

Completing a Pursuing Foster Licensure Record



Knowledge Base Article

Completing a Pursuing Foster Licensure Record

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Completing a Pursuing Foster Licensure Record

Overview

This article describes how to document the status of a Kinship Relative/Non-Relative's pursuit of foster licensure.

Kinship caregivers who have accepted placement of a child in PCSA custody should pursue foster licensure to ensure continued payments for the placed child once the Kinship Support Program per diem has ended. Kinship caregivers will receive the KSP payments for not more than six months from the date of placement when the child is placed in the home,

A Pursuing Foster Licensure Record for each kinship caregiver should be completed and updated as needed to document the time frames in which the agency may draw down funds to support the licensing process of these families.

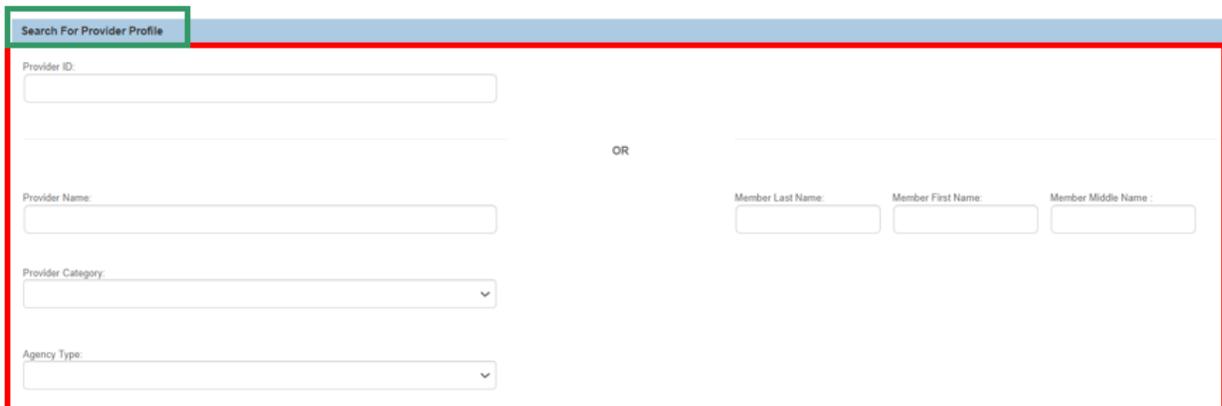
Navigating to the Provider Overview Screen

1. From the Ohio **SACWIS Home** screen, click the **Provider** tab.
2. Click, **Provider Search**.



The **Search For Provider Profile** screen appears.

3. Enter the provider search information in the appropriate field(s).
4. Click, **Search**.



Completing a Pursuing Foster Licensure Record

Agency:

Provider Type: Include "Closed" Provider Type Status

Provider Status:

Address, Contact and Provider Reference Criteria

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

+ AKA/Nicknames

Search Clear Form

The filtered results appear in the **Search Results** section of the screen.

Alternatively, users may enter the **Provider Overview** screen by clicking 'select' next to the Provider ID within their Workload Tab.

5. Click, **edit**.

Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

	Provider Name / ID	Provider Status	Provider Category	Address
view	Test, Provider / 121212	ACTIVE	HOME	
edit				

[View Provider Type Information](#)

The selected **Provider Overview** screen appears.

Navigating to the Pursuing Foster Licensure List Page

To access the list page of **Pursuing Foster Licensure** records, follow these steps:

1. In the navigation pane, click **Kinship Assessment**.

Provider Overview

- Activity Log
- Inquiries
- KPIP History
- KCCP Pre-Screening Tool
- Forms/Notices
- Skills
- Training
- Acceptance Criteria
- Description of Home
- Description of Family
- Foster to Adopt (1692) Home Study
- Home Study
- Approval/Certification
- Kinship Assessment**
- Large Family Assessment

PROVIDER NAME / ID: Test, Provider / 121212

CATEGORY / STATUS: Home / Active

PRIMARY ADDRESS: 123 Test Rd, Test Oh 12345

PRIMARY CONTACT: Email:

Provider Actions

[Provider Information](#) | [Linked 1692 Providers](#) | [Associated Providers](#)

Approval/Certification Spans

Provider Type	Level of Care	Approval/Certification Period	Agency	Certifying Entity
Adoptive Care		08/25/2023 - 08/24/2025	Test County Children Services Board	ODJFS

Completing a Pursuing Foster Licensure Record

The **Kinship Assessment** screen appears.

