

# **Entering a Bridges Housing Service Record and Dependent Costs**



**Knowledge Base Article**

# Entering a Bridges Housing Service Record and Dependent Costs

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# Entering a Bridges Housing Service Record and Dependent Costs

## Overview

This article describes how to enter a Bridges Housing Service Record and Dependent Housing Cost within Ohio SACWIS.

## Navigating to Housing Service Records

1. From the Ohio SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab.
3. Select the appropriate **Case ID** link.

**Note:** If you know the **Case ID** number, you can also use the **Search** link at the top of the **Home** screen and navigate to the **Case Overview** screen.

4. On the **Case Overview** screen, click the **Housing Service Record** link in the side **Navigation** menu.

The screenshot displays the Ohio SACWIS Case Overview interface. At the top, there is a navigation bar with tabs for Home, Intake, Case, Provider, Financial, and Administration. Below this, a sub-bar contains Workload and Court Calendar. The Case tab is selected. On the left side, a navigation menu lists various options, with 'Housing Service Record' highlighted in a red box. The main content area shows case details for 'Bridges' with Case Name / ID: 'Test, Case Name / 123456' and 'Open (12/16/2024)'. It includes fields for ADDRESS (123 Test Rd, Test, Oh 12345), CONTACT, AGENCY (Bridges Southwest Agency), and PRIMARY WORKER (Assign Worker). A 'Case Actions' bar is visible at the bottom.

The Housing Records screen displays, defaulting to the Housing tab.

# Entering a Bridges Housing Service Record and Dependent Costs

Home Intake **Case** Provider Financial Administration

Workload Court Calendar

Case Overview  
Activity Log  
Attorney Communication  
Intake List  
Forms/Notices  
Case Services  
Legal Actions  
Legal Custody/Status  
**Housing Service Record**  
Initial Removal  
Child Location/ICCA  
Retrieve Ohio Benefits Data  
Independent Living  
Bridges Application / VPA  
Bridges Assessment  
Bridges Ongoing Eligibility  
Bridges Plan  
Bridges Review  
Family Team Meeting  
Case Conference Note  
ICPC/CAMA  
Case Closure  
Agency Case Transfer

CASE NAME / ID: **Bridges**  
Test, Case Name / 123456 Open (12/16/2024)

Housing Service Tier / Dependent(s) Cost

**Housing Records Filter Criteria**

Begin Date Range:  
From Date To Date

Filter Clear Form

**Housing Records**

Include:  Created in Error  
Showing 1 records:

	Housing Type	Address	Begin Date	End Date	Agency	
<a href="#">view</a> <a href="#">edit</a>	In-Home	123 Test Rd Test Oh 12345	02/03/2025		Bridges Southwest Agency	<a href="#">leave</a>

Add Housing Information

## Adding a Housing Service Record

1. Click the **Add Housing Information** button.

**Housing Records**

Include:  Created in Error  
Showing 1 records:

	Housing Type	Address	Begin Date	End Date	Agency	
<a href="#">view</a> <a href="#">edit</a>	In-Home	123 Test Rd Test Oh 12345	02/03/2025		Bridges Southwest Agency	<a href="#">leave</a>

Add Housing Information

The Housing Address Details screen displays.

2. Make a selection from the **Housing Type** dropdown menu.
3. Provide a **Begin Date**.

# Entering a Bridges Housing Service Record and Dependent Costs

CASE NAME / ID:  
Test, Case Name / 123456

Bridges  
Open (12/16/2024)

## Housing Address Details

[Test, Case Name / 121212](#)

*If young adult's pregnancy status has changed, please update the Person record.*

Agency:  
Bridges Southwest Agency

Housing Type: *	Begin Date: *	End Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. If applicable, link a provider by clicking the **Link Provider** button. Required only if the Young Adult lives in a home or residential provider.
5. Click the **Select Address** button.

Housing Type: *	Begin Date: *	End Date:
Leased Housing	06/02/2025	<input type="text"/>

If the young adult lives in a home or residential provider, then link the provider:

*No Provider linked.*

[Link Provider](#)

Address:  
*No Address recorded.*

County:  
*There is no county recorded for this person.*

[Select Address](#)

The List of Address screen displays.

6. If the address shown is correct, click the **Select** link.
7. If the address is not listed, the user can edit and/or add an address by clicking the **Update Address** button.

