Adding Shared Home and Unpaid Services

Knowledge Base Article

Adding Shared Home and Unpaid Services

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Department of Children & Youth

Overview

Adding agency services refers to the process of setting up standardized costs for your own agency services.

Some agency services are provided at no cost, such as case management supportive service, life skills, etc. Other agency services include standardized services that an agency provides at a cost. This cost may be adjusted by certain factors, like the child's age or can be customized to accommodate the agency's practices.

Adding agency shared home services refers to the process of setting up shared home costs specific to other counties when a **Shared Home Agreement** exists, and placement of a child occurs in another public agency's owned foster home. In these situations, the placing agency needs to set up an "**Other Service**" on the provider to be used for placement as discussed in the steps below.

Adding an Unpaid Placement Service refers to the process of setting up an unpaid placement service. Agencies should **not** add an unpaid placement service of Foster or Adoption Care for a certified Foster Home or an approved Adoptive Home.

Unpaid placement services can be used for a placement setting **that is not IV-E reimbursed**, such as a Juvenile Detention, Hospital, Independent Living, etc.

Recording Agency Services

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Maintain Service** link.
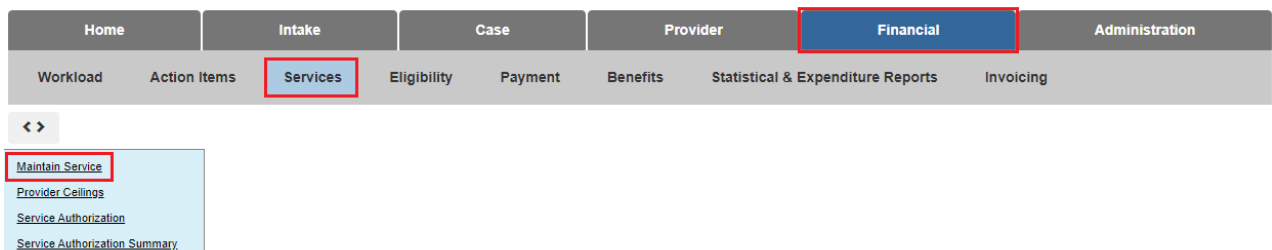
The **Agency Services Search Criteria** screen appears.

4. In the **Service Category/Type** field, select **Placement**.

5. In the **Service Type** field, select **Family Foster Home**.

6. Click the **Search** button.

The filtered results appear in the **Agency Service Search Results** section at the bottom of the screen.

Editing an Existing Service Type

To add a new record, skip to the next sub-section.

If a **Service Description** is added under the **Service Type**, the new entry will appear at the bottom of the results screen.

1. To edit an existing record, click the **Edit** link in the appropriate row.

The **Agency Services Details** screen appears.

2. Skip to the **Whether Editing or Adding a Service Type, Complete these Steps** section.

Adding a New Service Type

In the **Agency Service Search Results** section:

1. To add a new record, choose **Placement** in the **Service Category** field. **Placement** auto-populates.
2. In the **Service Type** field, choose **Family Foster Home** or a corresponding service. **Family Foster Home** auto-populates.
3. Click the **Add Service** button.

Agency Services Search Results				
Result(s) 1 to 12 of 12 / Page 1 of 1				
	Service Category / Type	**Service Description**	**UOM**	**Standardized Cost**
edit	Placement/ Family Foster Home	Test County Family Foster Home	Per Diem	$15.00
edit	Placement/ Family Foster Home	Family Foster Home Accessibility		
edit	Placement/ Family Foster Home	Family Foster Home Drug Exposed		

Service Category: Placement   Service Type: Family Foster Home

Add Service

The **Agency Services Details** screen appears.

Whether Editing or Adding a Service Type

Note: If editing, some content may already be populated in the fields.

1. In the **Service Description** field, enter the specific service description to identify the service.
   - **If adding an Agency Service:** An example specific to your own agency service might be **Family Foster Home – Level I**.
   - **If adding a Shared Home Service:** Identify the county sharing the home, or if the same per diem is used for all shared homes, the description of **Family Foster Home – Shared Service** can be used.

Agency Services Details			
Service ID	23171		
Service Category	Placement	Service Description: *	Family Foster Home - Shared Service
Service Type:	Family Foster Home	Service Long Description: *	Family Foster Home - Shared Service
Obsolete Date:			

2. In the **Service Long Description** field, enter the exact same service description as was entered in the previous field. **The content in the two Service Description fields should match.**

Note:

- Having the two **Service Description** fields match will help identify the service that was added when linking it to a particular provider, as well as when selecting the service for creating the placement.

- The **Service Description** content can also be used on reports to identify specifics such as shared homes vs. your own agency's homes, or if the rates change for your agency's home, but not for the shared homes.

