  
Result(s) 1 to 4 of 4 Page 1 of 1

	Family Assessment ID	Status	Approval Date	Final Case Decision	Agency
<a href="#">view report</a>		Approved			
<a href="#">view report</a>		Approved			
<a href="#">view report</a>		Approved			
<a href="#">view report</a>		Approved			

**Add AR Family Assessment**

The **Participant Information** screen appears.

4. Complete the **AR Family Assessment** tabs as you would on a traditional case.
5. On the **Case Analysis** tab, if **Transfer for Ongoing PCSA Services** is selected in the **Final Case Decision** field (shown below), upon approval of the family assessment, the case category will automatically change to **Alternative Response Ongoing**.

**Important:** The final case decision determines if the case receives a status of **Alternative Response Ongoing**.

6. When the **AR Family Assessment** tabs are complete, click the **Save** button.

Case > Workload > Family Assessment

Participants Safety Review Strengths & Needs **Case Analysis**

Case Decision | Service Planning

Case ID: [redacted] AR Family Assessment ID: [redacted]  
Case Name: [redacted] AR Family Assessment Status: In Progress

Case Decision

Final Case Decision  
To support the basis for the case decision, evaluate the following assessment variables and their relevance and importance to the case decision: active safety threats, protective capabilities, child vulnerability, child harm, risk contributors and the final level of risk, child and family strengths and needs, family history, and family perceptions.

Evaluation:  
[redacted]

Spell Check Clear 5000

Final Case Decision: Transfer for Ongoing PCSA Services

Apply **Save** Cancel

# Alternative Response in SACWIS

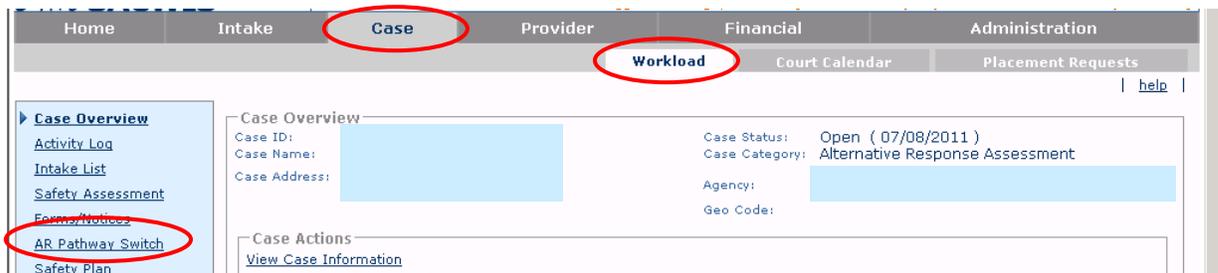
The **Family Assessment** screen appears displaying a message that your data has been saved.

7. Process for approval according to your agency's policy. Upon completion, the case status will automatically change to **Approved**.

## Performing an AR Pathway Switch

There are two ways to change the pathway from AR Response to traditional in SACWIS. The AR Pathway switch process is discussed below. An AR case can also become a traditional case by linking a screened-in CA/N report to an alternative response case.

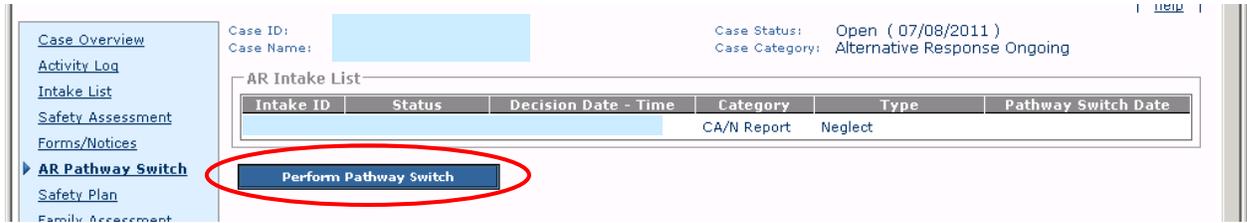
1. From the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Click the **Case ID** link to navigate to the **Case Overview** screen.
4. Click the **AR Pathway Switch** link on the **Navigation** menu.



The **AR Pathway Switch List** screen (**AR Intake List** screen) appears.

# Alternative Response in SACWIS

5. Click the **Perform Pathway Switch** button.

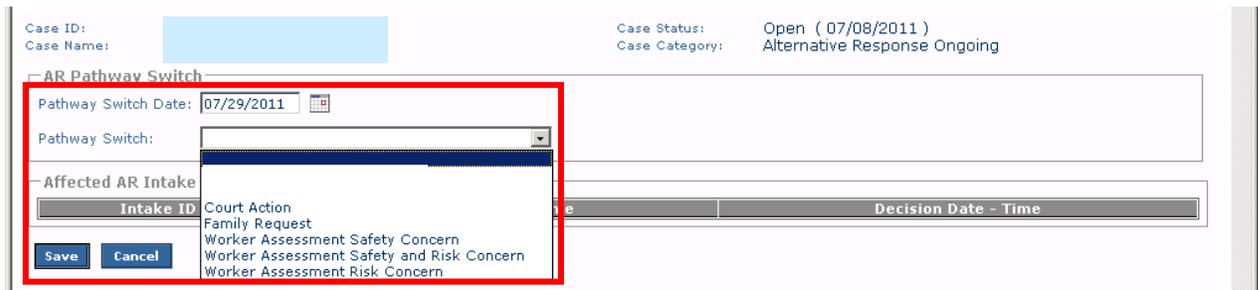


The **AR Pathway Switch** screen appears.

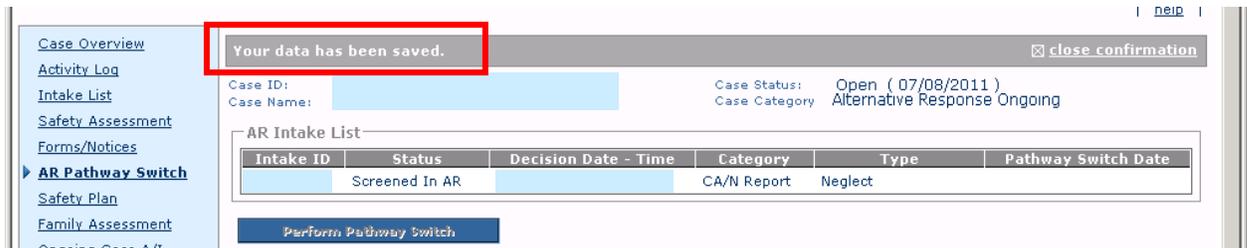
6. In the **Pathway Switch Date** field, enter the date.

7. In the **Pathway Switch** field, select a value from the drop-down list.

8. Click the **Save** button.



The **AR Pathway Switch List** screen (**AR Intake List** screen) appears displaying a message that your data has been saved.



The AR case has now been switched to a traditional case.

# Alternative Response in SACWIS

## Completing an AR Family Service Plan

1. On the **Case Overview** screen, select **AR Family Service Plan** link in the **Navigation** menu on the left.

Case Overview

Case ID: [Redacted] Case Status: Open ( 07/08/2011 )  
Case Name: [Redacted] Case Category: Alternative Response Assessment  
Case Address: [Redacted] Agency: [Redacted]  
Geo Code: [Redacted]

Case Actions

[View Case Information](#)  
[Linked Cases](#) (Case has 2 linked cases)

Case Ticklers

No Ticklers Found

[View Case Status History](#) | [View Assignment History](#)

Assignment Information

Worker Name	Role	Agency of Worker
[Redacted]	Assessment/Investigation Worker , Assessor/Investigator , Primary Worker , Worker	[Redacted]

[Close](#)

The **AR Family Service Plans** screen appears.

