

# **Knowledge Base Article**

# **Table of Contents**

Overview	3
Creating a Non-ODJFS Provider for Placement	3
Entering Service Credentials for Placement	12
Entering Placement on the Case Record	14



#### **Overview**

This Knowledge Base Article guides a user through the process of accurately documenting the placement of a youth in agency custody who is entering a higher education setting and living in a dormitory. This process includes the utilization or creation of a non-ODJFS Provider record for the college and the custodial agency signing the youth's ICCA. This process must be followed to ensure Ohio SACWIS accurately reflects the current placement record for the youth in agency custody.

## **Creating a Non-ODJFS Provider for Placement**

To add a new non-ODJFS provider record, a user must first determine if the non-ODJFS provider already exists within the system. If the provider (in this instance, the college or university) does not exist, a new non-ODJFS provider record should be created in Ohio SACWIS.

1. On the Ohio SACWIS Home screen, click the **Provider** tab.

Home	Intake	Case	Provider	Financial	Administration
Alerts	Action Items App	provals Assign	ments		

The **Provider** sub-tabs appear.

2. Click, Provider Search.

Home	Intake	Case	Provider	Fi	nancial	Administration
Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts
Agency Certi	fications KCCP I	Pre-Screening Tool				

The Search for Provider Profile screen appears.

- 3. Type the Provider name in the **Provider Name** field.
- 4. In the **Provider Category** field, select **Non-ODJFS** from the drop-down menu.
- 5. Click, **Search**.

**Note**: Numerous universities are already listed in the system, however, carefully check to determine if the address and Provider Type are appropriate. Some Provider Types have been listed as 'Other' or 'School', but others may be listed as a medical center, dental clinic, etc. Some of these listings may also have an address specific to a young adult's dormitory or apartment as well. Creating a separate entity may be more appropriate.



**Note**: If an existing Non-ODJFS Provider would meet the placement need, skip to the **Service Credentials** section.

Home	Intake	Case	Provider	Finan	cial	Administration
Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts
Agency Certific	ations KCCP P	Pre-Screening Tool				
Search For Pr	ovider Profile					
Provider ID:						
Provider Name:						
Member Last Name	9:	Member First Nan	ne:	Member Mid	dle Name	:
Provider Category:						•
Agency Type:						×
Agency:						×

Provider Type:	٣
Include "Closed" Provider Type Status	
Provider Status:	¥
Address, Contact and Provider Reference Criteria V	
Name Match Precision Returns results matching entered names including AKA names/nicknames	
+ AKA/Nicknames Fewer Results More Re	esults
Search Clear Form	

The Search Results grid appears.

If it's determined a new Provider ID should be created, the following steps should be followed.

**Important**: A user needs to be assigned to the **Non-ODJFS Provider Creator** security user group to create a provider.

1. Click, Add Non-ODJFS Provider at the end of the search results.

Result(	result(s) 1 to 15 of 500 / Page 1 of 34							
	Provider Name / ID	Provider Status	Provider Category	Address				
<u>view</u> edit	Access Counseling	ACTIVE	NONODJFS	Test Address				
	View Provider Type Information ~							
A	dd Non-ODJFS Provider							

The **Provider Basic** Tab page appears.



2.	Click,	Add	Type.
----	--------	-----	-------

Basic	Address	Members	Relationships	Capacity					
Provid	ier Name Info	rmation							
		Provider N	ame		Effective Date		E	nd Date	
Provid	ier AKA Nam	e Information							
					Provider AKA				
Add	Provider AKA								
Provid	ier Type infor	mation							
Closed	l Type Status	3	Exclude	Include	Foster to Adopt (16	92):	O Exclu	de 🍭 Include	
	Provid	er Type/Child	Name	Адепсу	Type Effective Date	Type End	i Date	Type Status	
Add	Туре								

The Provider Type Information grid appears.

3. Make a selection from the **Provider Type** drop-down menu.

Note: The most appropriate Type to choose would be, School.

4. In the **Type Effective Date** field, select the appropriate date.

**Note:** You must use an effective date that matches the placement date, or a date that is prior to placement.

- 5. In the **Type Status** field, select **Active** from the drop-down menu.
- 6. In the **Effective Date** field, select the appropriate date for the type status.
- 7. Click, **OK**.