Agency Services Details			
Service ID	23171		
Service Category	Placement	Service Description: *	Family Foster Home - Shared Service
Service Type:	Family Foster Home	Service Long Description: *	Family Foster Home - Shared Service
Obsolete Date:			

3. In the **# of Leave Days to be Paid** field, enter the number of leave days that are paid to the placement provider per leave episode.

4. In the **Service Attributes** section, click the check box(es) that apply to the service. For example, **Unpaid Service** or **Pre-Paid Payment**. **Placement Service** is auto checked.

5. Click the **Add Service Cost** button.

Service Attributes

☐ Unpaid Service
☐ Pre-Paid Payment
☑ Placement Service
☐ Prospective Payment

Fund Source:

# of Leave Days to be Paid: 7

Maintain Service Costs

	Effective Date	Last Updated Date	Unit of Measure	Standardized Cost	Created in Error
edit	05/27/2008	06/21/2011	Per Diem	$15.00	No

Add Service Cost

The **Standardized Cost Details** screen appears.

Note: Some fields on the **Standardized Cost Details** screen may pre-populate with data.

6. Enter a date in the **Effective Date** field. The date must be equal to or prior to the placement date unless the per diem rate has changed.

7. In the **Unit of Measure** field, choose the appropriate selection from drop-down list.

8. In the **Standardized Cost** field, enter the amount of the standardized cost.

9. If needed, click the **Add Cost Factors** button and follow the steps in the next sub-section.

10. If you do not need to add cost factors, click the **Save** button.

The **Cost Factors Details** screen appears.

Entering Add-On Costs

On the **Cost Factors Details** screen (shown below), complete the following mandatory fields:

1. In the **Add On** field, enter the add-on amount (in addition to the standardized cost).

2. In the **Minimum Age** field, enter the age where the add-on cost begins. For example, the add-on cost begins on the child's second birthday.

3. In the **Maximum Age** field, enter the age where the add-on cost ends. For example, the add-on costs ends on the child's fourth birthday.

4. In the **Point in Month** field, select the option when the change will take place. For example, **Birthday** means that the new cost goes into effect on the date of the child's birthday. **First of the Month Following Birthday** means the new cost goes into effect on the first day of the month following the child's birthday.

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5. Click the **Calculate** button to verify the total amount.

The sum of the **Standardized Cost** entered on the previous screen, plus the **Add On** cost, appear in the **Total** field.

6. Click the **Save** button.

The **Standardized Cost Details** screen appears showing the new add-on cost.

7. Click the **Save** button again.

Standardized Cost Details

Effective Date: * 08/02/2023	Last Updated Date:
Unit of Measure: * Per Diem	Standardized Cost: * 20.00
☐ Created in Error	

Cost Factors

	Add On Amount	Total	Age Group	Point in Month
edit	$10.00	$30.00	2Y - 4Y	Birthday

Add Cost Factor

Save Cancel

The **Agency Services Details** screen appears.

8. Click the **Save** button to save the record.

Agency Services Details

Service ID

Service Category	Placement	Service Description: *	Family Foster Home 1
Service Type:	Family Foster Home	Service Long Description: *	Family Foster Home

Obsolete Date:

Service Attributes

☐ Unpaid Service	Fund Source:	
☐ Pre-Paid Payment	# of Leave Days to be Paid:	7
☑ Placement Service		
☐ Prospective Payment		

Maintain Service Costs

	Effective Date	Last Updated Date	Unit of Measure	Standardized Cost	Created in Error
edit	08/02/2023	08/02/2023	Per Diem	$10.00	No
edit	08/02/2023	08/02/2023	Per Diem	$20.00	No

Add Service Cost

Save Cancel

The **Agency Services Search Criteria** screen appears.

Adding Shared Home and Unpaid Services

Updating a Provider Record for Shared Home Services

If shared home services are being created, the provider record must be updated. To locate the provider where the child will be placed, follow these steps:

1. Navigate to the Ohio SACWIS **Home** screen.
2. Click the **Provider** tab.
3. Click the **Provider Search** tab.

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

4. Type the provider information in the **Provider Name** field or the **Provider ID** field.

   - If needed, enter information into the other fields in this section to filter the information and locate the appropriate provider.

   - To search for a specific **Provider Name**, remove any text in the **Agency Type** field and the **Agency Name** field before clicking the **Search** button.

5. Click the **Search** button.

Address, Contact and Provider Reference Criteria ⌄

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

	+ AKA/Nicknames	

Fewer Results   *More Results*

[Search]   [Clear Form]

The filtered results appear in the **Provider Profile Search Results** section at the bottom of the screen.

6. Click the **Edit** link in the appropriate row.

Search Results

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

	Provider Name / ID	Provider Status	Provider Category	Address
view edit	Test, Provider	ACTIVE	HOME	1 Provider Rd, Test Oh 11111

View Provider Type Information ⌄

The **Provider Overview** screen appears.

