Creating a Non-ODJFS Provider

Knowledge Base Article

Creating a Non-ODJFS Provider

Table of Contents

Ohio | Department of Job and Family Services

Overview

The Knowledge Base Article discusses how to create a non-ODJFS provider in Ohio SACWIS and how to add provider services.

Security Profile

To create a non-ODJFS provider, you will need to be assigned to the **Non-ODJFS Provider Creator** security user group.

Adding a New Non-ODJFS Provider

Conducting a Provider Search

Adding a new provider begins with a search to determine whether or not the non-ODJFS provider already exists within the system. If the provider does not exist, you will need to create a new provider record in SACWIS.

From the SACWIS home screen:

1. Click the **Provider** tab.
2. Click, **Provider Search**.

The **Search For Provider Profile** grid appears.

3. Type the provider name in the **Provider Name** field.

Important:

- For household members, use the naming convention of **Last Name**, **First Name**.

- Non-ODJFS providers can be called different names or their name might be abbreviated. You may need to **search by several different names** to locate an existing provider in SACWIS.

4. In the **Provider Category** field, select **Non-ODJFS** from the drop-down box.

5. Click, **Search**.

Provider Category:

Agency Type:

Agency:

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

+ AKA/Nicknames

Fewer Results   *More Results*

Search   Clear Form

If there are search results, the **Provider** screen will expand to display the **Search Results** grid.

6. Select an option(s) from the list below:

    - Click the **view** link to verify the information

      OR

    - Click the **edit** link to edit the information

    - Skip to the **Adding Provider Services** section below to add Provider Services.

If the provider you were looking for does not display:

7. Click, **Add Non-ODJFS Provider**.

Search Results				
Result(s) 1 to 15 of 500 / Page 1 of 34				
	Provider Name / ID	**Provider Status**	**Provider Category**	**Address**
view edit		ACTIVE	NONODJFS	
	View Provider Type Information ⌄			
view edit		ACTIVE	NONODJFS	
	View Provider Type Information ⌄			

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 › »

Add Non-ODJFS Provider

Creating a Non-ODJFS Provider

The **Provider** screen appears, displaying the **Basic** tab page.

Adding the Provider Type

Important Provider Type Guidelines: You must select the Provider **Type** before you can enter a new provider's name. If you select any one of the following values (shown in the green box below), there must be a:

- Primary care member specified in the **Members** tab (See **Adding Members** sub-section)

- Provider status (See **Adding the Provider Status** sub-section)

- Primary address (See **Adding the Provider Address** sub-section)

- Primary contact (See **Adding Provider Contact Information** sub-section)

Adoptive Care – International	Emergency Caregiver
Adoptive Home Provider – Out of State	Host Home Independent Living Provider
Adoption Home Provider – In State	Out of State Foster Home
Alternative Caregiver	Out of State Kinship Care Provider – Non-Relative
Babysitter / Child Care Provider	Out of State Kinship Care Provider – Parent
Child Care Provider – Type A	Out of State Kinship Care Provider – Relative
Child Care Provider – Type B	

1. Click, **Add Type**.

The **Provider Type Information** grid appears, displaying a red asterisk (*) next to required fields.

2. In the **Provider Type** select from the **Provider Type** drop-down menu.

3. In the **Type Effective Date** field, select the appropriate date.

Ohio | Department of Job and Family Services

Creating a Non-ODJFS Provider

Note: Be sure to back-date all effective dates to the date you want to use the provider, or prior to that date.

4. Select, **Active**, from the **Type Status** drop-down menu.

5. In the **Effective Date** field, select the appropriate date for the Type status.

6. Click, **OK**.

The **Provider** screen appears, displaying the newly selected information in the **Provider Type Information** grid.

Adding the Provider Status

Important: The steps in this sub-section **may be required** depending on the previously selected **Provider Type**.

1. In the **Provider Status Information** grid, select from the **Provider Status** drop-down menu.

2. Click, **Add Status**.

Ohio | Department of Job and Family Services

Creating a Non-ODJFS Provider

The **Provider Status Information** grid appears.

    3.   Select, **Active**, from the **Provider Status** drop-down menu.

    4.   In the **Effective Date** field, choose the provider status effective date.

    5.   Click, **OK**.

The **Provider Status Information** grid appears, displaying the newly selected information.

Adding the New Provider Name

    1.   On the **Basic** tab, in the **Provider Name Information** grid, click, **Add Name**.

Important: If you selected one of the provider types listed in the **Adding the Provider Type** section (**Provider Type Guidelines**), **you cannot create a new provider name.** For those types, the provider name will automatically be created from the primary member's name.

The **Provider Name Information** grid appears.

