



Department of
Job and Family Services

Adoption and Resource Home Assessor Program Ohio SACWIS- Adding a Contract Employee

Office of Families & Children



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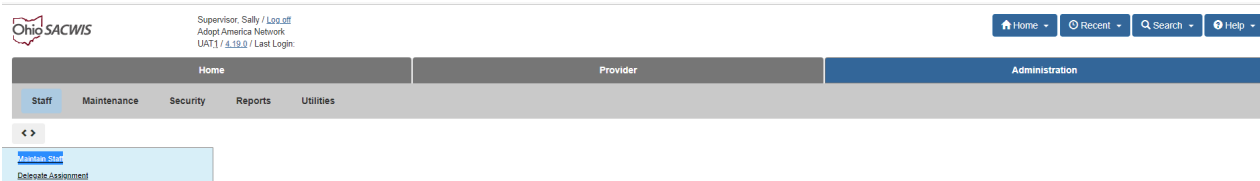
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Overview

This guidance document describes the steps for adding an Adoption and Resource Home Assessor Program **Contract Employee** into SACWIS.

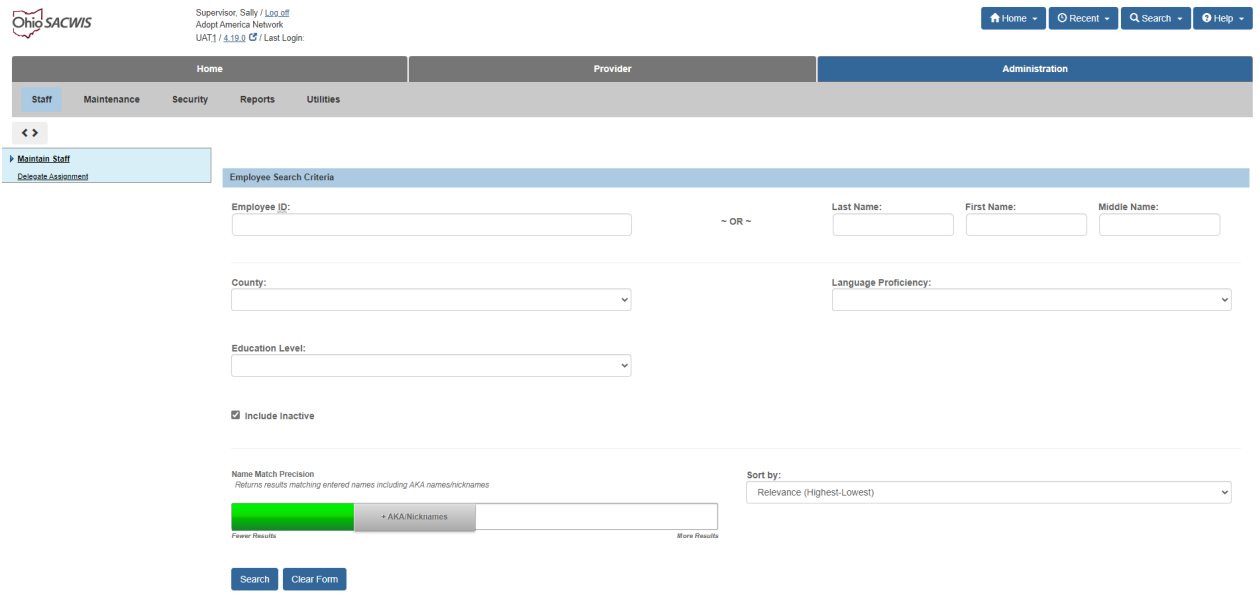
Navigating to the Employee Information Screen

1. On the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Staff** sub-tab. The left-hand **Navigation** menu appears.



3. Click the **Maintain Staff** link in the **Navigation** menu.

The **Employee Search Criteria** screen appears.



4. Enter the **Last Name** and **First Name** of the contract employee who you want to add.

- The **Include Inactive** check box is checked by default. Ensure this box is checked so that your search will include all employees in SACWIS (past and present).

Ohio SACWIS Supervisor, Sally / Log Off Adopt America Network UAT1 / 4.19.0 / Last Login

Home Provider Administration

Staff Maintenance Security Reports Utilities

Employee Search Criteria

Employee ID: [] ~ OR ~ Last Name: Social Worker First Name: Spring Middle Name: []

County: [] Language Proficiency: []

Education Level: []

Include Inactive

Name Match Precision Returns results matching entered names including AKA names/nicknames

+ AKA/Nicknames []

Sort by: Relevance (Highest-Lowest)

Search Clear Form

- Click the **Search** button.