2. Click the **Add AR Family Service Plan** button.

AR Family Service Plans

Result(s): 0

[Add AR Family Service Plan](#)

Page 0 of 0

The **Identifying Information** screen appears.

# Alternative Response in SACWIS

## Adding Identifying Information

Near the top of the screen, the **Date Report Accepted** field shows the date when the screening decision was made by intake to screen this case in as an AR.

If an approved Family Assessment exists, the **Family Assessment Approval** field displays the date when the family assessment was approved.

1. In the **Family Service Plan Begin Date** field, enter the date.
2. In the **Next Review Date** field, enter the date of when you will review the plan with the family.

**Important:** In the **Assessment Information** sub-section:

- Because the **Family Assessment Approved** field (shown in blue) contains a date that is before the **Family Service Plan Begin Date** field, the radio button in the **Assessment Information** section (shown in green) will default to **Post Family Assessment** option.
- If no approved family assessment exists, the radio button will default to the **Post Safety Assessment** option.

Identifying Information

Date Information

Date Report Accepted: 04/20/2011

Family Assessment Approved: 06/14/2011

Family Service Plan Begin Date: 07/29/2011

Next Review Date: 08/31/2011

Assessment Information

Was the family service plan completed after the assessment of safety or after completion of the family assessment?

Post Family Assessment

Post Safety Assessment

- In the next two screen sub-sections, both the children and adult information populate automatically. As with a traditional case plan, click the **Add Child** or **Add Adult** buttons to add case participants as needed. Or, select the **Delete** link (on the right) to remove a child or adult.

Child(ren) Participating in the AR Family Service Plan

Person ID	Name	DOB	Tribe(s)
<a href="#">edit</a> 1234567	Smith, Mary	[redacted]	[redacted]

[Add Child](#)

[delete](#)

Adult(s) Participating in the AR Family Service Plan

Person ID	Name	Relationship to Child	DOB	Age	
<a href="#">edit</a> 5454545	Jones, John	relationship	[redacted]	20	<a href="#">delete</a>

[Add Adult](#)

# Alternative Response in SACWIS

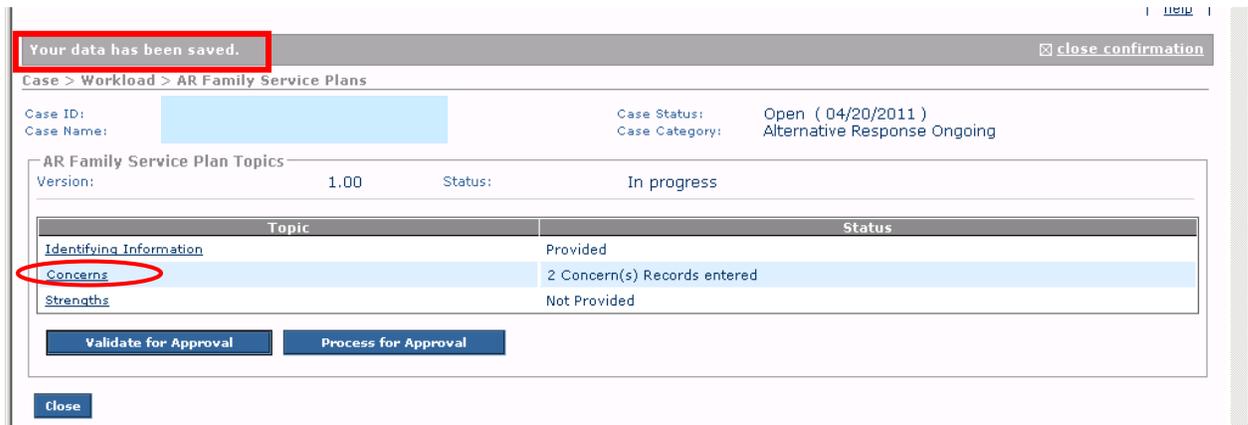
3. Click the **Save** button at the bottom of the screen.



The **AR Family Service Plan Topics** screen appears showing that your data has been saved (shown below).

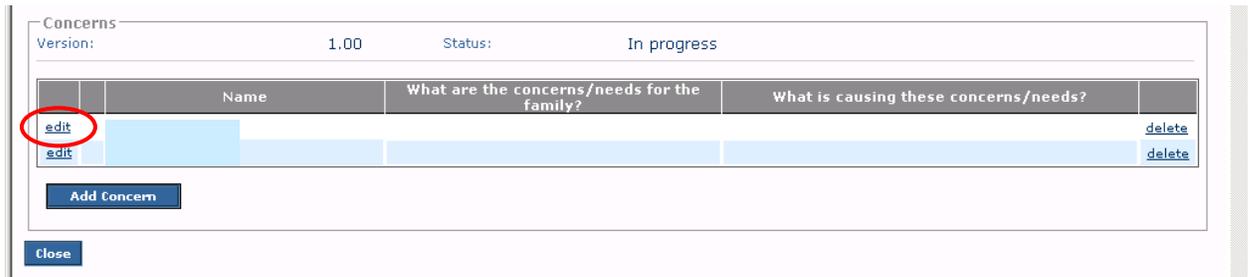
## Adding Concerns

1. Click the **Concerns** link.



2. Click the **Edit** link in the appropriate row.

**Note:** The system automatically lists the name of all individuals who were entered on the **Identifying Information** screen.



The **Steps Completed Information** screen appears displaying the **Concern Details** section below it.

# Alternative Response in SACWIS

As shown in the screen shot below:

3. In the **Concern Details** section, click all of the case members who apply. To select all members, click the check box in the grid header.
4. Complete all mandatory narrative fields (shown in green).
5. If the family has already completed the necessary steps, enter a check mark in the **Steps Complete** field (shown in blue).
6. If the steps are complete, enter a date in the **Completion Date** field.
7. Click the **Save** button at the bottom of the screen.

**Steps Completed Information**

Steps Complete      Completion Date:

**Concerns Details**

**Case Members \***

<input type="checkbox"/>	Name	DOB
<input checked="" type="checkbox"/>	Smith, Mary	
<input checked="" type="checkbox"/>	Jones, John	

**What are the concerns/needs for the family? \***

test

Spell Check   Clear   395

**What is causing these concerns/needs for the family? \***

test

Spell Check   Clear   395

**What do the family and workers want to see happen? \***

test

Spell Check   Clear   395

**What steps will be taken to get this done and who will do it? \***

test

Spell Check   Clear   395

**Who is going to help the family? (e.g., Provider) \***

test

Spell Check   Clear   395

**What will these services and activities achieve? \***

test

Spell Check   Clear   396

Apply   **Save**   Cancel

# Alternative Response in SACWIS

The **Concerns** screen appears showing that your data has been saved (shown below).

- Each text box can hold 400 characters.
- The first (approximately) 100 words typed in the narrative boxes appear on the **Concerns** screen as shown below. The example shows the word “test” where these words will display.

8. To add more concerns, click the **Add Concern** button, as needed.

**Important:** To approve the family service plan, at least one concern record must exist.

## Linking a Service to a Concern

As with a traditional case plan, linking a service to a concern is required. However, the services do not display on the report; they only display in the system.

