

Knowledge Base Article

Table of Contents

Overview	3
Creating a Non-ODJFS Provider for Placement	3
Entering Service Credentials for Placement	12
Entering Placement on the Case Record	14

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.

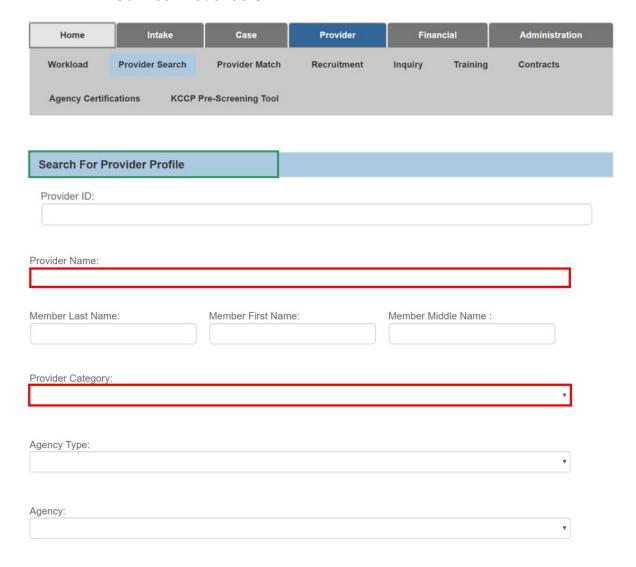


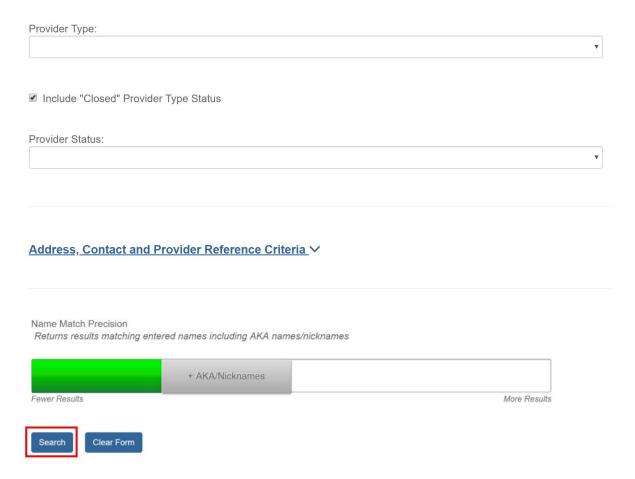
The **Search for Provider Profile** screen appears.

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

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



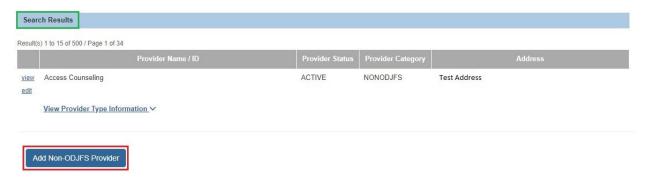


The **Search Results** grid appears.

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.



The **Provider Basic** Tab page appears.



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**.



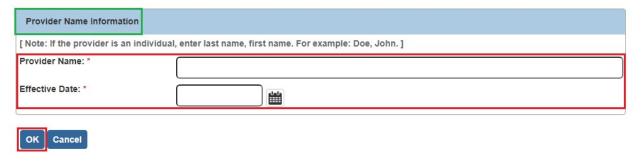
The **Provider Name Information** grid appears.

8. Click, 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.



The **Provider Status Information** grid appears.

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



The **Provider Status Information** grid appears.

- 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**.



The **Provider Name Information** grid appears.

1. Click the Address tab.



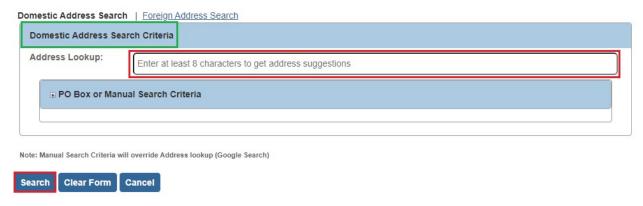
The Manage Provider Details screen appears.

2. Click, Add Address.



The **Domestic Address Search** screen appears.

