Recording Child Acceptance Characteristics and Usage Criteria

Knowledge Base Article

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

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Recording Child Acceptance Characteristics and Usage Criteria

Overview

This article describes how to record **Child Acceptance Characteristics** and **Usage Placement Criteria** in Ohio SACWIS. Each Provider identifies the **Age**, **Number of Children**, and **Characteristics** of the children that he or she is willing to accept. To enter these characteristics and criteria in Ohio SACWIS, complete the following steps.

Navigating to the Acceptance Characteristics List Screen

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

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

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

4. Click the **Search** button

   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.

6. Alternatively, click select next to the Provider name in your **Provider Workload**.

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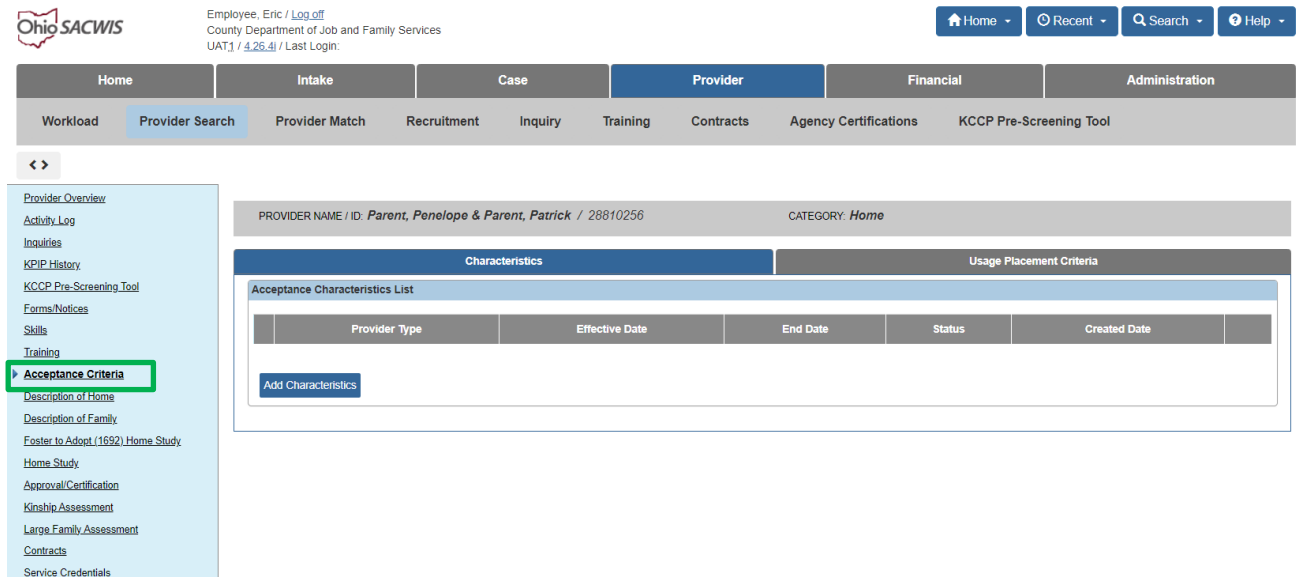
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The **Provider Overview** screen appears.

7. Click the **Acceptance Criteria** left-hand navigation link.

The **Acceptance Criteria List** screen (**Characteristics** tab) screen appears.

Recording Child Acceptance Characteristics

The **Characteristics** tab records a provider's willingness to accept a child with specific characteristics as documented in form JFS 01673-A – **Child Characteristics Checklist for Foster Care and/or Adoption**.

Creating a Record

1. Click the **Add Characteristics** button.

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The **Characteristics/Groups List** screen appears.

2. In the **Characteristics** section, select the **Provider Type** this Characteristic checklist is for from the drop-down box.

3. Enter the **Effective Date**.

4. In the **Groups List** section, click on the edit link next to each value in the **Group Name** column. The **Group Status** column will indicate if you have *Completed, Started* or *Not Started* each section.

    Note: For the record to be finished, all Groups must be in **Completed** status.

The selected Group's grid appears.

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- To change all the radio button selections in this group to the same value, select the appropriate value in the **Select All** field (in the grid header). The values are **Willing** to Consider, **Unwilling** to Consider, or **Unknown**.

- For example, if you select **Willing** in the **Select All** field as shown in the red box, all the radio button selections in this group name change to **Willing to Consider** as shown in the example below in the green boxes.

OR

5. Change each radio button selection individually.

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Important:

- The **Select All** field's default value is **Unknown**. You can leave the **Select All** field value as **Unknown** and select another radio button for each value in the group.

- Only use the **Select All** field if all values in the group are equal to the value chosen in the **Select All** field. For example, if the family is not willing to accept all genders, then the **Select All** field would not be used.

- For any value(s) marked as **Unknown**, the Characteristic is considered incomplete. If any values are left as **Unknown** throughout the entire Characteristics checklist, the county will not be able to complete a placement into the home within Ohio SACWIS. All values must be labeled as either **Willing to Consider** or **Unwilling to Consider**.

