

Creating a Waiver Request in a Provider Record



Knowledge Base Article

Creating a Waiver Request in a Provider Record

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Creating a Waiver Request in a Provider Record

Overview

This article describes how to create a Waiver Request for licensing a foster home. Waivers can be utilized for Kinship foster homes when the request is for a non-safety issue. Please refer to **OAC 5101:2-5-18 Waivers and Variances** for more information.

To create a waiver request for a provider and then route it for approval, complete the following steps:

Navigating to the Provider Overview Screen

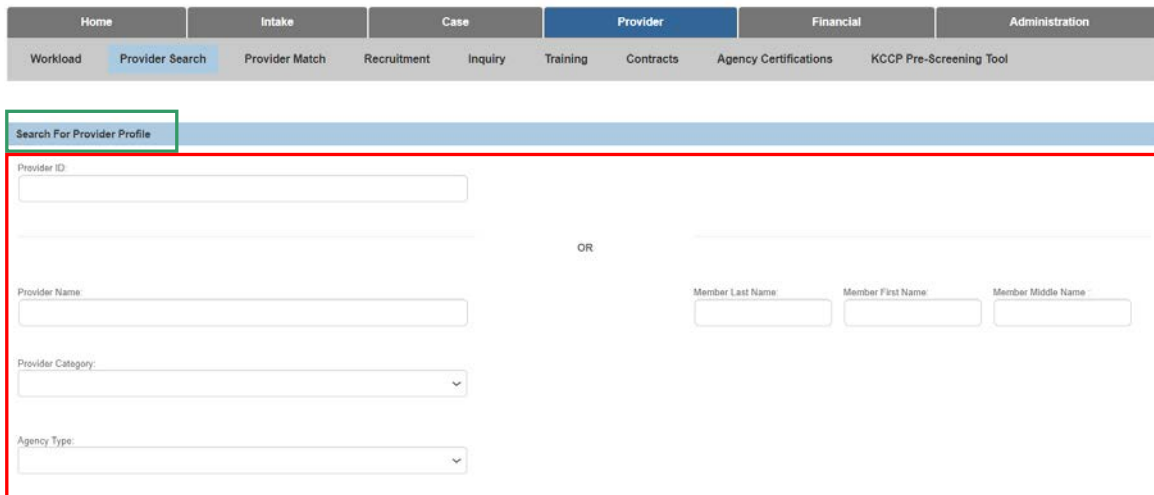
1. From the **SACWIS Home** screen, click the **Provider** tab.
2. Click, **Provider Search**.



A horizontal navigation bar with six main tabs: Home, Intake, Case, Provider, Financial, and Administration. The 'Provider' tab is highlighted with a red box. Below these tabs is a secondary row of links: Workload, Provider Search, Provider Match, Recruitment, Inquiry, Training, Contracts, Agency Certifications, and KCCP Pre-Screening Tool. The 'Provider Search' link is highlighted with a red box.

The **Search For Provider Profile** screen appears.

3. Enter the provider search information in the appropriate field(s).
4. Click, **Search**.



The 'Search For Provider Profile' screen features a search form with the following fields: 'Provider ID' (text input), 'OR' (text input), 'Provider Name' (text input), 'Member Last Name' (text input), 'Member First Name' (text input), 'Member Middle Name' (text input), 'Provider Category' (dropdown menu), and 'Agency Type' (dropdown menu). The entire search form area is enclosed in a red rectangular border.

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The screenshot shows a search form with three dropdown menus: 'Agency', 'Provider Type', and 'Provider Status'. A checkbox labeled 'Include "Closed" Provider Type Status' is checked. Below the dropdowns is a link 'Address, Contact and Provider Reference Criteria'. A 'Name Match Precision' section shows a green bar and a text input field with '+ AKA/nicknames'. At the bottom are 'Search' and 'Clear Form' buttons, with the 'Search' button highlighted by a red box.

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

Alternatively, users may enter the **Provider Overview** screen by clicking 'select' next to the Provider ID within their Workload Tab.

5. Click, **edit**.

Search Results

Result(s) 1 to 15 of 500 / Page 1 of 34

	Provider Name / ID	Provider Status	Provider Category	Address
<div>view</div> <div>edit</div>		ACTIVE	NONODJFS	
<div>View Provider Type Information</div>				
<div>view</div> <div>edit</div>		ACTIVE	NONODJFS	
<div>View Provider Type Information</div>				
<div>view</div> <div>edit</div>		ACTIVE	NONODJFS	

The selected **Provider Overview** screen appears.

Creating a Waiver Request

Important: A home study record with a Status of 'In Progress' must be present to request a waiver. Users must be assigned to the Provider with a Role of Home Study Assessor or Home Study Supervisor.

