

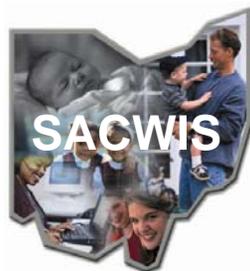


# SACWIS

Statewide User Group  
Meeting  
February 18, 2011



Department of  
Job and Family Services



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Agenda

Tresa Young

**Ohio**

Department of  
Job and Family Services



# Agenda

- Welcome
- Phase 2 FCM Financial Roll Out Update
- Volunteer County Testing Activities
- Fostering Connections
- AP Search & Policy Changes
- Case Services Update
- Alternative/Differential Response Update
- Case Transfer Update
- Case Merge Update
- Intake Data Fix Update
- NYTD Update
- ROM Update
- Other Report Initiatives
- Social Security Masking Update & End User Security



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Phase 2 FCM Financial Roll Out Update

Joan Denman

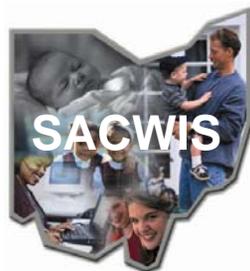
**Ohio**

Department of  
Job and Family Services



## Phase 2 FCM Financial Roll Out Update

- **Wave 1** live in SACWIS as of 1/31/11
- Processing January Purchase Care
- Processing Own Home for children who entered care in January
- Updating incorrect Placements, Identifying Invalid Payments, and reprocessing payments
- Roll Out Team is currently working with **Wave 2**
- Utilizing Practice Environment will assist in smooth transition
- **Wave 3** data is currently being analyzed and checkpoint calls will probably be scheduled early March



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Volunteer County Testing Activities

Joan Denman

**Ohio**

Department of  
Job and Family Services



# Volunteer County Testing Activities

- **Eighteen Counties** have volunteered to assist with testing effort
- 2-3 days of testing per release
- Prefer that first day is on site in Columbus
- Tentative Testing Dates
  - **1.106** 03/15/11 – 03/17/11
  - **1.107** 04/12/11 – 04/14/11
  - **1.108** 05/10/11 – 05/12/11
  - **1.109** 06/07/11 – 06/09/11



# Volunteer County Testing Activities

- Projected Completion Timelines for new IDA Functionality. Other items will also be included in addition to these identified below.
  - 1.106 – Intake Reporter Enhancements
  - 1.107 – Non ODJFS Provider Merge
  - 1.108 – Case Services??
  - 1.109 – AR Tools?? Investigation Initiation??



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Fostering Connections

Cheryl Wolfe

**Ohio**

Department of  
Job and Family Services



# Fostering Connections

Effective December 31, 2010, the following Ohio Administrative Code rules were amended as a result of the Fostering Connections to Success and Increasing Adoptions Act of 2008:

- **5101:2-38-05**, PCSA case plan for children in custody or under protective supervision
- **5101:2-38-08**, "Child's education and health information" form
- **5101:2-38-10**, Requirements for a semiannual administrative review
- **5101:2-39-01**, Removal of a child from his or her own home
- **5101:2-39-10**, PCPA case plan for children in custody or under court-ordered protective supervision



# Fostering Connections

The following forms were also revised:

- **JFS 01443**, "Child's education and health information"
- **JFS 01413**, "Comprehensive Assessment Planning Model – I.S. Case Review"
- **JFS 01412**, "Comprehensive Assessment Planning Model – I.S. Semiannual Administrative Review (SAR)"

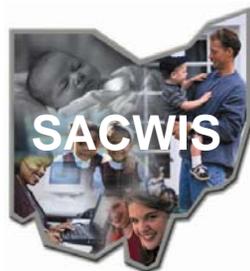


# Fostering Connections

- **Build 104** (date) QC Item # 10482 - PM01b Medical information for fostering connections
- **Build 105** (date) QC Items # 9338 Report 68 Case Review, # 9339 CM41 SAR Section 4 Permanency Goal, # 9340 Report 66 SAR
- **Build 106** (date) QC Item 8106 Sibling Visitation
- QC Item 11519 PM01a Child's Health & Education Report – does not yet have closed version date

Additional information:

<http://www.webetools.com/drc/users/kb.php?id=10797>



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# AP Search & Policy Changes

Leslie McGee

**Ohio**

Department of  
Job and Family Services



# AP Search & Policy Changes

- PL 208 became effective February 2, 2011
- ODJFS will no longer conduct searches of the legacy system (Host FACSIS)
- ODJFS will continue to conduct SACWIS searches for private agencies
- Public agencies may rescind any requests submitted on or after **December 1, 2010**



