Creating a Bridges
Ongoing Eligibility Record

Ohio SACWIS

Knowledge Base Article

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Children & Youth

Overview

This document provides step-by-step instructions for creating a Bridges Ongoing Eligibility record. A new Ongoing Eligibility Record should be completed every 30 days starting from the first day of custody for each Young Adult to document how the individual is maintaining program eligibility. The steps are the same for a new custody episode or creating new records on an existing episode.

Note: A Bridges Ongoing Eligibility record cannot be created until a Bridges Custody Episode has been created, and no more than one unapproved record can be created in a given custody episode.

Navigating to the Bridges Ongoing Eligibility

From the Ohio SACWIS home page:

1. Click, **Case**.
2. Click, **Workload**.
3. Click the name of the appropriate **Caseworker**.
4. Click the relevant case number.

The **Case Overview** screen appears.

5. Click, **Bridges Ongoing Eligibility** in the navigation pane.

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Creating a Bridges Ongoing Eligibility Record

The **Bridges Ongoing Eligibility** screen appears.

> **Example below: The list page showing no previous records for current custody episode and will be the screen you will see when accessing this page for the first time.**

Bridges Ongoing Eligibility

☐ Include Created in Error

Custody Episode 02/24/2022 ∧

There is no Ongoing Eligibility Record(s) for this Custody Episode.

Effective Date: 🗓   End Date: 🗓   Add Bridges Ongoing Eligibility

The **Bridges Ongoing Eligibility List Page** appears.

6. Add an **Effective Date**.

   Note: The Effective Date cannot be before the Effective Date of the most recent record or the Begin Date of the Custody Episode.

7. Click **Add Bridges Ongoing Eligibility**.

   Note: The **Add Bridges Ongoing Eligibility** button will become active only after an Effective Date has been entered.
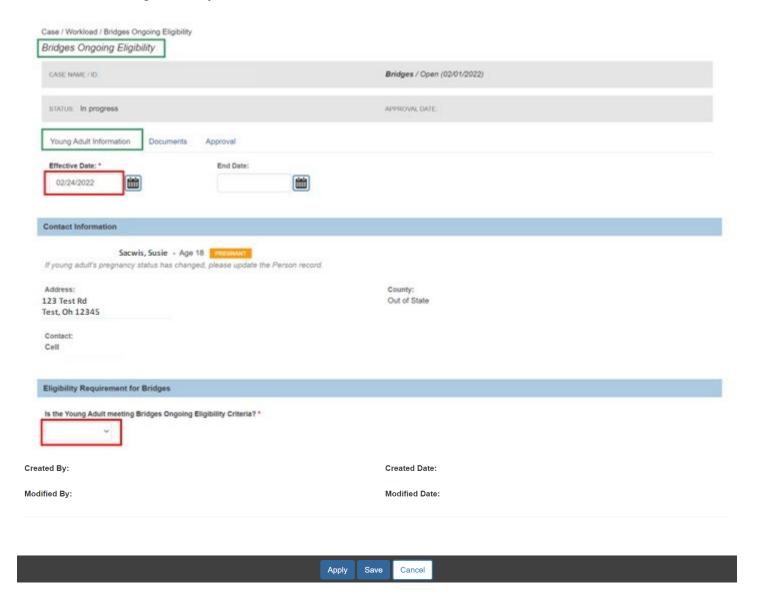
Bridges Ongoing Eligibility

☐ Include Created in Error

Custody Episode 02/24/2022 ∧

There is no Ongoing Eligibility Record(s) for this Custody Episode.

Effective Date: 02/01/2022 🗓   End Date: 🗓   Add Bridges Ongoing Eligibility

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Completing the Young Adult Information Tab

The **Bridges Ongoing Eligibility** screen appears; the **Young Adult Information** tab is active.