The **Employee Search Results** section appears at the bottom of the screen.

Ohio SACWIS Supervisor: Sally / Log off Adopt America Network UAT1 / 4.19.0 / Last Login

Home Recent Search Help

Home Provider Administration

Staff Maintenance Security Reports Utilities

Maintain Staff

Employee Search Criteria

Employee ID: [] - OR - Last Name: Social Worker First Name: Spring Middle Name: []

County: [] Language Proficiency: []

Education Level: []

Include Inactive

Name Match Precision Returns results matching entered names including AKA names/nicknames

Sort by: Relevance (Highest-Lowest)

Search Clear Form

Search Results

No Results Returned

Add Employee

7. If the desired person is returned, click the **Edit** link next to the person's name.
 - The **Employee Information** screen appears.
 - Skip to the [Completing the Employee Information Screen](#) section below.

8. If the desired person is not returned, click the **Add Employee** button.

The **Person Search Criteria** screen appears.

Ohio SACWIS Supervisor: Sally / Log off Adopt America Network UAT1 / 4.19.0 / Last Login

Home Recent Search Help

Search For Person

Person ID: [] - OR - SSN: []

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: [] First Name: [] Middle Name: [] Gender: []

DOB: [] - OR - Age Range: [] - []

From Age To Age

Reference, TGN, and Address Criteria

Name Match Precision Returns results matching entered names including AKA names/nicknames

Sort by: Relevance (Highest-Lowest)

Search Clear Form Return

9. Complete a **Person Search** to determine if the desired person already exists in SACWIS for a reason other than as an employee.

The **Person Search Results** section appears at the bottom of the screen.

Ohio SACWIS Supervisor: Sally / Logout Adopt America Network UAT1 | 4.19.20 | User Login

Home Recent Search Help

Search For Person

Person ID: - OR - SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

DOB: - OR - Age Range: -

From Age To Age

Reference, TCH, and Address Criteria

Name Match Precision Returns results matching entered names including AKA names/nicknames

Sort by: Relevance (Highest-Lowest)

Progress bar: + AKA/Nicknames

Person Search Results

No Results Returned

Create New Person

10. If the desired person is returned, click the **Select** link next to the appropriate **Person ID**.

- The **Employee Information** screen appears.
- Skip to the [Completing the Employee Information Screen](#) section below.

11. If the desired person is not returned, click the **Create New Person** button.

Ohio SACWIS Supervisor: Sally / Logout Adopt America Network UAT1 | 4.19.20 | User Login

Home Recent Search Help

Search For Person

Person ID: - OR - SSN:

Note: If Person ID or SSN are entered, all other search criteria will be ignored

OR

Last Name: First Name: Middle Name: Gender:

DOB: - OR - Age Range: -

From Age To Age

Reference, TCH, and Address Criteria

Name Match Precision Returns results matching entered names including AKA names/nicknames

Sort by: Relevance (Highest-Lowest)

Progress bar: + AKA/Nicknames

Person Search Results

No Results Returned

Create New Person

The **Person Information** screen appears.

NAME ID: Social Worker, Spring / 28486363

Supervisor: Sally / Logout | Adopt America Network: UAT3 / 4.18.20 / Last Login

Home | Recent | Search | Help

Person Information

Profile: [dropdown]

First Name * [input: Spring] | Middle Name: [input]

Last Name * [input: Spring] | Suffix: [input] | [Populate AKA Name](#)

Gender: [dropdown] | SSN: [input] | Retain Add/Edit

DOB: [input] | Age: [input] | No SSN Exists | Estimated DOB | DOB Unknown

Hair Color: [dropdown] | Eye Color: [dropdown]

Sexual Orientation: [dropdown]

Deceased | Deceased Date: [input] | Age At Time Of Death: [input] | Deceased Date Unknown

Driver's License #: [input] | Issue State: [dropdown] | Expiration: [input]

Profile	First Name	Middle Name	Last Name	Suffix	AKA Type

Buttons: Add AKA, Save, Done, Cancel

12. Enter the appropriate information to create the new Person record. The required fields are marked by a red asterisk (First Name and Last Name).

13. Click the **Save** button to save the new Person record, the next screen will show the saved information. Select **Close**.

Supervisor: Sally / Logout | Adopt America Network: UAT3 / 4.18.20 / Last Login

Home | Recent | Search | Help

< >

Person Overview | Profile | Background

Your data has been saved.