# AP Search & Policy Changes

- Public agencies are responsible for conducting searches of the AP Database in SACWIS
- The database lists all reports where the person was the **Alleged Perpetrator** in a substantiated or indicated report of child abuse or neglect
  - **NOTE:** Unsubstantiated report information is not a “match” and cannot be used for the purpose of a background search (per Federal law)
- The database applies the expunction time frames outlined in rule 5101:2-35-19 of the OAC



# AP Search & Policy Changes

- All fields are required to complete a search (name, DOB, SSN, gender)
- Search all known names (maiden, alias, prior last names)
- The AP search will return all “likely” results, e.g., names that are not an exact match for DOB or SSN; names with similar spelling, etc.



# AP Search & Policy Changes

- It's important to remember...
  - Results will be returned with missing DOB or SSN if that information is not contained in the person record
  - Not all persons have been merged in the system and there are still a lot of duplicate records in SACWIS



# AP Search & Policy Changes

- The agency is responsible for reviewing records with missing information and records that are close matches to the person being searched to determine if there is other information in the record to verify his or her identity (e.g., address history, family/case members)
- Select (view) the appropriate result and generate the letter from that person ID
- If there is more than one record (person ID) that is a match, you may need to generate more than one letter



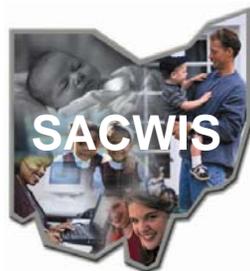
# AP Search & Policy Changes

- Either a “Match” letter or a “No Match” letter must be printed from SACWIS and maintained in the provider file
- If the search is conducted on the same date the recommendation for foster care certification or the adoptive home study approval is processed, there must be documentation in the file that shows the AP search was completed first



# AP Search & Policy Changes

- Aware that counties have experienced some time out issues when trying to execute AP Search
- Review of logs indicate that users are submitting requests multiple times, which could be causing some of the issue
- This should be resolved in 1.105 or 1.106
- Results of the search appear to be accurate



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Case Services Update

Cheryl Wolfe

**Ohio**

Department of  
Job and Family Services



# Case Services Update

Why is recording services information important?

- We need local AND statewide information to understand service needs, trends and barriers
- We need service information to understand how services correlate to outcomes & costs
- We need to support ProtectOhio / DR (AR) evaluations and contribute to growing body of evidence for best practice
- We need to comply with Consent Decree



# Case Services Update

- Ability to create a group service with functionality to end date the service for any person in the service group
- Ability to record and keep all dates of activities in services including the needed/referred/scheduled/provided status dates



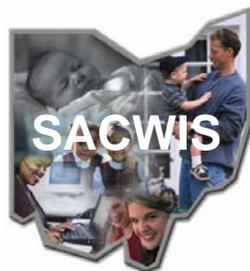
# Case Services Update

- Linking group services to work items
- Tracking service participation detail by individuals/groups
- Tracking services for standardizing data collection/reporting for prevention services
  - Counties are not yet consistently recording services in discreet data fields, utilization reports linking services to outcomes or finances are not yet fully possible



# Case Services Update

- *We will need your support and assistance in helping front-line staff understand why this information is important. Recording services will likely require more staff time in the beginning as we make this change to capture service information in both narrative and discreet fields. While the SACWIS team continues to streamline functionality to support practice, we ask for your assistance in working with staff to improve service data entry timeliness and integrity.*



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Alternative/Differential Response Update

Cheryl Wolfe

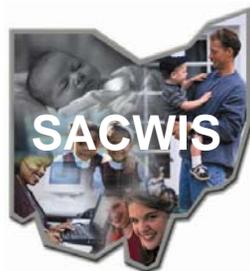
**Ohio**

Department of  
Job and Family Services



## Alternative/Differential Response Update

- By July, Alternative Response/DR Counties will have the ability to record the Alternative Response Family Service Plan and the Alternative Response Family Service Plan Review in SACWIS as well as generate the following reports
  - The **JFS 01418** Alternative Response Family Service Plan
  - The **JFS 01417** Alternative Response Family Service Plan Review



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Case Transfer Update

Colleen Tucker

**Ohio**

Department of  
Job and Family Services



# Case Transfer Update

- Case Transfer Functionality is scheduled to be released in Build 1.105
- County participants are scheduled to assist with UAT testing
- Build 1.105 UAT testing is currently underway



