

# **Adding Other Services Under Service Credentials**



**Knowledge Base Article**

# Adding Other Services Under Service Credentials

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# Adding Other Services Under Service Credentials

## Overview

If a **Provider** is certified and/or recommended to provide a **Service**, SACWIS automatically adds that service to the **Provider** record. However, you can use the steps in this Knowledge Base Article to add **Other Services**.

**Other Services** should only be added for **Case Plan Services** and **Non-ODJFS Providers** who are being used for a child's placement and for OhioKAN services. Placement services for Foster Care and Adoption should **not** be added as Other Services, **except** when adding placement services to an out-of-state provider or a shared home provider. In these situations, placement services should be added as Other Services on the Provider record.

To add **Other Services**, complete the following steps.

## Navigating to the Other Services Screen

1. On the SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Provider Search** tab.

The **Search For Provider Profile** grid will appear.

3. Enter search criteria in the appropriate fields OR enter the **Provider ID**, if known.
4. Click the **Search** button.

The screenshot shows the SACWIS interface with the following elements:

- Top navigation bar: Home, Intake, Case, **Provider** (selected), Financial, Administration.
- Sub-navigation bar: Workload, **Provider Search** (selected), Provider Match, Recruitment, Inquiry, Training, Contracts, Agency Certifications, KCCP Pre-Screening Tool.
- Section header: Search For Provider Profile.
- Search fields:
  - Provider ID:
  - OR
  - Provider Name:
  - Member Last Name:  Member First Name:  Member Middle Name:
  - Provider Category:
  - Agency Type:
  - Agency:

## Adding Other Services Under Service Credentials

Provider Type:   Include "Closed" Provider Type Status

Provider Status:

### Address, Contact and Provider Reference Criteria

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

Fewer Results  + AKA/Nicknames  More Results

The screen will expand to display results in the **Search Results** grid.

5. Click the **edit** beside the name of the relevant provider.

	Provider Name / ID	Provider Status	Provider Category	Address
<input type="button" value="view"/> <input type="button" value="edit"/>		ACTIVE	NONODJFS	
<a href="#">View Provider Type Information</a>				
<input type="button" value="view"/> <input type="button" value="edit"/>		ACTIVE	NONODJFS	
<a href="#">View Provider Type Information</a>				

The **Provider Overview** screen for the selected provider appears.

6. Click the **Service Credentials** link in the **Navigation** menu.

**Provider Overview**

PROVIDER NAME / ID:  CATEGORY / STATUS: Non-ODJFS / Active

PRIMARY ADDRESS:  PRIMARY CONTACT:

**Provider Actions**

[Provider Information](#) | [Listed 1692 Providers](#)

**Foster/Adoptive Spans**

No Current Provider Certification Available

The **Service Credentials** screen appears, defaulted to the **Other Services** tab screen when in a Non-ODJFS provider record. If you are in a home provider record, select the Other Services tab.

## Adding an Other Service

**Note:** If services are listed on the **Other Services** tab page, verify the service you want to enter is not already listed.

## Adding Other Services Under Service Credentials

1. If the service you want to enter is not already listed, click the **Add Other Service** button.

PROVIDER NAME / ID: Professional Counseling Services / CATEGORY: Non-ODJFS

Other Services Filter Criteria

Agency Type: [Dropdown] Agency: [Dropdown]

Service Category: [Dropdown] Service Type: [Dropdown]

Service Description: [Dropdown] Service Status: [Active]

Sort By: [Service Category (Ascending)]

Filter

Service Category	Service Type	Service Description	Service Capacity	Service Status	Effective Date	Agency
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Add Other Service

The **Other Services Details** screen appears.

**Note:** In some of the fields, the values in the drop-down list change, depending on the selection made in the previous field's drop-down list. Required responses are designated with a red asterisk (\*).

1. Make a selection from the drop-down menu.
2. Make a selection from the **Service Type** drop-down menu.
3. Make a selection from the **Service Description** drop-down menu.
4. Select **Active** or **Inactive** from the **Service Status** drop-down menu.
5. The **Effective Date** field defaults to the current date. If necessary, enter the relevant date.
6. Click, **Save**.

Other Services Details

Agency: County Department of Job and Family Services

Service Category: \* [Dropdown]

Service Type: \* [Dropdown]

Service Description: \* [Dropdown]

Service Capacity: [Text]

Service Status: \* [Active]

Effective Date: \* 09/17/2020

Save Cancel

The **Service Credentials** screen appears, displaying the message that your data has been saved. The new service is displayed in the **Other Services** grid.

Your data has been saved

PROVIDER NAME / ID: Professional Counseling Services / 7965137 / CATEGORY: Non-ODJFS

Other Services Filter Criteria

Agency Type: [Dropdown] Agency: [Dropdown]

Service Category: [Dropdown] Service Type: [Dropdown]

Service Description: [Dropdown] Service Status: [Active]

Sort By: [Service Category (Ascending)]

Filter

Service Category	Service Type	Service Description	Service Capacity	Service Status	Effective Date	Agency
Counseling	Alcohol Abuse Treatment-Outpatient	Alcohol Out-Patient TX		ACTIVE	09/17/2020	Augize County Department of Job and Family Services

Add Other Service

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.