Ohio | Department of Job and Family Services

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

April 19, 2012

TO: Private Agency Stakeholders

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

SUBJECT: Private Agency Rollout Update

Congratulations ~ Ohio's private agencies have been "live" in Ohio's Statewide Automated Child Welfare Information System (SACWIS) for more than a month. We wanted to share several critical issues with you to ensure the roll out is a success and the system continues to support the safety, well-being and permanency of Ohio's youth.

It has come to our attention that numerous agencies are not yet entering data timely into SACWIS. We thought it would be helpful to communicate how this impacts youth, agencies and counties and clarify data entry expectations. We understand agencies are new to SACWIS and will partner with you to improve the process.

1) *__Updating acceptance characteristics and usage criteria for adoptive and foster homes must occur timely__*.

   Did you know that counties may not be able to place youth in placements if acceptance characteristics and usage criteria are not entered into SACWIS timely and/or that reimbursement/payments may not be properly generated for the youth? It is also critical that placement log information be correct to limit liability for both the placing and recommending agencies. We realize agencies have varying numbers of resources and data to enter, but want to ensure the impact of not entering information is understood. Some counties are voicing concerns that provider data are not entered timely and placements may be delayed and/or not possible. *We ask that you work with us to ensure required data are entered timely. If you need help or assistance, please contact the SACWIS Help Desk.*

   For any homes that were licensed or approved prior to March 1st, agencies are required to review the acceptance characteristics and usage criteria on each home to verify that it is correct per your agency's current JFS 1673A. If the information is not correct, the agency shall copy the previous work-item and create an updated record. *This information should be updated as soon as possible, but no later than May 31, 2012.*

For any homes that were licensed or approved after March 1st*, the agency must record acceptance characteristics and usage criteria on the resource as soon as the resource is available in SACWIS.*

2) ***Training reimbursement stipends may be at risk if data are not entered timely.*** In order to receive Foster Parent Training Stipend and Allowance reimbursements for any training sessions held on or after March 1, 2012, Foster Parent Training records must be entered into SACWIS. Once this information is entered into SACWIS, agencies can process payments through SACWIS. Training documents and videos to assist agencies in completing these tasks are located at the following link: http://jfskb.com/sacwis/index.php/privates.

3) ***Please provide a Point of Contact (POC) to the PCSAs with which you have a placement contract.*** This POC will be the person the county needs to contact if they are having trouble making a placement due to acceptance characteristic or usage criteria issues.

4) ***Additional Considerations/Important Reminders***
Please be advised, SACWIS data relating to child placements and the identities of providers is highly sensitive. **All SACWIS searches and data activity are tracked by the system electronically.** Please ensure that all agency staff members with security to view confidential information in SACWIS are aware of the confidentiality requirements and potential consequences of unauthorized access and use of SACWIS data. ORC 5101.133 prohibits unauthorized use and disclosure of SACWIS data and explains the potential penalties for these actions.

Please do not hesitate to contact the SACWIS Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov with any questions or concerns.