## List of Addresses

	Type	Address	Primary	Effective Date	End Date
<a href="#">select</a>	Physical	123 Test Rd Test Oh 12345	Yes	01/06/2025	

*If the address is not listed above for the housing begin date, proceed to the Person Profile to edit or add an address.*

[Update Address](#)

The selected address is now shown on the Address Details screen.

**Note:** The Created in Error checkbox now displays shown in green below:

8. Click the **Save** button.

# Entering a Bridges Housing Service Record and Dependent Costs

If the young adult lives in a home or residential provider, then link the provider:

No Provider linked.

[Link Provider](#)

Address:  
1156 Cedar Avenue  
Cincinnati, OH 45224 - 2656

County:  
Hamilton

[Update Address](#)

Created in Error

Created By:

Created Date:

Modified By:

Modified Date:

[Apply](#)

[Save](#)

[Cancel](#)

The Housing Records screen displays. The new housing record now displays.

## Housing Records

Include:  Created in Error

Showing 2 records:

	Housing Type	Address	Begin Date	End Date	Agency	
<a href="#">view</a> <a href="#">edit</a>	Leased Housing	123 Test Rd, Test. OH 12345	06/02/2025		Bridges Southwest Agency	<a href="#">leave</a>
<a href="#">view</a> <a href="#">edit</a>	In-Home	222 Test Rd, Test OH 12345	02/03/2025	05/30/2025	Bridges Southwest Agency	<a href="#">leave</a>

[Add Housing Information](#)

## Adding a Service Tier

From the Housing Records screen, click the **Service Tier/Dependent(s) Costs** tab.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar

< >

Case Overview  
Activity Log  
Attorney Communication  
Intake List  
Forms/Notices  
Case Services  
Legal Actions  
Legal Custody/Status  
**Housing Service Record**  
Initial Removal

CASE NAME / ID: **Bridges**  
Open (12/16/2024)

Housing **Service Tier / Dependent(s) Cost**

Housing Records Filter Criteria

Begin Date Range:  
From Date To Date

# Entering a Bridges Housing Service Record and Dependent Costs

The Service Tier/Dependent(s) Cost screen displays.

1. Click the **Add Service Tier** button.

**Note:** Only one non-end dated Service Tier record can exist at a time and cannot have overlapping dates.

Housing Service Tier / Dependent(s) Cost

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**Service Tiers**

Include:  Created in Error

	Service Tier	Effective Date	End Date
<a href="#">edit</a> <a href="#">view</a>	Tier 1	05/03/2025	05/30/2025
<a href="#">edit</a> <a href="#">view</a>	Tier 1	02/03/2025	05/03/2025

**Add Service Tier**

The Add Service Tier screen displays.

2. Make a Selection from the **Service Tier** dropdown menu.
3. Provide a **Begin Date**.
4. Click the **Upload Document** button.

**Add Service Tier**

CASE NAME / ID: Test, Case Name / 123456 Bridges / Open (12/16/2024)

Please upload Tier Assessment document. ✕

Please upload Tier Assessment document. ✕

**Service Tier Details**

Service Tier: \*  ▼ Begin Date: \*  End Date:

---

**Attached Documents**

No Documents Attached.

**Upload Document**

The Maintain Document screen displays.

## Entering a Bridges Housing Service Record and Dependent Costs

5. Make a Selection from the **Document Type** dropdown menu.
6. Provide a **Document Name**.
7. Click the **Browse** button.

**Maintain Document Information**

Document Category:

