Completing a Pursing Foster Licensure Record

Knowledge Base Article

Completing a Pursuing Foster Licensure Record

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Completing a Pursuing Foster Licensure Record

Overview

This article describes how to document the status of a Kinship Relative/Non-Relative's pursuit of foster licensure.

Kinship caregivers who have accepted placement of a child in PCSA custody should pursue foster licensure to ensure continued payments for the placed child once the Kinship Support Program per diem has ended. Kinship caregivers will receive the KSP payments for not more than six months from the date of placement when the child is placed in the home,

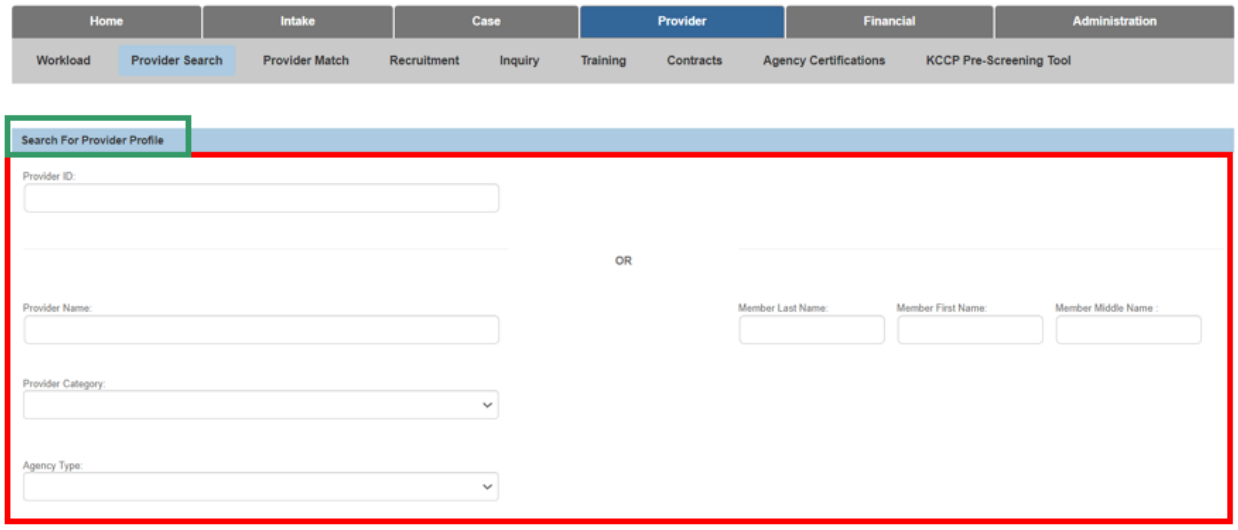
A Pursuing Foster Licensure Record for each kinship caregiver should be completed and updated as needed to document the time frames in which the agency may draw down funds to support the licensing process of these families.

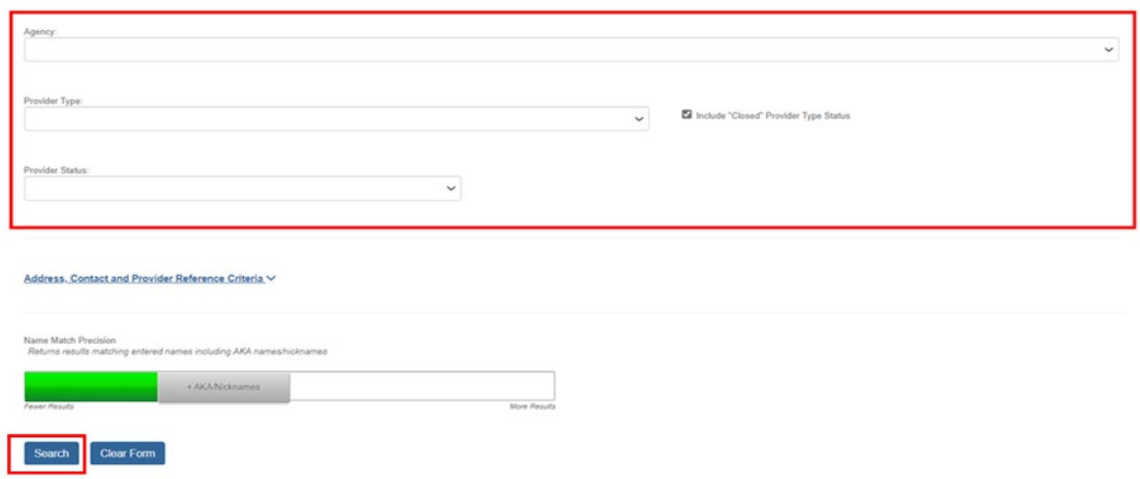
Navigating to the Provider Overview Screen

