Placing a Youth / Young Adult in a Campus Setting

Knowledge Base Article

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Job and Family Services

Overview

This Knowledge Base Article guides a user through the process of accurately documenting the placement of a youth in agency custody who is entering a higher education setting and living in a dormitory. This process includes the utilization or creation of a non-ODJFS Provider record for the college and the custodial agency signing the youth's ICCA. This process must be followed to ensure Ohio SACWIS accurately reflects the current placement record for the youth in agency custody.

Creating a Non-ODJFS Provider for Placement

To add a new non-ODJFS provider record, a user must first determine if the non-ODJFS provider already exists within the system. If the provider (in this instance, the college or university) does not exist, a new non-ODJFS provider record should be created in Ohio SACWIS.

1. On the Ohio SACWIS Home screen, click the **Provider** tab.

The **Provider** sub-tabs appear.

2. Click, **Provider Search**.

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

3. Type the Provider name in the **Provider Name** field.
4. In the **Provider Category** field, select **Non-ODJFS** from the drop-down menu.
5. Click, **Search**.

   Note: Numerous universities are already listed in the system, however, carefully check to determine if the address and Provider Type are appropriate. Some Provider Types have been listed as 'Other' or 'School', but others may be listed as a medical center, dental clinic, etc. Some of these listings may also have an address specific to a young adult's dormitory or apartment as well. Creating a separate entity may be more appropriate.

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Note: If an existing Non-ODJFS Provider would meet the placement need, skip to the **Service Credentials** section.

Home	Intake	Case	Provider	Financial	Administration
Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts
Agency Certifications	KCCP Pre-Screening Tool				

Search For Provider Profile

Provider ID:

Provider Name:

Member Last Name:

Member First Name:

Member Middle Name :

Provider Category:

Agency Type:

Agency:

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Provider Type:

☑ Include "Closed" Provider Type Status

Provider Status:

Address, Contact and Provider Reference Criteria ⌄

Name Match Precision
Returns results matching entered names including AKA names/nicknames

	+ AKA/Nicknames	
Fewer Results   More Results

[Search] [Clear Form]

The **Search Results** grid appears.

If it's determined a new Provider ID should be created, the following steps should be followed.

> **Important**: A user needs to be assigned to the **Non-ODJFS Provider Creator** security user group to create a provider.

1. Click, **Add Non-ODJFS Provider** at the end of the search results.

Search Results

Result(s) 1 to 15 of 500 / Page 1 of 34

	Provider Name / ID	Provider Status	Provider Category	Address
view edit	Access Counseling	ACTIVE	NONODJFS	Test Address

View Provider Type Information ⌄

[Add Non-ODJFS Provider]

The **Provider Basic** Tab page appears.

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2. Click, **Add Type**.

The **Provider Type Information** grid appears.

3. Make a selection from the **Provider Type** drop-down menu.

   Note: The most appropriate Type to choose would be, **School**.

4. In the **Type Effective Date** field, select the appropriate date.

   Note: You must use an effective date that matches the placement date, or a date that is prior to placement.

5. In the **Type Status** field, select **Active** from the drop-down menu.
6. In the **Effective Date** field, select the appropriate date for the type status.
7. Click, **OK**.

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The **Provider Name Information** grid appears.

8. Click, **Add Name**.

	Provider Name	Effective Date	End Date	

Basic   Address   Members   Relationships   Capacity

Provider Name Information

Add Name

The **Provider Name Information** grid appears, requesting the **Provider Name** and **Effective Date**.

1. Enter a **Provider Name** (the official name of the College/University).

2. Enter an **Effective Date,** which should match the Provider Type Effective Date.

3. Click, **OK**.

Provider Name Information

[Note: If the provider is an individual, enter last name, first name. For example: Doe, John.]

Provider Name: *

Effective Date: *

OK   Cancel

The **Provider Status Information** grid appears.

1. Select, **Active** from the **Provider Status** drop-down menu.

2. Click, **Add Status**.

Provider Status Information

View Status History

Provider Status	Reason	Status Effective Date

Provider Status: Add Status

The **Provider Status Information** grid appears.

3. Enter an **Effective Date,** which should match the Provider Type effective date..

4. If necessary, enter narrative in the **Comments** text box.

5. Click, **OK**.

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Provider Status Information

Provider Status: *   Active

Effective Date: *

Comments:

Spell Check   Clear   1000

OK   Cancel

The **Provider Name Information** grid appears.

1. Click the **Address** tab.

Basic   Address   Members   Relationships   Capacity

Provider Name Information

	Provider Name	Effective Date	End Date	
edit	Test Provider	09/14/2023		

The **Manage Provider Details** screen appears.

2. Click, **Add Address**.

Basic   Address   Members   Relationships   Capacity

Provider Address

View Address History

	Type	Address	Effective Date	Primary	Hazard	

Add Address

The **Domestic Address Search** screen appears.

3. Enter the address in the **Domestic Address Search Criteria** grid.
4. Click, **Search**.

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Domestic Address Search | Foreign Address Search

Domestic Address Search Criteria

Address Lookup:	Enter at least 8 characters to get address suggestions

⊞ PO Box or Manual Search Criteria

Note: Manual Search Criteria will override Address lookup (Google Search)

Search **Clear Form** **Cancel**

The **Domestic Address Search Results** grid appears.