1. The **Effective Date** will populate with the date entered on the list page but is still editable on the Young Adult Information screen and is a required field.
2. Select **Yes** or **No** from the following drop-down menu: **Is the Young Adult meeting Bridges Ongoing Eligibility Criteria?**

> **Note:** A selection must be made from the dropdown menu to save the record or navigate away from this screen.
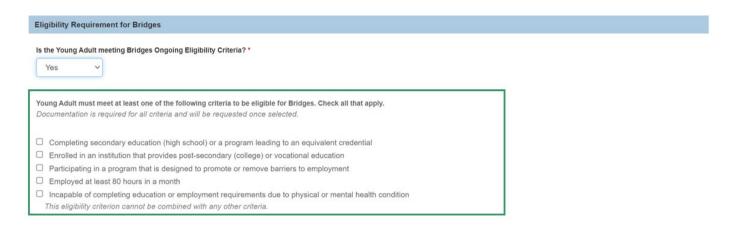
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3. If **Yes** is selected, the screen will display additional information options in response to: **Young Adult must meet at least one of the following criteria to be eligible for Bridges. Check all that apply.**

   Note: "Incapable of completing education or employment requirements due to physical or mental health condition" cannot be checked when any other box is checked. A selection is not required to save the document.

Eligibility Requirement for Bridges

Is the Young Adult meeting Bridges Ongoing Eligibility Criteria? *

[Yes ⌄]

Young Adult must meet at least one of the following criteria to be eligible for Bridges. Check all that apply.
Documentation is required for all criteria and will be requested once selected.

☐ Completing secondary education (high school) or a program leading to an equivalent credential
☐ Enrolled in an institution that provides post-secondary (college) or vocational education
☐ Participating in a program that is designed to promote or remove barriers to employment
☐ Employed at least 80 hours in a month
☐ Incapable of completing education or employment requirements due to physical or mental health condition
   This eligibility criterion cannot be combined with any other criteria.

   Note: When a box is checked, the selection will expand further, providing a list of documentation required for the selection.

Young Adult must meet at least one of the following criteria to be eligible for Bridges. Check all that apply.
Documentation is required for all criteria and will be requested once selected.

☑ **Completing secondary education (high school) or a program leading to an equivalent credential**
   Examples of documentation: school enrollment letter, current grade report or transcript, current school schedule.

   Additionally, a text box will appear, labeled: **Explain how the Young Adult meets selected Eligibility Criteria**.

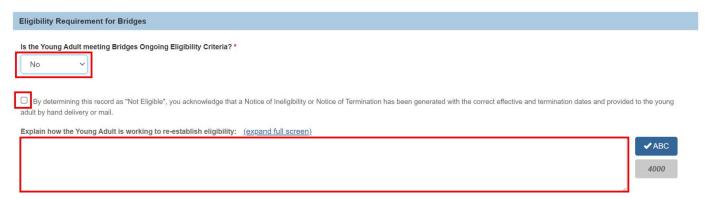4. Enter comments in the text box labeled, **Explain how the Young Adult meets selected Eligibility Criteria**.

   Note: This is not required to save the record.

Explain how the Young Adult meets selected Eligibility Criteria:(expand full screen)

[✔ABC]
[4000]

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5. If **No** is selected from the drop-down menu, check the box to confirm the Young Adult's ineligibility.
6. Enter comments in the text box labeled, **Explain how the Young Adult is working to re-establish eligibility**.

Eligibility Requirement for Bridges

Is the Young Adult meeting Bridges Ongoing Eligibility Criteria? *

No

☐ By determining this record as "Not Eligible", you acknowledge that a Notice of Ineligibility or Notice of Termination has been generated with the correct effective and termination dates and provided to the young adult by hand delivery or mail.

Explain how the Young Adult is working to re-establish eligibility: (expand full screen)

✔ ABC

4000

> **Note:** You cannot save or navigate to another tab until all required fields have been completed.

7. Once all the required information has been provided for the Bridges Ongoing Eligibility, click the **Documents** tab.

Bridges Ongoing Eligibility

CASE NAME / ID: Sacwis, Susie / 123456	*Bridges / Open (02/25/2020)*
STATUS: In progress	APPROVAL DATE:

Young Adult Information   Documents   Approval

The **Bridges Ongoing Eligibility** screen appears; the **Documents** tab is active.

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Completing the Documents Tab

1. In the Attached Documents grid, click the **Upload Documents** button.

The **Manage Documents** screen appears, displaying the **Maintain Documents Information** grid.

