

Knowledge Base Article

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Overview

If a **Provider** is certified and/or recommended to provide a **Service**, SACWIS automatically adds that service to the **Provider** record. However, you can use the steps in this Knowledge Base Article to add **Other Services**.

Other Services should only be added for Case Plan Services and Non-ODJFS Providers who are being used for a child's placement and for OhioKAN services. Placement services for Foster Care and Adoption should **not** be added as Other Services, **except** when adding placement services to an out-of-state provider or a shared home provider. In these situations, placement services should be added as Other Services on the Provider record.

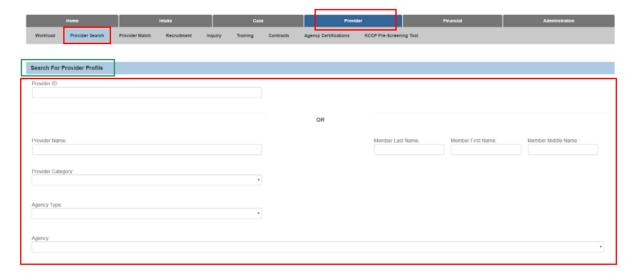
To add **Other Services**, complete the following steps.

Navigating to the Other Services Screen

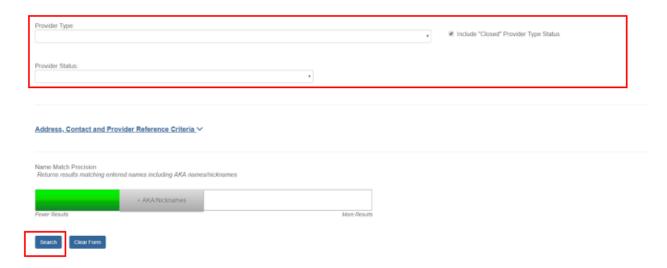
- 1. On the SACWIS **Home** screen, click the **Provider** tab.
- 2. Click the **Provider Search** tab.

The **Search For Provider Profile** grid will appear.

- 3. Enter search criteria in the appropriate fields OR enter the **Provider ID**, if known.
- Click the Search button.

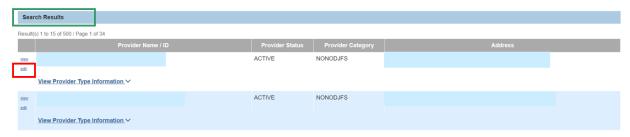


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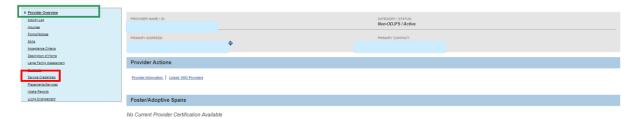
The screen will expand to display results in the **Search Results** grid.

5. Click the **edit** beside the name of the relevant provider.



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

6. Click the **Service Credentials** link in the **Navigation** menu.



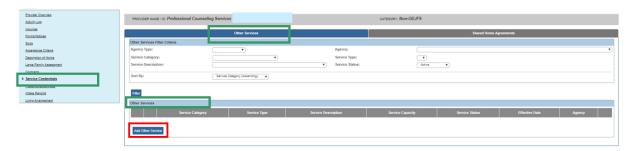
The Service Credentials screen appears, defaulted to the Other Services tab screen when in a Non-ODJFS provider record. If you are in a home provider record, select the Other Services tab.

Adding an Other Service

Note: If services are listed on the **Other Services** tab page, verify the service you want to enter is not already listed.

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1. If the service you want to enter is not already listed, click the **Add Other Service** button.



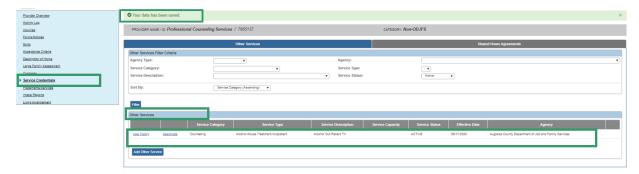
The Other Services Details screen appears.

Note: In some of the fields, the values in the drop-down list change, depending on the selection made in the previous field's drop-down list. Required responses are designated with a red asterisk (*).

- 1. Make a selection from the drop-down menu.
- 2. Make a selection from the **Service Type** drop-down menu.
- 3. Make a selection from the **Service Description** drop-down menu.
- 4. Select **Active** or **Inactive** from the **Service Status** drop-down menu.
- 5. The **Effective Date** field defaults to the current date. If necessary, enter the relevant date.
- 6. Click. Save.



The Service Credentials screen appears, displaying the message that your data has been saved. The new service is displayed in the Other Services grid.



If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.

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