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



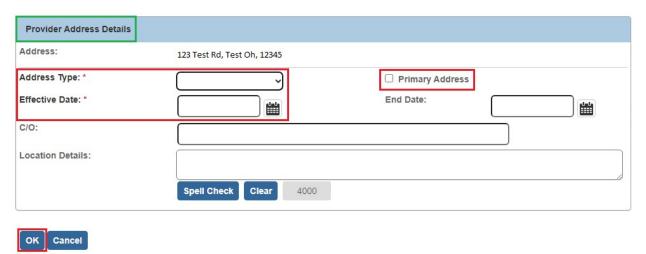
The **Domestic Address Search Results** grid appears.

- 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.



The Provider Address Details grid appears.

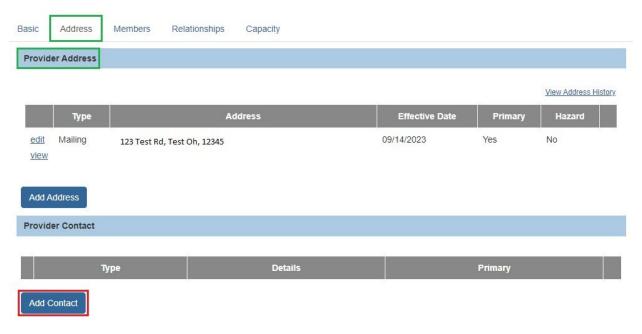
- 7. Make a selection from the **Address Type** drop-down menu.
- 8. Place a checkmark in the check box next to **Primary Address**.
- 9. Enter the Effective Date, which should match the Provider Type effective date...
- 10. Click the **OK** button.



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



1. Click, Add Contact.



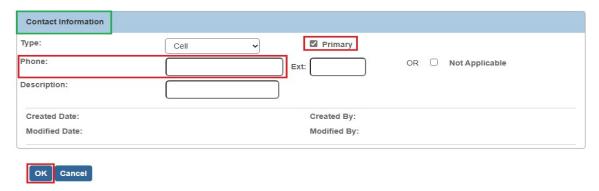
The Contact Information grid appears.

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



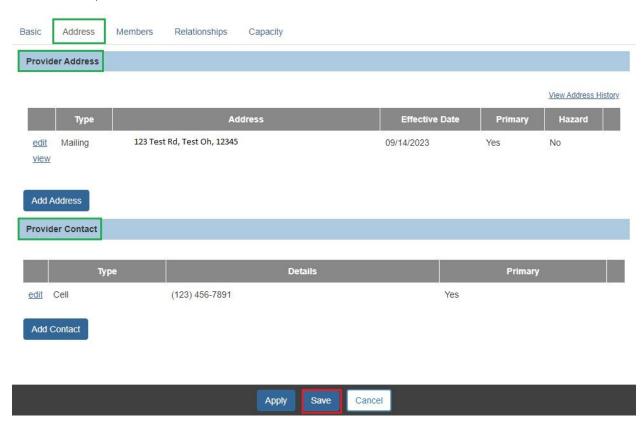
The grid will expand, requesting further information.

- 3. Enter the **Phone** number or contact details/description as appropriate
- 4. Place a checkmark in the **Primary** check box.
- 5. Click, **OK**.



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

6. Click, Save.



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

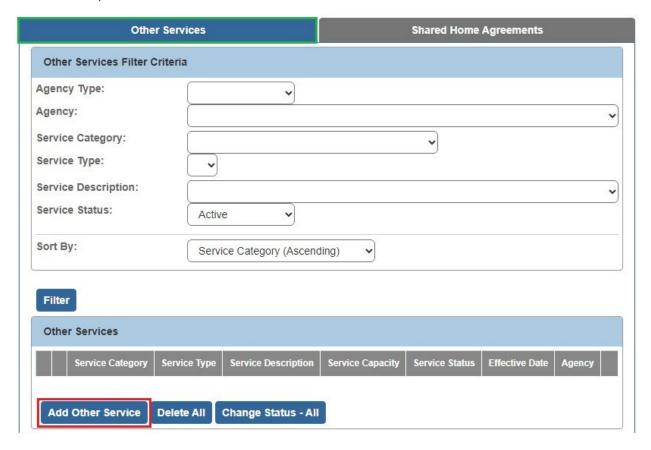
Entering Service Credentials for Placement

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



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

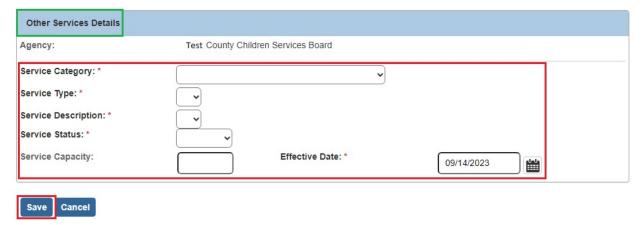
2. Click, Add Other Service.



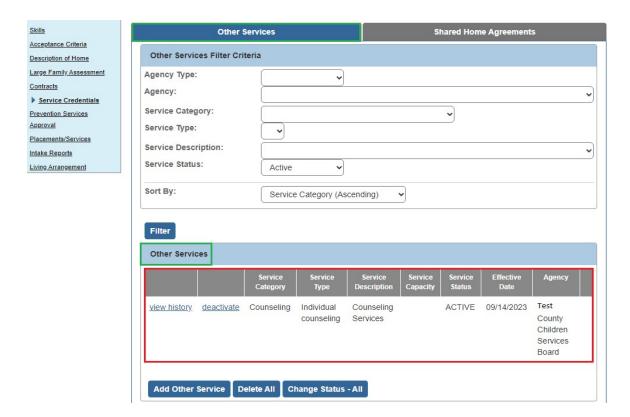
The Other Services Details screen appears.

- 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.

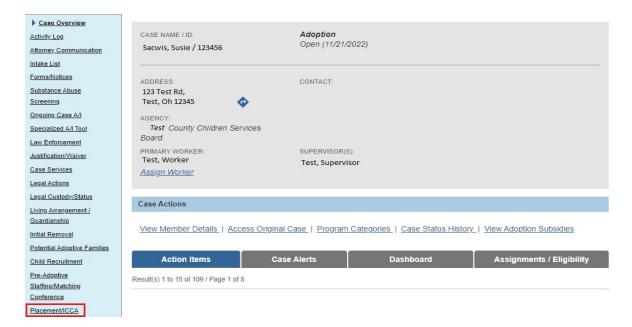


The **Service Credentials** screen appears, displaying the placement information in the **Other Services** grid.



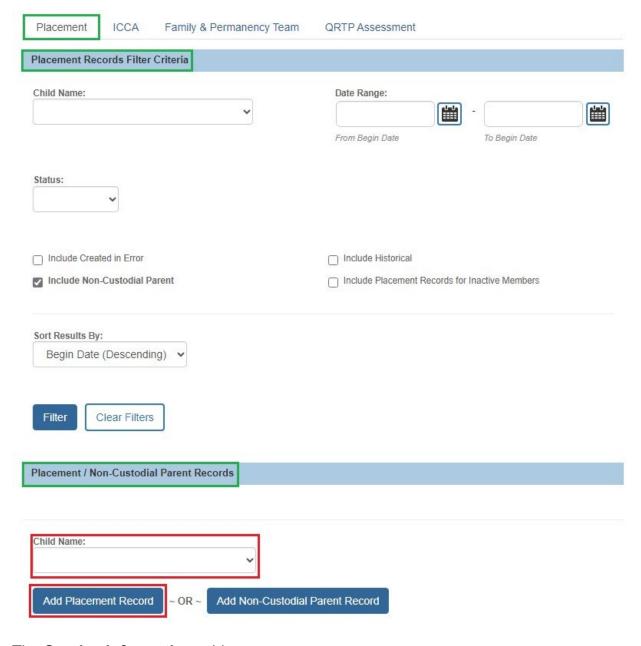
Entering Placement on the Case Record

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



The **Placement Records** screen appears.

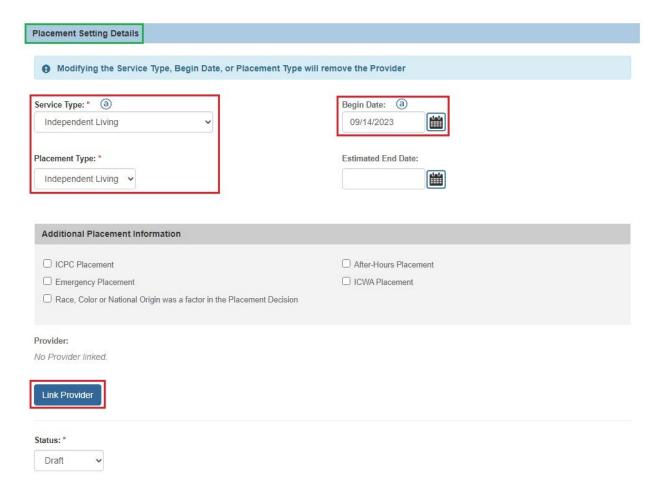
- 3. In the youth/young adult's **Placement Records**, end-date the most recent placement type.
- 4. Select the individual from the **Child's Name** drop-down menu.
- 5. Click, Add Placement Record.



