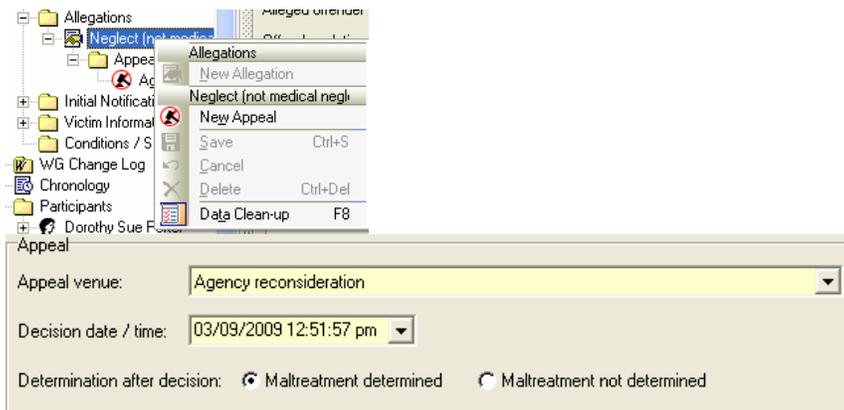


here's info needed to....

Enter Appeals in SSIS

Appeal information must be entered into SSIS. Appeal information can be entered with workgroups open or closed (without being reopened).

1. From the Allegation folder, select the appealed allegation.
2. From the Action menu, select New Appeal.
3. Select the appropriate Appeal Venue:
 - a. Agency reconsideration
 - b. DHS fair hearing
 - c. Court
 - d. Child Maltreatment review panel.
4. Enter the Decision date/time.
5. Enter the Determination after the decision:
 - a. Maltreatment determined
 - b. Maltreatment not determined.
6. Save.



The information on the Offender Index in SWNDX displays the allegation and the appeal findings after the appeal information is entered. If the maltreatment determination is overturned in the appeal, the allegation no longer displays on the Offender Index. This information must be kept current in SSIS and SWNDX.