1. From the Ohio **SACWIS Home** screen, click the **Provider** tab.
2. Click, **Provider Search**.

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

3. Enter the provider search information in the appropriate field(s).
4. Click, **Search**.

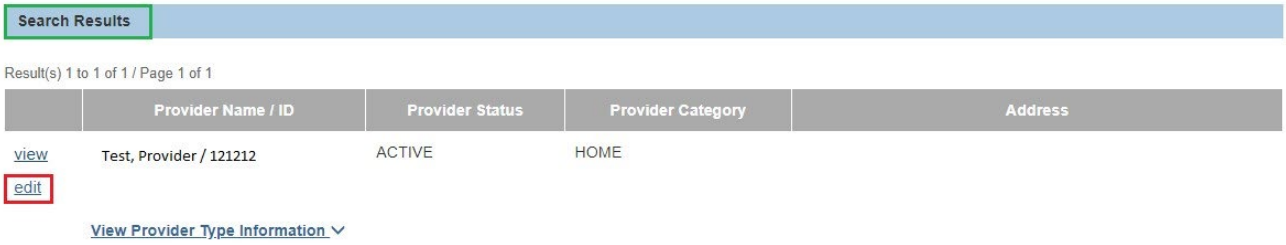




The filtered results appear in the **Search Results** section of the screen.

Alternatively, users may enter the **Provider Overview** screen by clicking 'select' next to the Provider ID within their Workload Tab.

5. Click, **edit**.

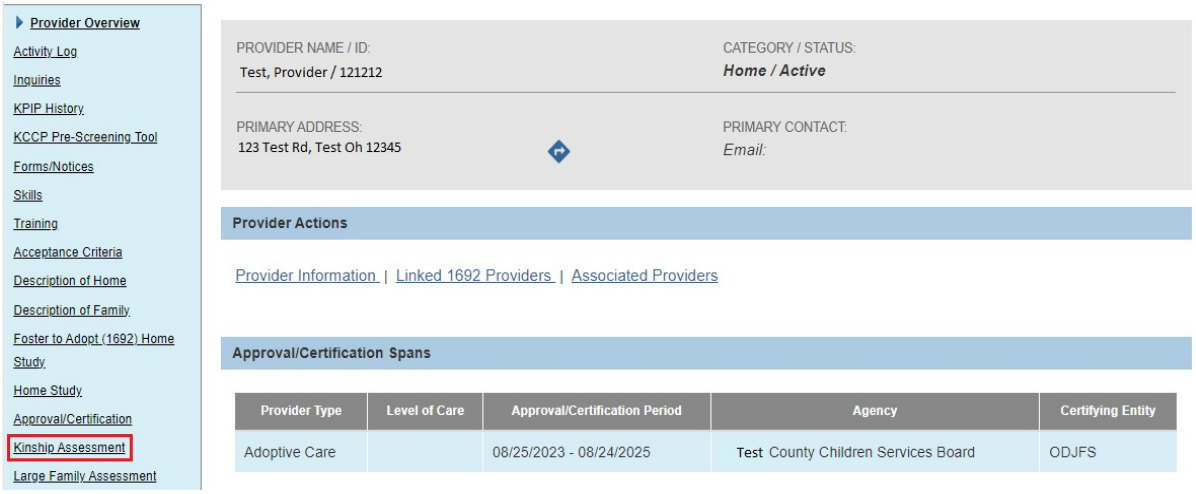


The selected **Provider Overview** screen appears.