> 5. Click, **select**, next to the results that match the search criteria; **OR**
> 6. If necessary, click **Add New Address** to manually enter a different address from what the broker provided.

Domestic Address Search Results					
	Address	**Valid**	**County**	**Geo Code**	**Hazard**
select	123 Test Address, Test Oh 12345	Yes	Test	None	No

Add New Address

The **Provider Address Details** grid appears.

> 7. Make a selection from the **Address Type** drop-down menu.
> 8. Place a checkmark in the check box next to **Primary Address**.
> 9. Enter the **Effective Date,** which should match the Provider Type effective date..
> 10. Click the **OK** button.

Provider Address Details	

Address:	123 Test Rd, Test Oh, 12345	
Address Type: *	[dropdown]	☐ Primary Address
Effective Date: *	[_____] 📅	End Date: [_____] 📅
C/O:	[_____]	
Location Details:	[_____]	
	Spell Check **Clear** 4000	

OK **Cancel**

The **Manage Provider Details** screen appears, displaying the address in the **Provider Address** grid.

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1. Click, **Add Contact**.

The **Contact Information** grid appears.

2. Make a selection from the **Type** drop-down menu.

The grid will expand, requesting further information.

3. Enter the **Phone** number or contact details/description as appropriate

4. Place a checkmark in the **Primary** check box.

5. Click, **OK**.

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The **Manage Provider Details** screen appears, displaying the Address tab page.

6. Click, **Save**.

The **Provider Overview Screen** appears, displaying a Provider ID.

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Entering Service Credentials for Placement

1. From the **Provider Overview** screen, click **Service Credentials** in the navigation menu.

The **Service Credentials** screen appears, defaulted to the Other Services tab.

2. Click, **Add Other Service**.

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The **Other Services Details** screen appears.

3. Select, **Placement**, from the **Service Category** drop-down menu.

4. Select, **Independent Living** from the **Service Type** drop-down menu.

5. Select, **Independent Living** from the **Service Description** drop-down menu.

6. Select, **Active**, from the **Service Status** drop-down menu.

7. Enter a number (the number 1 or higher) for **Service Capacity,** which would match the number of placements you anticipate entering this setting.

8. Enter the **Effective Date**.

9. Click, **Save**.

   Note: This will allow user to pull back the non-ODJFS provider during provider match for placement.

Other Services Details	
Agency:	Test County Children Services Board
Service Category: *	
Service Type: *	
Service Description: *	
Service Status: *	
Service Capacity:	Effective Date: * 09/14/2023

Save Cancel

The **Service Credentials** screen appears, displaying the placement information in the **Other Services** grid.

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Entering Placement on the Case Record

1. Navigate to the **Case Overview** screen.
2. Click, **Placement / ICCA** in the navigation pane.

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The **Placement Records** screen appears.

3. In the youth/young adult's **Placement Records**, end-date the most recent placement type.

4. Select the individual from the **Child's Name** drop-down menu.

5. Click, **Add Placement Record**.

The **Service Information** grid appears.

6. Select **Independent Living** from the **Service Type** drop-down menu.

7. Select, **Independent Living** from the **Placement Type** drop-down menu.

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8. Enter the **Begin Date**.

9. Click, **Link Provider**.

The **Search For Provider Match** screen appears.

10. Enter the **Provider ID** that has been identified/created for placement.

11. Click, **Search**.

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Search For Provider Match

Service Category:
Placement

Service Type:
Independent Living

Search Date:
09/14/2023

☐ With Available Vacancies
☐ Child has a kinship relationship with the provider

Available Counties: ⓘ

🔍 Add

Test County

Test County 2

Test County 3

Selected Counties:

Remove 🔍

Agency Type:
Public

Agency: ⓘ
Test County Children Services Board

Provider ID: ⓘ

Name Match Precision
Returns results matching entered names including AKA names/nicknames

+ AKA/Nicknames

Fewer Results   More Results

Sort By:
Provider Name (A-Z)

Search   Clear Form   Cancel

The **Search Results** grid appears.

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12. Click the **select** hyperlink to choose the Provider ID.

Search Results					

View Results in Map   Collapse Services   Expand Services

Result(s) 1 to 11 of 11 / Page 1 of 1   Results per page: 15   Go

	Provider Name / ID	Provider Category	Provider Status	Current Primary Address	Current Vacancies
view	Test, Provider / 12345	NONODJFS	ACTIVE		

View Services ⌃

Test County Children Services Board:

select   Independent Living

Important: Until additional enhancements are made, you will continue to enter the ICCA Delivered Date. The placing agency can sign the Individual Child Care Agreement; there is no need for someone at the College/University to sign the document

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The **Service Information** grid appears.

13. Select, **Non-Relative** from the **Relationship to Child** drop-down menu.

14. Select, **Completed** from the **Status** drop-down menu.

15. Click, **Save**, to complete the placement record.

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Placing a Youth / Young Adult in a Campus Setting

An activity log with the youth/young adult's contact information should also be documented, detailing that the youth/young adult has been moved to an educational setting. This is considered a non-reimbursable placement.

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

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