

**Generating an Eligibility  
Determination/Redetermination  
Due Report**



**Knowledge Base Article**

# Generating an Eligibility Determination / Redetermination Due Report

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# Generating an Eligibility Determination / Redetermination Due Report

## Overview

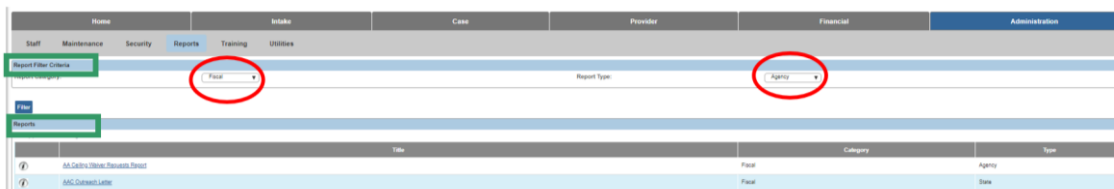
The **Eligibility Determination / Redetermination Due Report** identifies pending eligibility and redetermination records that need to be completed. To run the report, complete the following steps:

1. On the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab.



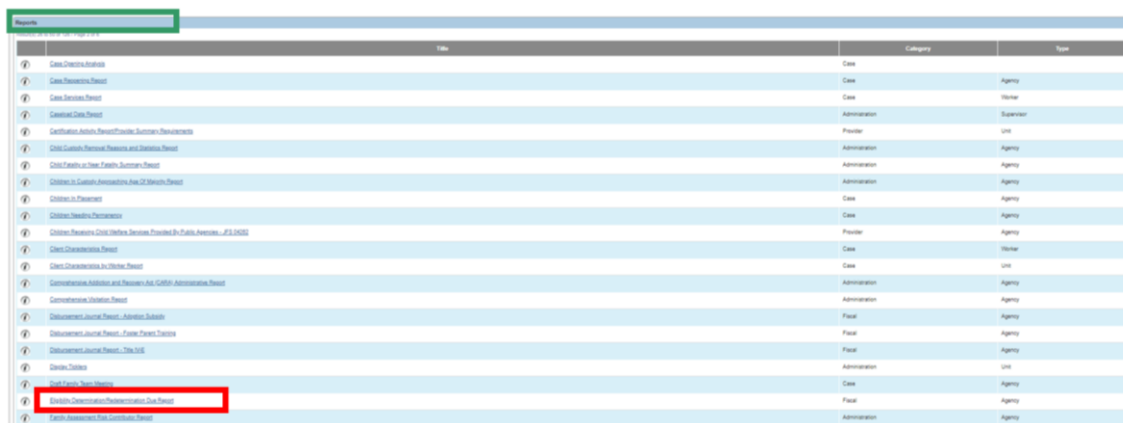
The screen expands, displaying the **Report Filter Criteria** grid, as well as a list of reports in the **Reports** grid.

3. Select, **Fiscal**, from the **Report Category** drop-down menu.
4. Select, **Agency** from the **Report Type** drop-down menu.
5. Click, **Filter**.



The **Reports** grid displays the filtered list of reports that match your search parameters.

6. Click the **Eligibility Determination / Redetermination Due Report** link.



## Generating an Eligibility Determination / Redetermination Due Report

The **Report History** grid appears.

1. In the **Select Report Output Format** grid, select either the radio button beside **PDF** or **Excel**, depending on the format you want.
2. Click, **Generate Report**.

The screenshot shows the 'Report Details' section with 'Report Category' set to 'FISCAL' and 'Report Title' as 'Eligibility Determination/Redetermination Due Report'. Below this is the 'Report History' grid with columns for ID, Date Created, Employee ID, and Name. At the bottom, the 'Select Report Output Format' section has radio buttons for 'PDF' and 'Excel', with the 'Generate Report' button circled in red.

The **Eligibility Determination/Redetermination Due Report** screen appears.

3. The Agency name will be pre-populated.
4. Select a name from the **Eligibility Specialist** drop-down menu (this is optional).

**Note:** This field may not appear until you select an Agency.

5. Click, **Generate Report**.

The screenshot shows the 'Eligibility Determination/Redetermination Due Report' form. The 'Agency' field is pre-populated and highlighted with a red box. Below it is the 'Eligibility Specialist' drop-down menu. The 'Generate Report' button is also highlighted with a red box.

The following screen appears, indicating your report is being prepared.