# Case Transfer Update

- Two types of Case Transfers
  - Court Involved (child has open legal status records including COPS)
  - Voluntary Cases



# Case Transfer Update

- This will revise the SACWIS Case Transfer process to be consistent with policy and reduce manual tasks that are presently necessary to transfer a case
- The user will no longer be required to end date the associated custody, eligibility, reimbursability, and placement records, and other case information when a case is transferred



# Case Transfer Update

- New Use Case CM52 Case Transfer has been created
- Also, several other Use Cases have been modified to address changes through the system related to Case Transfer



# Case Transfer Update

- CM01e/f Agency/Child Legal Status
- CM01h Create/Record Court Documents
- CM01a Record Ruling
- CM01i Record Court Jurisdiction
- CM05 Case Plan
- CM45 Visitation Plan
- CM09 Record Placement Information
- CF10 Administration
- FM19/FM19a Eligibility and Reimbursability



# Case Transfer Update

- If there is a current agency legal status that is owned by the transferring agency on an active case member of a case, the case cannot be transferred unless a Court Jurisdiction Transfer has been recorded in the court section of the case
- A Court Jurisdiction Transfer is not needed if the legal status is owned by the receiving agency



# Case Transfer Update

- New functionality allows for the Receiving Agency to Accept the Case Transfer or Decline for Re-work for Sending Agency to complete additional work items or provide additional information before accepting the Case Transfer
- The user will be presented with screens to facilitate the review and acceptance of the case transfer information
- SACWIS will provide a transfer and acceptance process to record the send and receive transactions between agencies



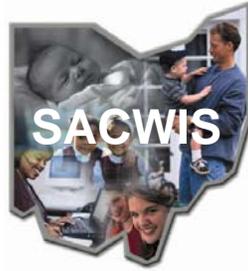
# Case Transfer Update

- The new functionality allows for all necessary case, court, and financial areas to be updated with the Receiving Agency as well



# Case Transfer Update

- A Knowledge Base article will be created to assist users with the new functionality
- Any questions, please contact the SACWIS Help Desk



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Case Merge Update

Cheryl Wolfe

**Ohio**

Department of  
Job and Family Services



# Case Merge Update

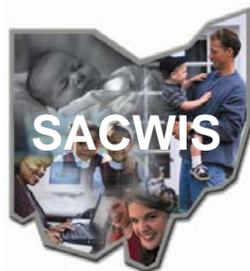
Case Merge will allow certain cases to be merged into other cases within SACWIS based on extensive validation edits. Functionality will improve access to information making it easier to understand/utilize in practice. Counties requested this to reduce poor / redundant data entry and the likelihood of creating errors in SACWIS.

- These validation edits will be centered around case status, case category, case date ranges, and case and person related work items



# Case Merge Update

- If duplicate case records are found in the system, the case merge functionality will enable the SACWIS user to merge the information from two cases into a single case
- The SACWIS case merge process will reduce manual tasks (data fixes) that are presently necessary to merge a case



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Intake Data Fix Update

Robynn Jasper

**Ohio**

Department of  
Job and Family Services



# Update on Intake Data Fix

- **Correct Person ID number (Build 103)**
  - Use for situations where the person ID selected is the person ID for a different person
  - Updates the person ID for intake (displays a history next to name in the intake participants screen), activity logs, and justification/waivers only
  - Use person merge for situations where 2 or more person ID numbers exist for the same person. Case merge function can be used as situation warrants



# Update on Intake Data Fix

**USE "CORRECT PERSON ID"  
WHEN THE PERSON ID SELECTED IN THE INTAKE  
IS FOR A DIFFERENT PERSON**

**CORRECT  
PERSON ID**



**Robert Johnson  
DOB unknown  
Person ID 124xxx**



**Robert Johnson  
DOB: 01/30/1985  
Person ID 654zzz**



# Update on Intake Data Fix

**IF THE PERSON ID THAT WAS SELECTED, OR WAS CREATED,  
OR WAS UNKNOWN,  
AND THE PERSON HAS A PERSON ID IN SACWIS,  
AND HE/SHE IS THE SAME PERSON,  
USE PERSON MERGE (CASE MERGE)**

**PERSON  
MERGE**



**Robert Johnson  
DOB unknown  
Person ID 124xxx**



**Robert Johnson  
DOB 12/12/1980  
Person ID 8759qq**



# Update on Intake Data Fix

Screener Name: Hopkins, Della      Date & Time Created: 10/15/10 01:17 PM  
Intake ID: 4872759      Intake Status: Complete  
Agency: Licking County Department of Job and Family Services  
Intake Category: CA/N Report

