Transferring Foster Care Providers from One Agency to Another

Knowledge Base Article

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Overview

This Knowledge Base Article discusses how to transfer a foster home in Ohio SACWIS from one agency to another (transferring agency to the receiving agency).

Security Roles

Only the Ohio SACWIS security User Groups of **Home Study Assessor** and **Home Study Supervisor** have access to the agency transfer screens. If you do not have this security role, it must be requested from your agency system administrator.

Prior to Ohio SACWIS Entry

Communication must be initiated between the transferring agency and the receiving agency to determine the receiving agency's Supervisory contact person's name, as this is the person who must be assigned to the Provider ID and their name must be entered on one of the Ohio SACWIS screens.

Assignment

The Transferring Agency supervisor must assign the provider record to the Receiving Agency supervisor so the TCN's, obtained by the Receiving Agency for all adults in the home, can be entered into Ohio SACWIS by the Receiving Agency. This assignment can be completed by the following process:

1. Go to the **Assignments** link on the **Home** tab.

2. Check the box next to the Provider Name(s) you wish to assign to the receiving agency, then, click the Assign button at the bottom of the page.

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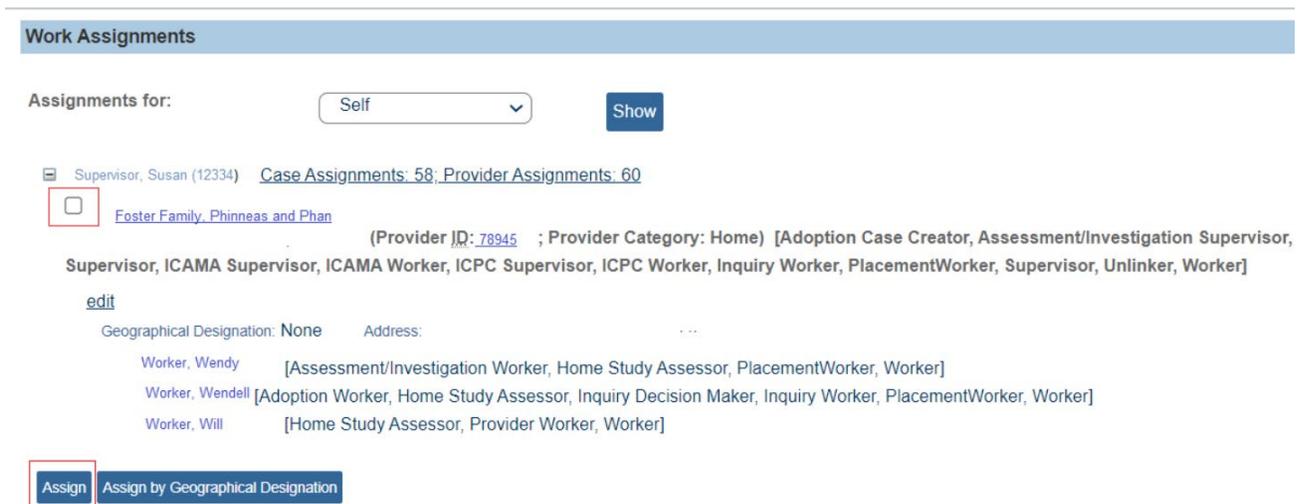
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3. Select the name of the Receiving Agency from the drop-down menu, then, click the **Show** button

4. **Select** the name of the contact person/supervisor.

	Employee ID	Employee Name		Roles
select	12345	Supervisor, Sara	Home Study Assessor, Home Study Supervisor, Inquiry Decision Maker, Inquiry Worker, Provider Worker, Supervisor, Worker	
select	54321	Supervior, Sam	Home Study Assessor, Home Study Supervisor, Inquiry Decision Maker, Inquiry Worker, Provider Worker, Supervisor, Worker	

Assign Work Item

Agency: Ohio County Children Services Board [Show]

Employees

5. Click the box(es) next to the **Roles** for this individual (**Home Study Supervisor**, **Home Study Assessor**, etc.)

6. Select **Save** at the bottom of the page

Home	Intake	Case	Provider	Financial

Employee Name: Supervisor, Sara
Employee ID: 12345

Employee Assignment

Start Date:* 03/31/2023   End Date:

Work Items

Work Item Type	Work Item ID	Work Item Reference
Provider	8745698	Foster Family, Phinneas and Phan

Roles

Select	Role
☐	Home Study Assessor
☐	Home Study Supervisor
☐	Inquiry Decision Maker

Other Actions for <Supervisor, Susan (12) >   Note: For these actions assignments will be end-dated as of the current system date.

☐ End My Assignment(s)

☐ End My and My Subordinates' Assignments

Comments:

[Spell Check] [Clear] [200]

[Save] [Cancel]

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Entering TCNs – Receiving Agency

Instructions for 'Adding an Authentication Number (TCN) on a Person' can be found by doing a search in the Knowledge Base/CAPS LMS for the following article:

[Adding an Authentication Number (TCN) on a Person](#)

Once the Receiving Agency TCN's have been documented on the provider record in Ohio SACWIS, the Transferring Agency may proceed with transferring the provider home as indicated in the steps below. Any activity logs may be entered by the Receiving Agency as well as to the contact they have had with the provider family.