Navigating to the Pursuing Foster Licensure List Page

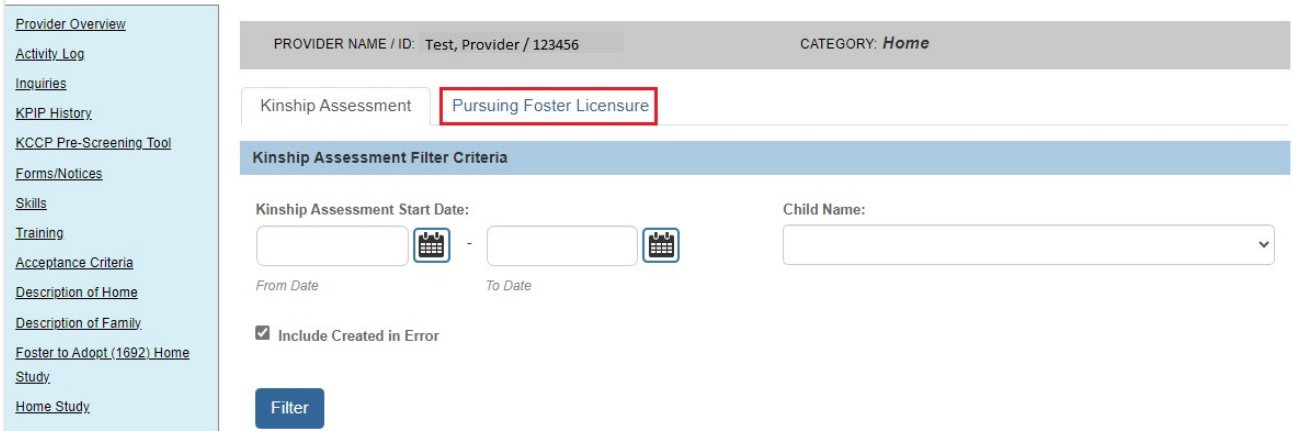
To access the list page of **Pursuing Foster Licensure** records, follow these steps:

1. In the navigation pane, click **Kinship Assessment**.



The **Kinship Assessment** screen appears.

2. Click the **Pursuing Foster Licensure Tab.**



The **Pursuing Foster Licensure History** page appears.

Viewing Pursuing Foster Licensure Records

To sort any existing **Pursuing Foster Licensure** records:

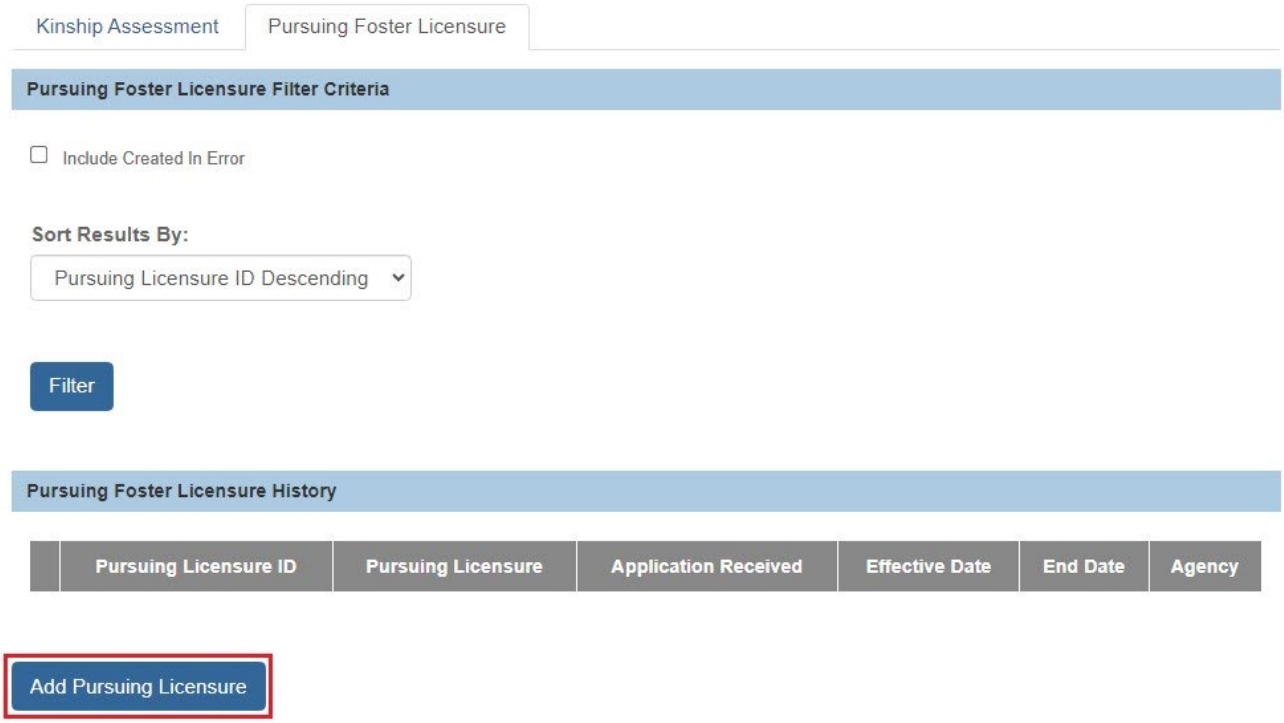
1. Click the **Include Created in Error** box to display records that were marked Created in Error.
2. Choose a value from the **Sort Results By:** drop-down (Pursuing Licensure ID Descending/Ascending, Effective Date Descending/Ascending, or End Date Descending/Ascending).
3. Click, **Filter**.

Results appear in the **Pursuing Foster Licensure History** grid.

Completing a Pursuing Foster Licensure Record

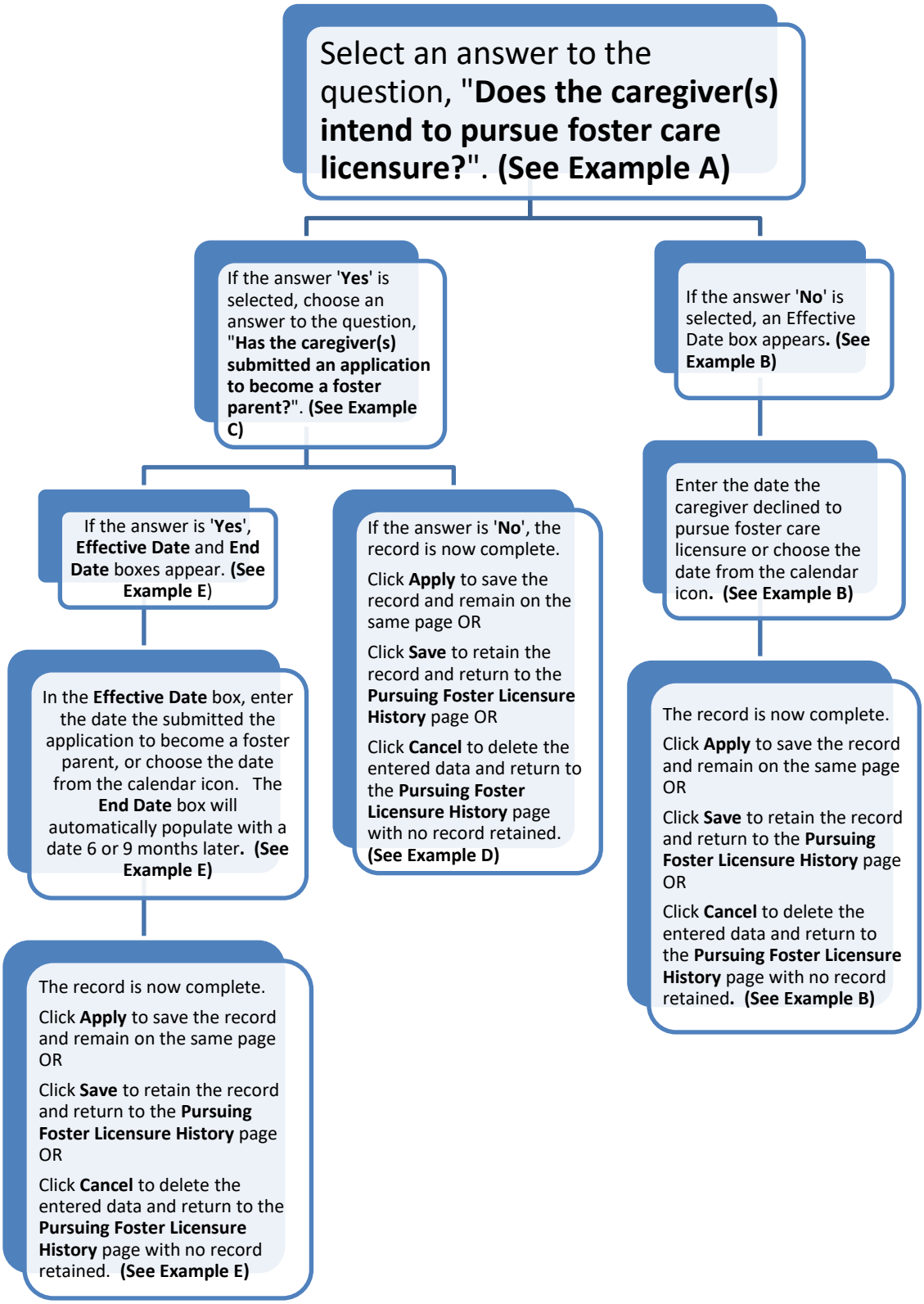
Creating a Pursuing Foster Licensure Record

1. To create a new **Pursuing Foster Licensure** record, click **Add Pursuing Licensure**.



The **Add Pursuing Licensure** screen appears.

Completing a Pursuing Foster Licensure Record

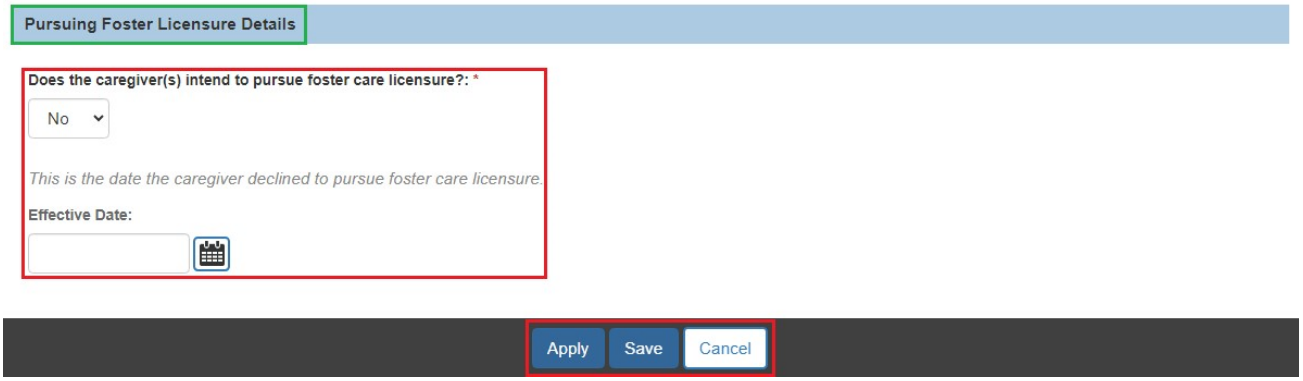


Completing a Pursuing Foster Licensure Record

The **Add Pursuing Licensure** page appears.

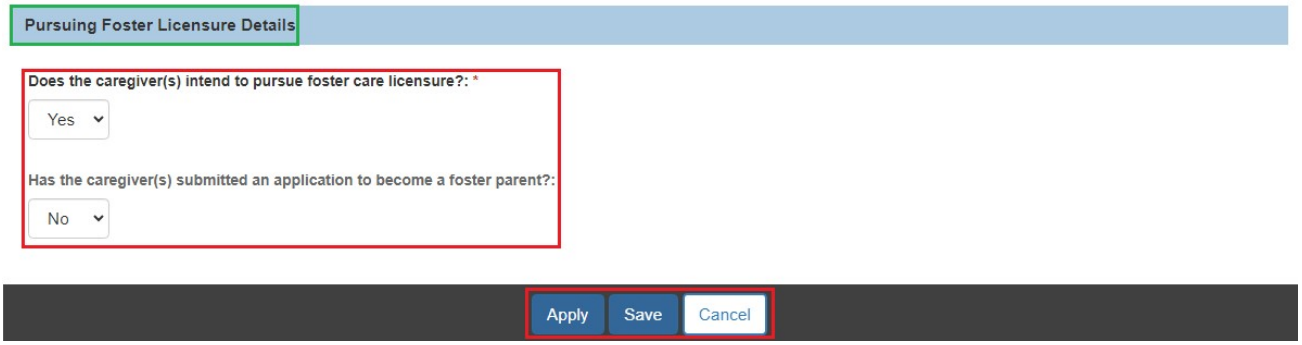
Example A:

Example B:



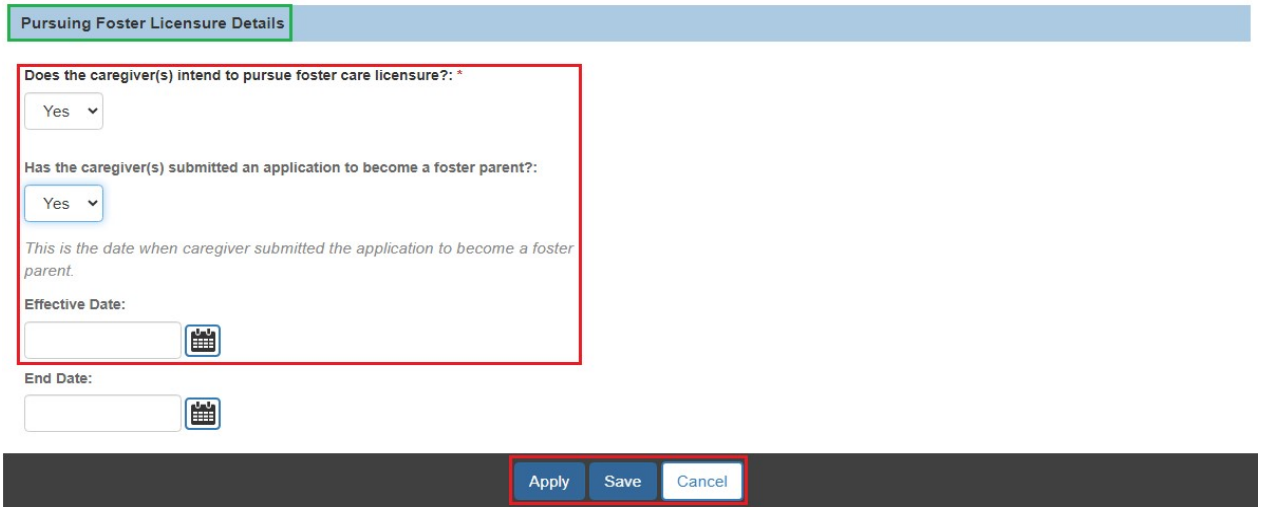
Example C:

Example D:



Completing a Pursuing Foster Licensure Record

Example E:

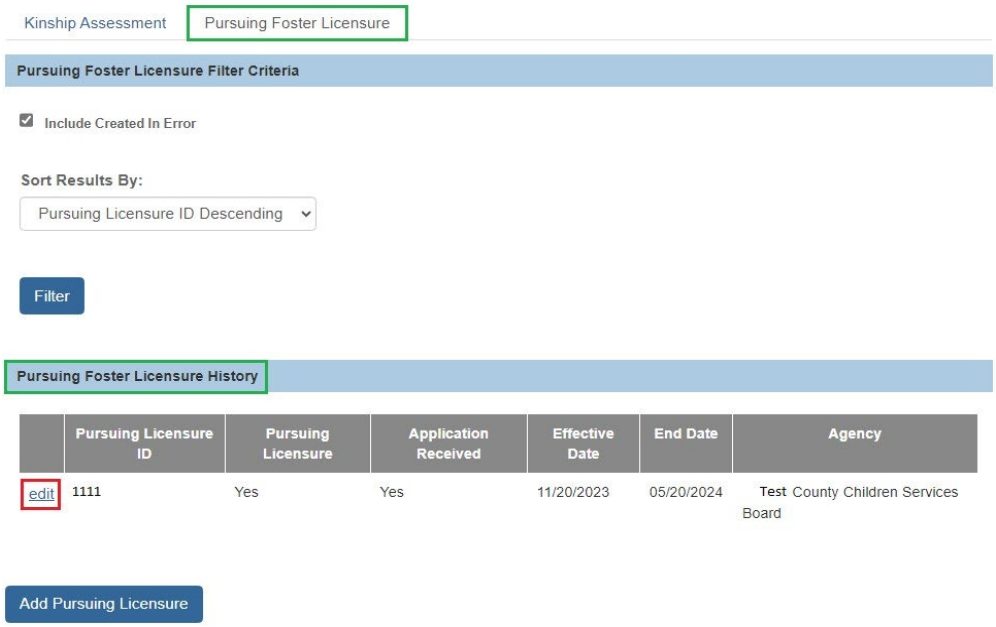


Note: The **End Date** does not indicate the end date of Kinship Support Payments. Rather, it indicates how long the agency may draw down funds to support licensure of the kinship family.