1. Click the **Waiver** link in the **Navigation** menu.

Creating a Waiver Request in a Provider Record

Provider Overview

Activity Log
Inquiries
KCCP Pre-Screening Tool
Forms/Notices
Skills
Training
Acceptance Criteria
Description of Home
Description of Family
Home Study
Foster to Adopt (1692) Home Study
Approval/Certification
Large Family Assessment
Kinship Assessment
Contracts
Service Credentials
Prevention Services Approval
Placements/Services
Intake Reports
Complaints/Rule Violations
Waiver

PROVIDER NAME / ID: **Tiger, Tony / 28122363** CATEGORY / STATUS: **Home / Active**

PRIMARY ADDRESS: **4200 E 5th AVE Columbus, OH 43219-1851** PRIMARY CONTACT: **Home: (614) 333-3333**

Provider Actions

[Provider Information](#) | [Linked 1692 Providers](#)

One or more active Adult Provider member(s) is missing a Verified Authentication Number (TCN).

Approval/Certification Spans

No Current Provider Certification Available

[View History](#)

The **Waiver** screen appears, displaying the **Maintain Waiver Requests** grid.

- Click the **Add Request** button.

Provider Overview

Activity Log
Inquiries
KCCP Pre-Screening Tool
Forms/Notices
Skills
Training
Acceptance Criteria
Description of Home
Description of Family
Home Study
Foster to Adopt (1692) Home Study
Approval/Certification
Large Family Assessment
Kinship Assessment
Contracts
Service Credentials
Prevention Services Approval
Placements/Services
Intake Reports
Complaints/Rule Violations
Waiver

PROVIDER NAME / ID: CATEGORY: **Home**

Maintain Waiver Requests

Result(s) 1 to 2 of 2 / Page 1 of 1

	Type/State	Rule Info	Effective Date	Expiration Date	Agency	ODJFS Response	Status	Closed Date / Reason
View	Waiver - Renewal	51012-5.33 Foster Caregiver Preplacement and Continuing Training	04/17/1995		County Children Services Board	Accepted	Approved - Final	
View	Waiver - Renewal	51012-5.32 Occupancy Limitations and Accessibility	01/07/2003		County Children Services Board	Accepted	Approved - Final	

[Add Request](#)

The **Agency Waiver Request and Recommendation Details** screen appears.

- Select **Waiver** from the **Type** drop-down menu.
- Enter the **Effective Date**.
- Select the appropriate name from the **Initiated By** drop-down menu.
- In the **State of Waiver** field, select the appropriate value.
- In the **Rule Chapter** field, select the appropriate value.
- Make the appropriate selection from the **Rule Section** drop-down menu value.
- If applicable, make a selection from the **Rule Sub-Section** drop-down menu.
- In the **Explain** field, enter the reason for the waiver.
- If ready to submit to the State, skip to Step 3 below.
- When complete, click the **Save** button.

Creating a Waiver Request in a Provider Record

Agency Waiver Request and Recommendation Details

Agency: County Children Services
 Type:
 Effective Date:

Initiated By:
 State of Waiver:
 Expiration Date:

Rule Information

Rule Chapter:
 Rule Section:
 Rule Sub-Section:

Agency Comments

Explain:

Spell Check Clear 2000

Process Approval

Apply Save Cancel

The **Waiver** screen appears, displaying the added Waiver in the **Maintain Waiver Requests** grid.

Provider Overview
 Activity Log
 Issues
 KCCP Pre-Screening Tool
 Forms/Notes
 Skills
 Training
 Acceptance Criteria
 Description of Home
 Description of Family
 Foster to Adopt / 1692h Home Study
 Home Study
 Approval/Certification
 Large Family Assessment
 Kinship Assessment
 Contracts
 Service Credentials
 Prevention Services Approval
 Placement Services
 Intake Reports
 Complaints/Rule Violations
Waiver

PROVIDER NAME / ID: CATEGORY: Home

Maintain Waiver Requests

Result(s) 1 to 3 of 3 / Page 1 of 1

	Type/State	RuleInfo.	Effective Date	Expiration Date	Agency	ODJFS Response	Status	Closed Date / Reason
view	Waiver - Renewal	5101.2-5.33 Foster Caregiver Preplacement and Continuing Training	04/17/1996		County Children Services Board	Accepted	Approved: Final	
view	Waiver - Renewal	5101.2-5.32 Occupancy Limitations and Access	33		County Children Services Board	Accepted	Approved: Final	
view edit	Waiver - Initial	ORC 5103.0319 Notification of conviction of certain offenses by foster child	02/23/2021		County Children Services Board	Pending	In progress	delete

Add Request

Processing a Waiver for Approval

1. Navigate to the appropriate provider's **Maintain Waiver Requests** screen using the steps previously discussed.
2. Click the **edit** link in the appropriate grid row.

Maintain Waiver Requests

Result(s) 1 to 1 of 1 / Page 1 of 1

	Type/State	RuleInfo.	Effective Date	Expiration Date	Agency	ODJFS Response	Status	Closed Date / Reason
view edit	Waiver - Initial	5101.2-7.02 General requirements for foster caregivers and applicants	02/24/2021	02/23/2023	County Children Services	Pending	In progress	delete

Add Request

Creating a Waiver Request in a Provider Record

The **Agency Waiver Request and Recommendation Details** screen appears.

3. Click the **Process Approval** button.

Agency Waiver Request and Recommendation Details

Agency: County Children Services

Type: Waiver

Effective Date: 02/04/2021

Initiated By: initial

State of Waiver: initial

Expiration Date: 02/23/2023

Rule Information

Rule Chapter: 5101.2-7

Rule Section: 02 General requirements for foster caregivers and applicants

Rule Sub-Section:

Agency Comments

Explain: Waiver justification

Spell Check Clear 2000

Process Approval

Apply Save Cancel

The **Process Approval** screen appears.

4. Select Route from the **Action** drop-down menu.
 5. In the **Agency** field, select **Ohio Department of Job and Family Services**.
 6. In the **Reviewers/Approvers** field, select the **David Beck** from the drop-down list.
- Note:** All waiver requests are routed to David Beck for approval.
7. When complete, click the **Save** button.

Process Approval

Work Item

ID	Task ID	Type	Task Type	PROVIDER	Reference	Task Reference	Task Status
				Waiver			

Routing/Approval Action

Action: Route

Comments:

Spell Check Clear 2000

Agency: Ohio Department of Job and Family Services

Reviewers/Approvers: David Beck

Save Cancel

The Waiver Request has been routed for approval.

Closing a Waiver

If a Provider completes the waived tasks and meets the full requirements of foster care licensure, users may close the record.

1. Navigate to the appropriate provider's **Maintain Waiver Requests** screen using the steps previously discussed.
2. Click the **edit** link in the appropriate grid row.

Creating a Waiver Request in a Provider Record

[Provider Overview](#)
[Activity Log](#)
[Issues](#)
[KCOP Pre-Screening Tool](#)
[Forms/Notices](#)
[Skills](#)
[Training](#)
[Acceptance Criteria](#)
[Description of Home](#)
[Description of Family](#)
[Foster to Adopt \(1692\) Home Study](#)
[Home Study](#)
[Approval/Certification](#)
[Large Family Assessment](#)
[Kinship Assessment](#)
[Contracts](#)
[Service Credentials](#)
[Prevention Services Approval](#)

PROVIDER NAME / ID: CATEGORY: **Home**

Maintain Waiver Requests

Result(s) 1 to 4 of 4 / Page 1 of 1

	Type/State	RuleInfo	Effective Date	Expiration Date	Agency	ODJFS Response	Status	Closed Date / Reason
view	Waiver - Renewal	5101.2-5-33 Foster Caregiver Preplacement and Continuing Training	04/17/1995		County Children Services Board	Accepted	Approved: Final	
view	Waiver - Renewal	5101.2-5-32 Occupancy Limitations and Accessibility	01/07/2003		County Children Services Board	Accepted	Approved: Final	
view edit	Waiver - Initial	ORC-5103.0319 Notification of conviction of certain offenses by foster child	02/23/2021		County Children Services Board	Pending	Route	delete
view edit	Waiver - Initial	ORC-5103.0319 Notification of conviction of certain offenses by foster child	02/15/2021		County Children Services Board	Pending	Route	delete

Once the ODJS designee has approved the waiver, the **Waiver Occurrence Review** page will display.

The **Waiver Occurrence Review** page displays.

3. Scroll to the **Closing Comments** grid.
4. Enter a **Closed Date**.
5. Make a selection from the **Closed Reason** drop-down menu.
6. Enter **Closing Comments**, as applicable.
7. Click **Save** to confirm.

PROVIDER NAME / ID: **Smith, John & Smith, Jane / 000000000** CATEGORY: **Home**

Waiver Occurrence Review

ODJFS Response Information

Decision: *
Type: *
State of Waiver:

Accepted Effective Date: *
Accepted Expiration Date:

Rule Information

Rule Chapter: *
Rule Section: *
Rule Sub-Section:

ODJFS Comments

Explain:

Creating a Waiver Request in a Provider Record

Closing Comments

Closed Date:

Closed Reason:

Other Reason Explanation:

Closing Comments:

Spell Check

Clear

2000

Agency Request / Recommendation Information

Agency:

County Department of Job and Family Services

Type:

Waiver

Effective Date:

01/01/2021

Rule Information

Rule Chapter:

5101:2-5

Rule Section:

30 foster care amendments

Rule Sub-Section:

Agency Comments

Explain:

Apply

Save

Cancel

Matching a Child when a Waiver is Present

When an active Waiver is in place, the foster provider is only able to take kinship children as placement, and will not display as a match possibility unless the "child has a kinship relationship with the provider" box is marked on the Search For Provider Match screen. This can be marked manually when doing a general provider match, or is system driven when the answer to the question, **Does the child have a kinship relationship with the provider?** is Yes on a Placement Setting Details record.

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.