

LINKING AND UNLINKING CASE SERVICES TO CASE PLAN CONCERNS

Navigate to the case.

1. Click the Case Plan link in the navigation menu

The screenshot shows a web application interface. On the left is a navigation menu with links: Legal Custody/Status, Living Arrangement, Initial Removal, Placement Request, Placement, Visitation Plans, Independent Living, AR Family Service Plan, AR Family Service Review, Case Plan (highlighted with a red circle), and Case Review/SAR. The main content area has a table with columns 'Worker Name' and 'Role'. The first row shows 'Training01, User' and 'Case Reviewer , Court Worker , Worker , Primary Worker , PlacementWorker'. Below this is a section titled 'Eligibility Assignment Information' with a table with columns 'Person Name' and 'Eligibility Specialist(s)'. The text 'No Assignment Information Found' is displayed. A 'Close' button is at the bottom left of the main content area.

2. Click the Edit link next to the “In progress” Case Plan

The screenshot shows a table titled 'Case Plans' with the subtitle 'Result(s) 1 to 2 of 2' and 'Page 1 of 1'. The table has columns: Type, Plan, Status, Approved Date, File Date, and Agency. There are two rows. The first row has Type 'Amended', Plan '1.01', Status 'In progress', and Agency 'IHS Training'. To the left of this row, the 'edit' link is circled in red. The second row has Type 'Initial', Plan '1.00', Status 'Approved', Approved Date '04/12/2014', and Agency 'IHS Training'. Below the table, there is a message 'REQUIRED SIGNATURES NOT RECORDED' and an 'Add Case Plan' button.

3. Click the Strengths and Concerns Link

Topic	
Identifying Information	Provided
Strengths and Concerns	1 Strength(s) / 1 Concern(s) Records Entered
Placement Information	Not Provided
Placement Visitation	0 Visitation Plan(s) Linked
Caregiver Services	0 Service(s) Linked
Exceptions Information	Not Provided
Independent Living Information	Provided
Amendment Information	Provided
Court/Signature Details	0 Signature(s) Provided
Family Participation	Not Provided

4. Click the Concerns tab

Strengths		Concerns	
Case ID:	2646016	Case Status:	Open (04/07/2014)
Case Name:	Bob, Sponge	Case Category:	Ongoing
Strengths			
Case Plan Type:	Initial	Plan Number:	2.00
		Status:	In progress
Name		Non-Risk Contributors	
edit Bob, Sponge		Resource Management and Household Maintenance	
		Cognitive Abilities	
		Parenting Practices	
		Emotional/Mental Health Functioning	
		Domestic Relations (Domestic Violence)	
		Family Roles, Interactions, and Relationships	
		Response to Stressor	
		Substance Use	
		Caretaker's Victimization of Other Children	
		Extended Family, Social and Community Supports	
edit Squirrel, Sandy		Physical Health	
		Caretaker's Abuse/ Neglect as a Child	
		Self Protection	
		Extended Family, Social and Community Supports	
		Resource Management and Household Maintenance	
		Family Roles, Interactions, and Relationships	
		Emotional/Behavioral Functioning	
		Physical/Cognitive/Social Development	

5. Click the Services Link

Strengths		Concerns	
Case ID:	2646016	Case Status:	Open (04/07/2014)
Case Name:	Bob, Sponge	Case Category:	Ongoing
Concerns			
Case Plan Type:	Amended	Plan Number:	1.01
		Status:	In progress
	Name	Risk Contributors	What
edit services	Starfish, Patrick Squirrel, Sandy Bob, Sponge	Parenting Practices	Narrative Testing
edit services	Starfish, Patrick Bob, Sponge Squirrel, Sandy	Family Roles, Interactions, and Relationships	narrative for training purposes
Add Concern			

6. Click the Link Services Button.

Risk Contributors: Parenting Practices			
Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates
Link Service			
Save Cancel			

7. Check the case service(s) to be linked to the concern and select OK (If no services appear, case services will need to be entered for the case plan participants)