1. On the **Concerns** screen, click the **Services** link.

The screenshot shows the SACWIS interface for the 'Concerns' screen. At the top, a blue banner displays 'Your data has been changed' with a 'close\_confirmation' button. Below this is a breadcrumb trail: 'Case > Workload > AR Family Service Plans > Family Service Plan Topics > Strengths and Concerns'. Case details include 'Case ID', 'Case Name', 'Case Status: Open ( 04/20/2011 )', and 'Case Category: Alternative Response Ongoing'. The 'Concerns' section shows 'Version: 1.00' and 'Status: In progress'. A table lists concerns with columns for 'Name', 'What are the concerns/needs for the family?', and 'What is causing these concerns/needs?'. The first row contains 'test' in both the second and third columns. The 'edit' link for the first row is circled in red and labeled 'services'. Below the table is an 'Add Concern' button, also circled in red. A 'Close' button is at the bottom left.

	Name	What are the concerns/needs for the family?	What is causing these concerns/needs?	
<a href="#">edit</a>		test	test	<a href="#">delete</a>
<a href="#">edit</a>				<a href="#">delete</a>

The **Service Details** screen appears.

# Alternative Response in SACWIS

2. Click **Link Service** button.

Service Details  
Case Plan Participant: [Redacted]

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates
<input type="button" value="Link Service"/>			

The **Case Services Filter Criteria** screen appears displaying the **Case Services** section below it.

3. To expand the **Case Member / Caregiver History** section and display individual names, click the expand link (shown in green).

4. To link:

- All members – Click the main checkbox (shown in blue).
- Only individual names – Expand the sub-section and select the check box by that person's name.

5. Click the **OK** button.

Case Services Filter Criteria

From Effective Date: [ ] To Effective Date: [ ]  
Case Member: [ ] Status: [ ]  
Service Category: [ ] Service Type: [ ]  
Service Goal: [ ] Service: [ ]

Sort Results By: [ ]  Current Case Episode  View Historical

Case Services  
Result(s) 1 to 1 of 1 Page 1 of 1

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates
<input checked="" type="checkbox"/>	Case Management/Case Planning	Case Member	07/29/2011 -

Case Member / Caregiver History

Case Member	Status	Provider	Service Description	Status Begin Date/End Date
<input type="checkbox"/>	NEEDED			07/29/2011 -
<input type="checkbox"/>	NEEDED			07/29/2011 -
<input type="checkbox"/>	NEEDED			07/29/2011 -

# Alternative Response in SACWIS

6. On the **Service Details** screen, click the **Save** button.

Service Details  
Case Plan Participant: [Redacted]

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
[Redacted]	Case Management/Case Planning	Case Member	07/29/2011 -	<a href="#">unlink</a>

Case Member / Caregiver History

[Link Service](#)

[Save](#) [Cancel](#)

The **Concerns** screen appears. The service has now been linked to a concern.

7. If needed, click the **Add Concern** button to add additional concerns for the family.

8. When complete, click the **Close** button.

Concerns  
Version: 1.00 Status: In progress

	Name	What are the concerns/needs for the family?	What is causing these concerns/needs?	
<a href="#">edit</a> <a href="#">services</a>	[Redacted]	test	test	<a href="#">delete</a>

[Add Concern](#)

[Close](#)

The **AR Family Service Plan Topics** screen appears.

## Adding Strengths

1. Click the **Strengths** link.

AR Family Service Plan Topics  
Version: 1.00 Status: In progress

Topic	Status
<a href="#">Identifying Information</a>	Provided
<a href="#">Concerns</a>	1 Concern(s) Records entered
<a href="#">Strengths</a>	Not Provided

[Validate for Approval](#) [Process for Approval](#)

The **Strengths** screen appears.

## Alternative Response in SACWIS

2. Enter information in the mandatory narrative fields. Each field can hold 10,000 characters.
3. Click the **Save** button.

Strengths

What strengths and family/community supports does the family have? \*

Spell Check Clear 10000

Family Participation

The family participated in the development of this service plan in the following ways. \*

Spell Check Clear 10000

Apply **Save** Cancel

The **AR Family Service Plan Topics** screen appears showing a status of **Provided**.

4. Click the **Close** button.

AR Family Service Plan Topics

Version: 1.00 Status: In progress

Topic	Status
Identifying Information	Provided
Concerns	1 Concern(s) Records entered
Strengths	Provided

Validate for Approval Process for Approval

**Close**

The **Family Service Plans Filter Criteria** screen appears displaying the **AR Family Service Plans** below it.

# Alternative Response in SACWIS

## Documenting Signatures

You must obtain and document signatures prior to processing for approval. At least **one adult family service plan participant must sign** the AR family service plan in order to approve it.

1. On the **Family Service Plan Filter Criteria** screen, click the **Signature Details** link.

The screenshot shows the 'Family Service Plan Filter Criteria' screen. At the top, there is a sidebar with navigation links: Case Overview, Activity Log, Intake List, Safety Assessment, Forms/Notices, AR Pathway Switch, Safety Plan, Family Assessment, Ongoing Case A/I, Specialized A/I Tool, Law Enforcement, Justification/Waiver, Case Services, Court, Initial Removal, Placement Request, Placement, Visitation Plans, and Independent Living. The main content area includes a header with Case ID, Case Name, Case Status (Open (04/20/2011)), and Case Category (Alternative Response Ongoing). Below this is the 'Family Service Plan Filter Criteria' section with fields for 'From Plan Begin Date', 'To Plan Begin Date', 'Status', and 'Agency'. There is also a 'Sort Results By' dropdown menu set to 'Type (Ascending)'. Below the filter criteria are 'Filter' and 'Clear Form' buttons. The main section is titled 'AR Family Service Plans' and shows 'Result(s) 1 to 1 of 1'. It contains a table with the following data:

	Type	Version	Status	Date Report Accepted	Family Service Plan Begin Date	Agency	
<a href="#">edit</a>	Initial	1.00	In progress	04/20/2011	07/29/2011		<a href="#">delete</a>
<a href="#">copy</a>							
<a href="#">reports</a>							

Below the table is an 'Add AR Family Service Plan' button. The 'signature details' link in the table is circled in red.

The **Family Service Plan Complete** screen appears showing all of the participants who are in the family service plan, along with the worker and the supervisor.

2. In the **Signature Details** section, complete the following fields for each applicable case plan participant, worker, and supervisor:
  - **Signature Captured** field (Yes /No)
  - **Captured Date** field
  - **Date Copy of Plan Provided** field
  - **Disagreement / Refusal** field (shown in green) – If anyone disagrees or refuses to sign, select **Yes**.

**Remember:** At least **one adult family service plan participant must sign** the AR family service plan in order to approve it.

# Alternative Response in SACWIS

3. If a non-case member signs the plan, click the **Add Non Case Member Signature** button to complete a person search and then capture the information.
4. If needed, add comments in the **Comments** field.
5. When complete, click the **Save** button.

Family Service Plan Complete  
NOTE: Selecting this checkbox will freeze this Family Service Plan from further changes including the approval process.  
 Family Service Plan Complete

Signature Details

Participant/DOB	Role	Signature Captured	Captured Date	Date Copy Of Plan Provided	Disagreement/Refusal
<input checked="" type="checkbox"/> Smith, Mary	Plan Participant	Yes	07/29/2011	07/29/2011	
<input type="checkbox"/>	Plan Participant				Yes No
<input checked="" type="checkbox"/> Jones, John	Worker	Yes	07/29/2011		
<input type="checkbox"/>	Supervisor				

**Add Non Case Member Signature**

Comments:

Spell Check Clear 1000

**Save** Cancel

# Alternative Response in SACWIS

## Approving an AR Family Service Plan

There are two ways to approve an AR Family Service Plan and both are discussed in this section. Depending on your agency's policy, complete the appropriate steps.

