

**Knowledge Base Article** 

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#### **Overview**

You can record a **Provider's** specialized **Skills or Training** in Ohio SACWIS, such as CPR, Braille, First Aid Training, etc. You will need the security profile of **Provider Worker** or **Private Agency Home Study Assessor** to add the skills.

Complete the following steps to record a provider's specialized skills.

#### Navigating to the Skills Screen

- 1. On the Ohio SACWIS Home screen, click the Provider tab.
- 2. Click the **Workload** tab and located the Provider record you wish to work on, or click the **Provider Search** tab and follow the instructions below:

Home	Case	Provider		Financia	al	Administration		
Workload Provider Sea	ch Provider Match R	lecruitment Inquiry	Trainin	g Contracts	Agency Certil	fications KCCP Pre-Screening Tool		

The Provider Profile Search Criteria screen displays.

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

Search For Provider Profile						
Provider ID:						
		OR				
Provider Name:		Men	iber Last Name:	Member First Name:	Member Middle Name :	
Provider Category.						
	~					
Agency Type:						
	~					
Agency:						^
						~
Provider Type:						
			nclude "Closed" Provider Type Status			
Provider Status:	~					
Address. Contact and Provider Reference Criteria Y						
Name Match Precision						
Returns results matching entered names including AKA names/nicknames						
+ AKA/Nicknames						
Fewer Results		More Results				
Search Clear Form						
		1				
Daga 2 of 6	Ohia	Department of Job and Family Ser		Leat David		7/0000
Page 3 of 6	Ohio	Job and Family Ser	rvices	Last Rev	ised: 06/2	1/2023

The results display in the **Provider Profile Search Results** grid at the bottom of the screen.

5. Click the Edit link in the appropriate row.

Search Results				
Result(s) 1 to 15 of 500 / Page 1 of 34				
view edit		CLOSED	HOME	
View Provider Type Info	rmation V			
dew I		ACTIVE	HOME	
View Provider Type Info	mation.~			
view		CLOSED	HOME	
View Provider Type Info	rmation ~			

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

6. Click the **Skills** link in the **Navigation** menu.

Provider Overview		
Activity Log	PROVIDER NAME / I/D. CATEGORY / STATUS Home / Active	
Inquiries	Home / Active	
KPIP History	PRIMARY ADDRESS: PRIMARY CONTACT:	
KCCP Pre-Screening Tool	PRIMARY ADDRESS: PRIMARY CONTACT:	
Forms/Notices	•	
Skills		_
Training	Provider Actions	
Acceptance Criteria	Provider (Information, ) Linked 1592 Providers	
Description of Home	PTOMOS INUTINIAL E LENSU TOXAPIS	
Description of Family		
Foster to Adopt (1692) Home Study		
Home Study		
Approval/Certification		_
Large Family Assessment	Approval/Certification Spans	
Kinship Assessment		
Contracts		
Service Credentials	View History	
Placements/Services		
Intake Reports	Approval Information	
Complaints/Rule Violations		
Waiver		
AP Search History		
Living Arrangement	Action Items Provider Alerts Assignments	

The **Skills** screen displays as shown below.



# **Adding Skills**

1. Click the Add Skills link in the appropriate row.

Workload Provider Search Provider Match	tch Recruitment Inquiry Training Contracts Agency Certifications KCCP Pre-Screening Tool		
			-
der Overværer	PROVIDER NAME / ID Johnson Williams, Ethan & Richardson, Skyra / 28347064	CATEGORY Home	
Rx Log			
itins P. History	Skills		
E-Matery CP. Pre-Screening Tool	Member Name	Skills	
2 re-screening log		3Kill5	
lis	032260		
100	add select		
pectance Criteria			
scription of Home			
scription of Family			
ster to Adopt (1092) Home Study			
rre Staty			
proval Certification			
on Family Assessment			
nhie Assessment			
colnects			
nice Credentials			
acements/Services			
laka Records			
and the second sec			

The Provider Skills screen displays.

- 2. In the Available Skills field, click the appropriate skill to highlight it.
- 3. Click the Add >> button to move the selection to the Selected Skills field.

PROVIDER NAME / ID			CAU	EGORY Home		
ovider Skills						
	Available Skills:		Selected \$kills:			
	٩	AddAll	Add Remove	Remove All	Q.	
	Apnea Monitoring Training					
	Behavior Modification					
	Braille					
	C.P.R.					
	Dentist					
	Educator					
	First Ald Training					
	Licensed Physical Therapist		•			
ments:						
nents:	-					
	*****					
cel Check Clear	2000					
Cancel						

4. Repeat Steps 2-3 as needed to move additional skills.

The skill(s) appear in the **Selected Skills** field as shown below.

- 5. If an incorrect skill was selected, click the skill in the Selected Skills list.
- 6. Click the **<< Remove** button. The skill returns to the **Available Skills** field.
- 7. In the **Comments** field, enter any comments as needed.

PROVIDER NAME / ID		CATEGORY Home		
Provider Skills				
Available Skills:		Selected Skills:		
٩	601.60	Add Barnove Bernov	Q.	
Apnea Monitoring Training		La Demense reconstances		
C.P.R.		Draille		
Dentist				
Educator				
First Aid Training				
Licensed Physical Therapist				
Medical Doctor				
Other				
rework provider skills				
Spell Check Clear 1977				
Same Cancel				



- 8. When complete, click the **Save** button.
- 9. The selected skills display on the **Skills** screen grid along with a message that your data has been saved.

Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts	Agency Certifications	KCCP Pre-Scre	eening Tool					
0														
Provider Overview			O Your data h	as been saved										3
Activity Loo Instantes			PROVIDER N	AME / ID: Johns	on Williams, Et	han & Richardso	n, Skyra / 28347064			CATEGORY Home				
KPIP History			(a											
KCCP Pre-Screening.	Tool		Skils											
Forms/Notices												kills		
								ame				NIIS		
			2000				Member N	ame		Behavior Modification	s	NIIS		
Insining			888				Member N	ame		Behavior Modification Braille	s	NIIS		
							Member N	ame		Behavior Modification Braille	8	kans.		
Izaining Acceptance Criteria			888				Member N	ame		Behavior Modification Braile	S	NHS		
Training Accestance Criteria Description of Home			888				Member N	ame		Bahawor Modification Braille	S	NHS		
Accessionce Cotecia Description of Home Description of Earnity Foster to Adopt (1092 Home Study	1) Home Study		888				Member N	ame		Behavior Modification Bratile	S	NHS		
Training Accestance: Colecta Description of Home Description of Family Foster to Adopt (1032	1).Hame Skalv		888				Member N	ame		Behavior Modification Braile	3	NHS		

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at <u>SACWIS HELP DESK@jfs.ohio.gov</u>.