Provider Type Information				
Agency:	Test County	Children Services B	oard	
Provider Type: *				Ý
Type Effective Date:*			Type End Date:	
Type Status: *	~		Effective Date: *	
OKCancel				 



The Provider Name Information grid appears.

8. Click, Add Name.

Basic Addres	s Members F	Relationships	Capacity				
Provider Name Information							
	Provider Name	e		Effective Date		End Date	

The **Provider Name Information** grid appears, requesting the **Provider Name** and **Effective Date**.

- 1. Enter a **Provider Name** (the official name of the College/University).
- 2. Enter an **Effective Date**, which should match the Provider Type Effective Date.
- 3. Click, **OK**.

Provider Name Information	
[ Note: If the provider is an individu	al, enter last name, first name. For example: Doe, John. ]
Provider Name: *	
Effective Date: *	



The Provider Status Information grid appears.

- 1. Select, Active from the Provider Status drop-down menu.
- 2. Click, Add Status.

Provider Status In	nformation		
			View Status History
	Provider Status	Reason	Status Effective Date
Provider Status:	~	Add Status	

The Provider Status Information grid appears.

- 3. Enter an Effective Date, which should match the Provider Type effective date..
- 4. If necessary, enter narrative in the Comments text box.
- 5. Click, **OK**.



Provider Status Information	
Provider Status: *	Active V
Effective Date: *	
Comments:	
Spell Check Clear 100	



The **Provider Name Information** grid appears.

1. Click the **Address** tab.

Basic	Address	Members	Relationships	Capacity		
Provid	der Name Info	ormation				
		Provider N	Name	Effective Date	End Date	

The Manage Provider Details screen appears.

2. Click, Add Address.

Basic	Address	Members	Relationships	Capacity			
Provid	ler Address						
						View Address Hist	tory.
	Туре	Add	dress	Effective Date	Primary	Hazard	
Add #	Address						

The Domestic Address Search screen appears.

- 3. Enter the address in the **Domestic Address Search Criteria** grid.
- 4. Click, Search.



Domestic Address Sear	earch Criteria
Address Lookup:	Enter at least 8 characters to get address suggestions
+ PO Box or Ma	nual Search Criteria

Note: Manual Search Criteria will override Address lookup (Google Search)

Search	Clear Form	Cancel
--------	------------	--------

The Domestic Address Search Results grid appears.

- 5. Click, select, next to the results that match the search criteria; OR
- 6. If necessary, click **Add New Address** to manually enter a different address from what the broker provided.

Domestic Address Search Results							
Address	Valid	County	Geo Code	Hazard			
select 123 Test Address, Test Oh 12345	Yes	Test	None	No			
Add New Address							

The Provider Address Details grid appears.

- 7. Make a selection from the **Address Type** drop-down menu.
- 8. Place a checkmark in the check box next to Primary Address.
- 9. Enter the **Effective Date**, which should match the Provider Type effective date.. 10. Click the **OK** button.

Provider Address Details	
Address:	123 Test Rd, Test Oh, 12345
Address Type: *	Primary Address
Effective Date: *	End Date:
C/O:	
Location Details:	
	Spell Check Clear 4000



The **Manage Provider Details** screen appears, displaying the address in the **Provider Address** grid.



#### 1. Click, Add Contact.

3asic	Address	Members	Relationships	Capacity			
Provid	er Address						
	Туре		A	ddress	Effective Date	Primary	Hazard
<u>edit</u> <u>view</u>	Mailing	123 Test Ro	d, Test Oh, 12345		 09/14/2023	Yes	No
Add A	ddraaa						
Provid	er Contact						
					1	_	
		Туре		Details		Primary	
Add C	Contact						

The **Contact Information** grid appears.

2. Make a selection from the **Type** drop-down menu.

Contact Information		
Туре:	~	
Created Date:	Created By:	
Modified Date:	Modified By:	



The grid will expand, requesting further information.

- 3. Enter the Phone number or contact details/description as appropriate
- 4. Place a checkmark in the **Primary** check box.
- 5. Click, **OK**.



Contact Information				
Туре:	Cell	~	Primary	
Phone:			Ext:	OR OR Not Applicable
Description:				
Created Date:			Created By:	
Modified Date:			Modified By:	



The Manage Provider Details screen appears, displaying the Address tab page.