**Important:** Either option will achieve the same result.

### Method 1

1. Navigate to the **AR Family Service Plans** screen using the previous steps in this Knowledge Base Article.
2. Click the **Edit** link in the appropriate row.



The screenshot shows the 'AR Family Service Plans' screen. On the left is a navigation menu with 'AR Family Service Plan' selected. The main area displays a table with one row of data. The 'edit' link in the first column of this row is circled in red.

Type	Version	Status	Date Report Accepted	Family Service Plan Begin Date	Agency
Initial	1.00	In progress	04/20/2011	07/29/2011	

The **AR Family Service Plan Topics** screen appears.

3. Click the **Process for Approval** button and follow the normal procedures for processing an approval.



The screenshot shows the 'AR Family Service Plan Topics' screen. It displays the version (1.00) and status (In progress). Below is a table with three rows: 'Identifying Information' (Provided), 'Concerns' (1 Concern(s) Records entered), and 'Strengths' (Provided). At the bottom, the 'Process for Approval' button is circled in red.

Topic	Status
Identifying Information	Provided
Concerns	1 Concern(s) Records entered
Strengths	Provided

4. Click the **Save** button at the bottom of the screen.

A message appears stating that your data has been saved.

# Alternative Response in SACWIS

## Method 2

1. On the **AR Family Service Plans** screen, click the **Signature Details** link

AR Family Service Plans  
Result(s) 1 to 1 of 1 Page 1 of 1

	Type	Version	Status	Date Report Accepted	Family Service Plan Begin Date	Agency	
<a href="#">edit</a>	Initial	1.00	In progress	04/20/2011	07/29/2011		<a href="#">delete</a>
<a href="#">copy</a>							
<a href="#">reports</a>	<a href="#">signature details</a>						

[Add AR Family Service Plan](#)

The **Family Service Plan Complete** screen appears.

2. Click the **Family Service Plan Complete** check box.
3. Click the **Save** button at the bottom of the screen.

Family Service Plan Complete  
NOTE: Selecting this checkbox will freeze this Family Service Plan from further changes including the approval process.

Family Service Plan Complete

# Alternative Response in SACWIS

## Updating an AR Family Service Plan

You can only update an AR Family Service Plan once it has been approved. The **Update Plan** link is not available until the plan is approved.

1. Navigate to the **Case Overview** screen.
2. Click the **AR Family Service Plan** link.

The screenshot shows the 'Case Overview' screen. On the left sidebar, the 'AR Family Service Plan' link is circled in red. The main content area displays case information: Case ID, Case Name, Case Address, Case Status (Open (04/20/2011)), Case Category (Alternative Response Ongoing), Agency, and Geo Code. Below this, there are sections for Case Actions (View Case Information, Linked Cases), Case Ticklers (No Ticklers Found), and Assignment Information. The Assignment Information table is as follows:

Worker Name	Role	Agency of Worker
	Assessment/Investigation Worker , Assessor/Investigator , Primary Worker , Worker	

The **AR Family Service Plans** screen appears.

3. Click the **Update Plan** link.

The screenshot shows the 'AR Family Service Plans' screen. It features a 'Family Service Plan Filter Criteria' section with fields for From Plan Begin Date, To Plan Begin Date, Status, and Agency. Below the filters are 'Filter' and 'Clear Form' buttons. The main section displays a table of AR Family Service Plans with the following data:

	Type	Version	Status	Date Report Accepted	Family Service Plan Begin Date	Agency
<a href="#">view</a> <a href="#">copy</a> <a href="#">report</a>	Initial	1.00	Approved	04/20/2011	07/29/2011	

The 'update plan' link in the table is circled in red. Below the table is an 'Add AR Family Service Plan' button.

# Alternative Response in SACWIS

4. In the **Date Plan Was Updated** field, enter the date.
5. In the **Please explain the reason(s) for updating the AR Family Service Plan** field, enter an explanation.
6. Click the **Save** button.

Reasons for Updating Plan

Date plan was updated: \* 08/01/2011  Plan Closure

Please explain the reason(s) for updating the AR Family Service Plan. \*

narrative

Spell check Clear 3991

Save Cancel

The **AR Family Service Plans Topics** screen appears. Note the new **Update Plan Information** link that appears.

7. Complete each of these links (shown in green) as discussed in this Knowledge Base Article. However, the **Update Plan Information** link does not have its own sub-section in this document.
8. Approve the updated AR Family Service Plan using one of the methods previously discussed.

AR Family Service Plan Topics

Version: 1.01 Status: In progress

Topic	Status
Identifying Information	Provided
Concerns	1 Concern(s) Records entered
Strengths	Provided
Update Plan Information	Provided

Validate for Approval Process for Approval

Close

# Alternative Response in SACWIS

## Closing an AR Family Service Plan

1. Navigate to the **Case Overview** screen.
2. Click the **AR Family Service Plan** link.

**Case Overview**

Case ID: [Redacted] Case Status: Open ( 04/20/2011 )  
Case Name: [Redacted] Case Category: Alternative Response Ongoing  
Case Address: [Redacted] Agency: [Redacted]  
Geo Code: [Redacted]

**Case Actions**

[View Case Information](#)  
[Linked Cases](#)

**Case Ticklers**

No Ticklers Found

[View Case Status History](#) | [View Assignment History](#)

**Assignment Information**

Worker Name	Role	Agency of Worker
[Redacted]	Assessment/Investigation Worker , Assessor/Investigator , Primary Worker , Worker	[Redacted]

[Close](#)

The **AR Family Service Plans** screen appears.

3. Click the **Update Plan** link.

**Family Service Plan Filter Criteria**

From Plan Begin Date: [Date Picker] To Plan Begin Date: [Date Picker]  
Status: [Dropdown] Agency: [Dropdown]  
Sort Results By: [Type (Ascending)]

[Filter](#) [Clear Form](#)

**AR Family Service Plans**

Result(s) 1 to 1 of 1 Page 1 of 1

	Type	Version	Status	Date Report Accepted	Family Service Plan Begin Date	Agency
<a href="#">view</a> <a href="#">copy</a> <a href="#">report</a>	Initial	1.00	Approved	04/20/2011	07/29/2011	[Redacted]

# Alternative Response in SACWIS

4. In the **Date Plan Was Updated** field, enter the date.
5. In the **Please explain the reason(s) for updating the AR Family Service Plan** field, enter an explanation.
6. In the **Plan Closure** field, click the check box.
7. Click the **Save** button.

Reasons for Updating Plan

Date plan was updated: \* 08/01/2011  Plan Closure

Please explain the reason(s) for updating the AR Family Service Plan. \*

narrative

Spell Check Clear 3991

Save Cancel

The **AR Family Service Plans Topics** screen appears displaying the four links as shown below.

8. Continue processing for approval according to your agency's policy.

AR Family Service Plan Topics

Version: 1.01 Status: In progress

Topic	Status
<a href="#">Identifying Information</a>	Provided
<a href="#">Concerns</a>	1 Concern(s) Records entered
<a href="#">Strengths</a>	Provided
<a href="#">Update Plan Information</a>	Provided

Validate for Approval Process for Approval

Close

# Alternative Response in SACWIS

## Completing an AR Family Service Plan Review

1. Navigate to the **Case Overview** screen.
2. Click the **AR Family Service Review** link.

**Case Overview**

Case ID: [Redacted] Case Status: Open ( 04/20/2011 )  
Case Name: [Redacted] Case Category: Alternative Response Ongoing  
Case Address: [Redacted] Agency: [Redacted]  
Geo Code: [Redacted]

**Case Actions**  
[View Case Information](#)  
[Linked Cases](#)

**Case Ticklers**  
No Ticklers Found

[View Case Status History](#) | [View Assignment History](#)

**Assignment Information**

Worker Name	Role	Agency of Worker
[Redacted]	Assessment/Investigation Worker , Assessor/Investigator , Primary Worker , Worker	[Redacted]

[Close](#)

The **AR Family Service Review Filter Criteria** screen appears displaying the **AR Family Service Review(s)** screen below it.

3. Click the **Add AR Family Service Review** button.

**AR Family Service Review Filter Criteria**

Review Type: [Dropdown] Status: [Dropdown]  
From Approved Date: [Date Picker] To Approved Date: [Date Picker]  
Agency: [Dropdown]  
Sort Results By: [Dropdown]

[Filter](#) [Clear Form](#)

**AR Family Service Review(s)**  
Result(s) 0 Page 0 of 0

[Add AR Family Service Review](#)

The **Identifying Information** screen appears.

# Alternative Response in SACWIS

4. In the **Date of Family Service Plan Review** field, enter the date.
5. In the **Reason for Family Service Plan Review** field, select a choice from the drop-down list.

**Important:** If **Other** is selected from the drop-down list, you must enter an explanation in the **If Other, Explain** field.

6. Click the **Select Available Family Service Plan(s)** link.

Identifying Information

Date of Family Service Plan Review: 08/01/2011

Reason for Family Service Plan Review: 90 Day Review

If Other, Explain:

Spell Check Clear 200

Family Service Plan being Reviewed: [ Select Available Family Service Plan(s) ] Date of Agreed Upon Services:

Child(ren) Participating in the AR Family Service Plan Review

Name	DOB
------	-----

Adult Member(s) Participating in the AR Family Service Plan Review

Name	Relationship To Child	DOB	Age
------	-----------------------	-----	-----

Save Cancel

The **Available Family Service Plans to be Reviewed** screen appears. If only one plan appears, the radio button automatically populates the field on the left as shown in green. Multiple plans means there would be multiple radio buttons to select.

7. Click the **OK** button.

Case > Workload > Case Review/SAR > Identifying Information

Family Service Plan Review Type: 90 Day Review Review for Family Service Plan Number: Status: In progress

Available Family Service Plans to be Reviewed

Type	Plan Number:	Status	Approved Date
<input checked="" type="radio"/> INITIAL	1.00	Approved	07/29/2011

OK Cancel

The **Identifying Information** screen appears.

# Alternative Response in SACWIS

8. If needed, click the **Info** ( *i* ) icon.

Identifying Information

Date of Family Service Plan Review: 08/01/2011

Reason for Family Service Plan Review: \* 90 Day Review

If Other, Explain:

Spell Check Clear 200

Family Service Plan being Reviewed: \* 1.00 [ Select Available Family Service Plan(s) ] Date of Agreed Upon Services: [ Info Icon ]

As shown below, this is the message that appears:

**This dropdown consists of parent, guardian, and/or custodian signature dates from the initial version of the family service plan being reviewed.**

Identifying Information

Date of Family Service Plan Review: 08/01/2011

Reason for Family Service Plan Review: \* 90 Day Review

If Other, Explain:

Spell Check Clear 200

Family Service Plan being Reviewed: \* 1.00 [ Select Available Family Service Plan(s) ] Date of Agreed Upon Services: [ Info Icon ]

Child(ren) Participating in the AR Family Service Plan Review

Name	DOB
[Redacted]	07/30/2010

This dropdown consists of parent, guardian, and/or custodian signature dates from the initial version of the family service plan being reviewed.

**Note:** The children and adult names are auto-populated on the screen.

9. Click the **Save** button.

Adult Member(s) Participating in the AR Family Service Plan Review

Name	Relationship To Child	DOB	Age
[Redacted]	relationship	[Redacted]	[Redacted]

Save Cancel

The **Family Service Plan Review Topics** screen appears.

# Alternative Response in SACWIS

10. Click each of the six links and complete the fields as needed or required.

**Important:** As the fields in each link are completed, the **Status** column will display **Completed** in that row (shown in green).

Case ID: [Redacted] Case Status: Open ( 04/20/2011 )  
Case Name: [Redacted] Case Category: Alternative Response Ongoing

Family Service Plan Review Topics  
Family Service Plan Review Type: 90 Day Review Review for Family Service Plan Number: 1.00 Status: In progress

Topic	Status
<a href="#">Identifying Information</a>	Completed
<a href="#">Safety Review</a>	Not Completed
<a href="#">Service / Concern Review</a>	Not Completed
<a href="#">Risk Reassessment</a>	Not Completed
<a href="#">Case Status</a>	Not Completed
<a href="#">Signatures</a>	Not Completed

[Validate for Approval](#) [Process for Approval](#)

[Close](#)

11. After clicking the **Service / Concern Review** link, you may click the plus (+) sign to expand the fields in the **View Concerns Documented for the Family Service Plan** section (**Concern Review** screen). These narrative fields can be minimized or maximized at any time.

Concern Review

View Concerns Documented for the Family Service Plan

What are the current service plan activities and services? Discuss the progress of each.

[Spell Check](#) [Clear](#) 4000

Are there any new concerns to address in the Family Service Plan?:

[Spell Check](#) [Clear](#) 2000

Are there any activities and/or services that will address these concerns that should be included in the Family Service Plan?:

# Alternative Response in SACWIS

12. After completing the narrative fields within each link, click the **Service Review** button.

The screenshot shows a form with two text input areas. The top area has a 'Spell Check' button, a 'Clear' button, and a character count of '2000'. Below it is a text box with the prompt 'Are there any other ways that we can better meet your needs?'. The second area is identical. At the bottom of the form, there are buttons for 'Apply', 'Save', and 'Cancel'. The 'Service Review' button is circled in red.

The **Service Review Information** screen appears.

13. Click the **Services** link.

The screenshot shows the 'Service Review Information' screen. At the top, it displays 'Family Service Plan Review Type: 90 Day Review', 'Review for Family Service Plan Number: 1.00', and 'Status: In progress'. Below this is a table with two columns: 'Name(s)' and 'Concern(s)'. A row contains the text 'services' and 'test'. The 'services' link is circled in red. A 'Close' button is located at the bottom left.

The **Service Review Details** screen appears.

14. Click the **Edit** link.

The screenshot shows the 'Service Review Details' screen. It displays 'Family Service Plan Review Type: 90 Day Review', 'Review for Family Service Plan Number: 1.00', and 'Status: In progress'. Below this, it shows 'Family Service Plan Participant:' followed by a redacted name and 'Concern: test'. A text prompt reads 'Below, identify all Services Provided/Planned to Address this Concern.' Below the prompt is a table with four columns: 'Case Member Name(s)', 'Service Category / Type', 'Service Classification', and 'Effective Dates'. A row contains 'edit', 'Case Management / Case Planning', 'Case Member', and '07/29/2011 -'. The 'edit' link is circled in red. A 'Close' button is at the bottom left.

The **Service Information** screen appears displaying the **Service Information** tab.

# Alternative Response in SACWIS

15. Click the **Service Review** tab.

The screenshot shows the SACWIS interface with three tabs: 'Service Information', 'Service Review', and 'Service Activity'. The 'Service Review' tab is highlighted with a red circle. Below the tabs, there are fields for Case ID, Case Name, Case Status (Open (04/20/2011)), and Case Category (Alternative Response Ongoing). A 'Service Information' section contains Agency and Risk Contributors fields. At the bottom, there are dropdown menus for 'Effective Date' (07/29/2011), 'Estimated Service End Date', 'Service Category' (Case Management), and 'Service Type' (Case Planning).

16. Click **Add Service Review** button.

The screenshot shows the SACWIS interface with the 'Service Review' tab selected. Below the tabs, there are fields for Case ID, Case Name, Service Category, Case Status (Open (04/20/2011)), Case Category (Alternative Response Ongoing), and Service Type (Case Planning). A 'Service Review' section contains a table with columns 'Case Member(s) / DOB' and 'Review Date'. Below the table is a blue button labeled 'Add Service Review', which is highlighted with a red circle. At the bottom, there are 'Apply', 'Save', and 'Cancel' buttons.

The **Service/Activity Review Details** screen appears.

17. Click the check box(es) to select all case members who apply. You can select individual members or all members (by clicking the check box in the grid header).

The screenshot shows the 'Service/Activity Review Details' screen. It features a 'Review Information' section with a 'Review Date' field set to 08/01/2011. Below this is a table with columns: 'Case Member(s) / DOB', 'Service Recommendation', and 'Barrier Type'. The table has three rows: 'Smith, Mary', 'Smith, Jane', and 'Jones, John'. Each row has a checkbox in the first column. A red box highlights the checkboxes for 'Smith, Mary', 'Smith, Jane', and 'Jones, John'. Below the table is a 'Recommendation Comments' field.

# Alternative Response in SACWIS

18. In the **Service Recommendation** column, select a choice from the drop-down list for all applicable case members.

19. If a barrier exists, select the type in the **Barrier Type** column.

Service/Activity Review Details

Review Information

Review Date: \* 08/01/2011

<input checked="" type="checkbox"/>	Case Member(s) / DOB	Service Recommendation	Barrier Type
<input checked="" type="checkbox"/>	Smith, Mary	Continue	
<input checked="" type="checkbox"/>	Smith, Jane	Continue	
<input checked="" type="checkbox"/>	Jones, John	Modify	Child care needs prevent use of services

Recommendation Comments:

20. If a barrier exists, the **Barrier Comments** field narrative must be completed. Otherwise, this field is not required.

21. Click the **Save** button.

Service/Activity Review Details

Review Information

Review Date: \* 08/01/2011

<input checked="" type="checkbox"/>	Case Member(s) / DOB	Service Recommendation	Barrier Type
<input checked="" type="checkbox"/>	Smith, Mary	Continue	
<input checked="" type="checkbox"/>	Smith, Jane	Continue	
<input checked="" type="checkbox"/>	Jones, John	Modify	Child care needs prevent use of services

Recommendation Comments:

narrative

Barrier Comments:

narrative

Spell Check Clear 1991

Spell Check Clear 1991

Save Cancel

The **Service Review** screen appears displaying a message that your data has been saved.

# Alternative Response in SACWIS

22. Click the **Save** button again.

Your data has been saved close confirmation

Case > Workload > Case Services

Service Information		Service Review		Service Activity	
Case ID:		Case Status:	Open ( 04/20/2011 )	Case Category:	Alternative Response Ongoing
Case Name:		Service Type:	Case Planning		
Service Category:	Case Management				

Service Review

Case Member(s) / DOB		Review Date	
<a href="#">edit</a>		08/01/2011	<a href="#">delete</a>
<a href="#">view</a>			

[Add Service Review](#)

[Apply](#) [Save](#) [Cancel](#)

The **Service Review Details** screen appears again displaying a message that your data has been saved.

23. Click the **Close** button.

Your data has been saved. close confirmation

Case ID: Case Name: Case Status: Open ( 04/20/2011 ) Case Category: Alternative Response Ongoing

Family Service Plan Review Type: 90 Day Review Review for Family Service Plan Number: 1.00 Status: In progress

Service Review Details

Family Service Plan Participant: Concern: test

Below, identify all Services Provided/Planned to Address this Concern.

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates
<a href="#">edit</a>	Case Management / Case Planning	Case Member	07/29/2011 -

Case Member / Caregiver History

[Close](#)

The **Concern Review** screen appears displaying all of the completed narrative fields.

# Alternative Response in SACWIS

24. Click the **Save** button.

Concern Review

View Concerns Documented for the Family Service Plan

What are the current service plan activities and services? Discuss the progress of each.

narrative

Spell Check Clear 3991

Are there any new concerns to address in the Family Service Plan?:

narrative

Spell Check Clear 1991

Are there any activities and/or services that will address these concerns that should be included in the Family Service Plan?:

narrative

Spell Check Clear 1991

Are there any other ways that we can better meet your needs?:

narrative

Spell Check Clear 1991

Service Review

Apply **Save** Cancel

The **Family Service Plan Review Topics** screen appears displaying a message that your data has been saved as shown below.

25. Click the **Signatures** link.

Your data has been saved. [close confirmation](#)

Case > Workload > AR Family Service Plan Review

Case ID: [redacted] Case Status: Open ( 04/20/2011 )  
Case Name: [redacted] Case Category: Alternative Response Ongoing

Family Service Plan Review Topics

Family Service Plan Review Type: 90 Day Review Review for Family Service Plan Number: 1.00 Status: In progress

Topic	Status
<a href="#">Identifying Information</a>	Completed
<a href="#">Safety Review</a>	Completed
<a href="#">Service / Concern Review</a>	Completed
<a href="#">Risk Reassessment</a>	Completed
<a href="#">Case Status</a>	Completed
<a href="#">Signatures</a>	Not Completed

Validate for Approval Process for Approval

Close

The **Signature Details** screen appears.

# Alternative Response in SACWIS

26. Click a check box for at least one person in the grid.

**Important:** At least one person's signature must be captured to complete the approval process.

27. In the **Signature Capture** field, select **Yes** from the drop-down list.

28. In the **Captured Date** field, enter the date.

29. Click the **Save** button.

Participant/DOB	Role	Signature Captured	Captured Date
<input type="checkbox"/>	Review Participant	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Review Participant	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Smith, Mary	Worker	Yes	08/01/2011
<input type="checkbox"/>	Supervisor	<input type="text"/>	<input type="text"/>

Add Non Case Member Signature

Comments:

Spell Check Clear 1000

Save Cancel

The **Family Service Plan Review Topics** screen appears.

30. When complete, click the **Process for Approval** button and follow your Agency's process.

**Note:** All of the status fields now display a status of **Completed**.

Family Service Plan Review Topics

Family Service Plan Review Type: 90 Day Review Review for Family Service Plan Number: 1.00 Status: In progress

Topic	Status
<a href="#">Identifying Information</a>	Completed
<a href="#">Safety Review</a>	Completed
<a href="#">Service / Concern Review</a>	Completed
<a href="#">Risk Reassessment</a>	Completed
<a href="#">Case Status</a>	Completed
<a href="#">Signatures</a>	Completed

Validate for Approval Process for Approval

Close

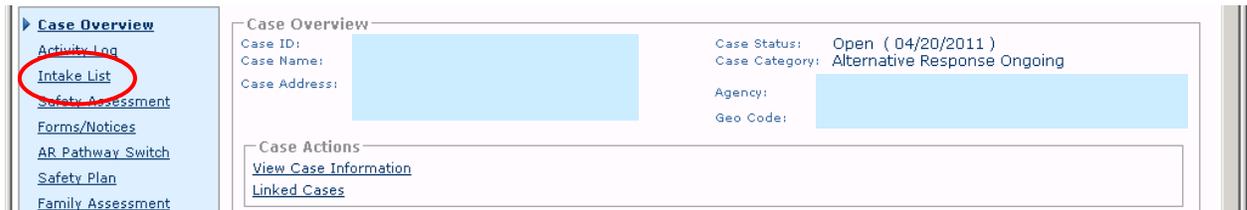
# Alternative Response in SACWIS

## Printing Alternative Response Letters

Three AR letters are available, but not required. Additionally, these letters will be completed at different times throughout the AR assessment.

