



Department of  
Job and Family Services

John R. Kasich, Governor

Michael B. Colbert, Director

September 9, 2011

**TO:** Directors, Public Children Services Agencies

**FROM:** Jennifer R. Justice, Acting Deputy Director  
Office of Families and Children

**SUBJECT: Caseworker Monthly Visitation Data Entry**

Thank you for your ongoing efforts to ensure caseworker monthly visits with children in care occur and are entered into SACWIS timely and accurately. Regular and meaningful visits are a key aspect to keeping children safe and helping families achieve permanency.

We are making significant progress in our long term efforts to improve visitation compliance. To avoid losses of Title IV-B funding for FFY 2011 (October 2010 through September 2011), Ohio must achieve the national target goal of 90%. While we will not know the actual compliance rate until the FFY is over (after September), it is impressive that almost 61 counties and courts are consistently achieving very high performance, some routinely at 100%! Your commitment and resolve to achieve the target goal is greatly appreciated.

As we are less than thirty days from the end of the federal fiscal year, I would like to take this opportunity to encourage each of you to keep up the good work. Your efforts are making a difference! While it is a partial period (October 2010 through July 2011), Ohio is demonstrating 82% compliance. Again, we will not know the actual rating until after the full fiscal year is complete (after September 30, 2011).

While many counties have actively partnered with us to improve compliance, please keep in mind the following available support options:

- **SACWIS Support** – Visitation reports are provided on the Business Intelligence Channel (BIC), individualized county performance e mails are sent, “how to guides” and knowledge base articles are posted, training overviews are posted on the SACWIS website and presented in user group meetings and individualized county technical assistance remains available upon request.
- **Technical Assistance Specialist (TAS)** – Child Welfare Monitoring staff provide on-site, e-mail and telephone technical assistance to PCSA staff as needed. They are available to assist new caseworkers with understanding how to enter visitation data into SACWIS. TASs have also linked similarly sized PCSAs to assist one another with understanding how to enter visitation data in SACWIS.

30 East Broad Street  
Columbus, Ohio 43215  
jfs.ohio.gov

- **Business Intelligence Channel (BIC) Training** – Roger Ward provided training to PCSAs in a variety of settings to enable them to use BIC to monitor worker visitation data on a monthly basis. If you have questions about how to use BIC to run reports, you may contact Roger for on-site or other TA at [Roger.Ward@jfs.ohio.gov](mailto:Roger.Ward@jfs.ohio.gov).
- **IV-E Courts Visitation Data Entry** – At this time, some Juvenile Courts have Title IV-E agreements with ODJFS but do not currently have access to enter data directly into SACWIS. We realize requiring PCSAs to enter visits may exacerbate local resource constraints. We are encouraged that some counties are jointly funding PCSA data entry resources to ensure IV-E requirements are met. *To assist with visitation compliance, state staff are willing to enter missing court case worker visits for the FFY 2011 time period (October 1, 2010 through September 30, 2011).* While we cannot provide data entry resources on a regular basis, we recognize pulling together to meet this need may assist all of us in getting closer to the target goal and reducing county back log. If you would like data entry assistance for court visits, please contact Ricardo Murph via e-mail at [Ricardo.Murph@jfs.ohio.gov](mailto:Ricardo.Murph@jfs.ohio.gov) or by telephone at 614-752-0240. Once we received notice, we will send specific reports of children and months to the court identifying the missing SACWIS data. We will request the court to provide all necessary data for each visit for data entry purposes. If we do not receive notice of your county wishing to take advantage of this option by September 30, 2011, we will assume the PCSA/Court has already made arrangements to ensure data are entered. Going forward and until Juvenile Courts have access to enter their own data into SACWIS, the county agency and the juvenile courts should work together to arrive at a solution on how the court data can be entered into SACWIS timely. SACWIS staff will also continue to seek alternatives (data exchange, security profiles for direct entry) to reduce local workloads in the long term.

**Please let us know how we can assist you in these final months of improving visitation compliance for the FFY. Please keep in mind,** the final FFY 2011 compliance rating will not be sent to our federal partners until mid December. Thank you again for all you have done to partner with us to improve visitation compliance. *We appreciate the critical role you make in the lives of Ohio's vulnerable children and families.*