    2.   In the **Provider Name** field, enter the provider name.

    3.   In the **Effective Date** field, enter the provider effective date.

    4.   Click, **OK**.

Ohio | Department of Job and Family Services

Creating a Non-ODJFS Provider

The **Provider Name Information** grid appears, displaying the newly added **Provider Name** and **Effective Date**.

     5.   Click the **Address** tab.

Adding the Provider Address

The **Manage Provider Details** screen appears, displaying the **Address** tab page.

     1.   Click, **Add Address**.

The **Domestic Address Search Criteria** screen appears.

To determine if the provider's address already exists in the system:

     2.   Enter an address in the **Address Lookup** field.

     3.   Click, **Search**.

The **Domestic Address Search Results** grid appears.

If the address you were searching for displays in the **Domestic Address Search Results** grid:

     4.   Click **select** beside the address.

         •   Skip to the **Adding the Address Type** sub-section below.

Ohio | Department of Job and Family Services

If the address you are looking for **does not display**:

5. Click, **Add New Address**.

    Note: This action creates the new address and adds it to the system. You can then select it and add it to the provider's record.

The **Domestic Address Details** grid appears.

6. Fill in the address fields with the new information or enter the missing information. Some fields will auto-populate from the previous screen. Required information is designated with a red asterisk (*****).

7. When complete, click, **Save**.

The **Provider Address Details** grid appears, displaying a message that your data has been saved.

> **Important:** You will now have to do another search for this provider's address to add it to the provider's record. To locate the provider's new address (that was just added) enter the address criteria in the fields on the **Domestic Address Search Criteria** screen. Some fields may already be auto populated from information that was just entered.

Creating a Non-ODJFS Provider

1. Select from the **Address Type** drop-down menu.
2. Enter the **Effective Date**.
3. Click, **OK**.

The **Manage Provider Details** screen appears, displaying the new address in the **Provider Address** grid.

4. Click, **edit**.

The **Provider Address Details** screen appears with the new address displaying at the top.

Adding the Address Type

1. Make a selection from the **Address Type** drop-down menu.
2. Place a checkmark in the **Primary Address** check box.
3. Enter the **Effective Date**.
4. Click the **OK** button.

Ohio | Department of Job and Family Services

Creating a Non-ODJFS Provider

The **Manage Provider Details** screen appears, displaying the new address information.

     5. Click, **Add Contact**.

The **Contact Information** grid appears.

Adding Provider Contact Information

     1. Make a selection from the **Type** drop-down menu.

     2. Click the **OK** button.

The **Manage Provider Details** screen appears, displaying the new information in the **Provider Contact** section.

     3. Click the **Members** tab.

Ohio | Department of Job and Family Services

Creating a Non-ODJFS Provider

The **Manage Provider Details** screen appears, displaying the Members tab page.

Adding Members

1. Click, **Add Member**.

Important:

- A **member** can be a provider, a person who works for the provider, or a person who resides in the household other than a provider, such as an uncle or a sister.

- A non-ODJFS provider **does not** have to have members linked to be considered an active non-ODJFS provider.

- Depending on the provider type previously selected, you may be required to add a person as the primary member.

- You will first search to see if the member already exists within Ohio SACWIS. If the member does not exist, you will need to create a new member record.

The **Search For Person** screen appears.

1. Enter the member search criteria in the appropriate fields.

2. Click, **Search**.

Ohio | Department of
Job and Family Services

Creating a Non-ODJFS Provider

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

3. If the member that you are searching for is already in the system, click the **select** link beside the relevant person's name.

   To continue, skip to the sub-head below that says, **Whether a new person was added or an existing person was located, continue as follows:**

4. If the member is not in the system, click, **Create New Person**.

The **Person Information** screen appears.

5. Complete the fields, as needed. There are also multiple tabs where information can be added.

6. When complete, click, **Save**.

Ohio | Department of Job and Family Services

Creating a Non-ODJFS Provider

The **Person Overview** screen appears.

> 7. Click, **Close**.

The **Provider Member Detail** screen appears displaying the name and ID number.

> 8. Make a selection from the **Member Role** drop-down menu.
>
> 9. Make a selection from the **Member Type** drop-down menu.
>
> 10. Enter the **Effective Date**.
>
> **Note**: If the member type is temporary, enter a date in the **Estimated Leave Date** field.
>
> 11. Click, **OK**.

Ohio | Department of Job and Family Services

Creating a Non-ODJFS Provider

The **Current Active Members** grid appears, displaying the newly added member.