6. Click, Save.

Basic	Address	Members	Relationships	Capacity							
Provid	ler Address										
										View Address I	<u>History</u>
	Туре		Ac	dress			Effective	Date	Primary	Hazard	
edit	Mailing	123 Test	Rd, Test Oh, 12345				09/14/2023		Yes	No	
VIEW											
Add A	Address										
Provid	ler Contact										
	Ту	pe		Det	ails				Primary	i -	
<u>edit</u>	Cell		(123) 456-7891					Yes			
Add	Contact										
				Apply	Save	Cancel					

The **Provider Overview Screen** appears, displaying a Provider ID.

## **Entering Service Credentials for Placement**

1. From the **Provider Overview** screen, click **Service Credentials** in the navigation menu.



The Service Credentials screen appears, defaulted to the Other Services tab.

2. Click, Add Other Service.

Other S	ervices	Shared Home	Agreements
Other Services Filter Crit	eria		
Agency Type: Agency: Service Category: Service Type: Service Description: Service Status:		<b></b>	
Sort By:	Service Category (Ascent	ding) 🗸	
Filter Other Services			
Service Category S	ervice Type Service Description	Service Capacity Service Status	Effective Date Agency
Add Other Service De	elete All Change Status - All	1	



The Other Services Details screen appears.

- 3. Select, **Placement**, from the **Service Category** drop-down menu.
- 4. Select, **Independent Living** from the **Service Type** drop-down menu.
- 5. Select, **Independent Living** from the **Service Description** drop-down menu.
- 6. Select, Active, from the Service Status drop-down menu.
- 7. Enter a number (the number 1 or higher) for **Service Capacity**, which would match the number of placements you anticipate entering this setting.
- 8. Enter the **Effective Date**.
- 9. Click, Save.

**Note**: This will allow user to pull back the non-ODJFS provider during provider match for placement.

Other Services Details			
Agency:	Test County Children Services Board		
Service Category: *	✓		
Service Type: *			
Service Description: *			
Service Status: *	<b>~</b>		
Service Capacity:	Effective Date: * 09/14/202	23	
Careed			

The **Service Credentials** screen appears, displaying the placement information in the **Other Services** grid.



Skills	Other S	Services		Shared Hon	ne Agreement	S
Description of Home	Other Services Filter Crit	teria				
Large Family Assessment Contracts Service Credentials Prevention Services Approval Placements/Services Intake Reports Living Arrangement	Agency Type: Agency: Service Category: Service Type: Service Description: Service Status:	Active	)	•		v
	Sort By: Filter Other Services	Service Category (	Ascending)			
	Sort By: Filter Other Services	Service Category ( Service Service Category Type	Ascending)  Service Servic Description Capaci	e Service ty Status	Effective Date	Agency

# **Entering Placement on the Case Record**

- 1. Navigate to the Case Overview screen.
- 2. Click, **Placement / ICCA** in the navigation pane.

Case Overview		
Activity Log	CASE NAME / ID:	Adoption
Attorney Communication	Sacwis, Susie / 123456	Open (11/21/2022)
Intake List		
Forms/Notices	ADDRESS:	CONTACT:
Substance Abuse	123 Test Rd,	
Screening	Test, Oh 12345 🔷	
Ongoing Case A/I	AGENCY:	
Specialized A/I Tool	Test County Children Services	
Law Enforcement	Board	
Justification/Waiver	PRIMARY WORKER: Test, Worker	SUPERVISOR(S):
Case Services	Assign Worker	rest, supervisor
Legal Actions		
Legal Custody/Status	C	
Living Arrangement /	Case Actions	
Guardianship		
Initial Removal	View Member Details   Access C	<u>Vriginal Case   Program Categories   Case Status History   View Adoption Subsidies</u>
Potential Adoptive Families		
Child Recruitment	Action Items	Case Alerts Dashboard Assignments / Eligibility
Pre-Adoptive	Result(s) 1 to 15 of 109 / Page 1 of 8	
Staffing/Matching		
Conference		
Placement/ICCA		



The Placement Records screen appears.