Filter Clear Form

Case Services

Service: Add Case Services

Result(s) 1 to 5 of 5

Case Member Name(s)	Service Category / Type	Service Classification
<input type="checkbox"/> Squirrel, Sandy + Case Member / Caregiver / Caretaker History	Case Management/Case Planning	Caregiver/Caretaker
<input type="checkbox"/> Bob, Sponge; Squirrel, Sandy + Case Member / Caregiver / Caretaker History	Counseling/Family Counseling	Case Member
<input type="checkbox"/> Bob, Sponge; Squirrel, Sandy + Case Member / Caregiver / Caretaker History	Counseling/Individual counseling	Case Member
<input type="checkbox"/> Bob, Sponge; Squirrel, Sandy + Case Member / Caregiver / Caretaker History	Case Management/Information & Referral Services	Case Member
<input type="checkbox"/> Bob, Sponge; Squirrel, Sandy + Case Member / Caregiver / Caretaker History	Case Management/Case Management Services	Case Member

OK Cancel

8. Selected case services are now linked to the case plan concern

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
Bob, Sponge; Squirrel, Sandy + Case Member / Caregiver History	Counseling/Family Counseling	Case Member	04/07/2014 -	unlink
Bob, Sponge; Squirrel, Sandy + Case Member / Caregiver History	Counseling/Individual counseling	Case Member	04/07/2014 -	unlink

9. If you have linked a service and you do not want linked to the case plan concern, click the unlink link

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
Bob, Sponge; Squirrel, Sandy Case Member / Caregiver History	Counseling/Family Counseling	Case Member	04/07/2014 -	unlink
Bob, Sponge; Squirrel, Sandy Case Member / Caregiver History	Counseling/Individual counseling	Case Member	04/07/2014 -	unlink

10. Now click the OK button

OhioSACWIS Training_Prod [1]

The page at https://sacwis-tm.odjfs.state.oh.us says:

To delete this Case Service record, click OK.

OK Cancel

Open (04/07/2014)
Ongoing

Case > Workload > Case Plans > Case Plan Topics > Strengths and Concerns > Concerns

Case ID: 2646016
Case Name: Bob, Sponge

Service Details

Case Plan Participant: Bob, Sponge - 10/26/1969
Squirrel, Sandy - 10/22/2003
Starfish, Patrick - 01/01/2008

Risk Contributors: Impact of Past Services

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
Bob, Sponge; Squirrel, Sandy Case Member / Caregiver History	Counseling/Family Counseling	Case Member	04/21/2014 -	unlink
Bob, Sponge; Squirrel, Sandy Case Member / Caregiver History	Counseling/Individual counseling	Case Member	04/21/2014 -	unlink
Bob, Sponge; Squirrel, Sandy Case Member / Caregiver History	Case Management/Information & Referral Services	Case Member	04/07/2014 -	unlink

[Link Service](#)

[Save](#) [Cancel](#)

11. The case service is no longer linked. Click the Save button

Starfish, Patrick - 01/01/2008

Risk Contributors: Parenting Practices

Case Member Name(s)	Service Category / Type	Service Classification	Effective Dates	
Bob, Sponge, Squimel, Sandy	Counseling/Individual counseling	Case Member	04/07/2014 -	unlink
Case Member / Caregiver History				

[Link Service](#)

[Save](#) [Cancel](#)

12. You will need to repeat the above listed steps for each case plan concern

Strengths	Concerns		
Case ID: 2646016	Case Status: Open (04/07/2014)		
Case Name: Bob, Sponge	Case Category: Ongoing		
- Concerns			
Case Plan Type: Initial	Plan Number: 2.00 Status: In progress		
Name	Risk Contributors	What Are the Concerns?	
edit services Bob, Sponge Starfish, Patrick Squimel, Sandy	Impact of Past Services	narrative for training purposes	delete
edit services Squimel, Sandy Bob, Sponge Starfish, Patrick	Family Roles, Interactions, and Relationships	narrative for training purposes	delete