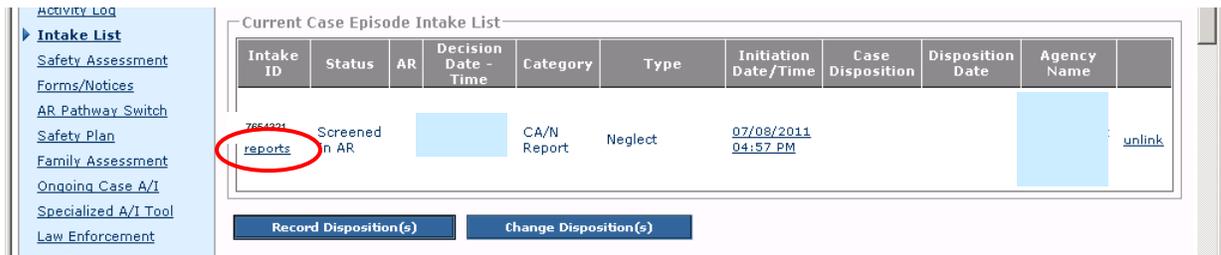
## Navigating to the AR Letters

1. Navigate to the **Case Overview** screen.
2. Click the **Intake List** link in the **Navigation** menu on the left.



The **Intake List** screen (**Current Case Episode Intake List** screen) appears.

3. Click the **Reports** link.



The **Available Documents** screen appears.

# Alternative Response in SACWIS

## Alternative Response Closing Letter

1. Select **Alternative Response Closing Letter** in the **Generate Document** field.
2. Click the **Select** button.



The screenshot shows a form with a dropdown menu labeled 'Generate Document:' containing the text 'Alternative Response Closing Letter'. Below the dropdown are two buttons: 'Select' and 'Cancel'. The 'Select' button is circled in red.

The **Document Details** screen appears.

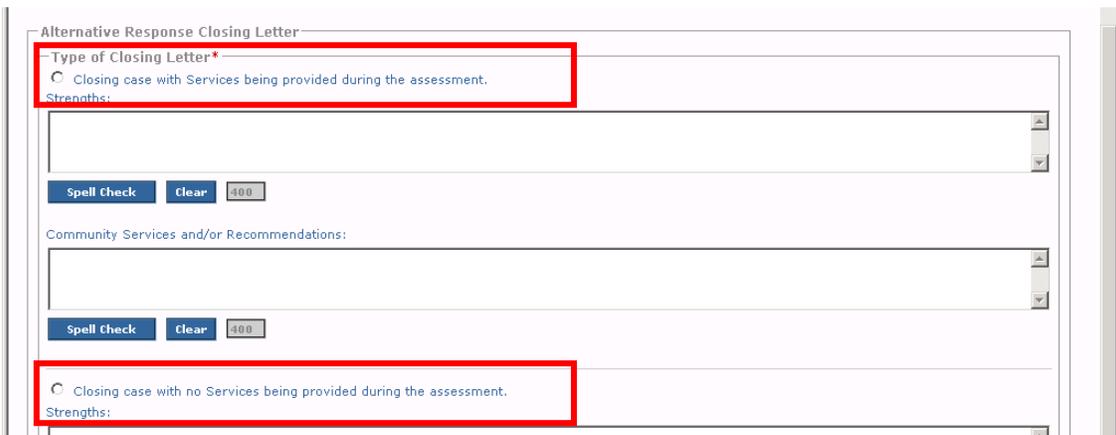
3. Click the **Generate Report** button.



The screenshot shows the 'Document Details' screen. It includes fields for 'Document Category:', 'Document Title: Alternative Response Closing Letter', 'Work-Item ID:', 'Work-Item Reference:', 'Task ID:', and 'Task Reference:'. Below these is a 'Document History' table with columns for 'ID', 'Date Created', 'Employee ID', and 'Name'. At the bottom, there is a 'Generate Report' button circled in red.

The **Alternative Response Closing Letter** screen appears.

4. In the **Type of Closing Letter** section, select the applicable radio button, either:
  - Closing case with Services being provided during the assessment, **OR**
  - Closing case with no Services being provided during the assessment



The screenshot shows the 'Alternative Response Closing Letter' screen. The 'Type of Closing Letter\*' section is highlighted with a red box. It contains two radio buttons: 'Closing case with Services being provided during the assessment.' and 'Closing case with no Services being provided during the assessment.'. Below each radio button is a 'Strengths:' text area. There are also 'Spell Check' and 'Clear' buttons with a '400' character count for each text area.

The radio button is selected.

# Alternative Response in SACWIS

5. Complete the narrative fields for the radio button selection (mandatory).
6. Click the **Generate Report** button.

Alternative Response Closing Letter

Type of Closing Letter\*

Closing case with Services being provided during the assessment.

Strengths:

narrative

Spell Check Clear 391

Community Services and/or Recommendations:

narrative

Spell Check Clear 391

Closing case with no Services being provided during the assessment.

Strengths:

Spell Check Clear 400

Generate Report Cancel

A screen appears showing that the report is being created.

Your report is being created

Please wait ...

Report Requested: 02:17:38 PM  
Last Checked: 02:17:38 PM

Cancel

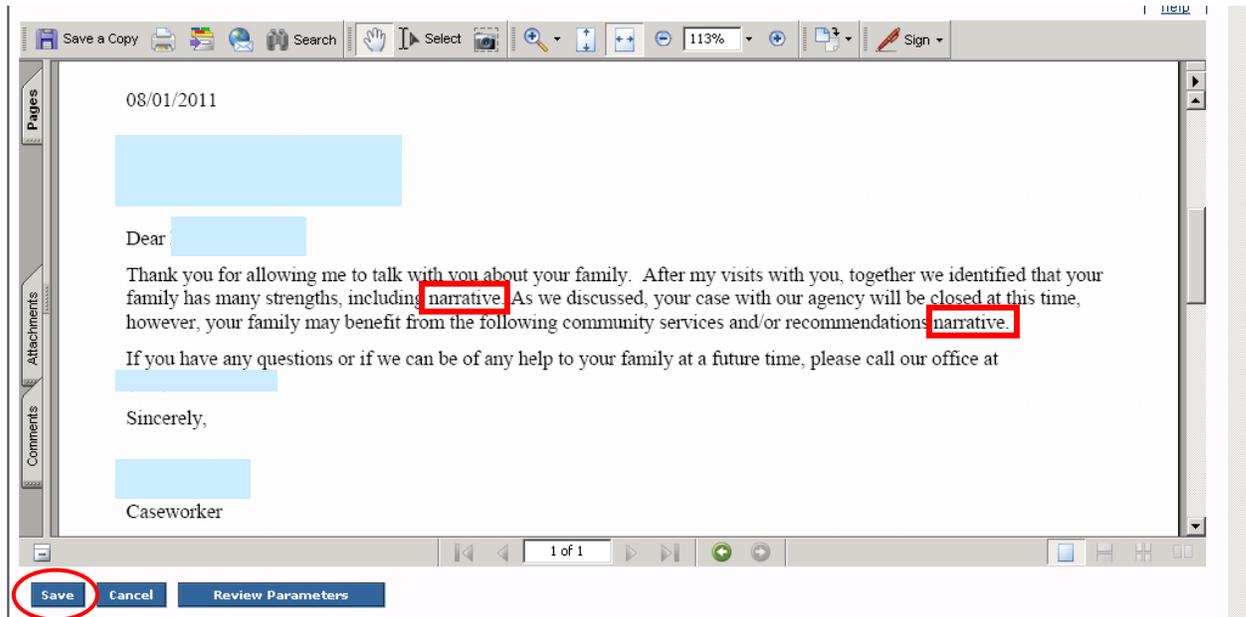
The report appears as shown below.