- 3. In the youth/young adult's **Placement Records**, end-date the most recent placement type.
- 4. Select the individual from the Child's Name drop-down menu.
- 5. Click, Add Placement Record.

Placement ICCA Family & Permanency Team	QRTP Assessment
Placement Records Filter Criteria	
Child Name:	Date Range:       From Begin Date   To Begin Date
Status:	
Include Created in Error	Include Historical
Include Non-Custodial Parent	Include Placement Records for Inactive Members
Sort Results By: Begin Date (Descending)	
Filter Clear Filters	
Placement / Non-Custodial Parent Records	
Child Name:	
Add Placement Record ~ OR ~ Add Non-Custodial	Parent Record

The Service Information grid appears.

- 6. Select Independent Living from the Service Type drop-down menu.
- 7. Select, Independent Living from the Placement Type drop-down menu.



- 8. Enter the **Begin Date**.
- 9. Click, Link Provider.

Placement Setting Details	
Modifying the Service Type, Begin Date, or Placement Type will rem	nove the Provider
Service Type: * (a) Independent Living  v Placement Type: * Independent Living  v	Begin Date: (a) 09/14/2023 Estimated End Date:
Additional Placement Information	
<ul> <li>ICPC Placement</li> <li>Emergency Placement</li> <li>Race, Color or National Origin was a factor in the Placement Decision</li> </ul>	After-Hours Placement ICWA Placement
Provider: No Provider linked.	
Link Provider	
Status: *	

The Search For Provider Match screen appears.

- 10. Enter the **Provider ID** that has been identified/created for placement.
- 11. Click, Search.

earch For Provider Match			
ervice Category:		Service Type:	
Placement		Independent Living	
earch Date: 09/14/2023		U With Available Vacancies	Child has a kinship relationship with the provider
Available Counties:	Selected Cour	nties:	
Q Add	Remove	Q	
Test County			
Test County 2			
Test County 3			
*			
Igency Type:			
Public	~		
igency: 🕄			
Test County Children Services Board			
Provider ID: 🕄			
ame Match Precision	Sort By:		
vecomo resulto mateming entereu names including ANA names/nicknames	Provid	ler Name (A-Z)	
+ AKA/Nicknames			
ewer Results More Re	esults		
Search Clear Form Cancel			

The Search Results grid appears.



12. Click the **select** hyperlink to choose the Provider ID.

Searc	h Results				
View	Results in Map Collapse Services	Expand Services	;		
Result(s)	) 1 to 11 of 11 / Page 1 of 1			Results per page:	15 Go
	Provider Name / ID	Provider Category	Provider Status	Current Primary Address	Current Vacancies
view	Test, Provider / 12345	NONODJFS	ACTIVE		
	View Services ^				
	Test County Children Service Select Independent Living	es Board:			

**Important**: Until additional enhancements are made, you will continue to enter the ICCA Delivered Date. The placing agency can sign the Individual Child Care Agreement; there is no need for someone at the College/University to sign the document

#### The Service Information grid appears.

- 13. Select, **Non-Relative** from the **Relationship to Child** drop-down menu.
- 14. Select, **Completed** from the **Status** drop-down menu.
- 15. Click, **Save**, to complete the placement record.



Placement Setting Details			
Modifying the Service Ty	pe, Begin Date, or Placement Type w	vill remove the Provider	
Service Type: * ⓐ Independent Living	~	Begin Date: ⓐ 09/14/2023	
Placement Type: *		Estimated End Date:	
Additional Placement Inform	ation		
ICPC Placement Emergency Placement Race, Color or National Origin	was a factor in the Placement Decision	After-Hours Placement ICWA Placement	
<sup>v</sup> rovider: Fest Provider	Service Description: Independent Living	Service ID: 11111	Primary Address: (a) 123 Test Rd, Test, Oh 12345
CCA Delivered Date:	Relationship To Child: (a) Non-Relative	•	
▲ The Agency of the selecter	d Service ID does not match the provid	er's owning agency.	
Unlink Provider			
Status: * Completed			
	Apply	Save Cancel	

An activity log with the youth/young adult's contact information should also be documented, detailing that the youth/young adult has been moved to an educational setting. This is considered a non-reimbursable placement.

If you have additional questions pertaining to this Deployment Communication, please contact the <u>Customer Care Center</u>.