The **Service Information** grid appears.

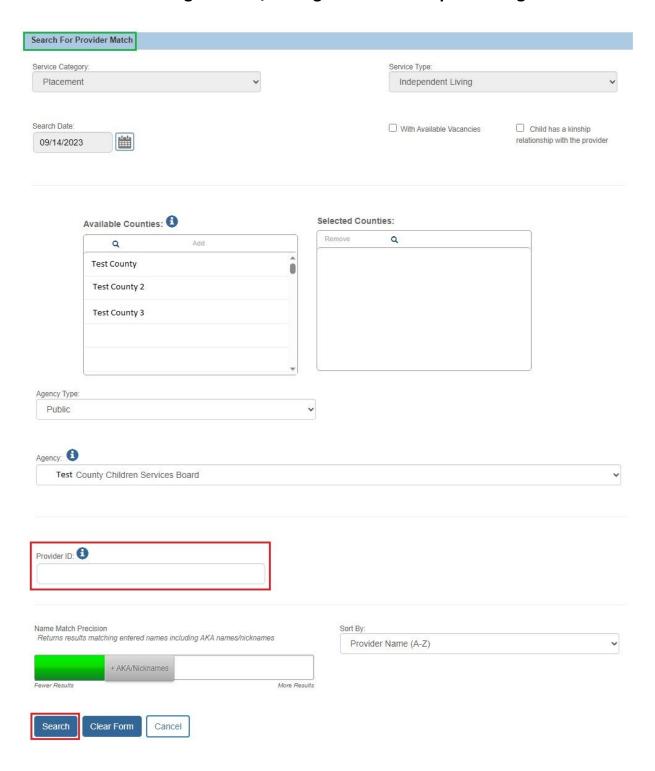
- 6. Select **Independent Living** from the **Service Type** drop-down menu.
- 7. Select, **Independent Living** from the **Placement Type** drop-down menu.

- 8. Enter the **Begin Date**.
- 9. Click, Link Provider.



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

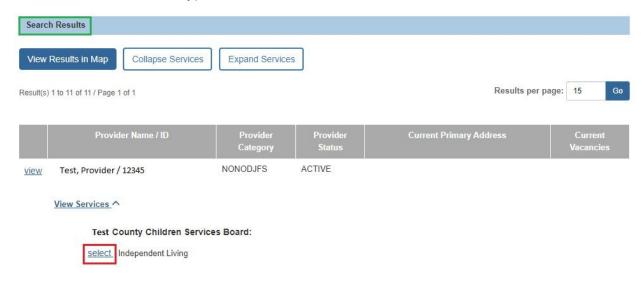
- 10. Enter the **Provider ID** that has been identified/created for placement.
- 11. Click, Search.



The **Search Results** grid appears.



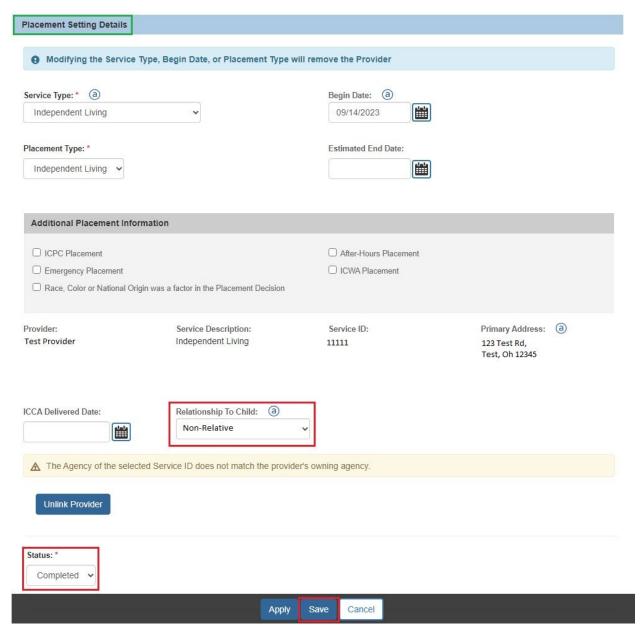
12. Click the **select** hyperlink to choose the Provider ID.



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

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.



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 <u>SACWIS_HELP_DESK@childrenandyouth.ohio.gov</u>.