Navigating to the Maintain Transactions Screen

The transferring agency will complete the following steps:

1. From the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Workload** tab.
3. Under your workload, select the appropriate **Provider ID** link.

Note: If you know the **Provider ID** number, you can also use the **Search** link to navigate to the **Provider Overview** screen.

The **Provider Overview** screen appears.

4. Click the **Approval / Certification** link in the **Navigation** menu.

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The **Maintain Approval/Certification Recommendations** screen appears.

5. Click the **Add Recommendation** button at the bottom of the screen.

The **Maintain Transactions** screen appears.

Completing the Maintain Transactions Screen Fields

Note: The fields on this screen change as certain field values are selected.

1. In the **Provider Type** field, select **Foster Care**. The **Application Date** field populates with the application date.

2. In the **Transaction** field, select **Transfer** from the drop-down list. The **Agency** field changes to a drop-down list.

3. In the **Agency Contact Person** field, select the appropriate name.

4. In the **Recommendation Date** field, select the appropriate date.

5. In the **Receiving Agency** field (**Transfer Transaction Information** section), select the appropriate agency.

6. In the **Receiving Agency Contact Person** field, enter the receiving agency contact person's name.

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Note: The **Level of Care** field defaults to **Family Foster Home** and the **Certifying Entity** field defaults to **ODJFS**.

7. When complete, click the **Process Approval** button.

The **Process Approval** screen appears.

Entering an Application Received Date if an Error Message Appears

Important: If the home study is only a "converted shell" (with missing information), when you click the **Process Approval** button, you may receive the following error message: **Field Application Date is a required field**.

This messages results from the approved initial home study not containing an **Application Received Date** in Ohio SACWIS.

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To correct this issue, complete the following steps:

1. Navigate to the appropriate **Provider Overview** screen.

2. Click the **Home Study** link in the **Navigation** menu. The **Maintain Home Study History** screen appears.

3. Click the **View** link in the appropriate grid row. The **Maintain Home Study Information** screen appears.

4. Click the **Verifications** link. The **Maintain Verification Tasks** screen appears.

5. In the **Date Application Received by Agency** row, click the **Edit** link. The **Verification Details** screen appears.

6. Enter a date in the **Date** field.

7. Click the **Save** button. The **Maintain Verification Tasks** screen appears displaying the date in the **Date Application Received by Agency** row.

Once saved, the system will automatically "pull" that date into the **Maintain Transactions** screen. If it does not, contact the Automated Systems Help Desk for assistance.

Processing the Agency Transfer for Approval

To process the transfer for approval, complete the following steps:

1. On the **Process Approval** screen, select **Route** in the **Action** field.

2. In the **Agency** field, select **Ohio Department of Job and Family Services** (Note: this is the first entry in the list, not in alphabetical order). This will change the names appearing in the **Reviewers / Approvers** field drop-down list.

3. In the **Reviewers / Approvers** field, select **Dana Harden-Freeman** (or other ODJFS delegate that may be mentioned in a broadcast message).

Important: The transferring agency will route the recommendation to **Dana Harden-Freeman** (or other ODJFS delegate that may be mentioned in a broadcast message) at **Ohio Department of Job and Family Services (ODJFS)**. However, Dana will not process the transfer until the signed **Recommendation for Transfer of a Foster Home** (**JFS 01334**) form is received. This form is discussed in more detail later in this document.

4. When complete, click the **Save** button.

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The **Maintain Transactions** screen appears displaying a message that your data has been changed.

5. Following the ODJFS approval, the **Transferring Agency Supervisor** will assign the provider record to the **Receiving Agency Supervisor**.

Important: This ends the transferring agency's assignment to the provider record (if that agency is no longer the recommending agency for any other provider type on the foster care home).

Accessing the JFS 01334 Form

The **Recommendation for Transfer of a Foster Home** form (**JFS 01334**) is available at the following path in Ohio SACWIS:

1. Navigate to the **Maintain Approval / Certification Recommendations** screen using the steps above.
2. Click the **Report** link in the appropriate row.

