

# **Adding Other Services Under Service Credentials**



**Knowledge Base Article**

# Adding Other Services Under Service Credentials

## Table of Contents

<a href="#">Overview</a> .....	3
<a href="#">Navigating to the Other Services Screen</a> .....	3
<a href="#">Adding an Other Service</a> .....	4

# Adding Other Services Under Service Credentials

## 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.
4. Click the **Search** button.

The screenshot shows the SACWIS interface with the following elements:

- Top navigation bar: Home, Intake, Case, **Provider** (selected), Financial, Administration.
- Sub-navigation bar: Workload, **Provider Search** (selected), Provider Match, Recruitment, Inquiry, Training, Contracts, Agency Certifications, KCCP Pre-Screening Tool.
- Main content area: Search For Provider Profile.
- Search fields: Provider ID, OR, Provider Name, Member Last Name, Member First Name, Member Middle Name, Provider Category, Agency Type, Agency.

# Adding Other Services Under Service Credentials

Provider Type:   Include "Closed" Provider Type Status

Provider Status:

## Address, Contact and Provider Reference Criteria

Name Match Precision  
Returns results matching entered names including AKA names/nicknames

Fewer Results  + AKA/Nicknames   More Results

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

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

Search Results				
Result(s) 1 to 15 of 500 / Page 1 of 34				
	Provider Name / ID	Provider Status	Provider Category	Address
<input type="button" value="view"/>		ACTIVE	NONODJFS	
<input type="button" value="edit"/>				
<a href="#">View Provider Type Information</a>				
<input type="button" value="view"/>		ACTIVE	NONODJFS	
<input type="button" value="edit"/>				
<a href="#">View Provider Type Information</a>				

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

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

**Provider Overview**

- Attributes
- Services
- Service Records
- Skills
- Assessment Criteria
- Description of Home
- Leave/Family Assessment
- Service Credentials**
- Placement Records
- Notes/Reports
- Family Assessment

PROVIDER NAME / ID: [redacted] CATEGORY / STATUS: Non-ODJFS / Active

PRIMARY ADDRESS: [redacted] PRIMARY CONTACT: [redacted]

**Provider Actions**

Provider Information | Listed 1692 Providers

Foster/Adoptive Spans

No Current Provider Certification Available

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.

## Adding Other Services Under Service Credentials

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](#).