Documenting Evidence-Based Practice Services in SACWIS

Important Information:

PCSA/IV-E Juvenile court staff **will not need** to complete any steps to set up agency services in SACWIS under Financial>Services>Maintain Services. PCSA/ IV-E Juvenile court staff **will not need** to complete any entry under Provider>Service Credentials>Other Services. Prevention Service Approved providers and services are created and maintained by ODJFS.

Adding an Evidence-Based Practice Service to a Case

1. From the **Case Services** section of the applicable case, select the **Case Member** option from the Service drop-down menu then click the **Add Case Services** button.
2. Enter the appropriate **Effective Date** in the field.
3. From the **Service Category** drop-down menu, make the applicable selection of Evidence-based practice (In-Home Parenting, Mental Health, or Substance Abuse) and **Service Type**.
4. In the **Case Member Name** drop-down menu, select the name of the case member who is directly receiving the service, then click the **Add Status/Provider** button.
5. The **Status Details** screen will appear. Select the applicable **Status** from the drop-down menu. **Note**: In order to use the Service Referral functionality in SACWIS, you will select the Status of Referred for this step.
6. Enter the appropriate **Status Begin Date** in the field. **Note**: The Participation Frequency section is optional.
7. Click the **Link Provider** button.
8. The **Provider Match** screen will display. The required search parameters will be pre-selected and cannot be modified. You may use additional search parameters to limit the search results if you choose to. Once you have selected the desired search parameters, click the **Search** button
9. The **Search Results** grid appears. To link the Provider, click the **Select** link in the applicable row. **Important**: In order to receive reimbursement, the provider you select must have the Prevention Services Approved Badge, which is pictured below.

	Provider Name / ID	Provider Category	Provider Status	Current Primary Address
view	XYZ Provider / 999999	Non-ODJFS	ACTIVE	123 Main Street., Anytown, OH 99999

View Services ^

Ohio Department of Job and Family Services

select   Healthy Families America (HFA)   [PREVENTION SERVICE APPROVED]

[OK] [Generate Report]

10. Place a checkmark in the box beside the name(s) of the child(ren) in the **Service Provided to prevent the removal of the following children** grid that is to be associated to the service if the child is not directly receiving the service from the provider but may be eligible for Title IV-E Prevention Services funding because of their family's involvement with the service.
11. To apply the same information selected in steps 3-9 for other case members, place a checkmark in the beside the name(s) of the relevant case member(s) in the **Apply to Other Members** grid.
12. Click the **Save** button on the **Status Details** screen once all information has been entered and click the **Save** button on the **Service Information** screen when the record has been completed.

*If the Provider that you need to link to the Case Service is not in SACWIS or is in SACWIS but does not have Prevention Services Approval, please contact the SACWIS Help Desk before making a selection.

For comprehensive information on Case Services in SACWIS, please see the [Managing Case Services](#) article on the SACWIS Knowledge Base.