



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

February 28, 2012

TO: Foster and Adoption Private Agencies

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

SUBJECT: Phase 1 - Private Agency SACWIS Roll Out

As we approach the March 1st SACWIS go live date for Foster and Adoption Private Agencies, I want to thank you for partnering with us to achieve this critical milestone. Ohio continues to make significant progress in collaborating with stakeholders to implement a statewide automated tool to support child welfare outcomes, caseworkers and federal compliance. It is important to remember SACWIS represents a commitment to implementing and sharing statewide child welfare information to improve the overall safety of children as well as the quality of information to guide future practice, policies and funding. At times, embracing a statewide goal requires change at the local agency level to advance the work overall. I particularly appreciate "change agent" staff/leaders who continue to dedicate staff to SACWIS activities (design sessions, testing, training and build release calls) to improve the effectiveness of our system. Feedback from private agencies has already proved instrumental in modifying system reports and initial roll out efforts. We look forward to the July 2012 federal onsite monitoring visit where our mutual progress will be reviewed and assessed by the Administration for Children and Families.

While many agencies have completed required access forms, those who have not yet done so, need to send in the information as requested. ***Ensuring accurate, timely and statewide child welfare information is available in SACWIS is a federal mandate for Ohio. It is also critical to ensure placement characteristic information for applicable homes is accurate (a procedure letter is forthcoming) to avoid any unnecessary delays in the placement process.***

Required Access Forms Include:

1. **Target Population List (TPL)** The TPL is used to create SACWIS employee records to enable users to log into SACWIS (The first line in Green is an example of the information needed for each user). Only employees that will access SACWIS need to be included on the form.

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

Please leave the State User ID and State User ID for Supervisor fields blank; these will be completed by SACWIS staff after user IDs are provisioned.

2. **Security Matrix (SM)** The SM is used to define what security access your users from the TPL will have in SACWIS (The first line in Green is an example of the information needed for each user). As with the TPL, only employees that will access SACWIS need to be included on the form. There are only two security user groups to choose from. Place an 'X' in the far right columns for each user to determine if they should receive 'Private Agency Provider Worker' security, 'Private Agency Fiscal Worker,' or both. The second tab of the SM describes the Security Groups.

Please send completed TPL and SM spreadsheets to the SACWIS Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov

3. **JFS 7078 Code of Responsibility** A signed 7078 is required for each user that will access SACWIS. User IDs will not be provisioned until a signed form is received. The form is attached with this communication.

Please send completed JFS 7078 forms to the SACWIS Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov for processing or fax them to 614.728.9678.

The initial roll-out plan targets foster parent training, payment/reimbursement of foster parent training, and editing of acceptance characteristics/placement criteria. The long term vision is to ensure private agency information is accurate, accessible and streamlined to reduce reliance on manual paperwork submissions/information. The documents requested above are necessary to ensure agency representatives have access to record required child welfare information in SACWIS. ***To ensure your agency has access to the system as we move forward with statewide roll out and the transition goes smoothly, please complete the required forms as soon as possible. Thank you for your cooperation.***

Please do not hesitate to contact the SACWIS Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov with questions or if you need any assistance with the forms. You may also contact any of the SACWIS Private Agency roll-out liaisons below:

Colleen.Tucker-Buck@jfs.ohio.gov
Heather.Spencer@jfs.ohio.gov
Kevin.Bullock@jfs.ohio.gov

Attachments: 4