**Participant Details**

Person ID: 1384270      **Correct Person ID**

Unknown

First Name: Caleb      Gender: Male      DOB: 10/25/2006  
Middle Name:      Race:      OR  
Last Name: Appleman      SSN: XXX-XX-XXXX       Retain       Add/Edit      Age From:      Age To:      Suffix:     

Address: 5424 Riley Rd  
City: Johnstown      State: Ohio      Zip Code: 43031 - 8423

Available Roles:

- Alleged Child Victim (ACV)
- Alleged Perpetrator (AP)
- Caretaker
- Child Daycare Provider
- Child subject of a non-CA/N Intake (child subject)
- Custodian
- Group Home Staff
- Nonrelative Foster Parent
- Nonrelative Kinship Provider
- Other involved adult (OIA)
- Other Professional
- Parent

Selected Roles:

- Other involved child (OIC)

**Add >**  
**Add All >>**  
**< Remove**  
**<< Remove All**

**OK**      **Cancel**



# Update on Intake Data Fix

**OHIO SACWIS** | Staging [1] | home | search | help & training | log off  
Logged In: Anderson, Bruce [ Licking County Department of Job and Family Services ] | help

Basic | Reporter | **Participants** | Additional | Allegations | OHC/Third Party Involvement | Decision

Screener Name: Hopkins, Della | Date & Time Created: 10/15/10 01:17 PM  
Intake ID: 4872759 | Intake Status: Complete  
Agency: Licking County Department of Job and Family Services  
Intake Category: CA/N Report

Participants

	Person ID	Name	SSN	Gender	DOB	Age	Role		
<a href="#">edit</a>	7707263 [^]	<a href="#">Apple, Caleb</a> <a href="#">Related Persons</a>	XXX-XX-XXXX	Male	10/25/2006	3	Other involved child (OIC)	<a href="#">delete</a>	<a href="#">history</a>
<a href="#">edit</a>	7707268	<a href="#">Apple, Joseph</a> <a href="#">Related Persons</a>	XXX-XX-XXXX	Male	10/01/2007	3	<a href="#">Alleged Child Victim (ACV)</a>	<a href="#">delete</a>	
<a href="#">edit</a>	7809443	<a href="#">Apple, Russell</a> <a href="#">Related Persons</a>		Male	10/13/1980	30	Parent	<a href="#">delete</a>	
<a href="#">edit</a>	8385271	<a href="#">Unknown - intake 4872759, Unknown - intake 4872759</a> <a href="#">Related Persons</a>					<a href="#">Alleged Perpetrator (AP)</a>	<a href="#">delete</a>	

[Add Participant](#) | [Search Person](#) | [Copy Address](#)

Participants Relationships

	Name	Number of Unspecified Relationships
<a href="#">edit</a>	Apple, Caleb	0
<a href="#">edit</a>	Apple, Joseph	0
<a href="#">edit</a>	Apple, Russell	0
<a href="#">edit</a>	Unknown - intake 4872759, Unknown - intake 4872759	0

[Apply](#) | [Save](#) | [Cancel](#)



# Update on Intake Data Fix

**OHIO SACWIS** | Staging [1] | [home](#) | [search](#) | [help & training](#) | [log off](#)  
Logged In: Anderson, Bruce [ Licking County Department of Job and Family Services ] | [help](#)

Screener Name: Hopkins, Della | Date & Time Created: 10/15/10 01:17 PM  
Intake ID: 4872759 | Intake Status: Complete  
Agency: Licking County Department of Job and Family Services  
Intake Category: CA/N Report

Participants History

Person ID	Name	SSN	Gender	DOB	Age	Role	Modified By	Modified Date
1384270	Appleman, Caleb	XXX-XX-XXXX	Male	10/25/2006	3	Other involved child (OIC)	Anderson Bruce	10/18/2010
7702232	Apple, Bruce	XXX-XX-XXXX	Male	10/01/2007	3	Alleged Child Victim (ACV)	Hollingshead Ronda	10/10/2010

[Close](#)



# Update on Intake Data Fix

- **Remove delete intake button (Build 104)**
  - Will no longer be able to delete pending intakes per the Federal requirement for compliance
  - Correct pending intakes or use screen out, I and R as appropriate
  - Moved copy button to far right and added validation message to display before the intake is copied to avoid accidental copying
  - Will be able to create a case from an I and R intake
  - **Do not use production as a training environment**



# Update on Intake Data Fix

**OHIO SACWIS** UAT [2] [home](#) | [search](#) | [help & training](#) | [log](#)  
Logged In: Jasper, Robynn [ Ohio Department of Job and Family Services ]

Home Intake Case Provider Financial Administration

Workload [help](#)

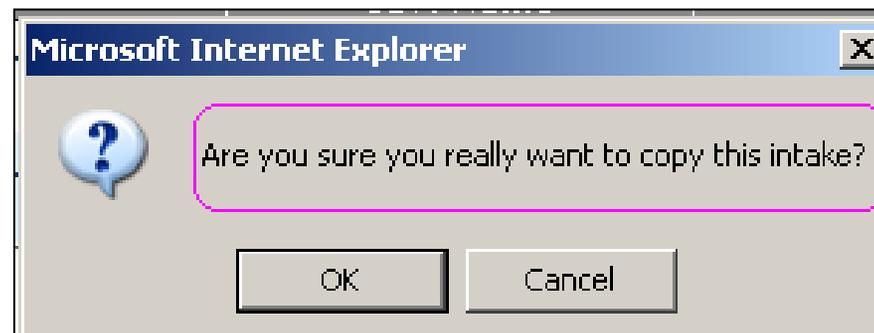
Intake Workload

Agency:

Status:  [Filter](#)

	Intake ID	Intake Category	Date/Time Received	Screener Name SDM Name	Intake Status	Status Date/Time	
<a href="#">edit</a> <a href="#">report</a>	<a href="#">4953537</a>	CA/N Report	01/31/2011 10:51 AM	Jasper Robynn	Pending	01/31/2011 10:51 AM	<a href="#">copy</a>
<a href="#">edit</a> <a href="#">report</a>	<a href="#">4953536</a>	CA/N Report	01/31/2011 10:50 AM	Jasper Robynn	Pending	01/31/2011 10:51 AM	<a href="#">copy</a>

[Add Intake](#)





# Update on Intake Data Fix

## Documenting Multiple Reporters and Call Records (Spring 2011)

- Currently workers have the ability to add additional ACV's, AP's and allegations within the first 4 business days (or until safety assessment has been approved)
- OIC, OIA, and other "non-ACV/AP" roles can be added until the family, ongoing, or specialized assessment has been approved
- **Added ability to record the reporter of the additions to the intake (another reporter or children services worker)**
- **Can record multiple reporters and/or multiple call records**
- **Slight redesign of reporter screen and JFS 1441**



# Update on Intake Data Fix

**Reporter Information**

Anonymous Reporter  
 Non-Mandated Reporter  
 Mandated Reporter

**Non-Mandated Reporter**

Reporter Type:

Person ID:

Relationship to Alleged Victim:

Reporter Name:

Reporter Gender:

Reporter Address:

Reporter Phone:

**Contact Method: \***

**Date Reporter Contacted Agency: \***

**Situation Knowledge Source**

Observed  
 Told by Another Party



# Update on Intake Data Fix

**OHIO SACWIS** | Development [ ] | [home](#) | [search](#) | [help & training](#) |  
Logged In: Anderson, Bruce [ Licking County Department of Job and Family Services ]

Basic	Reporter	Participants	Additional	Allegations	OHC/Third Party Involvement
Screener Name:	Anderson, Bruce		Date & Time Created:	10/20/10 01:11 PM	
Intake ID:	4869543		Intake Status:	Pending	
Agency:	Licking County Department of Job and Family Services				
Intake Category:	CA/N Report				

**Reporters**

<a href="#">edit</a>	Reporter Name: Anderson Bruce	Reporter Information: Mandated	Reporter Type: PCSA Employee	<a href="#">delete</a>
----------------------	-------------------------------	--------------------------------	------------------------------	------------------------

	Call/Contact Method	Date/Time	
<a href="#">edit</a>	Phone	10/10/2010 10:00AM	<a href="#">delete</a>
<a href="#">edit</a>	In Person	10/20/2010 10:00AM	<a href="#">delete</a>

**Add Reporter**

Reporter:  **Add Call**

**Apply** **Save** **Cancel**



# Update on Intake Data Fix

Screener Name:	Hopkins, Della	Date & Time Created:	10/15/10 01:17 PM
Intake ID:	4872759	Intake Status:	Complete
Agency:	Licking County Department of Job and Family Services		
Intake Category:	CA/N Report		
<b>Participant Reporter Details</b>			
Reported By: *	<input type="text" value="Mary Smith/12345 10/25/2010 2:00pm"/> <small>Reporter Name/Reporter ID Date/Time</small>		
Participant Details	Person ID: <input type="text" value="N/A"/>		
<input type="checkbox"/> Unknown			
First Name:	<input type="text" value="Test"/>	Gender:	<input type="text" value="Male"/>
Middle Name:	<input type="text"/>	Race:	<input type="text"/>
Last Name:	<input type="text" value="User"/>	SSN:	<input type="text" value="XXX-XX-XXXX"/> <input type="radio"/> Retain <input type="radio"/> Add/Edit
Suffix:	<input type="text"/>	DOB:	<input type="text" value="10/25/2006"/>
Address:		Age From: <input type="text"/> Age To: <input type="text"/>	
<input type="text" value="5424 Riley Rd"/>		OR	
<input type="text"/>		Age From: <input type="text"/> Age To: <input type="text"/>	
City:	<input type="text" value="Johnstown"/>	State:	<input type="text" value="Ohio"/>
		Zip Code:	<input type="text" value="43031"/> - <input type="text" value="8423"/>
Available Roles:		Selected Roles:	
<input type="text" value="Alleged Child Victim (ACV)"/> <input type="text" value="Alleged Perpetrator (AP)"/> <input type="text" value="Caretaker"/>		<input type="text" value="Other involved child (OIC)"/>	



# Update on Intake Data Fix

**OHIO SACWIS** | Development [ ] | [home](#) | [search](#) | [help & training](#) | [log off](#)  
Logged In: Anderson, Bruce [ Licking County Department of Job and Family Services ] | [help](#)

Basic	Reporter	Participants	Additional	Allegations	OHC/Third Party Involvement
Screening Name:	Anderson, Bruce		Date & Time Created:	10/20/10 01:11 PM	
Intake ID:	4869543		Intake Status:	Pending	
Agency:	Licking County Department of Job and Family Services				
Intake Category:	CA/N Report				

**Participants**

Person ID	Name	SSN	Gender	DOB	Age	Role	Reported By
<a href="#">edit</a> 1234567	<a href="#">Test User</a> <a href="#">Related Persons</a>	XXX-XX-XXXX	Male	10/25/2006	3	Other involved child (OIC)	Anderson Bruce <a href="#">delete</a>

[Add Participant](#) | [Search Person](#) | [Copy ACV Details](#) | [Copy AP Details](#)

**Participants Relationships**

Name	Number of Unspecified Relationships
------	-------------------------------------

[Apply](#) | [Save](#) | [Cancel](#)



# Update on Intake Data Fix

Screener Name: Anderson, Bruce      Date & Time Created: 10/20/10 02:42 PM  
Intake ID: 4869549      Intake Status: Pending  
Agency: Licking County Department of Job and Family Services  
Intake Category:

**Allegation Reporter Details**

Reported By: +

**Allegation Details**

Available Alleged Child Victims:		Selected Alleged Child Victims:
<input type="text"/>	<input type="button" value="Add &gt;"/> <input type="button" value="Add All &gt;&gt;"/> <input type="button" value=" &lt; Remove"/> <input type="button" value=" &lt;&lt; Remove All"/>	<input type="text"/>

Available Alleged Perpetrators:		Selected Alleged Perpetrators:
<input type="text"/>	<input type="button" value="Add &gt;"/> <input type="button" value="Add All &gt;&gt;"/> <input type="button" value=" &lt; Remove"/> <input type="button" value=" &lt;&lt; Remove All"/>	<input type="text"/>

Available Allegation Types:		Selected Allegation Types:
<input type="text" value="Baby Doe/Disabled Infant"/> <input type="text" value="Baby Doe/Disabled Infant"/> <input type="text" value="Dependent Child"/> <input type="text" value="Emotional Maltreatment/Mental Injury"/> <input type="text" value="Emotional Maltreatment/Mental Injury"/>	<input type="button" value="Add &gt;"/> <input type="button" value="Add All &gt;&gt;"/> <input type="button" value=" &lt; Remove"/> <input type="button" value=" &lt;&lt; Remove All"/>	<input type="text"/>

Alleged Victim	Alleged Perpetrator	Reported By	Allegation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# Update on Intake Data Fix

**OHIO SACWIS** Development [ ] [home](#) | [search](#) | [help & training](#) | [log off](#)  
Logged In: Anderson, Bruce [ Licking County Department of Job and Family Services ] | [help](#)

**Basic** | Reporter | Participants | Additional | **Allegations** | OHC/Third Party Involvement

[Setting](#) | **Details**

Screener Name: Anderson, Bruce      Date & Time Created: 10/20/10 02:42 PM  
Intake ID: 4869549      Intake Status: Pending  
Agency: Licking County Department of Job and Family Services  
Intake Category:

