

ORC: _____
OAC: _____
COA: _____
CFSR: _____
Board: _____
Other: _____

Next Review Date: 8/19

Last Reviewed: 8/16

Review Responsibility: Director of SACWIS Administration

FCCS PROCEDURE

NO.: 12E.1

SUBJECT: REQUESTING ACCESS TO SACWIS

Approved by: Executive Council

Effective Date: February 25, 2010

Date(s) of Revision: Apr 1, 2013; Aug 2, 2016

Responsible for Implementation: All Staff

Requesting Access to SACWIS

All workers (new/re-hire and/or temporary worker, etc...) who need to use the Statewide Automated Child Welfare Information System (SACWIS) for their jobs must request access with their supervisor's approval.

A worker must read the ODJFS Code of Responsibility (7078 Form) and confirm acceptance by signing this form. For new employees, the form will be issued during the HR process. All other workers may obtain the form by contacting the FCCS SACWIS Administrator at fccssacwisadmin@fccs.us.

Procedures:

The worker must ensure:

- 1) The following fields are filled:
 - a) Name – Full name (First, MI, Last)
 - b) Work Phone – if known (e.g. 275-2500)
 - c) County – (Franklin)
 - d) Agency – Franklin County Children Services
 - e) Agency Type – (Check the Agency box)

- f) Access Requested – (Check the SACWIS box)
- 2) Sign and date the form
- 3) Have supervisor/or agency designee sign and date the form
- 4) If you completed the form during employee orientation you may give the completed form to your trainer. Otherwise, you must return the signed 7078 form to FCCS SACWIS Admin either one of the following ways:
 - a) Scan the form and email it to fccssacwisadmin@fccs.us
 - OR
 - b) Send it via inner-office mail to SACWIS ADMIN.
- 5) FCCS SACWIS Admin will work with ODJFS to obtain SACWIS access.
- 6) FCCS SACWIS Admin will notify the worker and their supervisor when access has been granted.

SACWIS access is normally granted within 3 business days of when the FCCS SACWIS Administrator receives the completed form. If you have not received notification of SACWIS access after 3 days, you may contact fccssacwisadmin@fccs.us for a status update.