

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:

1. From the 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 screenshot shows the SACWIS interface. At the top, there are navigation tabs: Home, Intake, Case, Provider, **Financial**, and Administration. Under the Financial tab, there are sub-tabs: Workload, **Services**, Eligibility, Payment, and Benefits. On the left, a sidebar menu includes **Maintain Service**, Provider Ceilings, Service Authorization, and Service Authorization Summary. The main content area is titled 'Agency Services Search Criteria' and contains the following fields:

- Agency: Children Services Board
- Agency Number: [Redacted]
- Service Category: Placement
- Service Type: Detention Facility
- Sort Result By: Mapping Default

A red box highlights the Service Category and Service Type fields. A red circle highlights the Search button at the bottom of the form.

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

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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.

The screenshot shows a web application interface for managing services. At the top, there is a navigation menu with tabs for Home, Intake, Case, Provider, Financial, and Administration. Below this, there are sub-tabs for Workload, Services, Eligibility, Payment, Benefits, and JFS 04280/04281. A 'help' link is visible in the top right corner.

On the left side, there is a sidebar menu with the following items: Maintain Service (expanded), Provider Ceilings, Service Authorization, Service Authorization Summary, and Summary.

The main content area is titled 'Agency Services Search Criteria'. It contains the following fields:

- Agency: County Department of Job and Family Services (dropdown)
- Agency Number: (text input)
- Service Category: Placement (dropdown)
- Service Type: Detention Facility (dropdown)
- Sort Result By: ServiceCategory / Type (Ascending) (dropdown)

A 'Search' button is located below the search criteria fields.

Below the search button, there is a section titled 'Agency Services Search Results'. It shows 'Result(s) 1 to 1 of 1' and 'Page 1 of 1'. The results are displayed in a table:

Service Category / Type	Service Description	UOM	Standardized Cost
Placement/ Detention Facility	Detention Facility		

Below the table, there are two dropdown menus: 'Service Category: Placement' and 'Service Type: Detention Facility'. These two dropdown menus are highlighted with a red rectangular box. Below them is a blue button labeled 'Add Service', which is circled in red.

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.
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.

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15. Click the **Save** button.

The screenshot shows the 'Agency Services Details' form. The 'Service ID' is 'New'. The 'Service Category' is 'Placement' and the 'Service Type' is 'Detention Facility'. The 'Service Description' is 'Detention Facility Unique' and the 'Service Long Description' is 'Detention Facility - Long Description Here'. Under 'Service Attributes', 'Unpaid Service' is checked. The '# of Leave Days to be Paid' is '0'. The 'Save' button is circled in red.

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.

The screenshot shows the 'Agency Services Search Criteria' screen. A message at the top says 'Your data has been saved.' The search criteria are: Agency: Children Services Board, Service Category: Placement, Service Type: Detention Facility, Sort Result By: Mapping Default. The search results show two entries: 'Placement/ Detention Facility' and 'Placement/ Detention Facility Unique'. The 'Add Service' button is visible at the bottom.