PERSON NAME / ID: Social Worker, Spring / 28486363

RACE: | ENVIRONMENTAL HAZARDS: |

HERNAN / LATINO: |

HAIR COLOR: |

EYE COLOR: |

Profile	First Name	Middle Name	Last Name	Suffix	AKA Type

Hazard Type	Begin Date	Narrative

Type	Address	Hazard

Date Family Was Asked	Possible Tribal Affiliation	Tribal Name	Response/Outcome

Close

The **Maintain staff** screen appears.

The screenshot shows a web browser window with the URL <https://sacwis-uat.jfs.ohio.gov/sacwis/PerSvcOverview.do>. The page title is "Administrations Staff/Maintain Staff". The user is logged in as "Supervisor: Bally / Log Off" with the user ID "UAT7153333" and "Last Login" information.

The main content area is divided into several sections:

- Basic:** Employee Name: Social Worker, Debra; Employee ID: [input field]
- Job History:** [Empty table]
- Employee Information:**
 - Employee ID (County): [input field]
 - Hire Date: [input field]
 - On Leave Indicator:
- Demographics:**
 - Email Address: [input field]
 - Termination:
 - Termination Date: [input field]
 - Supervisor Over-Ride:
- Exemptions:**
 - University Partnership Program:
 - First Year Requirement Waived:
- Current Job:**

Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
[Empty table]						

At the bottom of the form, there are buttons for "Apply", "Save", and "Cancel".

Completing the Employee Information Screen

1. In the **Hire Date** field, enter the date that this contract employee was (or will be) assigned to the requesting agency.

Note: If a date already appears in the **Hire Date** field, the person was previously an employee:

- Uncheck the **Termination** checkbox (shown in blue below).
- Delete the date in the **Termination Date** field.
- Enter the new date in the **Hire Date** field.
- If needed, click the **Job History** tab to view the person's job history in SACWIS.

2. In the **Email Address** field, enter the email address of the contract employee.

The screenshot shows the 'Employee Information' section of the SACWIS system. The 'Hire Date' field is circled in red. The 'Email Address' field is also circled in red. The 'Termination' checkbox is checked and highlighted in blue. The 'Supervisor Over-Ride' checkbox is unchecked. The 'Current Job' section is visible at the bottom of the form.

3. Check the **Supervisor Over-Ride** box if the employee will not have a supervisor.
4. Click the **Apply** button at the bottom of the screen.

5. In the **Current Job** section of the screen, click the **Add Job** button.

The **Job Details** screen appears.

6. Enter the employee's **Start Date**. (Required)
7. Select the **County** where the requesting agency is located. (Required)
8. Select the requesting **Agency**. (Required)
9. Select the employee's **Unit**. (Required)
 - a. Unit should be a unit at the requesting agency
10. Select the employee's **Supervisor**. (Required)
 - a. Supervisor should be an employee of the requesting agency
11. Select the employee's **Job Title**. (Required)
12. Click the **Save** button.

Administration » Staff » Maintain Staff

Basic	Job History	BCI	Demographics	Qualifications		
Employee Name: Assessor Annie		Employee ID: 28525167				
Employee Information						
Employee ID (County):	<input type="text"/>	Email Address:	<input type="text" value="assessor@ohioadoptionagency.com"/>			
Hire Date:	<input type="text" value="06/01/2022"/>	<input type="checkbox"/> Termination	Termination Date:	<input type="text"/>		
<input type="checkbox"/> On Leave Indicator		<input type="checkbox"/> Supervisor Over-Ride				
Exemptions						
<input type="checkbox"/> University Partnership Program		<input type="checkbox"/> First Year Requirement Waived				
Current Job						
Start Date	End Date	County	Agency	Unit	Supervisor	Job Title
06/01/2022		Lucas	Ohio Adoption Agency	Administration	Worker, Wendy	Contract Staff
<input type="button" value="Add Job"/>						

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

Completing & Submitting the JFS 07078 Form

To add the **Contract Employee** to SACWIS, an **ODJFS Code of Responsibility form (JFS 07078)** must be completed and signed for each employee to be added. The form is attached with this article on the Knowledge Base at the following link:

<http://jfskb.com/sacwis/index.php/privates/143-administration/69-adding-a-private-agency-employee-into-sacwis>

Important: For an example of a completed 7078 form, please refer to the **JFS 07078 Form** section at the end of this article.

Complete the following steps to fill out and submit the **JFS 07078** form.

