

# **Using the Agency Certification Search in SACWIS**



**Knowledge Base Article**

# Using the Agency Certification Search in SACWIS

## Table of Contents

[Overview](#) .....3

[Locating Information on CRC and GH Facilities](#) .....3

[Viewing an Agency's Facilities](#) .....4

# Using the Agency Certification Search in SACWIS

## Overview

This article describes how to locate information on Children's Residential Centers (CRC), Residential Parenting Facility (RPF), Children's Crisis Care Facility (CCF), and Group Home (GH) facilities that are used for placements in SACWIS and are linked to an Agency Certification record.

**Note:** When placing a child in one of these facilities, please link the Provider ID of the facility to the placement. No placements are to be linked to the Network Provider ID.

## Locating information on CRC and GH Facilities

1. From the Ohio SACWIS home page, click the **Provider** Tab.
2. Click the **Agency Certifications** sub-tab.

Home		Intake		Case		Provider		Financial		Administration	
Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts	Agency Certifications	KCCP Pre-Screening Tool			

The **Agency Search Criteria** screen appears.

3. A selection from the **Agency Type** drop-down menu is optional and can be made to narrow down the results.
4. Make a selection from the **Agency** drop-down menu. A selection in this field is required to search.
5. A selection from **Certifying Entity** drop-down menu is optional and can be made to narrow down the results.
6. Click, **Search**.

Home	Intake	Case	Provider	Financial	Administration			
Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts	Agency Certifications	KCCP Pre-Screening Tool

**Agency Search Criteria**

☒ Exclude Closed Agencies

Agency Type: 

Private

Agency: 

The Center for Children's Growth

Certifying Entity: 

Ohio Department of Mental Health and Addiction Services

Search

The search result appears in the **Agency Certification Results** grid. The grid displays the Agency Name, ID, and the Address. The **Agency Contract Provider** sub-section displays the Provider Name, ID, Category, and Type.

## Using the Agency Certification Search in SACWIS

### Agency Certification Results

Agency Name / ID:

Sally's Kid's House / 998877

Agency Address:

123 Main Street,  
Anytown, OH 00000

### Agency Contract Provider

Provider Name / ID:

[Sally's Kid's House](#) / 998877

Category:

Agency Contract

Type:

Network Provider

### Maintain Agency Certification(s)

☐ View all Agency Certifications

	Application Type	Effective Date - Expiration Date	Certified Function(s)	Status	Closed Date Closed Reason	
Certified By: Ohio Department of Job and Family Services (ODJFS)						
<a href="#">view</a>	Reapplication	01/01/2021 - 01/23/2021	Group Home	Certified		<a href="#">maintain facilities</a>

Below the Agency Certification Results, the **Maintain Agency Certification(s)** grid displays information about the Agency's Certification. The Application Type, Effective Date-Expiration Date, Certified Function(s), Status, Closed Date /Closed Reason display. 1In the Agency Certification Results grid, the search results display.

## Viewing an Agency's Facilities

1. From the **Maintain Agency Certification(s)** grid, click the **maintain facilities** hyperlink that displays in the far-right column.

Maintain Agency Certification(s)						
<input type="checkbox"/> View all Agency Certifications						
	Application Type	Effective Date - Expiration Date	Certified Function(s)	Status	Closed Date Closed Reason	
Certified By: Ohio Department of Job and Family Services (ODJFS)						
<a href="#">view</a>	Reapplication	01/01/2021 - 01/23/2021	Group Home	Certified		<a href="#">maintain facilities</a>

The **Maintain Facilities** screen appears. The screen consists of the **Approval/Certification Information** grid, which displays details of the Agency's Approval/Certification, and the **Facilities Information** grid, which lists each GH or CRC facility linked to the Agency Certification. The Provider ID, displayed in the **Provider Name/ID** column of the **Facilities Information** grid, is the ID that should be linked to a placement record of the child that has been placed in that facility.

**Note:** If necessary, click the **view** hyperlink in the **Facilities Information** grid to verify the information of the facility.

## Using the Agency Certification Search in SACWIS

**Important:** Be certain to write down, or copy and paste, the Provider ID of the placement facility before you leave this screen, so it is readily available when the placement record on the child's case is being completed.

**Maintain Facilities**

AGENCY NAME / ID:  
*Sally's Kid's House/ 998877*

AGENCY ADDRESS  
*123 Main Street, Anytown, OH 00000*

**Approval/Certification Information**

Approval/Certification Status:  
Certified

Application Type:  
Reapplication

Amendment Reason:

Approval/Certificate Effective Date:  
**01/01/2021**

Approval/Certificate Expiration Date:  
**01/01/2023**

Temporary Expiration Date:

Closed Date:

Closed Reason:

**Facilities Information**

	Provider Name / ID	Provider Type	Type Status	Operating Agency	Address	Director / Administrator
<a href="#">view</a>	Cookie Monster House / 33333	Group Home	Certified	Sally's Kid's House	Sally's Kid's House 456 Park Road Anytown, OH 00000	Abby Director
<a href="#">view</a>	Oscar House / 44444	Group Home	Certified	Sally's Kid's House	Sally's Kid's House 789 Elm Street Anytown, OH 00000	Abby Director

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov).