

COMPLETING A BRIDGES APPLICATION



Knowledge Base Article

Completing a Bridges Application

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Completing a Bridges Application

Overview

This article provides instruction for completing a Bridges application.

The only time a Bridges application should be marked as Created in Error, is when it should never have been started in the first place; examples are:

- You wanted to start an application for Young Adult A, but mistakenly started the application in the case for Young Adult B.
- You started an application for a young adult before making contact with them to verify they wanted to apply. You should always make contact with the young adult to confirm they want to apply for the program prior to starting the application.

The only time Withdrawn will be selected as the Application Recommendation is if, during the application process, the young adult states they no longer want to submit the application for program consideration. The only time Applicant Disengaged will be selected as the Application Recommendation is if, during the application process, the Liaison loses contact with the young adult and is unable to reestablish contact. Exceptions to these are situations in which a young adult has signed his or her application. Bridges is an entitlement program; therefore, when a young adult signs the application, they gain appeal rights. If they no longer wish to proceed with the application process, or they disengage from the process after signing the application, the Recommendation will be Denied. ODJFS will send out a Notice of Denial and information on State Hearing Rights. Application Recommendations of Withdrawn and Applicant Disengaged can be approved at the Supervisor level.

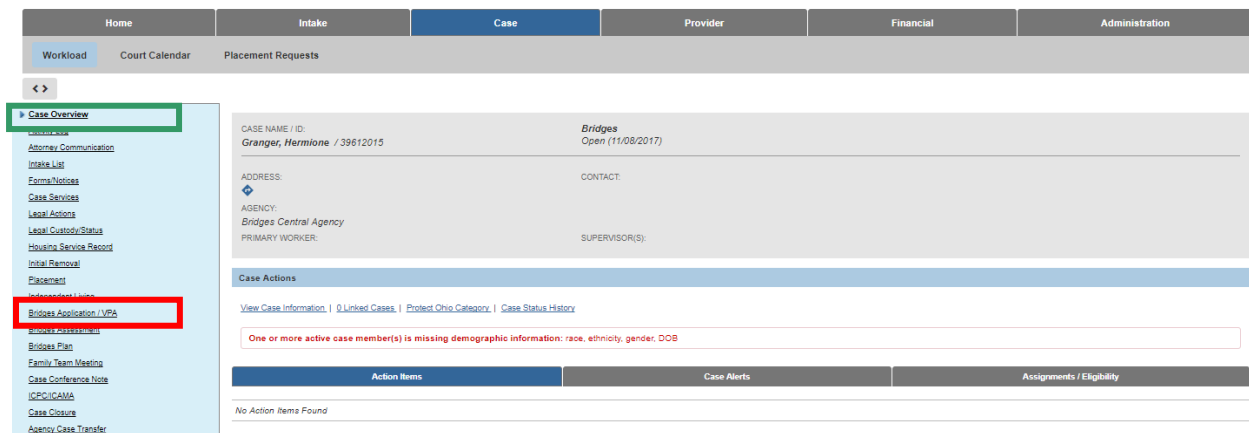
The service team has 30 days from case opening to submit the application to ODJFS. The service team is required to make at least one (1) weekly contact attempt during this period. The 30-day period can be extended if the young adult is actively engaged with the service team and is working to gather all required documentation to submit their application.

Locating the Bridges Application

From the SACWIS Home Page:

