

Using the Agency Certification Search in Ohio SACWIS



Knowledge Article

Using the Agency Certification Search in Ohio SACWIS

Table of Contents

Overview	3
Locating Information on CRC and GH Facilities	3
Viewing an Agency's Facilities	4

Using the Agency Certification Search in Ohio SACWIS

Overview

This article describes how to locate information on Children’s Residential Centers (CRC), Residential Parenting Facility (RPF), Children’s Crisis Care Facility (CCF), and Group Home (GH) facilities that are used for placements in SACWIS and are linked to an Agency Certification record.

Note: When placing a child in one of these facilities, please link the Provider ID of the facility to the placement. No placements are to be linked to the Network Provider ID.

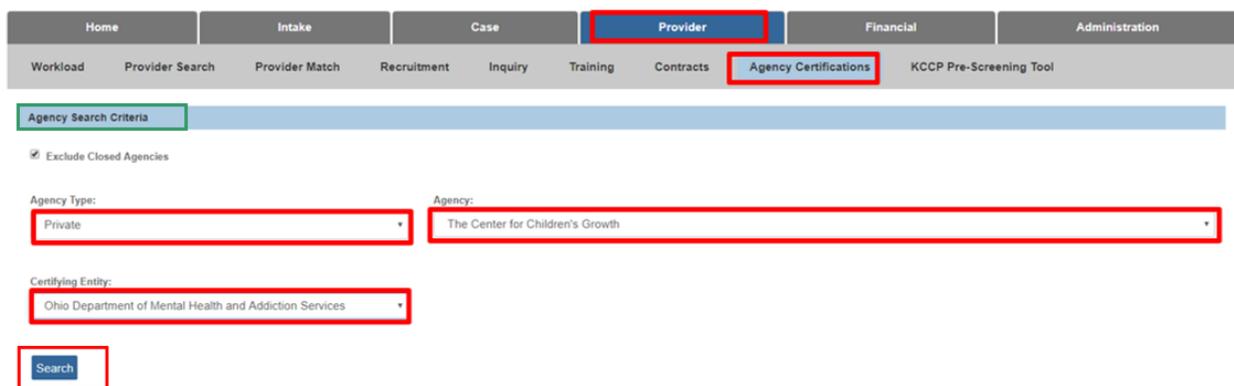
Locating information on CRC and GH Facilities

1. From the Ohio SACWIS home page, click the **Provider** Tab.
2. Click the **Agency Certifications** sub-tab.



The **Agency Search Criteria** screen appears.

3. A selection from the **Agency Type** drop-down menu is optional and can be made to narrow down the results.
4. Make a selection from the **Agency** drop-down menu. A selection in this field is required to search.
5. A selection from **Certifying Entity** drop-down menu is optional and can be made to narrow down the results.
6. Click, **Search**.



The search result appears in the **Agency Certification Results** grid. The grid displays the Agency Name, ID, and the Address. The **Agency Contract Provider** sub-section displays the Provider Name, ID, Category, and Type.

Using the Agency Certification Search in Ohio SACWIS

Agency Certification Results

Agency Name / ID:

Sally's Kid's House /998877

Agency Address:

123 Main Street,
Anytown, OH 00000

Agency Contract Provider

Provider Name / ID:

[Sally's Kid's House](#) / 998877

Category:

Agency Contract

Type:

Network Provider

Maintain Agency Certification(s)

View all Agency Certifications

	Application Type	Effective Date - Expiration Date	Certified Function(s)	Status	Closed Date Closed Reason	
Certified By: Ohio Department of Job and Family Services (ODJFS)						
view	Reapplication	01/01/2021 - 01/23/2021	Group Home	Certified		maintain facilities

Below the Agency Certification Results, the **Maintain Agency Certification(s)** grid displays information about the Agency's Certification. The Application Type, Effective Date-Expiration Date, Certified Function(s), Status, Closed Date /Closed Reason display. 1In the Agency Certification Results grid, the search results display.

Viewing an Agency's Facilities

1. From the **Maintain Agency Certification(s)** grid, click the **maintain facilities** hyperlink that displays in the far-right column.

	Application Type	Effective Date - Expiration Date	Certified Function(s)	Status	Closed Date Closed Reason	
Certified By: Ohio Department of Job and Family Services (ODJFS)						
view	Reapplication	01/01/2021 - 01/23/2021	Group Home	Certified		maintain facilities

The **Maintain Facilities** screen appears. The screen consists of the **Approval/Certification Information** grid, which displays details of the Agency's Approval/Certification, and the **Facilities Information** grid, which lists each GH or CRC facility linked to the Agency Certification. The Provider ID, displayed in the **Provider Name/ID** column of the **Facilities Information** grid, is the ID that should be linked to a placement record of the child that has been placed in that facility.

Note: If necessary, click the **view** hyperlink in the **Facilities Information** grid to verify the information of the facility.

Using the Agency Certification Search in Ohio SACWIS

Important: Be certain to write down, or copy and paste, the Provider ID of the placement facility before you leave this screen, so it is readily available when the placement record on the child's case is being completed.

Maintain Facilities

AGENCY NAME / ID: **Sally's Kid's House / 998877** AGENCY ADDRESS: **123 Main Street, Anytown, OH 00000**

Approval/Certification Information

Approval/Certification Status: **Certified** Application Type: **Reapplication**

Amendment Reason: Approval/Certificate Effective Date: **01/01/2021**

Approval/Certificate Expiration Date: Temporary Expiration Date:

01/01/2023

Closed Date: Closed Reason:

Facilities Information

	Provider Name / ID	Provider Type	Type Status	Operating Agency	Address	Director / Administrator
view	Cookie Monster House / 33333	Group Home	Certified	Sally's Kid's House	Sally's Kid's House 456 Park Road Anytown, OH 00000	Abby Director
view	Oscar House / 44444	Group Home	Certified	Sally's Kid's House	Sally's Kid's House 789 Elm Street Anytown, OH 00000	Abby Director

If you need additional information or assistance, please refer to the Customer Care Center Information Station.