12. Click, **Save**.
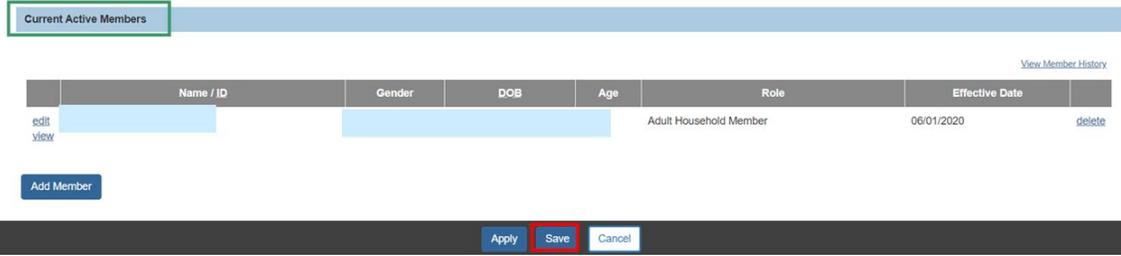
> **Note**: If the following message appears, click, **OK** button. The message is a reminder that information for this provider will be modified.

jfsslidevopsd04.jfs.ohio.gov:9094 says

Modifying the Provider Member Role will modify Description of Family Narrative and/or the Caregiver/Household Member Assessment and Home Study and/or Kinship Assessment Verification Topic information captured for the Provider Member. Do you wish to continue?

OK   Cancel
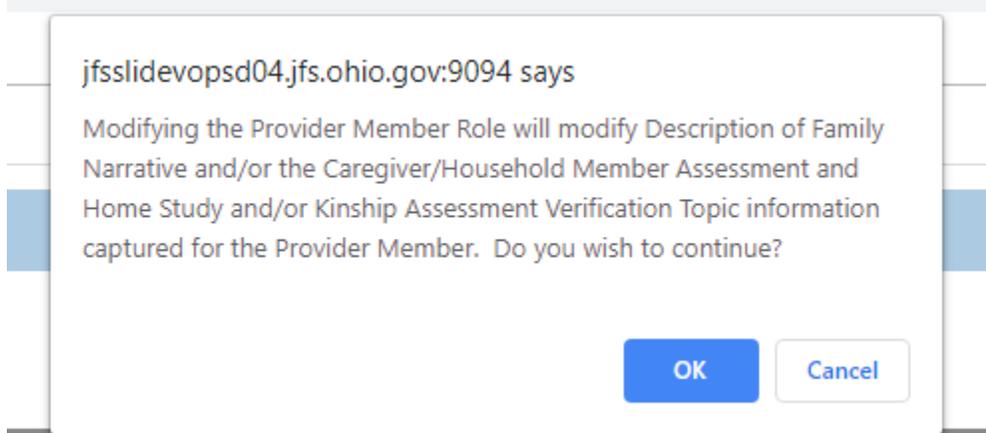
The **Provider Overview** screen appears stating that the data has been saved. The new **Provider Name** and **Provider ID** also appear at the top of the screen (as shown in orange).

> **Note**: You might choose to write the **Provider ID** number down for easy reference.

Adding Provider Services

1. In the **Navigation** menu on the left, click the **Service Credentials** link.

Ohio | Department of Job and Family Services
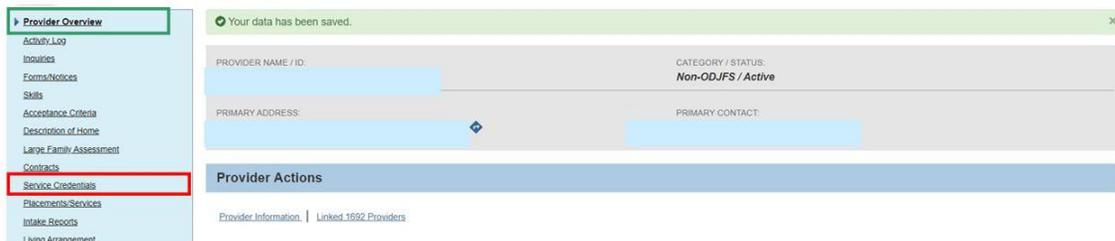
Creating a Non-ODJFS Provider

The **Service Credentials** screen appears, displaying the **Other Services** tab page.

    2. Click, **Add Other Services**.

The **Other Services Details** grid appears.

    3. In the **Service Category** field, select the appropriate category.

    4. In the **Service Type** field, select the appropriate type.

    5. In the **Service Description** field, select the appropriate description.

    6. In the **Service Status** field, select the appropriate status.

    7. In the **Effective Date** field, enter the effective date that the service status is active.

    8. Click, **Save**.

The **Service Credentials** screen appears displaying the newly added provider service.

      Note: Repeat the steps above in this section to add additional provider services.

Ohio | Department of Job and Family Services

Creating a Non-ODJFS Provider

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

Ohio | Department of Job and Family Services