

Adding a Provider Suspension in Ohio SACWIS



Knowledge Base Article

Adding a Provider Suspension in Ohio SACWIS

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Adding a Provider Suspension in Ohio SACWIS

Overview

This article describes how to add a Provider Suspension in Ohio SACWIS.

Security Roles:

- User Group: Ohio SACWIS Suspension User Group is State Licensing Specialist Supervisor
- Role: Provider Suspension Administrator
- Security Profile: Add Provider Suspension

Navigating to the Provider Overview Screen

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

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

3. On the **Provider Search** tab, enter the appropriate search criteria into the fields as needed. Some fields may automatically default with information.

The screenshot shows the Ohio SACWIS interface. At the top, there is a navigation bar with tabs: Home, Intake, Case, **Provider**, Financial, and Administration. Below this, there is a sub-navigation bar with tabs: Workload, **Provider Search**, Provider Match, Recruitment, Inquiry, Training, Contracts, and Agency Certifications. The main content area is titled "Search For Provider Profile". It contains several search criteria fields: "Provider ID:" with a text input field; "OR" separator; "Provider Name:" with a text input field; "Member Last Name:" with a text input field; "Member First Name:" with a text input field; "Member Middle Name:" with a text input field; "Provider Category:" with a dropdown menu; "Agency Type:" with a dropdown menu; "Agency:" with a dropdown menu; "Provider Type:" with a dropdown menu; and "Provider Status:" with a dropdown menu. There is also a checkbox labeled "Include 'Closed' Provider Type Status". At the bottom left, there is a link: "Address, Contact and Provider Reference Criteria".

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Name Match Precision

Returns results matching entered names including AKA names/nicknames

Fewer Results More Results

- Click the **Search** button.

The search results appear in the **Provider Profile Search Results** grid at the bottom of the **Provider Search** tab.

Search Results				
Result(s) 1 to 15 of 482 / Page 1 of 33				
	Provider Name / ID	Provider Status	Provider Category	Address
view	Test, Provider / 123456	ACTIVE	RESIDENTIAL	123 Test Rd, Test Oh 12345
<input type="button" value="edit"/>				
View Provider Type Information ▾				

- Click the **Edit** link in the appropriate row.

The **Provider Overview** screen for the selected provider appears.

Adding a Provider Suspension

- To view or add a Provider Suspension, click the **Provider Information** link on the Provider Overview screen.

[Activity Log](#) [Inquiries](#) [KPIP History](#) [KCCP Pre-Screening Tool](#) [Forms/Notices](#) [Skills](#) [Training](#) [Acceptance Criteria](#) [Description of Home](#) [Description of Family](#) [Foster to Adopt \(1692\) Home Study](#)

PROVIDER NAME / ID: Test, Provider / 123456	CATEGORY / STATUS: Home / Active
PRIMARY ADDRESS: 123 Test Rd Test Oh 12345	PRIMARY CONTACT: Email: <input type="text"/>

[Linked 1692 Providers](#) | [Associated Providers](#)

The Provider Information screen displays, defaulting to the Basic tab.

- Click the **Add Suspension** button.

Adding a Provider Suspension in Ohio SACWIS

Provider / Workload / Provider Information

[Manage Provider Details](#)

PROVIDER NAME / ID: Test, Provider / 123456	CATEGORY: Home
---	--------------------------

Basic | Address | Members | Capacity

Provider Name Information

	Provider Type/Child Name	Effective Date	End Date
view	Tender Roots	07/18/2011	
view	Tender Roots - Intensive Care Center	07/18/2005	07/17/2011

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
view	CRC	Buckeye	07/08/2005		Certified

Provider Status Information

[View Status History](#)

	Provider Status	Reason	Status Effective Date
view	Active		07/08/2005

Provider Suspension Information

[View Suspension History](#)

	Provider Type/Child Name	Suspension Effective Date	Reason(s) for Suspension
edit view	Example	12/08/2014	Other

Add Suspension

Provider Reference Information

	Reference Type	Reference Number	Description
view	Legacy Provider ID		

The Provider Suspension Information screen displays.

7. Make a selection from the dropdown menu for **Provider Type/Child Name**.
8. Enter the **Effective Date**.

Note: A future date cannot be entered. Same day or a past date may be entered. Adding an End Date will end the Suspension and move the record to the Suspension History table.

9. Checkmark the appropriate option(s) for **Reason for Suspension**.

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Note: The user can select more than one reason for a suspension reason.

10. If **Other Reason** is selected for Reason for Suspension, an Other Reason comment box will display. This is required for Other Reason only. If Other Reason is not selected this box will not appear.
11. Click **Save**.

PROVIDER NAME / ID: Test, Provider / 123456 CATEGORY: Home

Provider Suspension Information

Provider Type/Child Name: *
Foster Care

Effective Date: * 08/27/2025

End Date:

Reason(s) for Suspension: *

- Death or serious injury of a child
- Report of abuse or neglect by employee
- Employee charged in death, injury, abuse, or neglect of child
- Employee caused serious risk to child
- Does not meet requirements
The department determines that the owner of the institution or association or the foster caregiver does not meet the requirements of section 2151.86, 5103.0310, or 5103.053 of the Revised Code.

Other
Other Reason: * (expand full screen)
Testing Other Reason Option

✓ ABC 223

Save Cancel

A Confirmation box displays.

12. Click **OK**.

sacwis-uat.jfs.ohio.gov says

If you save these changes, you will be placing this provider into suspension status. Please verify and confirm the desire to suspend before continuing.

OK Cancel

The Provider Information screen displays, showing the new Provider Suspension.

Adding a Provider Suspension in Ohio SACWIS

Provider / Workload / Provider Information

[Manage Provider Details](#)

PROVIDER NAME / ID: Test, Provider / 123456

CATEGORY: Home

Basic

Address

Members

Relationships

Caregivers

Capacity

Provider is currently **SUSPENDED**

Provider Name Information

Editing and Viewing a Provider Suspension

1. From the Provider Information screen, click **Edit** on the appropriate suspension.

Provider Suspension Information

	Provider Type/Child Name	Suspension Effective Date	Reason(s) for Suspension
edit view	Foster Care	08/27/2025	Does not meet requirements Other

Add Suspension

Provider Reference Information

The Provider Suspension Information screen displays.

2. **Edit** the appropriate fields as needed.
3. Click **Save**.

Note: If the record was created in error, the user can check the Created in Error box.

Provider Suspension Information

Provider Type/Child Name: *

Foster Care

Effective Date: *

08/27/2025

End Date:

Reason(s) for Suspension: *

- Death or serious injury of a child
- Report of abuse or neglect by employee
- Employee charged in death, injury, abuse, or neglect of child
- Employee caused serious risk to child
- Does not meet requirements

The department determines that the owner of the institution or association or the foster caregiver does not meet the requirements of section 2151.86, 5103.0310, or 5103.053 of the Revised Code.

Other

Other Reason: * [\(expand full screen\)](#)

Testing Other Reason Option

✓ ABC

223

Created in Error

Save

Cancel

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The Provider Information screen displays.

- To view a Provider Suspension, click **View** next to the appropriate provider suspension record.

Provider Suspension Information			
	Provider Type/Child Name	Suspension Effective Date	Reason(s) for Suspension
edit	Foster Care	08/27/2025	Does not meet requirements Other
view			

[Add Suspension](#)

The Provider Suspension Information screen displays.

Note: When selecting View, the screen is view only. Edits cannot be made.

- Click **Close** to exit.

Provider Suspension Information	
Provider Type/Child Name: *	
Foster Care	
Effective Date : *	End Date:
08/27/2025	
Reason(s) for Suspension: *	
<input type="checkbox"/> Death or serious injury of a child	
<input type="checkbox"/> Report of abuse or neglect by employee	
<input type="checkbox"/> Employee charged in death, injury, abuse, or neglect of child	
<input type="checkbox"/> Employee caused serious risk to child	
<input checked="" type="checkbox"/> Does not meet requirements	
<i>The department determines that the owner of the institution or association or the foster caregiver does not meet the requirements of section 2151.86, 5103.0310, or 5103.053 of the Revised Code.</i>	
<input checked="" type="checkbox"/> Other	
Other Reason: * (expand full screen)	
Testing Other Reason Option	
<input type="checkbox"/> Created in Error	

[Close](#)

The Provider Information screen displays.

Adding a Provider Suspension in Ohio SACWIS

Suspension History

1. The user can view history information by selecting the **View Suspension History** link.

Provider Suspension Information

[View Suspension History](#)

Provider Type/Child Name	Suspension Effective Date	Reason(s) for Suspension
There are no Current Suspension Records for this provider.		

[Add Suspension](#)

The Suspension History screen displays.

2. The user can view Historical Suspensions by clicking the **View** link on the appropriate record.

PROVIDER NAME / ID: Test, Provider / 123456 CATEGORY: Home

Historical Suspension Information

Created in Error: Exclude Include

Provider Type/Child Name	Suspension Effective Date	Suspension End Date	Reason(s) for Suspension
view Foster Care	08/27/2025 CREATED IN ERROR		Does not meet requirements Other

[Cancel](#)

Note: The Edit/Add Suspension record is available for only Provider Suspension Administrator. Any user in Ohio SACWIS can view a suspension record.

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