

LINKING AN INTAKE TO AN ADOPTION CASE

Navigate to Intake

1. [Click the Intake Tab](#)

The screenshot shows the OHIO SACWIS dashboard. The 'Intake' tab is highlighted with a red circle. The dashboard includes a navigation menu with 'Home', 'Intake', 'Case', 'Provider', 'Financial', and 'Administration'. Below the menu, there are sections for 'Tickler Summary', 'Message Board', and 'Last Login: 02/13/2015 09:34:24 AM'.

2. [Click link next to the Intake you are going to link to the adoption case.](#)

The screenshot shows the 'Intake Workload' table. The first row is highlighted, and the 'Intake ID' '5431683' is circled in red. The table has columns for Intake ID, Intake Workload Name, Intake Category, Date/Time Received, Screener Name, Intake Status, and Status Date/Time.

	Intake ID	Intake Workload Name	Intake Category	Date/Time Received	Screener Name SDM Name	Intake Status	Status Date/Time	
edit	5431683		CA/N Report	03/17/2015 11:54 AM	Training01 User Training01 User	Screened In	03/17/2015 12:01 PM	SDV
report	5445692		CA/N Report	03/27/2014 4:27 PM	Training01 User Training01 User	Screened In AR	03/27/2014 4:34 PM	SDV
report	5447683		CA/N Report	04/07/2014 3:53 PM	Training01 User Training01 User	Screened Out	04/07/2014 3:54 PM	SDV
report	5447684		CA/N Report	04/07/2014 3:32 PM	Training01 User Training01 User	Screened Out	04/07/2014 3:53 PM	SDV

[Add Intake](#)

- The cases available to link the intake to appear. Click link next to the Adoption Case.

Link Case

	Case ID	Case Name	Case Status	Case Category	Status Date	Agency
link	2674016	Mouse, Winnie	Open	Assess/Invest	03/01/2015	IHS Training
link	2674017	Duck, Daisy	Open	Adoption	03/17/2015	IHS Training

Create Case Cancel

- The Case Member Details, Adoption Members and Intake Participant information is displayed. Click the Link to Existing Case button.

Case Member Details

Case ID	Case Name	Case Status	Case Category	Status Date	Agency
2674017	Duck, Daisy	Open	Adoption	03/17/2015	IHS Training

Adoption Members

Name	Person ID	DOB	Begin Date
Duck, Daisy	10059002	01/01/2007	03/17/2015

Intake Participants* (For Screened In CA/N or FINS Stranger Danger, Participants not connected to Adoption Case will become A/I Members)

Name	Person ID	DOB
Mouse, Mickey	10059000	01/01/1980
Mouse, Minnie	10059001	01/01/1982
Duck, Daisy	10059002	01/01/2007

[Link to Existing Case](#) Cancel

5. The Intake is now linked to the Adoption Case.

Intake #5491685 has been linked to Case #2674017

help

close confirmation