

Placing a Youth / Young Adult in a Campus Setting



Knowledge Base Article

Placing a Youth / Young Adult in a Campus Setting

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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

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	Access Counseling	ACTIVE	NONODJFS	Test Address
edit				

[View Provider Type Information](#) 

The **Provider Basic** Tab page appears.

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2. Click, **Add Type**.

Basic Address Members Relationships Capacity

Provider Name Information

Provider Name	Effective Date	End Date
---------------	----------------	----------

Provider AKA Name Information

Provider AKA

Add Provider AKA

Provider Type Information

Closed Type Status: Exclude Include Foster to Adopt (1692): Exclude Include

Provider Type/Child Name	Agency	Type Effective Date	Type End Date	Type Status
--------------------------	--------	---------------------	---------------	-------------

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**.

Provider Type Information

Agency: Test County Children Services Board

Provider Type: *

Type Effective Date: * Type End Date:

Type Status: * Effective Date: *

OK Cancel

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The **Provider Name Information** grid appears.

8. Click, **Add Name**.

The screenshot shows a navigation bar with tabs: Basic, Address, Members, Relationships, and Capacity. Below it is a header for 'Provider Name Information'. A table with three columns is visible: 'Provider Name', 'Effective Date', and 'End Date'. Below the table is a blue button labeled '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 screenshot shows the 'Provider Name Information' form. It includes a note: '[Note: If the provider is an individual, enter last name, first name. For example: Doe, John.]'. There are two input fields: 'Provider Name: *' and 'Effective Date: *'. The 'Effective Date' field has a calendar icon. Below the form are two buttons: 'OK' and 'Cancel'.

The **Provider Status Information** grid appears.

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

The screenshot shows the 'Provider Status Information' grid. It has a header with three columns: 'Provider Status', 'Reason', and 'Status Effective Date'. Below the header is a form with a dropdown menu for 'Provider Status:' and a blue button labeled 'Add Status'. A link 'View Status History' is visible in the top right corner.


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:

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

Domestic Address Search Results

	Address	Valid	County	Geo Code	Hazard
<input type="button" value="select"/>	123 Test Address, Test Oh 12345	Yes	Test	None	No

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: * Primary Address

Effective Date: *
End Date:

C/O:

Location Details:

4000

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

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1. Click, **Add Contact**.

Basic **Address** Members Relationships Capacity

Provider Address [View Address History](#)

	Type	Address	Effective Date	Primary	Hazard
edit view	Mailing	123 Test Rd, Test Oh, 12345	09/14/2023	Yes	No

Add Address

Provider Contact

Type	Details	Primary
------	---------	---------

Add Contact

The **Contact Information** grid appears.

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

Contact Information

Type:

Created Date: Created By:

Modified Date: Modified By:

OK **Cancel**

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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Contact Information
Type: Cell Primary
Phone: Ext: OR Not Applicable
Description:
Created Date: Created By:
Modified Date: Modified By:

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

6. Click, **Save**.

Basic **Address** Members Relationships Capacity
Provider Address [View Address History](#)

	Type	Address	Effective Date	Primary	Hazard
edit view	Mailing	123 Test Rd, Test Oh, 12345	09/14/2023	Yes	No

Provider Contact

	Type	Details	Primary
edit	Cell	(123) 456-7891	Yes

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 screenshot shows the 'Provider Overview' screen. On the left is a navigation menu with items: Provider Overview (highlighted), Activity Log, Inquiries, Forms/Notices, Skills, Acceptance Criteria, Description of Home, Large Family Assessment, Contracts, Service Credentials (highlighted in red), Prevention Services, Approval, Placements/Services, Intake Reports, and Living Arrangement. The main content area shows a green notification 'Your data has been saved.' Below it, provider details for 'Test Provider/ 123456' are displayed, including address and contact information. At the bottom, there are sections for 'Provider Actions', 'Provider Information', and 'Approval Information'.

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

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

The screenshot shows the 'Service Credentials' screen with two tabs: 'Other Services' (active) and 'Shared Home Agreements'. Under 'Other Services Filter Criteria', there are dropdown menus for Agency Type, Agency, Service Category, Service Type, Service Description, Service Status (set to Active), and Sort By (set to Service Category (Ascending)). A 'Filter' button is present. Below the filter is a table titled 'Other Services' with columns: Service Category, Service Type, Service Description, Service Capacity, Service Status, Effective Date, and Agency. At the bottom, there are three buttons: 'Add Other Service' (highlighted in red), 'Delete All', and 'Change Status - All'.

