Setting Up a Help Me Grow Agency Service

Prior to **Creating a Help Me Grow Referral from Case Services**, the user must verify that a **Help Me Grow Service Type** exists for the **Provider** that will be providing the Help Me Grow services. If there is not an existing service, the user will need to add an **Agency Service** for **Help Me Grow** under the **Service Category** of **Health Related & Home Health**. Then the user must link the **Help Me Grow Service** to the appropriate **Provider** of the **Help Me Grow** services.

Viewing Agency Services for Help Me Grow

In order to add a **Help Me Grow Referral**, an **Agency Service Type** of **Help Me Grow** must be recorded with the **Service Category** of **Health Related & Home Health** and linked to the **Provider** record. Complete the following steps to verify that a **Help Me Grow Service** is set up for the **Provider Agency** that will be providing the service.

1. From the SACWIS **Home** screen, click the **Financial** tab.

2. Click the **Services** tab.

3. Click the **Maintain Service** link.

The **Agency Services Search Criteria** screen appears.

4. Select **Health Related & Home Health** from the **Service Category** drop-down list.

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5. Select **Help Me Grow** from the **Service Type** drop-down list.

```
┌─Agency Services Search Criteria───────────────────────────────────────────────┐
│                                                                                │
│  Agency:          ABC County Department of Job and Family Services        [▼] │
│  Agency Number:   10022                                                        │
│  Service Category: Health Related & Home Health    [▼]                         │
│  Service Type:    Help Me Grow                [▼]                              │
│                                                                                │
│  Sort Result By:  Mapping Default             [▼]                             │
│                                                                                │
└────────────────────────────────────────────────────────────────────────────────┘
 Search
```

6. Click the **Search** button.

The **Agency Services Search Results** displays the filtered results.

```
┌─Agency Services Search Results────────────────────────────────────────────────┐
│  Result(s) 1 to 1 of 1                                          Page 1 of 1    │
│  ┌──────────────────────────────────────────────────────────────────────────┐ │
│  │       Service Category / Type      │  Service Description │ UOM │ Standardized Cost │
│  │ edit  Health Related & Home Health/ Help Me Grow │ Help Me Grow │     │        │ │
│  └──────────────────────────────────────────────────────────────────────────┘ │
│                                                                                │
│  Service Category: [                    ▼]         Service Type:  [  ▼]        │
│   Add Service                                                                   │
└────────────────────────────────────────────────────────────────────────────────┘
```

Important: If there is not an existing **Help Me Grow Service** for the **Provider Agency**, one will need to be added by clicking the **Add Service** button (circled above). For details on adding an **Agency Service**, please refer to the Knowledge Base Article **"Adding Agency Services Including Shared Home Services"**.

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Linking the Help Me Grow Service to the Provider

As previously stated, in order to add a **Help Me Grow Referral**, an **Agency Service Type** of **Help Me Grow** must be recorded with the **Service Category** of **Health Related & Home Health** and linked to the **Provider** record.

Note: If the **Help Me Grow** service has already been linked to the **Provider** record, skip forward to the next section of the article. Once the **Help Me Grow** service is linked to the **Provider** record, it can be used for multiple **Help Me Grow** referrals to that **Provider**.

Complete the following steps to link the **Help Me Grow** service to the appropriate **Provider** record.

1. Navigate to the SACWIS **Home** screen.

2. Click the **Provider** tab.

3. Click the **Directory** tab.

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

4. Enter the Provider information in the **Provider Name** or **Provider ID** field.

   - If needed, enter information into the other fields in this section to filter the information and locate the appropriate **Provider**.

   - To search for a specific **Provider Name**, remove any text in the **Agency Type** field and the **Agency** name field before clicking the **Search** button.

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5. Click the **Search** button.

The **Provider Profile Search Results** appears.

6. Click the **Edit** link beside the appropriate **Provider Name**.

The **Provider Overview** screen appears.

7. Click the **Service Credentials** link in the **Navigation** menu.

The **ODJFS Approved Services Filter Criteria** screen appears.

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8. Click the **Other Services** tab.

The **Other Services Filter Criteria** screen appears.

Note: If the **Help Me Grow** service has already been linked to the **Provider** record, it will display in the **Other Services** grid. Once the **Help Me Grow** service is linked to the **Provider** record, it does not need to be linked a second time and can be used for multiple **Help Me Grow** referrals to that **Provider**. If the **Help Me Grow** service has already been linked to the **Provider** record, skip forward to the next section of the article.

9. Click the **Add Other Service** button.

The **Other Services Details** screen appears.

10. Select **Health Related & Home Health** in the **Service Category** field. (Required)

11. Select **Help Me Grow** in the **Service Type** field. (Required)

12. Select **Active** in the **Service Status** field. (Required)

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13. Select **Help Me Grow** in the **Service Description** field. (Required)

14. Enter the effective date of the service in the **Effective Date** field.

Hint: Click the **Calendar** icon beside the field to select the date.

15. Click the **Save** button.

The **Other Services Filter Criteria** screen displays the new information in the **Other Services** section.

16. To exit the **Provider** record, click the **Provider Overview** link in the **Navigation** menu.