Completing a Pursuing Foster Licensure Record

Knowledge 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**.

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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**.

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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.

Creating a Pursuing Foster Licensure Record

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

Kinship Assessment	Pursuing Foster Licensure

Pursuing Foster Licensure Filter Criteria

☐ Include Created In Error

Sort Results By:
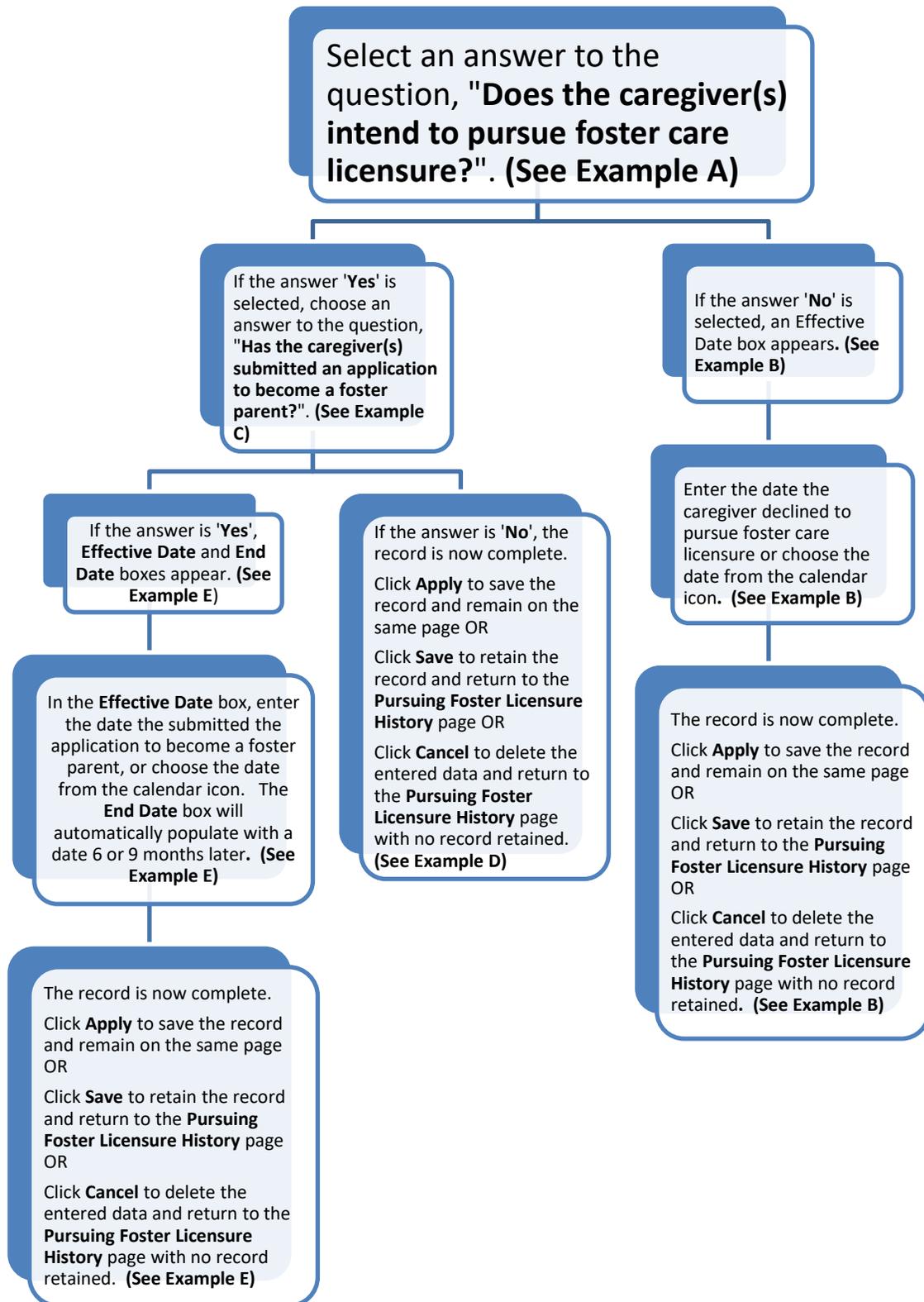
Pursuing Licensure ID Descending ▾

[Filter]

Pursuing Foster Licensure History

	Pursuing Licensure ID	Pursuing Licensure	Application Received	Effective Date	End Date	Agency

[Add Pursuing Licensure]

The **Add Pursuing Licensure** screen appears.

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Select an answer to the question, "**Does the caregiver(s) intend to pursue foster care licensure?**". **(See Example A)**

If the answer '**Yes**' is selected, choose an answer to the question, "**Has the caregiver(s) submitted an application to become a foster parent?**". **(See Example C)**

If the answer '**No**' is selected, an Effective Date box appears**. (See Example B)**

If the answer is '**Yes**', **Effective Date** and **End Date** boxes appear. **(See Example E**)

If the answer is '**No**', the record is now complete.

Click **Apply** to save the record and remain on the same page OR

Click **Save** to retain the record and return to the **Pursuing Foster Licensure History** page OR

Click **Cancel** to delete the entered data and return to the **Pursuing Foster Licensure History** page with no record retained. **(See Example D)**

Enter the date the caregiver declined to pursue foster care licensure or choose the date from the calendar icon**. (See Example B)**

In the **Effective Date** box, enter the date the submitted the application to become a foster parent, or choose the date from the calendar icon.   The **End Date** box will automatically populate with a date 6 or 9 months later**. (See Example E)**

The record is now complete.

Click **Apply** to save the record and remain on the same page OR

Click **Save** to retain the record and return to the **Pursuing Foster Licensure History** page OR

Click **Cancel** to delete the entered data and return to the **Pursuing Foster Licensure History** page with no record retained**. (See Example B)**

The record is now complete.

Click **Apply** to save the record and remain on the same page OR

Click **Save** to retain the record and return to the **Pursuing Foster Licensure History** page OR

Click **Cancel** to delete the entered data and return to the **Pursuing Foster Licensure History** page with no record retained. **(See Example E)**

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The **Add Pursuing Licensure** page appears.

Example A:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

[˅]

Example B:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

[No ˅]

This is the date the caregiver declined to pursue foster care licensure.

Effective Date:

[   ] 📅

[Apply] [Save] [Cancel]

Example C:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

[Yes ˅]

Has the caregiver(s) submitted an application to become a foster parent?:

[˅]

Example D:

Pursuing Foster Licensure Details

Does the caregiver(s) intend to pursue foster care licensure?: *

[Yes ˅]

Has the caregiver(s) submitted an application to become a foster parent?:

[No ˅]

[Apply] [Save] [Cancel]

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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.

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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 refer to the Customer Care Center Information Station.

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