# Adding Provider Address Directions



# Knowledge Base Article

# Adding Provider Address Directions

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**Ohio** | Department of Job and Family Services

Last Revised: 06/28/2023

# Adding Provider Address Directions

## Overview

This Knowledge Base Article provides steps for adding **Directions** to a **Provider's Address**. The directions that you enter will appear on the home study when you generate the **Home Study Report (JFS 1673)**.

To access some of the links mentioned below, you must be a **Home Study Assessor** who is assigned to the Provider record or the **Worker's Supervisor**. Additionally, the record must have an **In Progress** status with a **Pending** recommendation.

Complete the following steps to add directions to a provider's address.

## Navigating to the Provider Record

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

2. Click the **Workload** tab and select the Provider record you wish to edit. Alternatively, click the **Provider Search** tab and follow the directions below:

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

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3. Enter the appropriate search criteria into the fields OR enter the **Provider ID**, if known.

4. Click the **Search** button.

The search results appear in the **Search Results** grid at the bottom of the screen.



5. Click the **Edit** link in the appropriate row. The **Provider Overview** screen appears for the selected provider.

## Navigating to the Address Details

You may access this functionality from one of two places, if an **In Progress** home study with a **Recommendation** of **Pending** is present.

1. Click on the **Provider Overview** link, and then the **Provider Information** link under **Provider Actions** and proceed to step **8** below.

2. Alternatively, select **Home Study** from the left-hand navigation menu.



3. Click the **edit** link in the appropriate row.

**Note:** As shown, the record must have an **In Progress** status with a **Pending** recommendation.

The **Home Study Details** screen appears.



4. In the **Assessor** field, ensure the appropriate assessors name appears.

5. Click **Save.**

The **Maintain Home Study Information** screen appears.

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| Home Study Topics | |
|---|---|
| **Topic** | **Status** |
| Basic Provider Information (Name, Household Members, Address and Contact, Caregiver) | |
| Amend/Update | Provided |
| Verifications | Not Completed |
| Safety Audit | Disposition Status Has Been Entered |
| References | No References Provided |
| Adult Children References | Reference Information not provided |
| Description of Home | Not Available |
| Description of Family | Record Exists |
| Assessment Visits | 3 of Visits Linked |
| Training Completed | Training Requirements Completed |
| Acceptance Criteria Information | Characteristics Information - Record Exists / Usage Placement Criteria - Record Exists |
| Recommendation | Approve |

**Validate for Approval**

**Close**

6. Click the **Basic Provider Information (Name, Household Members, Address and Contact, Caregiver)** link.

The **Provider Information** screen appears.

**Provider Information**

**Assessor Name:**
**Agency:**
**Agency Address:**                                    **Phone:**
                                                      **Fax:**

7. Click the **Update Provider Information** button at the bottom of the **Provider Information** screen.

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Applicant Relationship Information ∨

**Marital Status**

Marital Status:                                                  Effective Date:

**Provider Address**

Address:

Directions to Home from Agency:

Name of Public School District:

**Provider Contact**

| Type | Detail | Description |
|------|--------|-------------|
| Home | | |
| Emergency | | |
| Other Phone | | |

Expiration date of current foster home certificate or adoptive home study approval:

[HINT: An expiration date only displays when completing the JFS 01385]

Close    **Update Provider Information**

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The **Provider Name Information** screen (**Basic** tab) appears.

| Basic | Address | Members | Relationships | Caregivers | Capacity |
|-------|---------|---------|---------------|------------|----------|

**Current Active Members**

View Member History

8. Click the **Members** tab.

The **Current Active Members** screen appears.

9. Click the **Name / ID** link of **Applicant 1**.

**Note:** The address on the home study pulls from **Applicant 1** only.

**Current Active Members**

| | Name / ID | Gender | DOB | Age | Role |
|---|-----------|--------|-----|-----|------|
| edit view | FosterParent, Fiona / | FEMALE | 08/08/1987 | 35 | Applicant 1 |
| edit view | FosterParent, Phinneas / | MALE | 09/02/1986 | 36 | Applicant 2 |

Select the **Profile** link from the **Person Overview**:

The **Person Information** screen (**Basic** tab) appears for the selected member.

10. Click the **Address** tab.



The **Person Address** screen appears.

# Adding Directions

1. On the **Person Address** screen, click the hyperlink of their address.

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The **Domestic Address Details** screen appears.

1.  In the **Directions** field, type the directions to the provider's location from the certifying agency.



2.  When complete, click the **Save** button.

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The **Person Address** screen appears with a message that your data has been saved.



3. Click the **Save** button at the bottom of the screen.

If you navigated to this location through the home study record, the **Current Active Members** screen appears.

4. Click the **Save** button at the bottom of the screen.

The **Maintain Home Study Information** screen appears.

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

The **Maintain Home Study History** screen appears.

**Important:** As shown in green below, the directions that you entered will appear on the home study when you generate the **Home Study Report (JFS 1673)**.

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| | Applicant #1 | Applicant #2 | Household member | Household member | Household member | Household member |
|---|---|---|---|---|---|---|
| **HOUSEHOLD MEMBERS (Add another sheet if necessary)** | | | | | | |
| Name | Fiona FosterParent | Phinneas FosterParent | | | | |
| **Relationship to Applicant #1** | ███████ | | | | | |
| **Date of Birth/Age** | 08/08/1987 / 35 | 09/02/1986 / 36 | | | | |
| **Race*** | White | White | | | | |
| **Ethnic Background*** | Caucasian | Caucasian | | | | |
| **What Languages are spoken in the home** | English - Primary | English - Primary | | | | |
| **School Grade Completed** | Bachelor Degree | Bachelor Degree | | | | |
| **Area of Specialized Education (If Applicable)** | | | **Directions to Home from Agency:** Make a left onto South Street from the Agency. Go west on I-100 for 7 miles and take Exit 235. Turn right onto Main Street. The house will be on the right in 3.7 miles. | | | |
| **Marital Status (if Currently Married, Date of Marriage)** | Married two parent household with two biological/adoptive parents, 08/05/2011 | Married two parent household with two biological/adoptive parents, 08/05/2011 | | | | |

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