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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: *

Save **Cancel**

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

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[Skills](#)

[Acceptance Criteria](#)

[Description of Home](#)

[Large Family Assessment](#)

[Contracts](#)

[Service Credentials](#)

[Prevention Services](#)

[Approval](#)

[Placements/Services](#)

[Intake Reports](#)

[Living Arrangement](#)

Other Services

Shared Home Agreements

Other Services Filter Criteria

Agency Type:

Agency:

Service Category:

Service Type:

Service Description:

Service Status:

Sort By:

Filter

Other Services

		Service Category	Service Type	Service Description	Service Capacity	Service Status	Effective Date	Agency
view history	deactivate	Counseling	Individual counseling	Counseling Services		ACTIVE	09/14/2023	Test County Children Services Board

Add Other Service
Delete All
Change Status - All

Entering Placement on the Case Record

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

[Case Overview](#)

[Activity Log](#)

[Attorney Communication](#)

[Intake List](#)

[Forms/Notices](#)

[Substance Abuse](#)

[Screening](#)

[Ongoing Case A/I](#)

[Specialized A/I Tool](#)

[Law Enforcement](#)

[Justification/Waiver](#)

[Case Services](#)

[Legal Actions](#)

[Legal Custody/Status](#)

[Living Arrangement / Guardianship](#)

[Initial Removal](#)

[Potential Adoptive Families](#)

[Child Recruitment](#)

[Pre-Adoptive](#)

[Staffing/Matching](#)

[Conference](#)

[Placement/ICCA](#)

CASE NAME / ID: **Adoption**
Sacwis, Susie / 123456 *Open (11/21/2022)*

ADDRESS: 123 Test Rd, Test, Oh 12345 + CONTACT:

AGENCY: **Test County Children Services Board**

PRIMARY WORKER: **Test, Worker** SUPERVISOR(S): **Test, Supervisor**
Assign Worker

Case Actions

[View Member Details](#) | [Access Original Case](#) | [Program Categories](#) | [Case Status History](#) | [View Adoption Subsidies](#)

Action Items

Case Alerts

Dashboard

Assignments / Eligibility

Result(s) 1 to 15 of 109 / Page 1 of 8

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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**.

Placement | ICCA | Family & Permanency Team | QRTP Assessment

Placement Records Filter Criteria

Child Name:

Date Range:  - 
From Begin Date *To Begin Date*

Status:

Include Created in Error Include Historical
 Include Non-Custodial Parent Include Placement Records for Inactive Members

Sort Results By:

Placement / Non-Custodial Parent Records

Child Name:

~ OR ~

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**.

Placement Setting Details

Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

Service Type: * ^(a)
Independent Living

Placement Type: *
Independent Living

Begin Date: ^(a)
09/14/2023

Estimated End Date:
[]

Additional Placement Information

ICPC Placement After-Hours Placement
 Emergency Placement ICWA Placement
 Race, Color or National Origin was a factor in the Placement Decision

Provider:
No Provider linked.

Link Provider

Status: *
Draft

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:

Search Add

- Test County
- Test County 2
- Test County 3

Selected Counties:

Remove Search

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: [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

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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Placement Setting Details

ⓘ Modifying the Service Type, Begin Date, or Placement Type will remove the Provider

Service Type: * ⓘ Independent Living ▼	Begin Date: ⓘ 09/14/2023 
Placement Type: * Independent Living ▼	Estimated End Date: <input type="text"/> 

Additional Placement Information

- | | |
|--|--|
| <input type="checkbox"/> ICPC Placement | <input type="checkbox"/> After-Hours Placement |
| <input type="checkbox"/> Emergency Placement | <input type="checkbox"/> ICWA Placement |
| <input type="checkbox"/> Race, Color or National Origin was a factor in the Placement Decision | |

Provider:
Test Provider

Service Description:
Independent Living

Service ID:
11111

Primary Address: ⓘ
123 Test Rd,
Test, Oh 12345

ICCA Delivered Date:
 

Relationship To Child: ⓘ
Non-Relative ▼

⚠ The Agency of the selected Service ID does not match the provider's owning agency.

Unlink Provider

Status: *
Completed ▼

Apply Save Cancel

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.