1. At the top of the form, provide all requested information, including in the following fields:
 - **Agency Type** – select **Private/non-profit**.
 - **County Agency** – enter the agency's name
 - **Primary work street address**- please enter complete address to include city and zip
 - **State Office** – enter **N/A**.
 - **Bureau/Work Unit** – enter **N/A** for Bureau; enter the Unit in SACWIS in which the worker will be assigned.
 - **Work email**- email is **mandatory**
 - **Existing or Previous RACF/JFS ID/ OH/ID**- if previously worked in SACWIS the user will have an previous ID
 - **Access Requested** – select **SACWIS**.
2. Print and physically sign the **JFS 07078** form.
3. Send an email to SACWIS_ACCESS@jfs.ohio.gov with the following information:
 - The **Name** of the new employee.
 - The **Employee ID** of the new employee.
 - The attached PDF of the completed **JFS 07078** form.

Completing the Setup Process

After submission of the completed **JFS 07078** form:

1. SACWIS_ACCESS will set up an **OH/ID** (a user login ID) for the new employee.
2. After the **OH/ID** is linked in the SACWIS application, SACWIS_ACCESS will reply to your email with the employee's login information.
3. The agency then sets up the worker's **Security User Groups**.
4. Inform the new employee of their login information.

JFS 07078 Form Example

Reset Form

Ohio Department of Job and Family Services
CODE OF RESPONSIBILITY
 * PLEASE PRINT *

Name (First, Mi, Last)		Work Phone	Supervisor's Name and SOUID	
County	County Agency (CDJFS CSEA PCSA)	State Office	Bureau/Office	
Primary Work Street Address		Non-state Email Address		
Date of Birth (optional, mm/dd/yyyy)	Cell Phone	Work Email Address		
PW Recovery PIN (optional, nnnn)	Prior State or County Worker (new user only) <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing or Previous RACF/JFS ID / OH/ID		
AGENCY TYPE: <input type="checkbox"/> ODJFS <input type="checkbox"/> Non-ODJFS State <input type="checkbox"/> County <input type="checkbox"/> Local Govt. <input type="checkbox"/> Private/Non-Profit <input type="checkbox"/> Federal				
<input type="checkbox"/> Contract Employee	Contract Company Name	Contract Telephone No	Contract Expiration Date	
ACCESS REQUESTED (Local Security Coordinator/Supervisor use only)				
<input type="checkbox"/> ODJFS Network	<input type="checkbox"/> ODJFS Email	<input type="checkbox"/> CRISE Mainframe	<input type="checkbox"/> SETS	<input checked="" type="checkbox"/> SACWIS <input type="checkbox"/> VPN
OTHER Access			Business Role	

PLEASE READ CAREFULLY

Security and confidentiality are a matter of concern for all users of the Ohio Department of Job and Family Services (ODJFS) information systems and all other persons who have access to ODJFS confidential data. Each person that is entrusted with an authorized ID to access ODJFS systems, holds a position of trust relative to this information and must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information. Confidentiality requirements contained in law include, but are not limited to, 45 CFR Parts 160 and 164 (HIPAA-45 CFR 164.501); 42 CFR 431.300 through 431.307; 5 USC 552a; 45 CFR 205.50; 7 CFR 272.1(c); Ohio Revised Code (ORC) sections 5101.27 through 5101.30, 5101.99, 3107.17, 3107.42, 3107.99, 3121.894, 3121.899, 3121.99, 3125.08, 3125.50, 3125.99, 4141.21, 4141.22, 4141.99, and 5160.45; and OAC rules 4141-43-01 through 4141-43-03, 5101:1-1-03, 5101:1-1-36, and 5101:4-1-13.

An authorized user's conduct either on or off the job may threaten the security and confidentiality of this information. It is the responsibility of every user to know, understand and comply with the following:

1. I acknowledge receiving and agree to abide by the ODJFS Code of Responsibility Policy (IPP 3922), the ODJFS Information Security Policy (IPP 3001), and ODJFS Computer and Information Systems Usage Policy (IPP 10002). These policies, available via the ODJFS Innerweb or upon request, can also be provided by either my supervisor or the ODJFS Access Control Unit. It is my responsibility, as the person requesting access, to become familiar with these

Get e-signatures fast
 Send PDFs for signing. Recipients sign online without Acrobat.
[Request Signatures](#)

If you need additional information or assistance, please contact the Automated Systems Help Desk at SACWIS_Help_Desk@jfs.ohio.gov or (800) 686-1580 Option 3, Option 5.