



Department of Job and Family Services

SACWIS Statewide Automated Child Welfare Information System Training Course Description

Session Description

- Session Title:** SACWIS Court/Legal Activities
- Approved CEU Hours:** 4.5 Hours
- Session Length:** One Day – Guided Classroom PC and Independent Exercises / 9:30 AM – 3:30 PM
- Intended Audience:** State, PCSA, Private Child Placing Agency, and Private Non-Custodial Agency staff
- Session Activities:** Participants will be provided with detailed information including navigation and functionality of the system's court and legal activities components which support services that provide safety and protection to children and families. This session includes activities on:
- Reviewing a Court Process workflow.
 - Discussing court/legal activities including complaints, motions, rulings, and hearings and how each is recorded, edited, and viewed.
 - Learning how critical components of the court area affect IV-E Foster Care Maintenance eligibility
 - Utilizing the court calendar.
 - Learning about court related notifications, ticklers and activity logs.
 - Exploring case scenarios pertaining to court/legal activities both as classroom step-by-step exercises and independently.
 - Understanding how to utilize the SACWIS Knowledge Base.