The screenshot shows the 'Your report is being created' screen. It includes the Ohio SACWIS logo, a user profile section with the name 'Development1 (3.2.2.2019/03/02)' and 'Last Login: 01/29/2019 02:48:34 PM', and a progress indicator. At the bottom, it shows 'Report Requested: 04/14/2019 PM' and 'Last Checked: 04/14/2019 PM'.

The report (labeled, **temp** in Excel) downloads in the selected format and displays at the bottom left of the page when the search is finished.

6. Click on the report to view.
7. Click, **Save**, to have the file saved in the Report History grid.

**Note:** If you select pdf for the report output, the pdf file will automatically open when you select that option and generate the report. You can click, **Save**, at the bottom left of the screen to save the report to the Report History grid.

# Generating an Eligibility Determination / Redetermination Due Report



The **Eligibility Determination/Redetermination Due Report** appears.

**Note:** The report column names are described in the chart below.

Eligibility Specialist	Child Name	Person ID	Child DOB	Custody Date	Legal Status	Determination Type	Determination Status	Eligibility ID	Eligibility Status	Reimbursement ID	Reimbursement Status
**No Worker**				10/09/2018	Temporary Custody/Placement and Care	Initial	NotDetermined		Pending		Not Created
**No Worker**				11/13/2018	Temporary Court Order	Initial	NotDetermined		Pending		Not Created
**No Worker**				12/20/2018	Officer Acceptance	Initial	NotDetermined		Pending		Not Created
**No Worker**				11/05/2018	Temporary Court Order	Initial	NotDetermined		Pending		Not Created
**No Worker**				11/05/2018	Temporary Court Order	Initial	NotDetermined		Pending		Not Created
**No Worker**				12/18/2018	Temporary Court Order	Initial	NotDetermined		Pending		Not Created
**No Worker**				12/05/2018	Temporary Court Order	Initial	NotDetermined		Pending		Not Created
**No Worker**				10/15/2018	Temporary Custody/Placement and Care	Initial	NotDetermined		Pending		Not Created
**No Worker**				10/16/2018	Temporary Court Order	Initial	NotDetermined		Pending		Not Created
**No Worker**				10/09/2018	Temporary Custody/Placement and Care	Initial	NotDetermined		Pending		Not Created
**No Worker**				12/12/2018	Temporary Custody/Placement and Care	Initial	NotDetermined		Pending		Not Created
**No Worker**				11/02/2018	Temporary Court Order	Initial	NotDetermined		Pending		Not Created
**No Worker**				11/29/2018	Temporary Court Order	Initial	NotDetermined		Pending		Not Created
**No Worker**				10/09/2018	Temporary Custody/Placement and Care	Initial	Yes		Pending Approval		Not Created
**No Worker**				01/16/2018	Temporary Custody/Placement and Care	Initial	Yes		Complete	51838896	Pending
**No Worker**				11/09/2018	Temporary Custody/Placement and Care	Initial	NotDetermined		Pending		Not Created
**No Worker**				10/03/2018	Temporary Custody/Placement and Care	Initial	Yes		Pending Approval		Not Created

## Report Column Names and Descriptions

Report Column Name	Description
<b>Eligibility Specialist</b>	The Eligibility Specialist name displayed represents (1) the worker who is assigned as Eligibility Specialist for the child’s case, or (2) if no assignment exists, the Eligibility Specialists responsible for creating the Eligibility Record for the child.
<b>Child Name</b>	Child’s Name
<b>Person ID</b>	Child’s ID Number
<b>Child DOB</b>	Child’s Date of Birth

## Generating an Eligibility Determination / Redetermination Due Report

<b>Custody Date</b>	Child's Custody Start Date
<b>Legal Status</b>	Child's current legal status
<b>Determination Type</b>	Type of Eligibility Determination <b>Example:</b> Initial, Ongoing, Age
<b>Determination Status</b>	Current status of eligibility determination <b>Example:</b> Not determined, Yes, No
<b>Eligibility ID</b>	Displays the Eligibility ID number
<b>Eligibility Status</b>	Child's Eligibility status <b>Example:</b> Pending, Completed
<b>Reimbursability ID</b>	Displays the Reimbursability ID number
<b>Reimbursability Status</b>	Displays the Reimbursability Status
<b>Reimbursability Type</b>	Type of Reimbursability Record <b>Example:</b> Initial, Annual Redetermination
<b>Other Responsible Agency</b>	Displays the other agency who is responsible
<b>Due Date</b>	Due date is the effective date. Displays Effective Date of reimbursability record if eligibility status is Complete. Displays Effective date of Eligibility record if status of eligibility record is Pending or Not Created.

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