6. When complete, click the **Apply** button at the bottom of the screen to retain the entered information and remain on the same page, click **Save** to retain the entered data and return to the Groups List page OR click **Next Group** to move to the next section of characteristics. Once you are past the first group section, the **Previous Group** button will be enabled to move back a section. These values can be found at the top and bottom of the page.

7. Repeat **Steps 4-6** to enter a **Willing to Consider** or **Not Willing to Consider** answer for each remaining child characteristics group.

8. When complete, click the **Save** button at the bottom of the screen.

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Editing/Copying a Record

9. To modify an existing record, click the **Edit** link in the appropriate row.

    - To edit, the record must have an **In Progress** status.

    - The status remains as **In Progress** until the record is linked to a home study.

10. To copy a record, click the **Copy** link in the appropriate row. This will create a duplicate of the existing record on which you may modify characteristics as needed and/or change the Provider Type. For instance, if you've completed a checklist for Foster Care, you may copy it and change the Provider Type to Adoption, and that checklist will then be associated to the Adoption study.

Important: The characteristics stay in **In Progress** status until they are linked to a home study or until another record is created (via either the **Copy** link or the **Add Characteristics** button).

    - Once a new record is created, the prior record is given a status of **Completed**.

    - The system automatically end-dates all records one day prior to the **Effective Date** of the new record.

11. To print a copy of the JFS 01673-A, click the report link to the right of the record.

	Provider Type	Effective Date	End Date	Status	Created Date	
view copy edit	Foster Care	05/11/2023		In Progress	05/11/2023	report

PROVIDER NAME / ID: *Parent, Penelope & Parent, Patrick / 28810256*   CATEGORY: *Home*

Characteristics | **Usage Placement Criteria**

Acceptance Characteristics List

Recording Usage Placement Criteria

The **Usage Placement Criteria** tab records the number of children, their gender, and ages that the provider will accept.

Important: The criteria stay in **In Progress** status until they are linked to a home study or until another record is created (via either the **Copy** link or the **Add Criteria** button).

    - Once a new record is created, the prior record is given a status of **Completed** if it has never been linked to a home study.

    - All records are automatically end-dated one day prior to the **Effective Date** of the new record.

1. On the **Acceptance Characteristics List** screen (**Characteristics** tab), click the **Usage Placement Criteria** tab.

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	Characteristics			Usage Placement Criteria	
Usage Placement Criteria					
	Provider Type	Effective Date	End Date	Status	Created Date

The **Usage Placement Criteria** screen appears.

2. To edit existing criteria, click the **Edit** link in the appropriate row.
   - To edit, the record must have an **In Progress** status.
   - The status remains as **In Progress** until the record is linked to a home study.

   OR

3. To copy a record, click the **Copy** link in the appropriate row.

   OR

4. To add new criteria, click the **Add Criteria** button.

	Characteristics			Usage Placement Criteria	
Usage Placement Criteria					
	Provider Type	Effective Date	End Date	Status	Created Date
edit view copy	Foster Care	12/20/2012	11/24/2014	Completed	12/20/2012
view copy	Foster Care	12/03/2012	12/19/2012	Linked To Completed Home Study	12/03/2012
view copy	Adoptive Care	12/14/2010		Linked To Completed Home Study	12/14/2010

Add Criteria

Upon selection of **Add Criteria**, the Criteria page appears.

5. Enter the **Provider Type** the Criteria is being entered for.
6. Enter the **Effective Date** if different from the pre-populated current system date.
7. Click **Add** to enter the Usage Placement Criteria.

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The Usage Placement Criteria Details page appears.

8. Select a **Gender** for the record.

9. Enter the **Number of Children** of this Gender the provider would accept.

10. Enter the **Minimum Age** the provider would accept in years and months, putting the years in the first box and the months in the second box. For instance, if the provider is willing to accept a newborn, enter 0 in the years box and 0 in the months box. If they are willing to accept 6 months and older, enter 0 in the years box and 6 in the months box.

11. Enter the **Maximum Age** the provider is willing to accept. It is important to add 11 months to the **Maximum Age** years to ensure the system will match with any child of that age. If the provider is willing to take a child who is 15 years and 7 months old, but the **Maximum Age** is entered as 15 years and 0 months, the system will not allow a match. It would allow a match if the Maximum Age entered is 15 years and 11 months.

12. When complete, click the **OK** button.

The **Criteria** screen appears displaying the added or modified information in the grid.

13. Repeat this process to enter another record for another Gender or if there are two distinct age ranges for the same gender a provider wishes to take. For instance, the Provider is willing to care for females ages 0 to 5 and 15 to 18, but not ages 6-14, so two separate records would be needed to reflect this.

14. If more than one age range record exists in the grid, you must also complete the **Total Number of Children** field. Enter the total number of children for which the provider is approved.

15. Click the **Save** button.

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The record is saved, and the **Usage Placement Criteria** screen appears.

Dating Records

Important: When modifying records to place a child, you must enter an Effective Date for the new record the day of or prior to the date of the child's placement so the system will compare that record to the child characteristics. The record(s) do not have to be linked to a home study, they can be done outside of a home study amendment and still be utilized in matching.

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