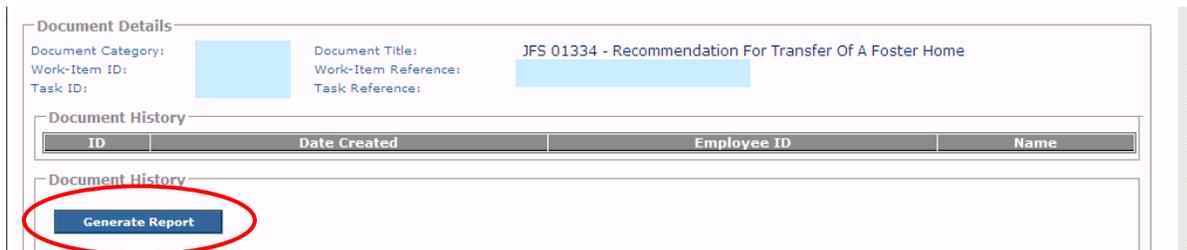# Transferring Foster Care Provider from One Agency to Another
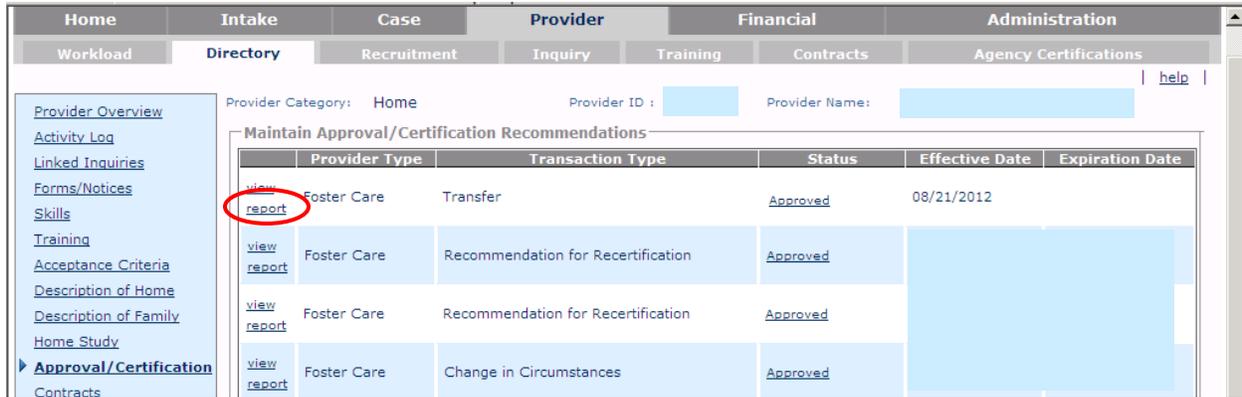
The **Available Documents** screen appears.

3. In the **Generate Document** field, select **JFS 01334 – Recommendation for Transfer of a Foster Home**.
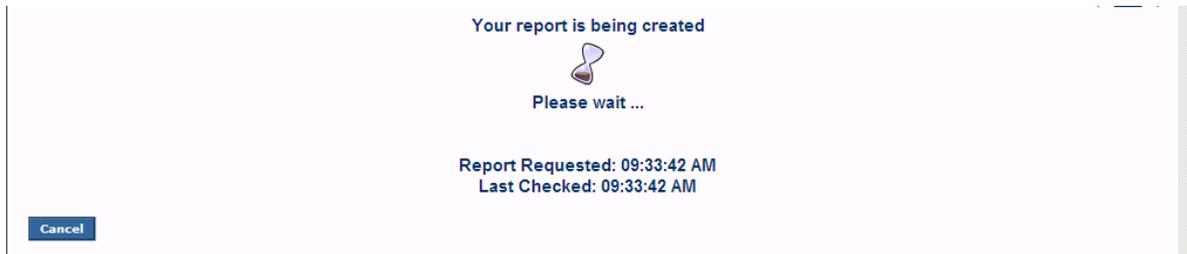
4. Click the **Select** button.
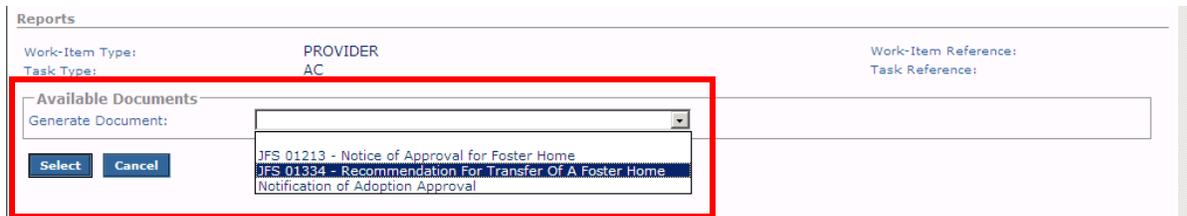
The **Document Details** screen appears.

5. Click the **Generate Report** button.

A report creation screen appears.

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The selected report appears.

6. Click the **Save** button to save the form.

The report is saved in Ohio SACWIS.

7. Print the form.

8. Have the caregiver(s) and representatives of both agencies sign the form.

9. Send the signed **Recommendation for Transfer of a Foster Home** form (**JFS 01334**) to ODJFS to complete the transfer.

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Important: As mentioned previously, **Dana Harden-Freeman** (or other ODJFS delegate that may be mentioned in a broadcast message) will not process the transfer until the signed **Recommendation for Transfer of a Foster Home** (JFS 01334) is received.

Please refer to **Ohio Administrative Code 5101:2-5-31**, 'Sharing or transferring a foster home,' for more details on the rules regarding this process.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .

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