# Alternative Response in SACWIS

**Important:** As shown in red, the narrative strengths and recommendations content automatically populates into the letter. This is where your previously typed comments will appear.

7. Click the **Save** button.

## Alternative Response Closing Letter



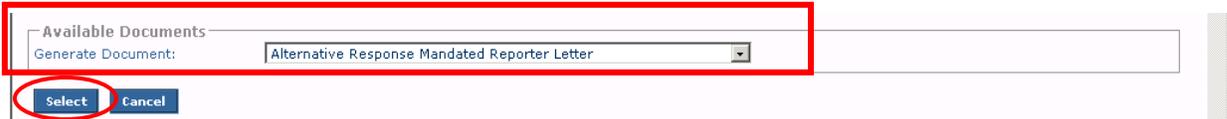
The **Intake List** screen (**Current Case Episode Intake List** screen) appears showing that the report has been saved.



# Alternative Response in SACWIS

## Alternative Response Mandated Reporter Letter

1. Complete the steps shown in the **Navigating to the AR Letters** section.
2. In the **Generate Document** field, select **Alternative Response Mandated Reporter Letter** from the drop-down box.
3. Click the **Select** button.



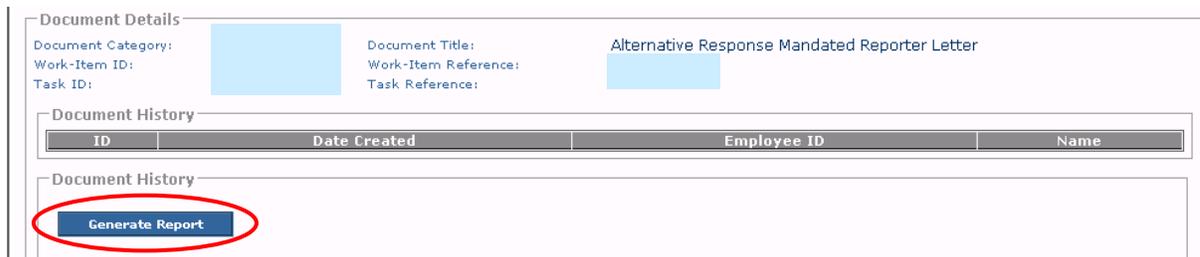
Available Documents

Generate Document: Alternative Response Mandated Reporter Letter

Select Cancel

The **Document Details** screen appears.

4. Click **Generate Report** button.



Document Details

Document Category: [Redacted] Document Title: Alternative Response Mandated Reporter Letter

Work-Item ID: [Redacted] Work-Item Reference: [Redacted]

Task ID: [Redacted] Task Reference: [Redacted]

ID	Date Created	Employee ID	Name
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Document History

Generate Report

The **Alternative Response Mandated Reporter Letter** appears as shown below.

5. When complete, click the **Save** button at the bottom of the screen.

# Alternative Response in SACWIS

## Alternative Response Mandated Reporter Letter

08/01/2011

Re: Child's Name: [REDACTED]  
Parent's Name: [REDACTED]

Dear ,

This letter is to acknowledge receipt of your concern regarding the above named family which you referred to this agency on 07/14/2011.

The following determination has been made regarding your referral:

[ ] The referral **was not accepted** for assessment/investigation at this time.

[X] The referral **was accepted** for alternative response assessment. It may take our agency up to forty five days to complete the assessment process.

- The Caseworker assigned to your referral is [REDACTED]
- The Caseworker is under the supervision of [REDACTED]

As a mandated reporter, according to [REDACTED] you may request the following information:

- a. Whether the agency as initiated an investigation on the report.
- b. Whether the agency is continuing to investigate the report.
- c. Whether the agency is otherwise involved with the child who is the subject of the report.
- d. The general status of the health and safety of the child who is the subject of the report.
- e. Whether the report has resulted in the filing of a complaint in Juvenile Court or of criminal charges in another court.

If you have further concerns or additional information to share or any questions, please contact our agency at [REDACTED] and the receptionist will direct your call. Each request is subject to verification of your identity. The agency may ask that you put your request in writing by mail or FAX to help verify your identity.

Thank you for bringing this concern to the agency's attention. Your commitment to the safety, well-being, and permanency of children in our community is appreciated.

Sincerely,

**Save** **Cancel**

# Alternative Response in SACWIS

## End of Assessment for Mandated Reporter Letter

1. Complete the steps shown in the **Navigating to the AR Letters** section.
2. In the **Generate Document** field, select **End of Assessment for Mandated Reporter Letter** from the drop-down box.
3. Click the **Select** button.

Available Documents  
Generate Document: End of Assessment for Mandated Reporter Letter

Select Cancel

The **Document Details** screen appears.

4. Click **Generate Report** button.

Document Details  
Document Category: [Redacted] Document Title: Alternative Response Closing Letter  
Work-Item ID: [Redacted] Work-Item Reference: [Redacted]  
Task ID: [Redacted] Task Reference: [Redacted]

ID	Date Created	Employee ID	Name
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Generate Report

A list of fields appears.

5. Select a **Yes** or **No** value for each field.
6. Click the **Generate Report** button again.

End of Assessment Mandated Reporter Letter

An Assessment was Initiated. \*

Agency is continuing its assessment/involvement with this family. \*

Agency has completed its assessment on this referral and has closed the case. \*

Agency is not involved in a continuing assessment, However, the Agency is seeking services for the child(ren) who are the subject of this report. \*

The report has resulted in the filing of a complaint in juvenile court or criminal charges in another court.:

No  
No  
Yes  
No  
No

Generate Report Cancel

# Alternative Response in SACWIS

The completed **End of Assessment for Mandated Reporter Letter** report appears as show below.

**Note:** As shown in red, the question fields that you answered **Yes** or **No** to appear on the letter.

7. When complete, click the **Save** button at the bottom of the screen.

08/01/2011

Dear [REDACTED]

Your recent referral regarding the [REDACTED] family has been received. Confidentiality regulations do not permit us to share information regarding the outcome of this assessment without the client's written consent. However, we can tell you that our approach to families in all cases is not only to assess, but also to provide intervention services when necessary. We also make referrals for ongoing counseling or other assistance as appropriate.

At this point, the following information can be shared with you because you are a mandated reporter under Section 2151.421 of the Revised Code.

- 1.) An Assessment was initiated.
- 2.) Agency is continuing its assessment/involvement with this family.
- 3.) Agency has completed its assessment on this referral and has closed the case.
- 4.) Agency is not involved in a continuing assessment, however, the Agency is seeking services for the child(ren) who are the subject of this report.
- 5.) The report has resulted in the filing of a complaint in juvenile court or criminal charges in another court.

Please feel free to call our Agency should you have any additional questions or concerns regarding this referral.

Thank you for bringing this concern to the agency's attention. Your commitment to the safety, well-being, and permanency of children in our community is appreciated.

Sincerely,

\_\_\_\_\_  
Caseworker

\_\_\_\_\_  
Supervisor

**Save** **Cancel** **Review Parameters**

## Closing an Alternative Response Case

Closing an AR Case is completed the same as any other case in SACWIS.