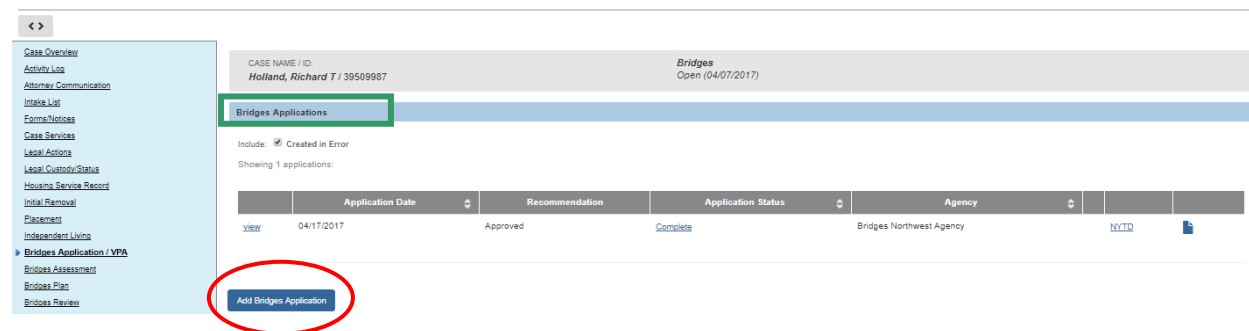
1. Navigate to the **Case Overview** page.
2. In the navigation pane, click, **Bridges Application/VPA**.

Completing a Bridges Application



The **Bridges Applications** screen appears.

3. Click, **Add Bridges Application**.



The **Application** screen appears.

Completing the Bridges Application

1. Complete all requested information.

Note: The liaison can either gather the information from the young adult, or complete the application while the young adult is present.

Important: It is important to be certain the Person record is current, as this is where the information is pulled for the application. The information can either be corrected, if necessary, on the Person record, or the hyperlinks within the application may be used.

Completing a Bridges Application

Case / Workload / Bridges Application / Application

CASE NAME / ID: [Redacted] Bridges / Open (04/07/2017)

APPLICATION DATE: 11/13/2017 STATUS: Pending Approval

Application Recommendation

Applicant Information

Language(s): English

Address: [Redacted] County: Crawford

Contact: [Redacted]

Preferred Communication Methods:

- Phone Call
- Email
- Text Message
- US Mail

Housing Type: Group Home

Parenting

No children have been added.

Add Child(ren)

Emancipation/Legal Status Information

Emancipation Status: Yes

Most Recent Legal Status: Temporary Custody/Placement and Care

Effective Date: [Redacted] Termination Date: [Redacted] Termination Reason: Child Reached Age of Majority

Agency: [Redacted]

Eligibility Requirement for Bridges

You must meet at least one of the following criteria to be eligible for Bridges. Check all that apply. Documentation is required for all criteria and will be requested once selected.

- Completing secondary education (high school) or a program leading to an equivalent credential
- Enrolled in an institution that provides post-secondary (college) or vocational education
- Participating in a program that is designed to promote, or remove barriers to, employment
- Employed at least 80 hours in a month
- Incapable of completing education or employment requirements due to physical or mental health condition

Secondary Education Information

School Name: XXXXXXXXXXXXXXXXXXXX Address: [Redacted]

School Contact: [Redacted] Phone: [Redacted]

Anticipated Graduation/Completion Date: 12/04/2017 Current Grade Level: Twelfth

Emergency Contact

Name: [Redacted] Relationship: Select relationship

Phone: [Redacted] Ext: [Redacted]

Additional Contact Information: [Redacted]

2. Once the application is complete, click the **Recommendation** tab near the top of the **Application** screen.

Case / Workload / Bridges Application / Application

CASE NAME / ID: [Redacted] Bridges / Open [Redacted]

APPLICATION DATE: [Redacted] STATUS: In Progress

Application Recommendation

Applicant Information

Completing a Bridges Application

Completing the Recommendation Tab

The **Recommendation** screen displays the message: **Your data has been saved.**

1. Make a selection from the **Application Recommendation** drop-down menu.
2. Provide narrative for the **Describe reasons for application recommendation** text box.
3. Click, **Submit For Approval**.

Note: Recommendations of Withdrawn and Applicant Disengaged are not routed to ODJFS for Approval.

Note: If the grantee has an internal review process for Application Recommendations, the Bridges Liaison may route the Application internally before it is routed to ODJFS.

Case / Workload / Bridges Application / Recommendation

CASE NAME / ID: [redacted] Bridges / [redacted]

APPLICATION DATE: [redacted] STATUS: In Progress

Your data has been saved.

