



Department of
Job and Family Services

Ted Strickland, Governor
Douglas E. Lumpkin, Director

December 28, 2010

TO: Directors, Public Children Services Agencies

FROM: Michael McCreight, Deputy Chief of Staff
Office of Families and Children

SUBJECT: Access of Confidential Personal Information in SACWIS

The purpose of this communication is to re-affirm the confidentiality requirements surrounding the access and use of information maintained in the Statewide Automated Child Welfare Information System (SACWIS). Ohio's SACWIS contains confidential personal information (CPI) on children and families involved in the child protective services system, as well as CPI on foster and adoptive parents and their families.

“Confidential personal information” means personal information that is not a public record for the purpose of section 149.43 of the Ohio Revised Code. This includes, but is not limited to, child abuse and neglect report history and information pertaining to adoption proceedings.

Pursuant to rule 5101:2-33-70 of the Ohio Administrative Code, all personnel having access to SACWIS must have been trained in the confidentiality requirements of the system and have a signed JFS 07078 "ODJFS Code of Responsibility for Security and Confidentiality of Data Rules" on file with the employing agency. Data maintained in SACWIS should be accessed for purposes of assessment, investigation and services to children and their families, as well as for purposes permitted under federal or state law and rule. Each employee's access to CPI should be limited to a need for such information in order to carry out responsibilities under law to protect children from abuse and neglect.

SACWIS tracks user access of the system. Please ensure that all agency staff with security to view CPI in SACWIS are aware of the confidentiality requirements and potential consequences of unauthorized search and use of SACWIS data.

Please contact the Office for Families and Children Help Desk at 866-886-3537 (option 4) with any questions.

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