

Knowledge Base Article

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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.

Search For Provider Profile					
Provider D:					
Provider Name			Member Last Name.	Member First Name	Menter Middle Name :
Pendar Calenty					
and the	~				
Agency Type					
	~				
Agenty:					
Provider Type:			F		
		~	M Include 'Closed' Provider Type Status		
Provider Status					
	•				
Address. Contact and Provider Reference Criteria 🗹					
Name Match Precision Returns results matching entered names including AKA names/hicknames					
«ACANzinamia	Man Paul II				
Party Phares	Note NESVIS				

Search Clear Form

4. Click the Search button

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

Search I	Search Results									
Result(s) 1	ssull(s) 1 to 15 of 500 / Page 1 of 34									
		Provider Status	Provider Category	Address						
view edit		CLOSED	HOME							
	View Provider Type Information ~									
<u>view</u> edit		CLOSED	HOME							
	View Provider Type Information ~									
<u>view</u> edit		CLOSED	HOME							
	View Provider Type Information ~									

- 5. Click the Edit link in the appropriate row.
- 6. Alternatively, click select next to the Provider name in your **Provider Workload**.



The Provider Overview screen appears.

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

<>	
Provider Overview Activity Log	PROVIDER NAME / ID: CATEGORY / STATUS:
KPIP History KCCP Pre-Screening Tool Forms/Notices	PRIMARY ADDRESS: PRIMARY CONTACT:
<u>Skills</u> Training	Provider Actions
Acceptance Criteria Description of Home	Provider Information. Linked 1692 Providers

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

Ohio SACWIS	Empl Coun UAT1	oyee, Eric / <u>Log off</u> ity Department of Job and Famil / 4.26.4 / Last Login:	y Services					A Home -	O Recent →	Q Search -	3 Help 🔸
Home		Intake		Case		Provider		Financial		Administration	
Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts	Agency Certifica	tions KCCP Pre-S	Screening Tool		
<>											
Provider Overview		PROVIDER NAME / ID: Pare	ant, Penelope & P	arent, Patrick /	28810256		CATEGORY: Home				
Inquiries	Inquiries									_	_
KPIP History KCCP Pre-Screening To	KCP Pre-Screening Tool Accentance Characteristics List							Usage Plac	ement Criteria		
Forms/Notices Skills		Provide	r Type		ffective Date		End Date	Status	Create	d Date	
Training	_										
Acceptance Criteria Description of Home		Add Characteristics									
Description of Family Foster to Adopt (1692) H	lome Study										
Home Study	,										
Approval/Certification Kinship Assessment											
Large Family Assessmer Contracts	nt										
Service Credentials											

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.



Ohio SACWIS	Empl Coun	oyee, Eric / <u>Log.off</u> ity Department of Job and Fami	ly Services						🔒 Home 🕞	O Recent →	Q Search -	? Help →
-	0, 11,	- <u>HEOM</u> / Cool Cogin:								_		
Home		Intake		Case		Provider		Fina	ncial		Administration	
Workload Provider	Search	Provider Match	Recruitment	Inquiry	Training	Contracts	Agency Ce	ertifications	KCCP Pre-S	creening Tool		
<>												
Provider Overview												
Activity Log PROVIDER NAME / ID: Parent, Penelope			ent, Penelope & Pa	arent, Patrick /	28810256		CATEGORY:	Home				
Inquiries												
KPIP History			Chara	Characteristics				Usage Plac	ement Criteria			
KCCP Pre-Screening Tool Acceptance Characteristics List			s List									
Forms/Notices												
Skills		Provider Type Effective I			fective Date		End Date		Status	Create	d Date	
Training												
Acceptance Criteria		Add Characteristics										
Description of Home		Add Characteristics										
Description of Family												
Foster to Adopt (1692) Home Study		<u></u>										
Home Study												
Approval/Certification												
Kinship Assessment												
Large Family Assessment												
Contracts												
Service Credentials												

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.

PROVIDER NAME / ID: Parent, Pene	elope & Parent, Patrick	/ 28810256	CATEGORY: Home				
Characteristics							
Provider Type: *	Foster Care 🗸		Characteristics Status: *	In Progress			
Effective Date:	05/11/2023		End Date:				
Created Date:							

4. In the **Groups List** section, click on the <u>edit</u> 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.

Gro	oups L	list	
		Group Name	Group Status
C	edit	Gender	Completed
5	edit	Age	Started
9	edit	Number of Children	Not Started
ŝ	edit	Race of Child	Not Started
ś	edit	Placement History	Not Started
ś	<u>edit</u>	Birth History	Not Started
ŝ	edit	Developmental	Not Started
ś	edit	Dental Problems	Not Started
6	edit	Allergies and Respiratory Problems	Not Started

The selected Group's grid appears.



- 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.

PROVIDER NAME / ID: Parent, Penelope & Parent, Patrick / 28810256	CATEGORY: Home
Apply Save Cancel Previous Group Next Group	
Characteristics	
Group Name: Gender	
Description	Select All : Willing
Values Undefined	Willing to Consider Outwilling to Consider Outwilling to Consider
Female	©Willing to Consider OUnwilling to Consider OUnknown
Maie	Willing to Consider Ounwilling to Consider OUnknown
Apply Save Cancel Previous Group Next Group	

OR

5. Change each radio button selection individually.

PROVIDER NAME / ID: Parent, Penelope & Parent, Patrick / 28810256	CATEGORY: Home
Apply Save Cancel Previous Group Next Group	
Characteristics	
Group Name: Gender	
Description	Select All : Unknown 🗸
Values Undefined	Owilling to Consider ®Unwilling to Consider OUnknown
Female	®Willing to Consider OUnwilling to Consider OUnknown
Malo	Owilling to Consider ®Unwilling to Consider OUnknown
Apply Save Cancel Previous Group Next Group	



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.

PROVIDER NAME / ID. Parent, Penelope & Parent, Patrick / 28810256	CATEGORY. Home
Apply Save Cancel Previous Group Next Group	
Characteristics	
Group Name: Allergies and Respiratory Problems	
Description	Select All : Willing 🖌
Altergies: Environmental	®Willing to Consider Ourwilling to Consider Ourknown
Allergies, Drugs	®Willing to Consider Ourwilling to Consider Outsnown
Allergies. Food	Willing to Consider ®Unwilling to Consider Ounknown
Asthma: No Treatment Required	
Asthma: Treatment required	®Willing to Consider Ourwilling to Consider Ourknown
Apply Save Cancel Previous Group Next Group	

- 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.



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.

PROVIDER NAME / ID: Parent, Penelope & Parent, Patrick / 28810256						n Home		
Characteristics						U	sage Placement Criteria	
A	cceptar	nce Characteristics List						
		Provider Type	Effective Date	End Da	te	Status	Created Date	
	<u>view</u>	Foster Care	05/11/2023			In Progress	05/11/2023	report
	copy edit							

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

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.



	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 <u>view</u> copy	Foster Care	12/20/2012	11/24/2014	Completed	12/20/2012
<u>view</u> copy	Foster Care	12/03/2012	12/19/2012	Linked To Completed Home Study	12/03/2012
<u>view</u> copy	Adoptive Care	12/14/2010		Linked To Completed Home Study	12/14/2010

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.



PROVIDER NAME / ID: Paren	nt, Penelope & Parent, Patrick / 28810256	CATEGORY: Home	
Critoria			
Provider Type: *	Foster Care 🗸	Placement Criteria Status:	In Progress
Effective Date:	05/11/2023	End Date:	
Total Number of Children:		Created Date:	
Gender	Minimum Age	Maximum Age	Number of Children
Add			
Apply Save Cancel			

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.

PROVIDER NAME / ID: Parent, Penelope	e & Parent, Patrick / 28810256	CATEGORY: Home	
Usage Placement Criteria Details			
Gender: *	Male 🗸	Number of Children: *	2
Minimum Age: *	0 6	Maximum Age: *	

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.

OK Cancel



Criteri	Criteria						
Provider Type: *		Adoptive Care 🗸	Placement Criteria Status:	In Progress			
Effect	ive Date:	01/11/2023	End Date:				
Total Number of Children:			Created Date:				
	Gender	Minimum Age	Maximum Age	Number of Children			
edit	MALE	4Years, 10Months	17Years, 10Months	1	delete		
edit	FEMALE	4Years, 0Months	15Years, 0Months	2	delete		
Add							
Apply	Save Cancel						

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 <u>SACWIS HELP DESK@jfs.ohio.gov</u>.