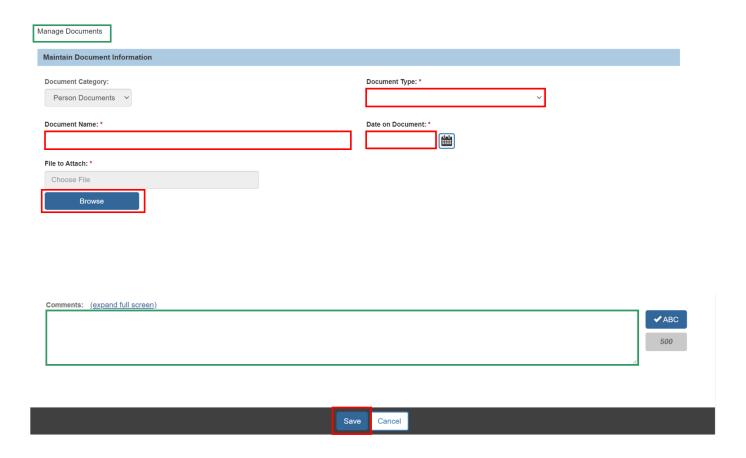2. Make a selection from the **Document Type** drop-down menu.

   Note: Document type will be dependent upon the eligibility requirement(s) checked on the **Young Adult Information** tab and a list of document types will display beneath each selection.

   Note: The list of documents necessary for each section is displayed on the **Young Adult Information** tab under each eligibility criterion.

3. Type in a name for the document to be uploaded the in the **Document Name** text box.
4. Choose a date from the **Date on Document** field.
5. Upload the document in the **File to Attach** box by clicking the **Browse** button and locating the file on your desktop.
6. Type in any necessary comments in the **Comments** text box.
7. Click the **Save** button.

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The **Bridges Ongoing Eligibility Documents** tab appears, displaying the uploaded document in the **Attached Documents** grid.
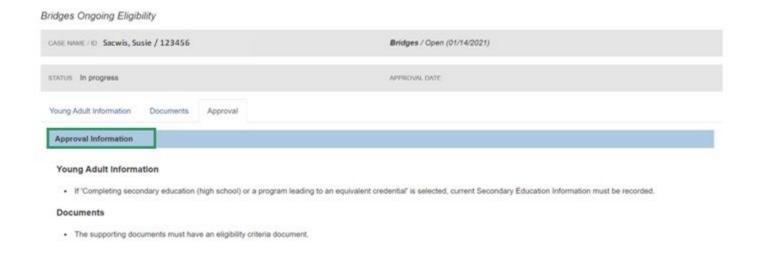
8. Click the **Approval** tab.

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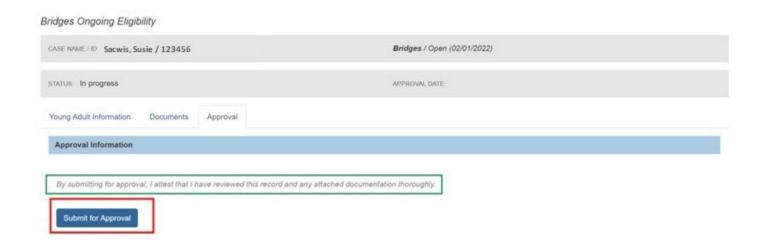
Completing the Approval Tab

The **Approval** tab displays any outstanding issues to be resolved prior to the **Bridges Ongoing Eligibility** being routed for approval. If there are no outstanding issues, the page displays with a message indicating that **the Bridges Ongoing Eligibility** is ready for approval.

The page will display a list of outstanding issues if any exist. The tab is displayed in bold and the issues which need addressed display under the name of the tab on which the issue is found. This allows you to see the section to which you need to navigate to address the issues.
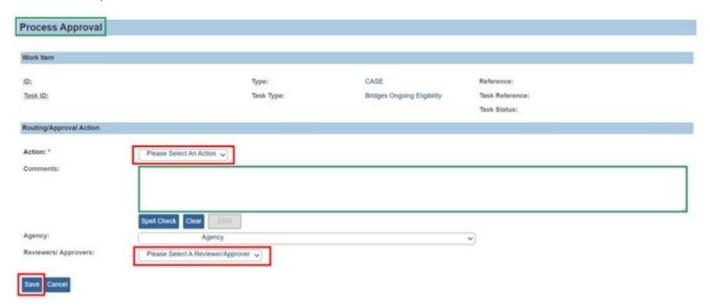

When all required information has been recorded, the **Approval Information** grid appears.
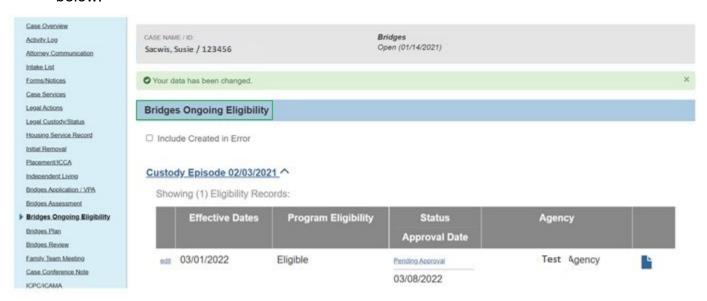
1. Click **Submit for Approval**.

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2. Make a selection from the **Action** drop-down menu.
3. If necessary, add narrative to the **Comments** text box.
4. Make a selection from the **Reviewers/Approvers** drop-down menu.
5. Click, **Save**.

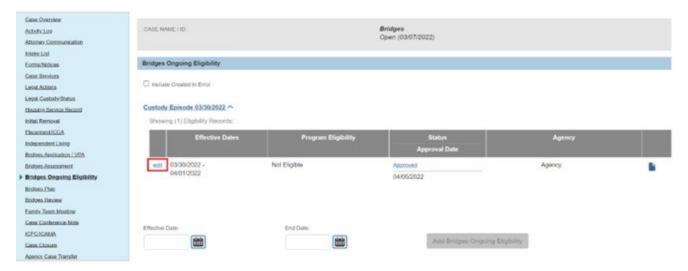**Note:** After the first record has been created, the list page will appear similar to the image below.

Note: The steps in this article are the same for every new Bridges Ongoing Eligibility record and a new record should be completed every 30 days from the beginning of the custody episode.

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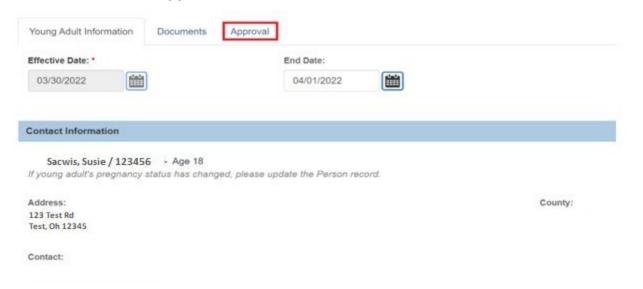
Amending an Approved Record

> **Note:** This functionality is to be utilized by Bridges Supervisors and Bridges System Administrators to set an **Approved** record back to **In Progress** for editing purposes.

When logged in as a supervisor or Bridges System Administrator, navigate to the Bridges Ongoing Eligibility list page as described above.

1. Click the **Edit** link on the left of the record to be amended. The **Edit** link will only display on approved records when logged in as a supervisor or Bridges System Administrator. This will be a **view** link for all other workers.
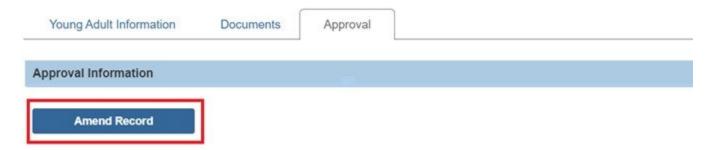

2. Click on the **Approval** tab.

> **Note:** If not logged in as a supervisor, Bridges System Administrator this tab will not display.

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3. Click on the **Amend Record** button.

Young Adult Information	Documents	Approval

Approval Information

<div style="border:2px solid red; display:inline-block; padding:8px; background:#1f3b6e; color:white;">Amend Record</div>

4. Upon clicking, the user will be navigated to the Ongoing Eligibility list page and the record will be set back to **In Progress** and can be edited and resubmitted for approval once the corrections have been made**.**

Additional information can be found by viewing the following Knowledge Base articles:

Creating a Bridges Review

Creating a Bridges Plan

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

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