

SACWIS Overview of Provider Relationships for Private Agency Users
Wednesday October 4, 2017
Questions and Answers

If your Agency has questions pertaining to the Relationships functionality in SACWIS, please feel free to contact:

SACWIS Helpdesk SACWIS_HELP_DESK@jfs.Ohio.gov 1-800-686-1580

Question: Is there any way to show relationships between non-household members, such as adult children not living in the home or siblings adopted by two separate homes?

Answer: Adult children who are inactive members of the Provider are still available in the Relationships tab so this information can be recorded. Relationships between siblings or others may exist elsewhere in SACWIS, however, access from the Provider record is currently limited to its members.

Question: Will the Genogram be part of the Home Study?

Answer: It is not attached to the Home Study, at this time. Current functionality does not support saving the Genogram in SACWIS. The Genogram can be downloaded and saved as a .pdf file.

Question: Will a Child Household Member automatically become an Adult Household Member when they turn 18? Or do we need to go in and update their file?

Answer: When a household member turns 18, an email is sent to the assigned worker(s) to update the role to Adult Household Member. Meanwhile, there will be a validation message if the worker attempts to edit/save any information in the provider record without updating the role of the 18-year-old.

Question: If we are doing an infant adoption, are we supposed to put the birth family in SACWIS prior to the birth of the adopted person?

Answer: No.

Question: Can you explain the unspecified relationship a little more? Is it ok to have them unspecified or does that mean we need to complete something specific?

Answer: The system is drawing attention to persons in the list set (in this case, Provider Members) who do not have a relationship recorded. If they are not related, no action is required. For Providers, the relationships of all members to the Applicant(s) are still required in order to complete the home study. With the new functionality, you now have the additional ability to document the relationship of other household members to each other as well.

Question: Do we need to update relationships or does SACWIS do it automatically?

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Answer: Any existing Person relationships will pull forward automatically when those persons are linked to a Provider record. If additional people are added to the Provider, or if relationships change over time, you will need to update.

Note: When there is an adoptive placement and the finalization is documented in SACWIS, the system creates a new Person ID for the adopted person and the person is automatically added to the Provider family with the relationship of Adoptive Daughter/Son.

Question: Is the effective date on the Provider Member Details page supposed to be something specific? What if you don't know the exact date the person became a member of the provider family?

Answer: The effective date represents the date the person became a member of the provider record. When the provider is created, the date the application was received is the effective date. If new members are subsequently added, the effective date should be the date the person entered the home and/or became a member of that provider family. If the exact date is not known, use an estimated date.

Question: Will you notify the agency if there are any fall out data or data that has a conflict?

Answer: Due to the large number of records being converted in SACWIS, it is not possible to notify each agency of potential changes to relationships on their records. You are encouraged to review the information in your open/active providers to ensure the source data is correct to aid in the conversion process.

The conversion for provider members will retain relationships from open provider records over closed. If there are multiple records which are all open or all closed, the one with the most recent effective date will be retained.

Question: When does this go into effect?

Answer: The Person Level Relationships functionality will be released in Build 3.13, scheduled for December 2017.