

# **Maintaining Agency Information**



**Knowledge Base Article**

# Maintain Agency Information

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# Maintain Agency Information

## Overview

This article describes how to modify data for your Agency. This can include RAPBACK Administrators, Agency Directors, and Accreditation information.

## Navigating to Agency Information

1. From the Ohio SACWIS Home screen, click on the **Administration** tab.
2. Click on the **Maintenance** sub-tab.
3. Select **Agency Information** from the left-hand navigation bar.

The screenshot shows the Ohio SACWIS interface. At the top, there is a header with the Ohio SACWIS logo, user information (Administrator: Aubrey / Log off, A County Child Welfare Agency, UAT1 / 4.24.01 / Last Login), and navigation buttons (Home, Recent, Search, Help). Below the header is a main navigation bar with tabs: Home, Intake, Case, Provider, Financial, and Administration. The Administration tab is highlighted. Under Administration, there are sub-tabs: Staff, Maintenance, Reports, Training, and Utilities. The Maintenance sub-tab is highlighted. On the left side, there is a navigation menu with options: Agency Information, Action Items Dismissal, Broadcast Message, Court Information, and KCCP Eligibility Income Limits. The Agency Information option is highlighted. The main content area shows the Agency Search Criteria form with fields for Name, Agency Type, and Sort results by (Name (Ascending)). There are Search and Clear Form buttons at the bottom.

The **Agency Search Criteria** page appears.

4. Enter the Agency's **Name** in the text box exactly as it appears in Ohio SACWIS.
5. Select **Agency Type** (Public or Private).
6. Click the **Search** button.

The Agency Search Results appear.

7. Click **edit** next to the Agency entry you wish to modify.

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**Agency Search Criteria**

Name:

Agency Type:

Sort results by:

**Agency Search Results**

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

	Name / ID	Status
<input type="button" value="edit"/>	A County Child Welfare Agency / 100	Active

The **Agency Details** screen appears.

## Modifying Agency Details

1. In the top portion of the screen, the following data can be modified by selecting a different value, clicking the checkbox, or entering text:

- Name
- Agency Type (Public or Private)
- CWLA
- NASW
- Agency Default Court

Administration / Maintenance / Agency Information / Agency Details  
*Agency Details*

**Agency Details**

ID: 10004

Name:

Agency Type:

Office:

Agency Code:  Employee Identification Number:  Payment Code:

Auditor Account Number:  Vendor Address Code:

IV-E Flag  Agency Pays for last day of Placement  Bulk Med Flag

Protect Ohio Agency  CWLA  NASW

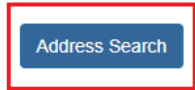
Rapback Agency ID: 0011090 Agency Default Court:

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## Modifying Agency Address

1. The next section for Address can be changed by clicking the Address Search button.

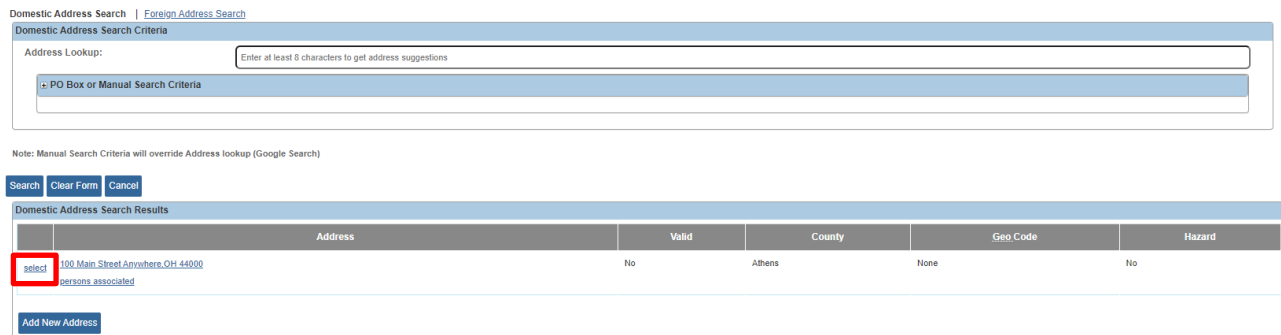
Address:  
100 Main Street  
Anywhere, OH 44000



County:  
Ohio

The Domestic Address Search screen appears.

2. Enter the **Address Lookup** value and choose the Google result which appears below.
3. Click **Search**.
4. Press the **select** hyperlink next to the address you wish to use or click the **Add New Address** button.

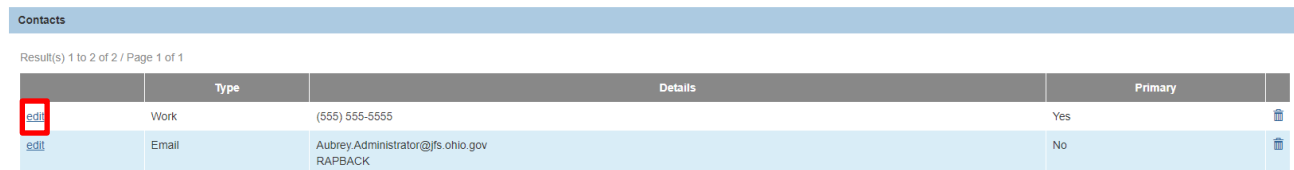
A screenshot of the "Domestic Address Search" interface. At the top, there are tabs for "Domestic Address Search" and "Foreign Address Search". Below is a section titled "Domestic Address Search Criteria" with an "Address Lookup:" field containing the text "Enter at least 8 characters to get address suggestions" and a "PO Box or Manual Search Criteria" checkbox. Below this is a "Note: Manual Search Criteria will override Address lookup (Google Search)". At the bottom of the criteria section are "Search", "Clear Form", and "Cancel" buttons. The main section is titled "Domestic Address Search Results" and contains a table with columns: Address, Valid, County, Geo Code, and Hazard. The first row shows the address "100 Main Street Anywhere, OH 44000" with a "select" link next to it. Below the table is an "Add New Address" button.