Application Recommendation

Recommendation

Application Recommendation:

Select Recommendation

Describe reasons for application recommendation: [expand full screen](#)

Created By: Rich, Richie Created Date: 11/13/2017
Modified By: Rich, Richie Modified Date: 11/13/2017

Apply Save Cancel **Submit For Approval**

The **Process Approval** screen appears.

1. Make a selection from the **Action** drop-down menu.
2. Select **ODJFS** from the **Agency** drop-down menu.
3. Make a selection from the Reviewers/Approvers drop-down menu.
4. Click, **Save**.

Completing a Bridges Application

Process Approval

Work Item

ID: [Redacted] Type: PERSON Reference: [Redacted]
 Task ID: [Redacted] Task Type: Bridges Application Task Reference: [Redacted]
 Task Status: [Redacted]

Action: * **Please Select An Action** ▼

Comments: [Text Area]

Spell Check Clear

Agency: **Department of Job and Family Services** ▼

Reviewer/ Approver: **Please Select A Reviewer/Approver** ▼

Save Cancel

The **Bridges Applications** screen appears, displaying a **Pending Approval** status.

Case Overview
 Activity Log
 Attorney Communication
 Intake List
 Forms/Notices
 Case Services
 Legal Actions
 Legal Custody/Status
 Housing Service Record
 Initial Removal
 Placement
 Independent Living
Bridges Application / VPA
 Bridges Assessment
 Bridges Plan
 Bridges Review
 Family Team Meeting
 Case Conference Note

CASE NAME / ID: **Bridges**
 Open (04/07/2017)

Bridges Applications

Include: Created in Error

Showing 2 applications:

	Application Date	Recommendation	Application Status	Agency
view	11/13/2017	Approved	Pending Approval	Agency
view	04/17/2017	Approved	Complete	Agency

Add Bridges Application

Recording an Appeal

The Appeal link will display for the following Applications:

- The Application has a Recommendation of 'Denied' and is in Completed Status.
- Appeal History for the Denied Application.

1. Click the **appeal** link.

Case Overview
 Activity Log
 Attorney Communication
 Intake List
 Forms/Notices
 Case Services
 Legal Actions
 Legal Custody/Status
 Housing Service Record
 Initial Removal
 Placement
 Independent Living
Bridges Application / VPA
 Bridges Assessment
 Bridges Plan
 Bridges Review

CASE NAME / ID: **Bridges**

Bridges Applications

Include: Created in Error

Showing 3 applications:

	Application Date	Recommendation	Application Status	Agency
view	11/15/2017	Denied	Pending Approval	Agency
view	10/12/2017	Approved	Complete	Agency
edit	10/11/2017		In Progress	Agency

Completing a Bridges Application

The **Add Bridges Appeal Decision** screen appears.

When an Application has an Appeal recorded with an Appeal Decision of “Appeal Sustained,” the system will update the Application Status to “In Progress” and clear out the Application Recommendation dropdown.

When an Application has an Appeal recorded with an Appeal Decision of “Appeal Overruled,” the system saves the information and no changes are made to the Application.

2. Complete the required information (denoted with a red asterisk).
3. Click, **Save**.

Add Bridges Appeal Decision

CASE NAME / ID: Bridges / Open (09/01/2017)

Appeal Decision Details

Appeal Date: *

Appeal Type: *

Appeal Decision: *

Appeal Officer: *

Appeal Number:

Decision Date: *

Compliance Date:

Comments: ABC 500

Save **Cancel**

The Bridges Appeals screen appears, displaying the **Appeal Decision**.

Bridges Appeals

CASE NAME / ID: Bridges / Open (09/01/2017)

Your data has been saved.

Appeal History

	Appeal #	Appeal Date	Appeal Decision	Decision Date	Compliance Date
View		11/16/2017	Appeal Sustained	11/16/2017	

If you need additional information or assistance, please contact the SACWIS Help Desk.