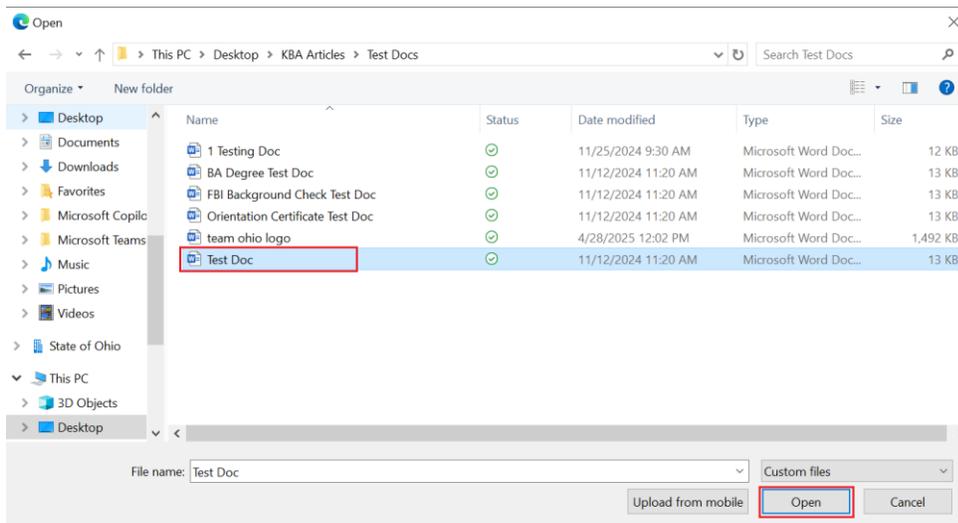
Document Type: \*

Document Name: \*

Date on Document: \*

File to Attach: \*

8. Select the appropriate document you wish to add and click the **Open** button.



The document is now attached.

9. Provide **Comments** if necessary.
10. Click the **Save** button.

File to Attach: \*

Comments: [\(expand full screen\)](#)

# Entering a Bridges Housing Service Record and Dependent Costs

The Add Service Tier screen displays.

11. Click the **Save** button.

The Service Tier/Dependent(s) Cost screen displays. The new Service Tier is displayed.

✔ Your data has been saved. ✕

CASE NAME / ID: **Bridges**  
Test, Case Name / 123456 *Open (12/16/2024)*

Housing Service Tier / Dependent(s) Cost

**Service Tiers**

Include:  Created in Error

	Service Tier	Effective Date	End Date
<a href="#">edit</a> <a href="#">view</a>	Tier 1	06/02/2025 <span>GAP</span>	
<a href="#">edit</a> <a href="#">view</a>	Tier 1	05/03/2025	05/30/2025
<a href="#">edit</a> <a href="#">view</a>	Tier 1	02/03/2025	05/03/2025

## Adding Dependent Costs

1. Click the **Add Dependent(s)** button.

Housing Service Tier / Dependent(s) Cost

**Service Tiers**

Include:  Created in Error

	Service Tier	Effective Date	End Date
<a href="#">edit</a> <a href="#">view</a>	Tier 1	05/03/2025	
<a href="#">edit</a> <a href="#">view</a>	Tier 1	02/03/2025	05/03/2025

**Add Service Tier**

**Dependent(s) Cost**

Include:  Created in Error

	Dependent Name / ID	Effective Date	End Date
<a href="#">edit</a> <a href="#">view</a>	<a href="#">Test, Case Name / 12345</a> - Age 10, DOB 05/07/2015	05/26/2025	05/30/2025

**Add Dependent(s)**

## Entering a Bridges Housing Service Record and Dependent Costs

2. **Check** the checkbox next to the appropriate available child(ren) listed.

**Note:** If the user needs to Add a Case Member or an Associated Person, they can click the Add Case Member button or the Add Associated Person. They will be prompted to checkmark the appropriate persons to be added to the Available Children screen. The user may also add/create a New Person(s) by selecting the Add Case Member and/or the Add Associated Person buttons.

**Important:** The Dependent will need to have a DOB to appear on this screen. If the user adds a New Person without a DOB they will not display.

3. Click the **Continue** button.

Available Child(ren)

<input type="checkbox"/>	Name	Relationship to Young Adult
<input checked="" type="checkbox"/>	Test, Case Name / 123456	- Female Age 18, DOB 05/07/2007

[Add Case Member](#) [Add Associated Person](#)

[Continue](#) [Cancel](#)

4. Provide an **Effective Date**.
5. Click the **Save** button.

*Edit Dependent*

Selected Dependent(s)

Dependent Name:  
[Test, Case Name/123456](#) - Female Age 18, DOB 05/07/2007

Effective Date : \*  
 

[Save](#) [Cancel](#)

The page expands displaying Medicaid Details.

## Entering a Bridges Housing Service Record and Dependent Costs

**Important:** If the Youth has already been matched for Medicaid, the next step will not display for the User. The User will click **Save** and will be navigated back to the Dependent Costs screen displaying the new record. Shown on **Page 13**.

### Medicaid Match:

There are three outcomes the system will display for a potential match:

- **Multiple Matches**
- **Exact Match**
- **No Match**

**Note:** The system will display only one of the match methods listed above to the User.

### Exact/Potential Match:

6. To view Ohio SACWIS Case Members, click **Ohio SACWIS Case Members** to expand the page.
7. Select the **Radio button** for the most appropriate Medicaid Match for the youth.