Address	Valid	County	Geo Code	Hazard
100 Main Street Anywhere, OH 44000 <a href="#">select</a> <a href="#">persons associated</a>	No	Athens	None	No

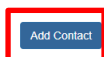
The Agency Details screen appears with the new address added.

## Modifying Agency Contacts

1. Click the **edit** hyperlink next to any existing record to modify or select the **Add Contact** button.

A screenshot of the "Contacts" screen. It shows a table with columns: Type, Details, and Primary. The first row is for a "Work" contact with details "(555) 555-5555" and is marked as "Primary". The second row is for an "Email" contact with details "Aubrey.Administrator@jfs.ohio.gov" and "RAPBACK". Both rows have an "edit" link next to them.

Type	Details	Primary
Work	(555) 555-5555	Yes
Email	Aubrey.Administrator@jfs.ohio.gov RAPBACK	No



The **Contact Details** screen appears.

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2. Select a Contact **Type**,
3. Mark the **Primary** box, if applicable.
4. Enter the **Phone** number or other appropriate data set which appears based on the contact **Type** selected.
5. Enter a **Description**, if desired.
6. Click **OK**.

Ohio SACWIS Administrator, Aubrey / [Log off](#)  
A County Child Welfare Agency  
UAT1 / [4/24/01](#) / Last Login:

Home Recent Search Help

Administration » Maintenance » Agency Information

**Contact Details**

Type: Work  Primary  
Phone: (555) 555-5510 Ext: OR  Not Applicable  
Description:  
Created Date: 01/01/2006 12:00:00 AM Created By: Initial, SACWIS  
Modified Date: 01/10/2023 12:53:38 PM Modified By: Administrator, Aubrey

OK Cancel

The new or modified Contact information will display in the Contacts grid.

## Adding Staff

1. Click the **edit** hyperlink next to any existing record to modify or select the **Add Staff** button.

**Note:** The trash can icon may be used to delete existing records.

Staff

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

	Name	Job Title	
<a href="#">edit</a>	Aubrey Administrator	Agency Director	

[Add Staff](#)

The **Staff Details** screen appears.

2. Enter the **Name** of the individual you wish to add.
3. Type in the **Job Title** of the individual.
4. Click **OK**.

Administration / Maintenance / Agency Information / Agency Details / Add Staff  
Add Staff

**Staff Details**

Name: Deborah Director Job Title: Department Director

OK Cancel

The new or modified Staff information will display in the Staff grid.

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## Entering Agency Configuration Results

The Agency Configuration Results grid will contain an edit link next to any value that can be modified.

1. Click **edit** or the **Add Configuration** button.

Agency Configuration Results				
Result(s) 1 to 8 of 8 / Page 1 of 1				
	Name	Value	Effective Date	End Date
<a href="#">edit</a>	Bulk MCP Flag	true	01/11/2016	
<a href="#">edit</a>	MCP Contact Name	1496	12/09/2016	
	Alternative Response Live	true	11/01/2010	12/31/9999
	Levy County	true	01/01/2008	
	Short Agency Name		01/01/1900	
	SETS TPN	00010	07/29/2014	
<a href="#">edit</a>	Agency Contact for SSA	507	12/23/2019	
<a href="#">edit</a>	MCP Portal Coordinator	1496	06/23/2022	

The **Add Configuration Details** screen appears.

2. Select a **Type** from the drop down.
3. Enter a **Start Date**.
4. Enter an **End Date** if applicable.
5. Type in the corresponding **Value**.
6. Click **OK**.

Add Configuration Details

Configuration Details		
Type:	Start Date:	End Date:
Bulk MCP Flag	01/11/2016	
Value:		
true		
<a href="#">OK</a> <a href="#">Cancel</a>		

The new or modified **Agency Configuration Results** will display in the grid.

## Entering Accreditations

1. Select the applicable **Accrediting Body** from the **Available Accrediting Bodies** push box by clicking on it.
2. Click the **Add** button in the push box to send it to the **Selected Accrediting Bodies** push box.
3. Enter any **Comments** in the text box, if needed.
4. Press **Apply** to commit this information to the database and remain on the same page, **Save** to commit data and return to the Agency Search Criteria screen or

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**Cancel** to discard any changes made and return to the Agency Search Criteria screen.

Accreditations

Available Accrediting Bodies:

Search	Add
The Joint Commission	
Commission on Accreditation of Rehabilitation Facilities (CARF)	

Previously Accrediting Bodies:

Remove	Search
	Council on Accreditation (COA)

Comments:

✓ ABC  
2000

Apply Save Cancel

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov) .