Populating Emergency Contact Information Onto the Home Study Report

Knowledge Base Article

Populating Emergency Contact Info on a Home Study Form (FS 1673)

Table of Contents

Department of Children & Youth
Last Revised: 12/05/2023

Populating Emergency Contact Info on a Home Study Form (FS 1673)

Overview

This article describes how to enter **Emergency Contact Information** for a **Provider** in Ohio SACWIS. When a provider's emergency contact information is entered correctly into Ohio SACWIS, the information (phone/email and description) then auto-populates on the **Home Study** form (**JFS 1673**) when it is generated.

Adding Emergency Contact Information

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

2. Click the **Workload** tab.

The **Workload** screen appears.

		Home		Provider		Financial		Administration

Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Agency Certifications

Workload

Sort By: Provider Name (Ascending) ▾   [Filter]

⊟ Manager, Mandy

	Provider ID	Provider Name	Provider Status	Provider Type	Type Status	Approval/Certification Period	Primary Address
select	10765192	Doo, Scooby	Active	Foster Care	Application Received		.
select	10719016	Rubble2, Betty & Rubble2, Barney	Active	Adoptive Care Foster Care	Application Received Application Received		.

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

Note: If you know the **Provider ID** number, you can also use the **Provider Search** link at the top of the screen to locate the provider.

Ohio Department of Children & Youth

Populating Emergency Contact Info on a Home Study Form (FS 1673)

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

4. Click the **Provider Information** link.

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

5. Click the **Address** tab.

The **Provider Address** screen appears.

Last Revised: 12/05/2023

Populating Emergency Contact Info on a Home Study Form (FS 1673)

6. Click the **Add Contact** button.

The **Contact Information** screen appears as shown below.

7. In the **Type** field, select **Emergency** from the drop-down list.

8. In the **Phone/Email** field, enter the appropriate content.

9. In the **Description** field, enter descriptive content about the contact person.

10. Click the **OK** button.

The **Provider Address** screen appears displaying the emergency contact information in the **Provider Contact** section.

11. Click the **Save** button.

Ohio Department of Children & Youth

When the **Home Study** report (**JFS 1673**) is generated, the emergency contact information (phone/email and description) will populate as shown in green below.

Ohio Department of Job and Family Services
ASSESSMENT FOR CHILD PLACEMENT
(Homestudy)

Agency	Assessor/Social Worker	Phone #		Email Address		Date 05/01/2022	
	Mandy Manager						
Applicant #1 Name	First Scooby	Middle	Last (Maiden) Doo	Applying to	[X] foster [ ] adopt	Email Address	
						Cell Phone #	(555) 555-5555
						Work Phone #	
Street Address		City	State OH	Zip Code		County	
Home Phone #	Emergency Contact Name Phone # Shaggy Smith, Neighbor (555) 555-2222						

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

Ohio Department of Children & Youth