**Note:** The system defaults to the Not Answered Radio button.

Ohio Benefits (OB) Person Matching for Medicaid

Select the most appropriate match for the youth in custody

<input checked="" type="radio"/>	<p>Youth Name: <i>Test, Child</i></p>	<p>OB Case Address: 123 Test Rd, Test OH 12345</p>	<p>SSN: No Match</p>	
	<p>Match Type: Ohio Benefits was able to match to a youth by Name, Gender, and DOB, review the potential match carefully to ensure it is a correct match.</p>	<p>DOB: 06/22/2019</p>	<p>Gender: Female</p>	<p>Race: White</p>

[Ohio Benefits Case Members](#) ▾

None of the above records are a match for the Ohio SACWIS Youth.

Not Answered

### Multiple Matches:

# Entering a Bridges Housing Service Record and Dependent Costs

**Ohio Benefits (OB) Person Matching for Medicaid**

Select the most appropriate match for the youth in custody

Youth Name: \_\_\_\_\_ OB Case Address: 123 W SPRING ST, LIMA, OH 45801 SSN: No Match  
 Match Type: Ohio Benefits found multiple potential matching persons for the request, select the appropriate match, or select None of the person match. DOB: 04/04/2013 Gender: Male Race: White  
[Ohio Benefits Case Members ^](#)

Case Member Names	DOB / Age	Gender	Relationship to child
Test, Mom	09/01/1976; 48	Female	Mom
Test, Dad	03/22/1969; 56	Male	Dad
Test, Aunt/Uncle	12/06/1971; 53	Female	Aunt/Uncle (up to 3 greats)

Youth Name: *Test, Child* OB Case Address: 2434 WALES AVE, LIMA, OH 45805 SSN: No Match  
 Match Type: Ohio Benefits found multiple potential matching persons for the request, select the appropriate match, or select None of the person match. DOB: 04/04/2013 Gender: Male Race: White  
[Ohio Benefits Case Members ^](#)

Case Member Names	DOB / Age	Gender	Relationship to child
<i>Test, Child</i>			

None of the above records are a match for the Ohio SACWIS Youth.

Not Answered

## No Match:

**Ohio Benefits (OB) Person Matching for Medicaid**

Ohio Benefits did not find any person who is a possible match to the youth in custody. Upon completion of the Initial removal record, OB will process the Medicaid application but there will not be a previous OB case associated to this youth.

8. Select the most appropriate option from the results returned for the Youth. If no possible results are returned, the User will not need to make a selection.
9. Make a selection for **Managed Care Organization (MCO) Plan Selection**, if applicable.

**Note:** The MCO Selection dropdown will default in several scenarios based on predetermined information recorded in your Agency:

- Drop down is Non-Modifiable: Your Agency has Pre-Selected to use the ODM Enrollment Broker to select the youth's MCO plan.
- An MCO has been Pre-Determined by your Agency. This is still modifiable by the User as needed.

## Entering a Bridges Housing Service Record and Dependent Costs

- **An MCO appears in the drop down: System is displaying the Youth's last known MCO plan. This is still modifiable by the user.**
- **No Default: The User will need to select a MCO Plan.**

10. Click the **Save** button.

Dependent Name: [Test, Case Name/123456](#) - Female Age 18, DOB 05/07/2007

Effective Date : \* 06/02/2025 

### Ohio Benefits (OB) Person Matching for Medicaid

Ohio Benefits did not find any person who is a possible match to the applicant. Upon Save of the Bridges Dependent, OB will process the Medicaid application but there will not be a previous OB case associated to this youth.

### Medicaid Details

This person has already been matched with the Ohio Benefits person ID (44700366).

Managed Care Organization (MCO) Plan Selection:  
Select an MCO

Select Managed Care Organization (MCO) Plan for the youth custody.

**Save** Cancel

The Dependent Cost(s) screen displays showing the new record.

### Dependent(s) Cost

Include:  Created in Error

	Dependent Name / ID	Effective Date	End Date
<a href="#">edit</a> <a href="#">view</a>	<a href="#">Test, Case Name / 123456</a> - Age 18, DOB 05/07/2007	06/02/2025	
<a href="#">edit</a> <a href="#">view</a>	<a href="#">Test, Case Name / 123456</a> - Age 18, DOB 05/07/2007	05/26/2025	05/30/2025

Add Dependent(s)

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).