2. Click the **Pursuing Foster Licensure Tab**.

The screenshot shows the 'Kinship Assessment' screen. On the left is a navigation menu with links: Provider Overview, Activity Log, Inquiries, KPIP History, KCCP Pre-Screening Tool, Forms/Notices, Skills, Training, Acceptance Criteria, Description of Home, Description of Family, Foster to Adopt (1692) Home Study, and Home Study. The main content area has a header with 'PROVIDER NAME / ID: Test, Provider / 123456' and 'CATEGORY: Home'. Below this are two tabs: 'Kinship Assessment' and 'Pursuing Foster Licensure', with the latter highlighted in red. Underneath is a 'Kinship Assessment Filter Criteria' section containing: 'Kinship Assessment Start Date:' with two date pickers (From Date and To Date), 'Child Name:' with a dropdown menu, and a checked checkbox for 'Include Created in Error'. A blue 'Filter' button is at the bottom.

The **Pursuing Foster Licensure History** page appears.

Viewing Pursuing Foster Licensure Records

To sort any existing **Pursuing Foster Licensure** records:

1. Click the **Include Created in Error** box to display records that were marked Created in Error.
2. Choose a value from the **Sort Results By:** drop-down (Pursuing Licensure ID Descending/Ascending, Effective Date Descending/Ascending, or End Date Descending/Ascending).
3. Click, **Filter**.

Results appear in the **Pursuing Foster Licensure History** grid.

The screenshot shows the 'Pursuing Foster Licensure History' page. It features a 'Pursuing Foster Licensure Filter Criteria' section with a checked checkbox for 'Include Created in Error', a 'Sort Results By:' dropdown menu set to 'Pursuing Licensure ID Descending', and a blue 'Filter' button. Below this is a table titled 'Pursuing Foster Licensure History' with the following columns: Pursuing Licensure ID, Pursuing Licensure, Application Received, Effective Date, End Date, and Agency. The table contains one row with the ID '1000', 'Yes' for Pursuing Licensure, 'No' for Application Received, and a red 'Created in Error' label under the ID. At the bottom left is a blue 'Add Pursuing Licensure' button.

Completing a Pursuing Foster Licensure Record

Creating a Pursuing Foster Licensure Record

1. To create a new **Pursuing Foster Licensure** record, click **Add Pursuing Licensure**.

Kinship Assessment Pursuing Foster Licensure

Pursuing Foster Licensure Filter Criteria

Include Created In Error

Sort Results By:
Pursuing Licensure ID Descending

Filter

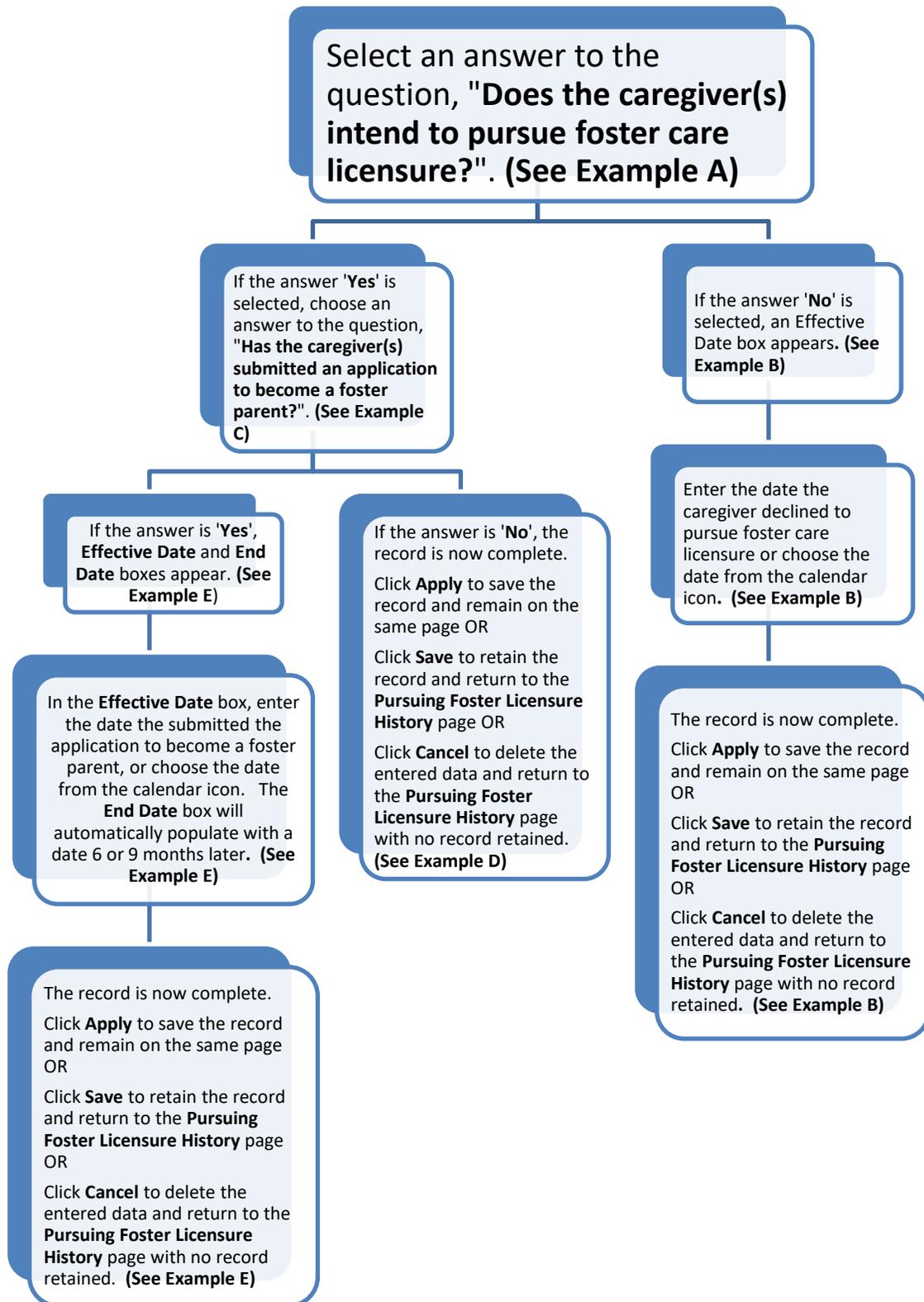
Pursuing Foster Licensure History

Pursuing Licensure ID	Pursuing Licensure	Application Received	Effective Date	End Date	Agency
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Add Pursuing Licensure

The **Add Pursuing Licensure** screen appears.

Completing a Pursuing Foster Licensure Record



Completing a Pursuing Foster Licensure Record

The **Add Pursuing Licensure** page appears.

Example A:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

Example B:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

This is the date the caregiver declined to pursue foster care licensure.

Effective Date:



Apply

Save

Cancel

Example C:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

Has the caregiver(s) submitted an application to become a foster parent?:

Example D:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

Has the caregiver(s) submitted an application to become a foster parent?:

Apply

Save

Cancel

Completing a Pursuing Foster Licensure Record

Example E:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

Yes ▾

Has the caregiver(s) submitted an application to become a foster parent?:

Yes ▾

This is the date when caregiver submitted the application to become a foster parent.

Effective Date:



End Date:



Apply Save Cancel

Note: The **End Date** does not indicate the end date of Kinship Support Payments. Rather, it indicates how long the agency may draw down funds to support licensure of the kinship family.

Editing a Pursuing Foster Licensure Record (Mark Created in Error)

Once a record has been saved, the only edits that can be made are to mark it Created in Error.

1. Navigate to the **Pursuing Foster Licensure History** page as detailed above.
2. Click **edit** next to an existing **Pursuing Foster Licensure** record.

Kinship Assessment Pursuing Foster Licensure

Pursuing Foster Licensure Filter Criteria

Include Created In Error

Sort Results By:

Pursuing Licensure ID Descending ▾

Filter

Pursuing Foster Licensure History

	Pursuing Licensure ID	Pursuing Licensure	Application Received	Effective Date	End Date	Agency
edit	1111	Yes	Yes	11/20/2023	05/20/2024	Test County Children Services Board

Add Pursuing Licensure

Completing a Pursuing Foster Licensure Record

The **Edit Pursuing Licensure** screen appears.

3. Check the **Created in Error** box.
4. Click **Apply** to save the record and remain on the same page OR
5. Click **Save** to confirm marking the record Created in Error and return to the **Pursuing Foster Licensure History** page OR
6. Click **Cancel** to delete the entered data and return to the **Pursuing Foster Licensure History** page with no changes retained.

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

Yes ▾

Has the caregiver(s) submitted an application to become a foster parent?:

Yes ▾

This is the date when caregiver submitted the application to become a foster parent.

Effective Date:

11/20/2023 

End Date:

05/20/2024 

Created In Error

Apply Save Cancel

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov .