Recording Foster and Adoptive Parent Training

Knowledge Base Article

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Overview

This knowledge base article discusses how to record pre-service training or continuing training for a foster parent or an adoptive parent.

However, it is important to note the following:

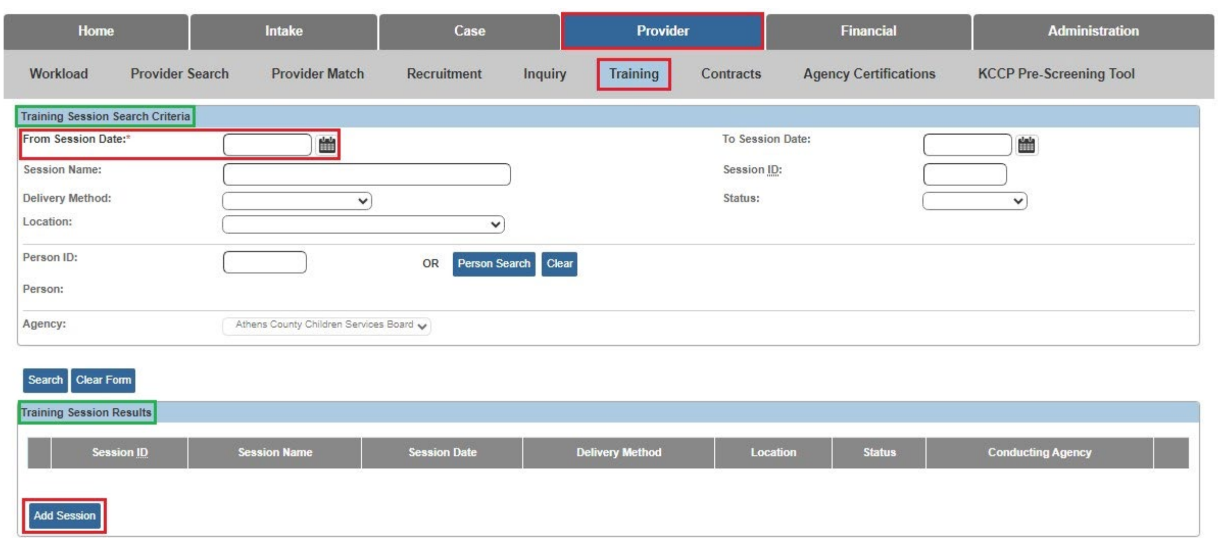
- To record either foster or adoptive training, a user must have a security user-group access of **Provider Training Admin**.
- Each agency should only record training for people who their agency will be recommending.
- If your agency is in county Y, but the training occurred in county Z, county Y personnel should record the training session for county Y's participation.
- Adoptive parent training is not reimbursable, so the payment and reimbursement information discussed later is not applicable to that situation. However, the adoptive parent training should still be recorded in Ohio SACWIS.

Adding a Training Session

1. On the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Training** tab. The **Training Sessions Search Criteria** screen appears.

Note: To locate an existing record, you can search by an already-recorded training Session ID (**From Session Date** field) or by a training participant (**Person Search** button) as shown in green below.

3. To add a new training session, click the **Add Session** button.



The **Training Session Information** screen (**Session Information** tab) appears.

Completing the Session Information Tab

Complete the following **mandatory** fields that describe the parent's training:

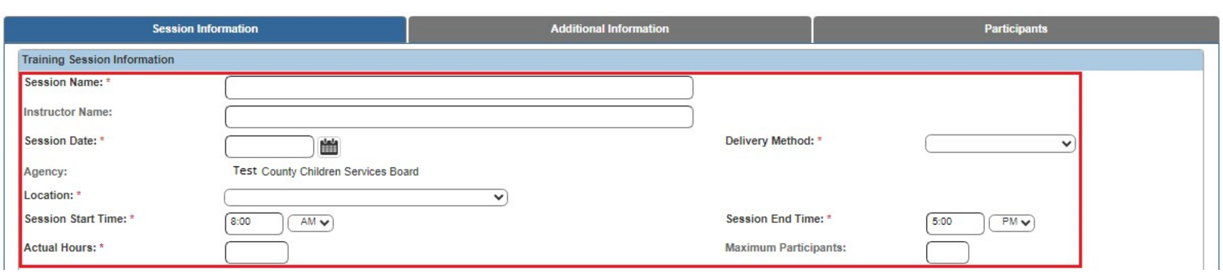
1. In the **Session Name** field, enter the appropriate session name.
2. In the **Instructor Name** field, enter the instructor's name.
    - An instructor's name is not required to save the record. However, per Policy, an instructor's name is required to receive reimbursement for the training.
    - The **Instructor Name** field can only be edited until a payment exists for the training session.

Important: When completing the **Session Date**, **Session Start Time**, and **Session End Time** fields (discussed below), the system will prevent you from adding a participant to a training session if the date and hours overlap with another training session already entered for that participant. However, the system will allow a **one-minute overlap** in case the two training sessions start and end at the same time (i.e., training from 8:00-12:00 and 12:00-4:00 on the same date).

3. In the **Session Date** field, enter the appropriate date.
4. In the **Delivery Method** field, select the appropriate method.

Note: The **Agency** field defaults to your agency's name and cannot be changed.

5. In the **Session Start Time** and **Session End Time** fields, enter the appropriate time.
6. In the **Actual Hours** field, enter the number of training hours.



7. In the **Training Competencies** field, select the appropriate competency.

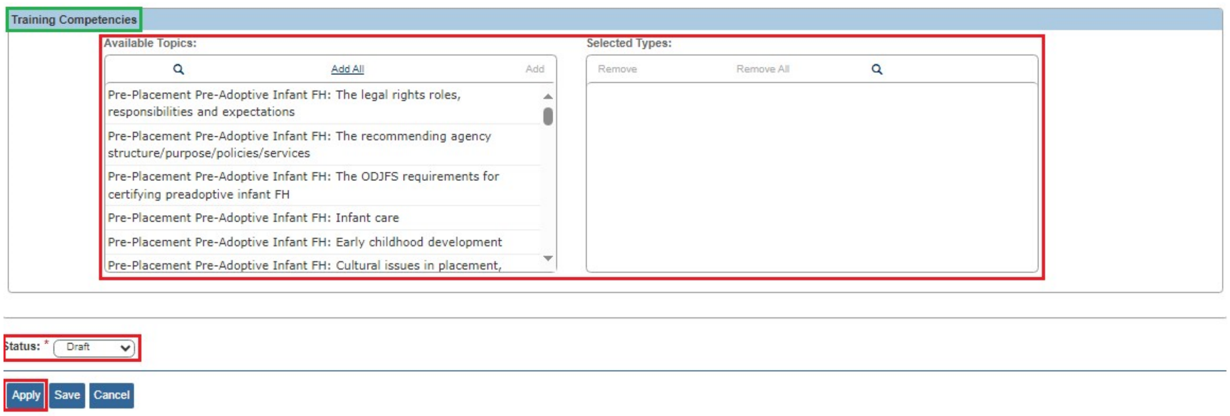
Important: You must select at least **one** training competency, but more than one competency can be selected.

8. Click the **Add** button. The selection(s) moves to the **Selected Types** field below it.

9. In the **Status** field, select **Draft**.

Important: If **Completed** is selected, the record can no longer be modified.

10. When complete, click the **Apply** button.

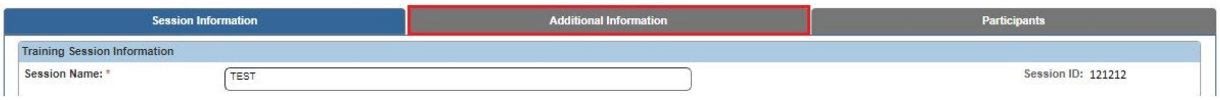


The **Session ID** number appears in the **Session ID** field (upper-right corner of the screen).

11. If you **do not** know the participants at this time, click the **Save** button.
12. If you do know the participants, continue with the steps in the next sub-section.

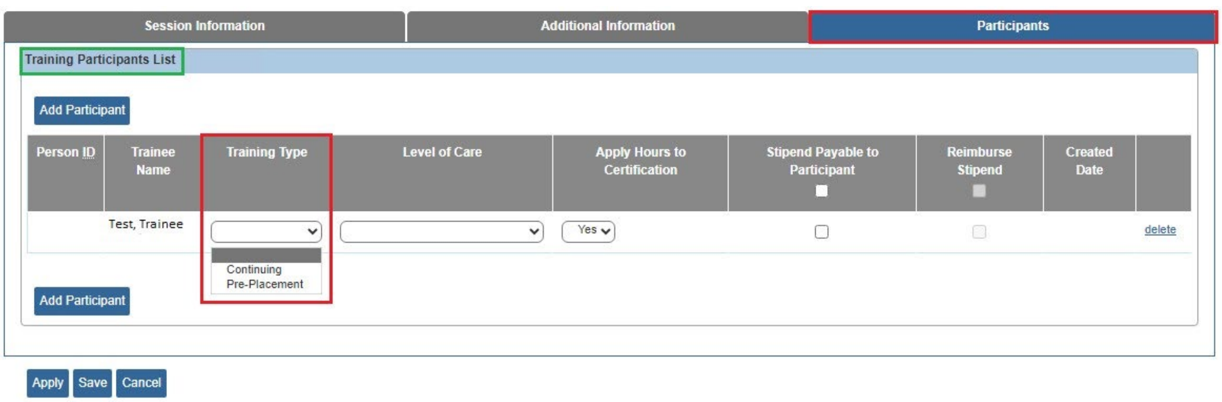
Completing the Additional Information Tab

The **Additional Information** tab is only available to users who are employed by a private agency.

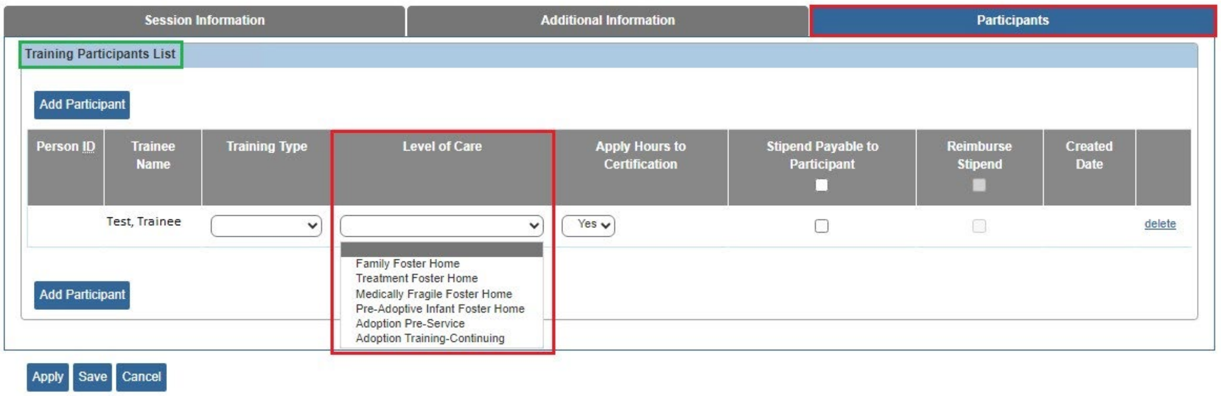


Completing the Participants Tab

1. Click the **Participants** tab.
2. If no participant appears, follow the steps in the **Adding a Participant** section later in this Knowledge Base Article.
3. If a participant appears, in the **Training Type** field, select the appropriate type.

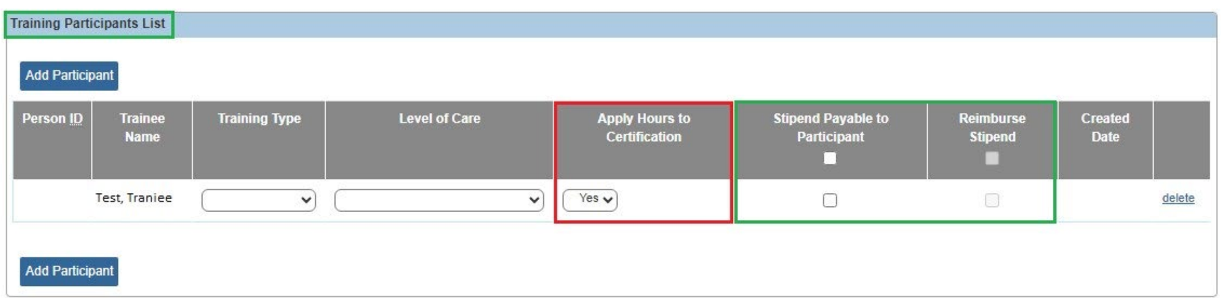


4. In the **Level of Care** field, select the appropriate level from the drop-down list.
   - If a training participant is already licensed and attending training to upgrade their level-of-care credentials, select **Adoption Training – Continuing** as the training type. For example, if a person is licensed to run a family foster home but is attending training to open a treatment foster home.
   - If either **Adoption Pre-Service** or **Adoption Training – Continuing** is selected from the drop-down list, a payment will **not** be created for financial payment processing.



5. In the **Apply Hours to Certification** field, select **Yes** or **No** from the drop-down list.

   - This screen was designed with the understanding that (at most agencies) the user who records the training will be different from the user who determines if the training is payable and reimbursable. To complete the **Apply Hours to Certification** field and the **Stipend Payable to Participant** field, the user must have **Agency Fiscal Worker** security or have the profile called **Training Sessions – Agency Fiscal Worker** added to their agency-defined security user group.
   - If the **Apply Hours to Certification** field shows **No**, a payment will not be reimbursed.

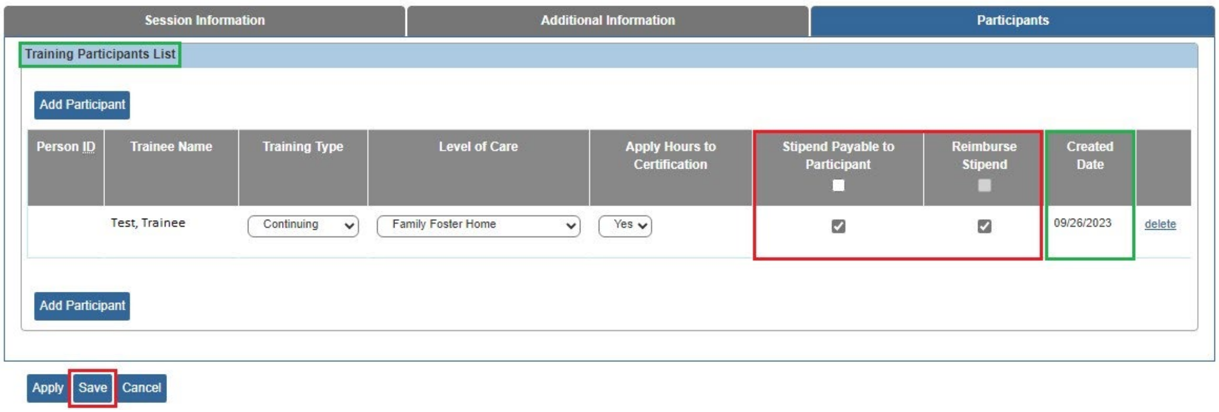


6. Click the **Stipend Payable to Participant** check box (shown below).

   - The **Reimburse Stipend** check box stays grayed out (as shown in green above) until you click the **Stipend Payable to Participant** check box; then it becomes enabled. However, if you click the **Stipend Payable to Participant** check box, you do not have to click the **Reimburse Stipend** checkbox unless you want to be reimbursed.
   - If the **Stipend Payable to Participant** field is unchecked, a payment will not be generated.

- If the **Level of Care field** selection is reimbursable, the system automatically checkmarks the **Stipend Payable to Participant** field and the **Reimburse Stipend** field. However, these checkmarks can be removed.

7. If reimbursement is desired, click the **Reimburse Stipend** check box.
8. Click the **Save** button.

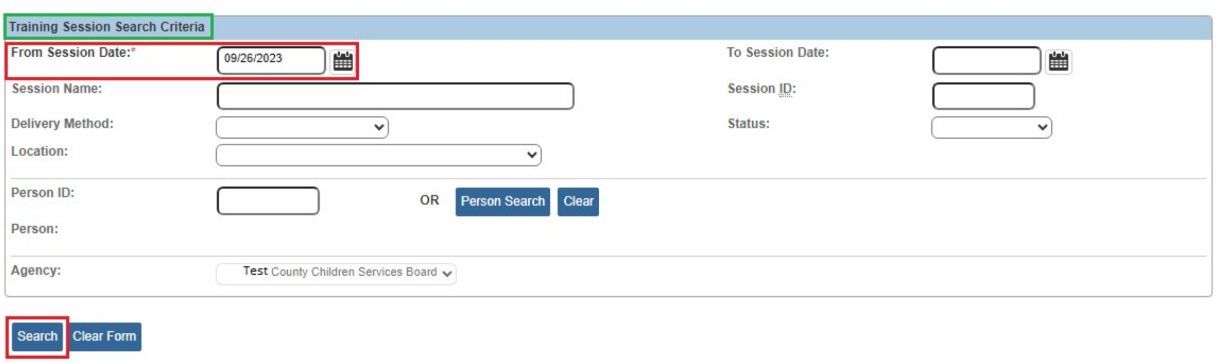


A date appears in the **Created Date** field (shown in green on the previous page). The **Created Date** field shows when a participant was added to the training session. The **Training Session Search Criteria** screen appears.

Adding Information to a Training Session Record

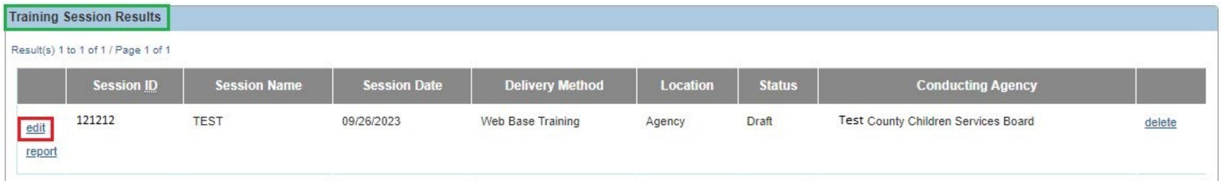
To search for a specific training session by date and add information to the record, complete the following steps:

1. Using the steps above, navigate to the **Training Session Search Criteria** screen.
2. In the **From Session Date** field, enter a session date.
3. Click the **Search** button.



The filtered records appear in the **Training Session Results** grid section.

4. Click the **Edit** link in the appropriate row.



The **Training Session Information** screen appears.

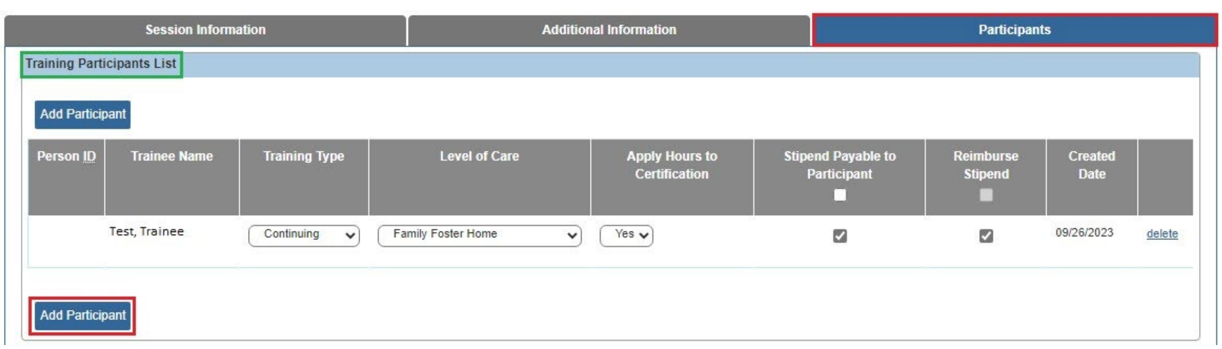
5. To add information to the record, follow the steps in the **Completing the Session Information Tab** section earlier in this Knowledge Base Article. However, not all of the steps within that section may apply to the information you are adding.

Adding a Participant

Previously in Ohio SACWIS, you could not enter subsequent participants once a training session was marked as **Completed**. Each agency can now enter as many participants (from their agency) as attended the training session, even if the training has been marked as **Completed**. However, **saved participants cannot be deleted** and the **training session information cannot be modified** in Ohio SACWIS.

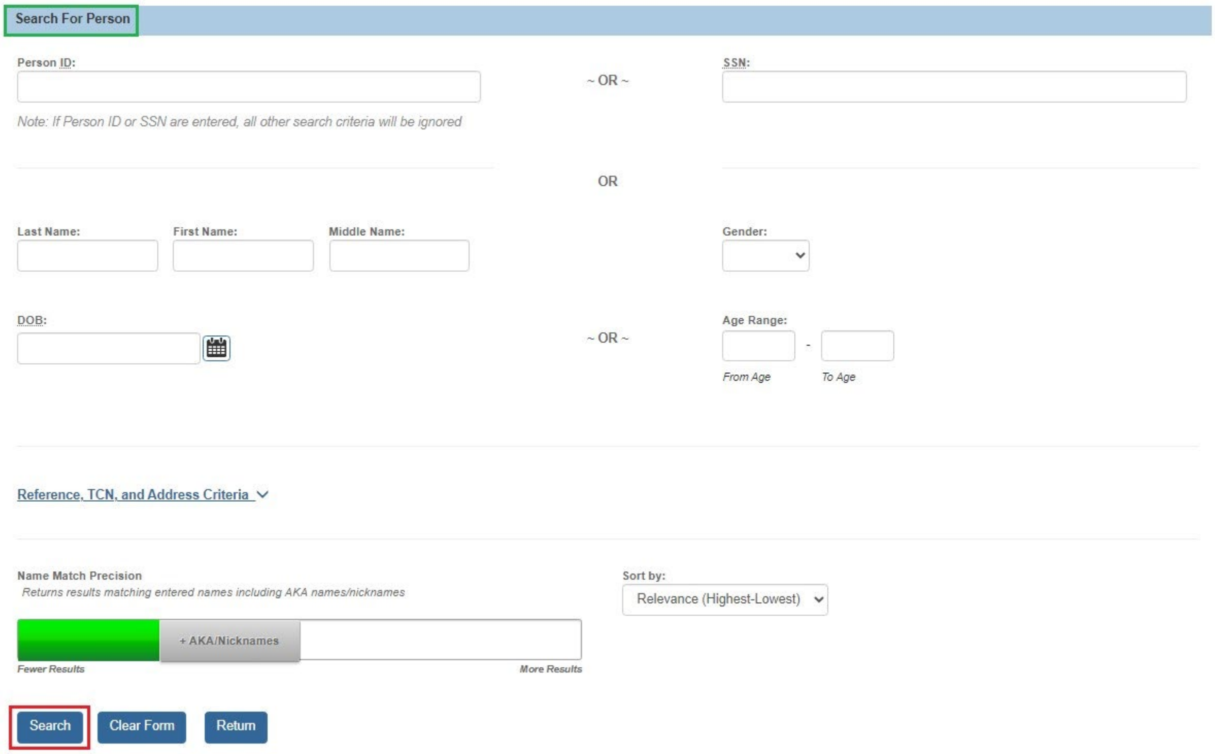
To add a new participant, complete the following steps:

1. Click the **Participants** tab. The **Training Participants List** screen appears.
2. Click the **Add Participant** button.



The **Person Search Criteria** screen appears.

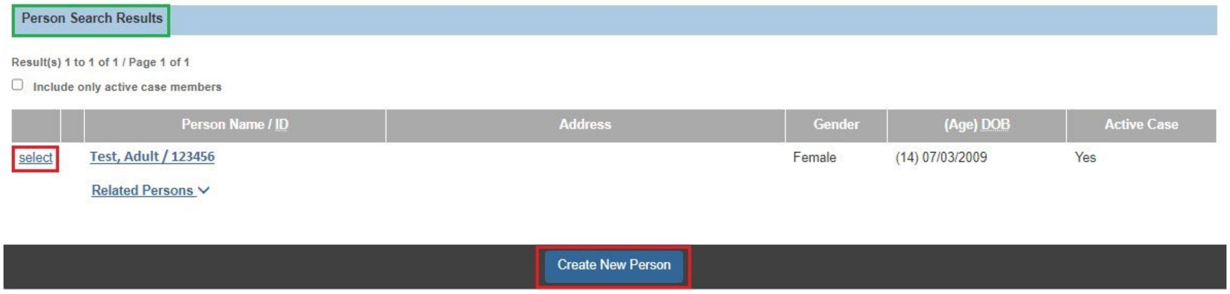
3. Enter information into the appropriate fields.
4. Click the **Search** button.



The results appear in the **Person Search Results** section of the screen.

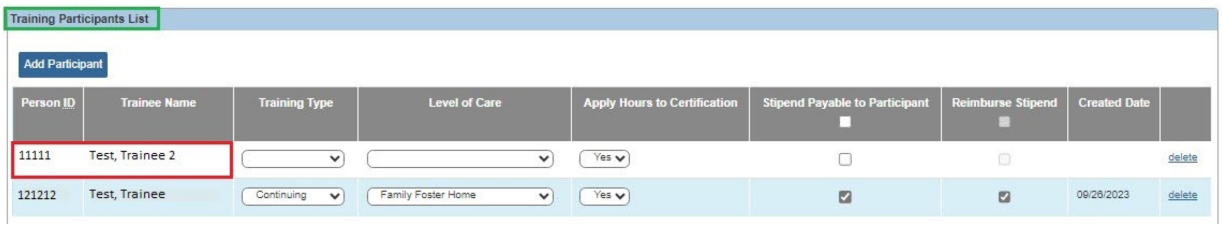
Note: You can select an existing person or add a new person.

5. To choose an existing person, click the **Select** link in the appropriate row.
6. To add a new person, click the **Create New Person** button.
7. Complete the **Person Information** screen.
8. Click the **Save** button.
9. Then, click the appropriate **Select** link (**Person Search Results** section).



The **Training Participants List** screen appears displaying the selected person's name.

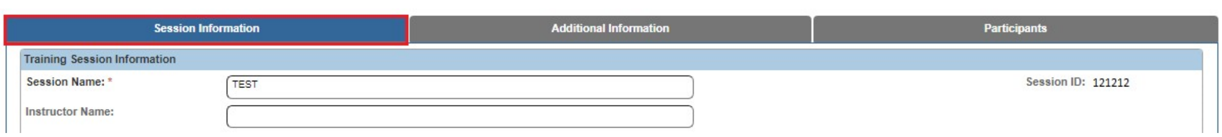
10. Complete the remaining fields in this new row by using the steps in the **Completing the Participants Tab** section of this Knowledge Base Article.



Marking the Training as Completed

Note: Also see the **Additional Information about Marking Training as Completed** section.

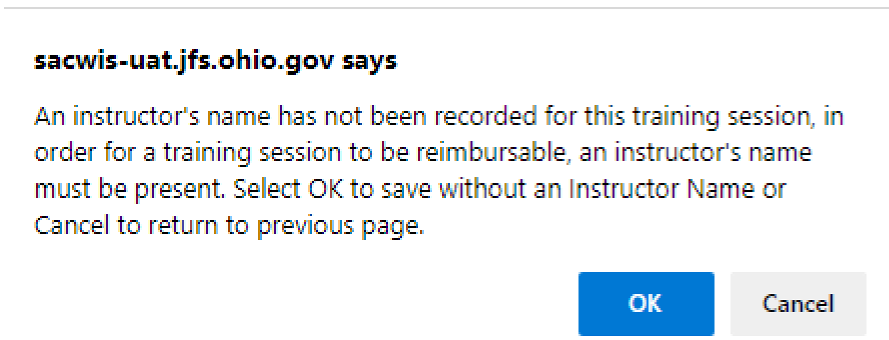
1. When training is complete, navigate to the **Training Session Information** screen as discussed at the beginning of this document.
2. Click the **Session Information** tab (which may default).



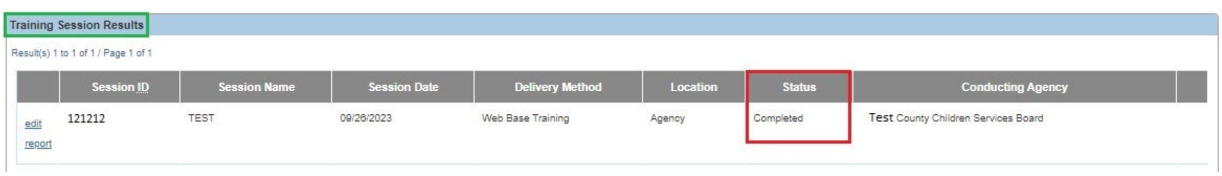
3. In the **Status** field (bottom of the screen), choose **Completed**.
4. Click the **Save** button.

Important: When you click save, if an instructor's name has not been previously entered, a validation message appears stating you must enter a name to get reimbursement.

5. If reimbursement is not desired, click the **OK** button.
6. If reimbursement is desired, click **Cancel** and return to the **Session Information** tab to enter the instructor's name.



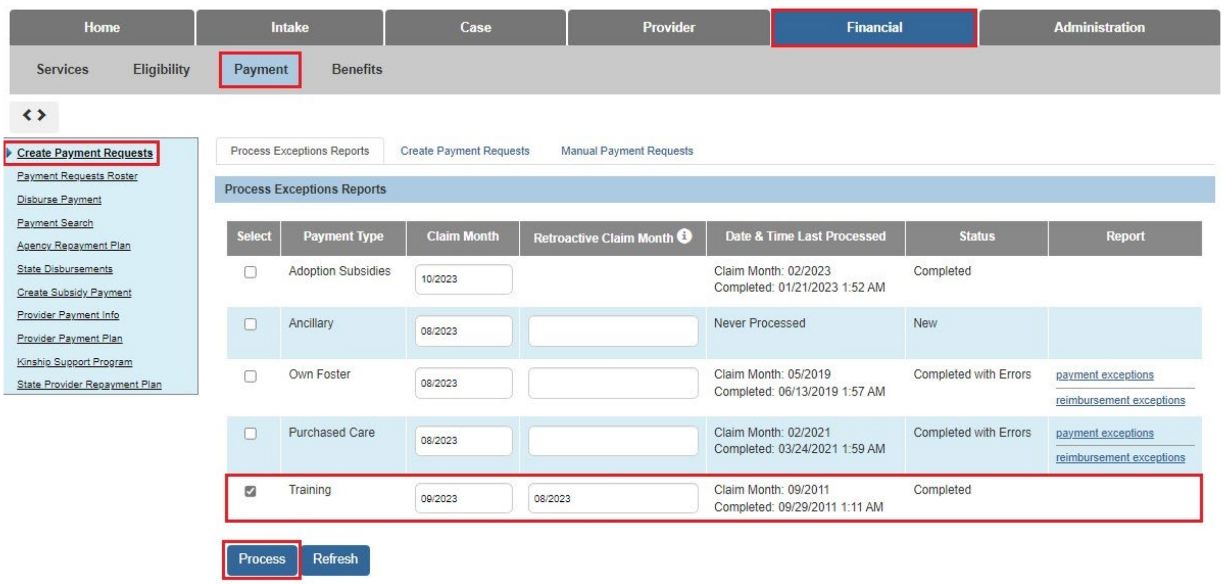
Once saved, the **Training Session Search Criteria** screen appears displaying **Completed** in the **Training Session Results** section.



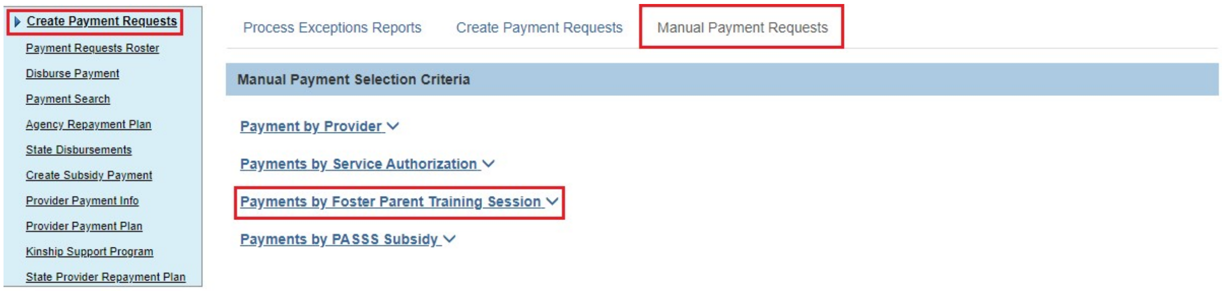
Additional Information about Marking Training as Completed

To process a payment request for training, from the **Home** screen:

1. On the **Financial** tab, click the **Payment** tab.
2. Click the **Create Payment Request** link in the **Navigation** menu.
3. Checkmark the **Training** box.
4. Enter the date of **08/2023** in the **Retro Active Start Date** field. To receive a payment, the retro date cannot precede this date.
5. Click the **Process** button.
6. The payment processing job runs overnight. The next day, the training payment request appears for rostering, approval, and disbursement. Refer to the **Processing FCM Payments** Knowledge Base Article for additional details related to payment processing.



To process a manual payment request for training, foster parent training payments can also be generated in Ohio SACWIS clicking the **Manual Payment Request** link in the Navigation menu.



Additional Information about Marking Training as Completed, continued

- **Per OAC 5101:2-5-38 (1):** An agency must pay their foster parents within 60 days of the training session being held.
- If an agency has not paid the foster parents within 60 days of course completion for continuing training, or in the case of pre-placement training within 60 days of their date of certification, the payment will not be reimbursed.
- **Per OAC 5101:2-5-38 (K):** All claims for allowance payments and stipend reimbursements must be perfected (submitted for reimbursement) within eighteen calendar months subsequent to the month in which the training occurred. Claims made after that period will not be honored.
- A foster parent must be licensed before a payment will generate in Ohio SACWIS.

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