7. Click the **Service Credentials** link.

Home	Intake	Case	Provider	Financial	Administration

Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts	Agency Certifications

KCCP Pre-Screening Tool

‹ ›

▸ **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
Large Family Assessment
Kinship Assessment
Contracts
Service Credentials
Placements/Services
Intake Reports
Complaints/Rule Violations

PROVIDER NAME / ID:
Test, Provider / 123456

CATEGORY / STATUS:
Home / Active

PRIMARY ADDRESS:
1 Provider Rd, Test OH, 11111

PRIMARY CONTACT:
Email:

Provider Actions

Provider Information | Linked 1692 Providers | Associated Providers

Approval/Certification Spans

No Current Provider Certification Available

[View History]

Approval Information

Provider Type	Type Status	Decision Effective Date	Agency	Child Name
Kinship Care - NonRelative	Approved Kinship Assessment	05/23/2023	Test County Children Services Board	

The **ODJFS Approved Services Filter Criteria** screen appears.

Completing the Other Services Tab

1. Click the **Other Services** tab.

The **Other Services Filter Criteria** screen appears.

2. Click the **Add Other Service** button at the bottom of the screen.

Note: If there are many entries in the list, scroll down to locate the button.

The **Other Services Details** screen appears.

3. In the **Service Category** field, choose **Placement**.
4. In the **Service Type** field, choose **Family Foster Home**.
5. In the **Service Status** field, choose **Active**.

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6. In the **Service Description** field, choose the description that was entered in the **Service Description** field for the shared services on the **Agency Service Details** screen.

7. In the **Effective Date** field, enter the date of placement or a previous date.

8. Click the **Save** button.

Other Services Details	
Agency:	Test County Children Services Board

Service Category: *	Placement		Service Status: *	Active
Service Type: *	Family Foster Home		Effective Date: *	08/02/2023
Service Description: *	Family Foster Home 1			
Service Capacity:				

Save Cancel

The **Other Services Filter Criteria** screen appears displaying the new information in the **Other Services** section.

Other Services								
		Service Category	Service Type	Service Description	Service Capacity	Service Status	Effective Date	Agency
view history	deactivate	Placement	Family Foster Home	Family Foster Home 1		ACTIVE	08/02/2023	Test County Children Services Board

Add Other Service Delete All Change Status - All

Important: When placing the child, select the provider where the other service has been added and link that service with the service description from your (logged-in) agency. The provider will then be linked to the placement record.

9. Once completed, a placement can be **marked as completed** with the shared provider or home. The steps to complete that process are not within this Knowledge Base Article.

10. To exit to provider record, click the **Provider Overview** link in the **Navigation** menu.

11. Click the **Close** button at the bottom of the screen.

Adding an Unpaid Placement Service

Agencies should **not** add an unpaid placement service of Foster or Adoption Care for a certified Foster Home or an approved Adoptive Home.

Unpaid placement services can be used for a placement setting **that is not IV-E reimbursed**, such as a Juvenile Detention, Hospital, Independent Living, etc.

To add an unpaid placement service record, complete the following steps:

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1. From the Ohio SACWIS **Home** screen, click the **Financial** tab.

2. Click the **Services** tab.

3. Select the **Maintain Service** link. The **Agency Services Search Criteria** screen appears.

4. In the **Service Category** field, select the appropriate choice from the drop-down list.

5. In the **Service Type** field, select the appropriate choice.

6. Click the **Search** button.

The results appear in the **Agency Services Search Results** section.

7. Verify that the service you want to enter is not already listed in the grid.

8. If it's not, in the **Service Category** field (near the bottom of the screen), select the appropriate choice.

9. In the **Service Type** field (near the bottom of the screen), select the appropriate choice.

10. Click the **Add Service** button.

Adding Shared Home and Unpaid Services

The **Agency Services Details** screen appears.

As shown on the next page:

11. In the **Service Description** field, enter a unique service description.

12. In the **Service Long Description** field, enter the long service description.

13. In the **Service Attributes** section, check the **Unpaid Service** checkbox. Placement Service is auto-populated.

14. In the **# of Leave Days to be Paid**, enter the appropriate number.

Important: Although this is unpaid, a number is required for placement services. A zero (0) can be entered in the field.

15. Click the **Save** button.

Ohio **Department of Children & Youth**

Adding Shared Home and Unpaid Services

The **Agency Services Search Criteria** screen appears displaying the new placement service in the **Agency Services Search Results** section, along with a message that your data has been saved.

The service is now available to add to the **Service Credentials for Providers** screen.

Also see the **Adding Other Services Under Service Credentials** Knowledge Base Article.

Adding Shared Home and Unpaid Services

If you need additional information or assistance, please contact the If you need additional information or assistance, please contact the Bureau of Children Services Operational Support's [Customer Care Center](#).