Editing a Pursuing Foster Licensure Record (Mark Created in Error)

Once a record has been saved, the only edits that can be made are to mark it Created in Error.

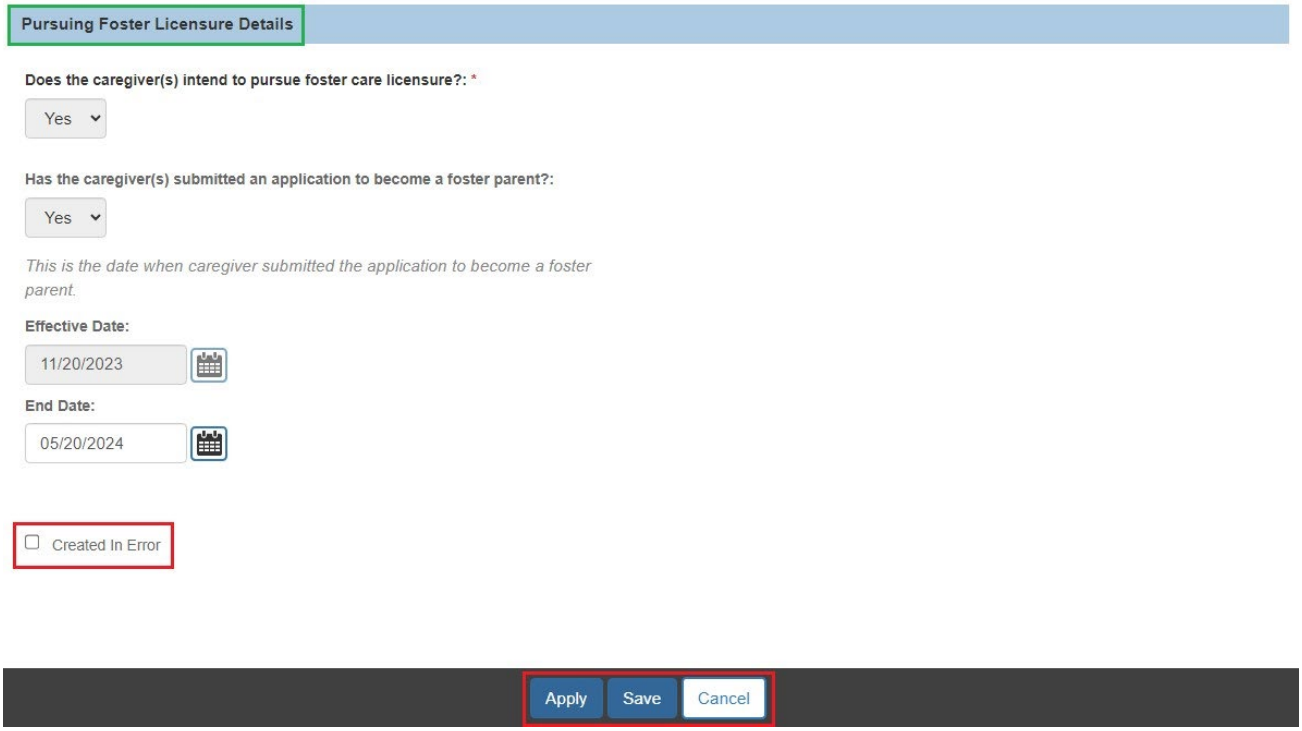
1. Navigate to the **Pursuing Foster Licensure History** page as detailed above.
2. Click **edit** next to an existing **Pursuing Foster Licensure** record.



Completing a Pursuing Foster Licensure Record

The **Edit Pursuing Licensure** screen appears.

3. Check the **Created in Error** box.
4. Click **Apply** to save the record and remain on the same page OR
5. Click **Save** to confirm marking the record Created in Error and return to the **Pursuing Foster Licensure History** page OR
6. Click **Cancel** to delete the entered data and return to the **Pursuing Foster Licensure History** page with no changes retained.



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