**Allegation Details**

Allegation	Alleged Victim	Alleged Perpetrator	Reported By	Delete
Dependent Child	Test User 1	Test User 2	Anderson Bruce	<a href="#">delete</a>

[Add Allegations](#)   [Delete](#)      [Check All](#) | [Clear All](#)

[Apply](#)   [Save](#)   [Cancel](#)

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# Update on Intake Data Fix

Received: \* 10/20/2010 01:07 PM Intake Method: \* Phone

Intake Category: CA/N Report

Intake Types:

- Baby Doe/Disabled Infant
- Emotional Maltreatment
- Medical Neglect
- Neglect
- Physical Abuse

Buttons: Add >, Add All >>, < Remove, << Remove All

Selected Types:

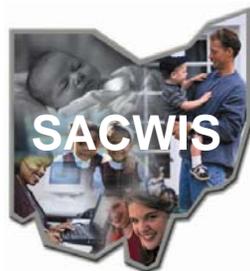
Intake Narrative:

Post Decision Narrative (Current):

- Anderson, Bruce 10/21/2010 8:44AM: The intake is updated.
- Anderson, Bruce 10/21/2010 8:46AM: The intake participant was updated.
- Anderson, Bruce 10/22/2010 8:55AM: Corrected intake participant.

Post Decision Narrative (Amendment):

Buttons: Spell Check, Clear, 10000



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# National Youth in Transition Database (NYTD) Update

Cheryl Wolfe

**Ohio**

Department of  
Job and Family Services



# NYTD Update

- On October 1, 2010, Ohio engaged in Data Collection and Reporting Activities
  - Basic Demographic Data on each youth
  - IL Services provided to them
  - A Survey administered to Youth in Foster Care at age 17



# NYTD Update

- The Survey will also be administered to some or all of these youth at age 19 and again at age 21
- Ohio will collect and report outcome information on a new cohort of youth every three years



# NYTD Update

## Ohio Begin Collecting And Reporting Data?

- Effective October 1, 2010, Ohio began collecting NYTD data and must transmit its first Semiannual data file no later than **May 15, 2011**.



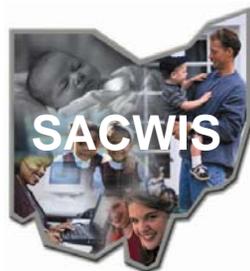
# NYTD Update

- The Project Team is working with staff to create BIC reports identifying youth who should be contacted to complete the survey as well as frequency of Independent Living Services
- We are also working on creating ticklers in SACWIS to alert staff when the survey is due for youth



# NYTD Update

- On February 24<sup>th</sup> from 10:00 AM to 11:00 a teleconference will be held to discuss the following issues
  - NYTD Survey
  - Data Review
- An e-mail was sent to Agency Independent Living Coordinators with specific details



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# ROM Update

Tresa Young

**Ohio**

Department of  
Job and Family Services



# ROM Update

## **What will ROM provide/do?**

- Create common language/understanding of data reporting needs/challenges
- Provide structured testing process to improve data integrity
- Provide interim tool counties view as more “user friendly” than existing state tools
- Enrich knowledge of current measures, AFCARS and SACWIS data reporting issues

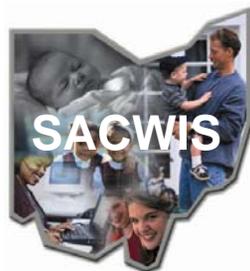
## **What will ROM not do?**

- Meet all federal CFSR reporting needs
- Replace AFCARS dependencies
- Meet all local management report needs



# ROM Update

- Mapping Documentation shared with Project Participant counties
- Initial data pull and validation testing complete
- Changes made to mapping and file, 3rd transmission underway
- Additional testing plans in development – internal testing underway



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Other Report Initiatives

Joan Denman & Tresa Young

**Ohio**

Department of  
Job and Family Services



## Other Report Initiatives

- Reviewed 160 Defects logged against on-line Forms/Reports
- 134 Defects were included in On-Line Reporting IDA
- 48 defects have already been addressed and pushed to production
- Release 1.105 will contain another 25 defects
- Also addressing long running reports
  - anything that takes longer than 40 seconds to run



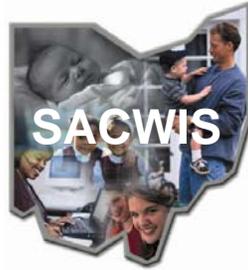
# Other Report Initiatives

- Management Reporting IDA is also underway
- Improve BIC and SACWIS On-line Management Reports
  - Reorganization of BIC Folders
  - Ensure regular refresh on BIC Reports
  - Creation of Dashboard Report from data currently housed on Supreme Court website
- **Improve Basic Management Reports**
  - Implement timeliness and coming due reports related to casework activities
  - Implement Ad Hoc Work Group Reports



## Other Report Initiatives

- Create Basic Service Utilization Reports counties can run on their own
  - NYTD independent living services by county/state
  - Services planned/provided by county/state for Roe vs. Staples
  - Non Placement Services by county/state
  - Creation of additional BIC reports



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Social Security Masking Update & End User Security

Tresa Young

**Ohio**

Department of  
Job and Family Services



# SSN / End User Security

- Numerous instances where Social Security Numbers (SSN) had been recorded in various fields within the Person Profile tab apart from the designated field for capturing SSN
- The level of security within these fields is basic; therefore this information is viewable statewide by most users



# SSN / End User Security

- Recording SSN in fields not designated for capturing SSN directly contravenes current departmental efforts to safeguard CPI in the system
- Such actions compromise data security guidelines, potentially cause harm to consumers and increase legal liabilities for counties and state staff
- Use functionalities in the application only in a manner which are within the original and agreed upon design intention



# SSN / End User Security

- Some, but not all, examples of **incorrect usage** are:
  - Recording the person's SSN in the **AKA field**
  - Recording the SSN in the **Drivers License** field
  - Recording the SSN in the person's **Middle Name** field
  - Recording the SSN as an "**Other**" in any field that allows for free form text



# SSN / End User Security

- **Correct and Agreed Upon Usage:**
  - Record a persons' SSN only within the SSN field
    - Upon saving, the system will then mask the SSN within the field on the person profile
  - SSN should only be displayed within the Confidential Information Tab to those who have the appropriate security



# SSN / End User Security

- As of the most recent query of the SACWIS database, there are currently more than five-hundred person records statewide in which one of the above-referenced methods had been used to record a person's SSN and by so doing, directly by-pass the Confidential Information Tab



# SSN / End User Security

- Risks associated with inappropriate access and use of SSN
  - Foster children with unknown debts and identify theft because SSN not protected increasingly reported in states
  - Providers banking and SSN information misused or revealed
  - Poor public opinion of government / child welfare duty to do no harm
  - Increased liability for staff and county agencies
  - Prosecution if action violates security/ confidentiality laws
  - Job loss or discipline



# SSN / End User Security

What can the state do to protect SSN/CPI?

- Notify state and local staff of state policies and law
- Provide training
- Mitigate identified risks by building secure data protection within the application and enforcing administrative security levels
- Alert counties of identified problems
- Reiterate message of potential harm to consumers



# SSN / End User Security

What should counties do to protect SSN?

- Educate end users of expectations to utilize SSN Administrator Roles and Functionality in SACWIS
- Ensure agency data security policies and procedures incorporate references / expectations to protect CPI
- Ensure users who are not using security roles and entering SSN in non protected fields discontinue this practice
- Provide training



# SSN / End User Security

## SACWIS Automated Logging Capacity

- Specific to end user and case
- Additional capability for information viewed
- Increased concern for inappropriate access or release of CPI
- What should you do? Report concerns to the Chief Inspector's Office – Jennifer Demory – 614 752 9570 who coordinates investigative work with ODJFS SACWIS team
- General inquiries of access not related to a specific concern or investigation are not appropriate



# SSN / End User Security

## Examples:

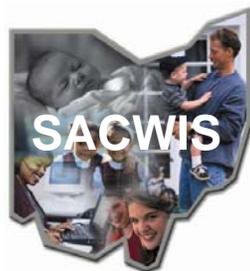
- Staff is a neighbor/friend/relative of member on an open case providing confidential information
- Staff is disgruntled and moves to other county and views non assigned cases
- Staff is disgruntled with agency leadership and reveals information to media
- Staff view sensitive information not assigned to them or part of their role to protect children



# SSN / End User Security

What should you do?

- Report concerns to the Chief Inspector's Office – Jennifer Demory – 614 752 9570 who coordinates investigative work with ODJFS SACWIS team
- General inquiries of access not related to a specific concern or investigation are not appropriate



OHIO STATEWIDE AUTOMATED CHILD WELFARE INFORMATION SYSTEM

# Wrap Up

**Ohio**

Department of  
Job and Family Services



# Wrap Up

- Questions
- Concerns
- Next SACWIS Statewide User Group Meeting / Video Conference is **May 13, 2011**