Completing a Prevention Services Eligibility Determination

Knowledge Base Article

Completing a Prevention Services Eligibility Determination

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Completing a Prevention Services Eligibility Determination

Overview

This Knowledge Base Article discusses the **Prevention Services Eligibility** functionality detailing the steps for creation of a Prevention Services Eligibility determination through completion of the approval process.

Navigating to the Prevention Services Eligibility Screen

From the Ohio SACWIS Home screen:

1. Click the **Financial** tab.
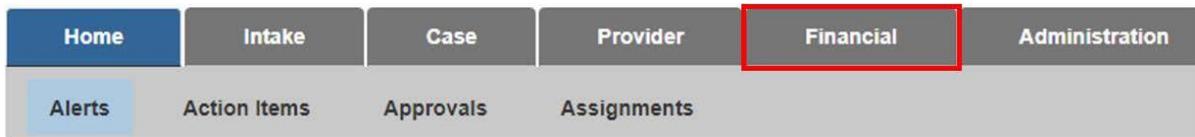
The sub-menu will change to display financial options.

2. Click the **Eligibility** tab.

The left navigation pane appears.

3. Click, **Prevention Services** in the navigation pane.
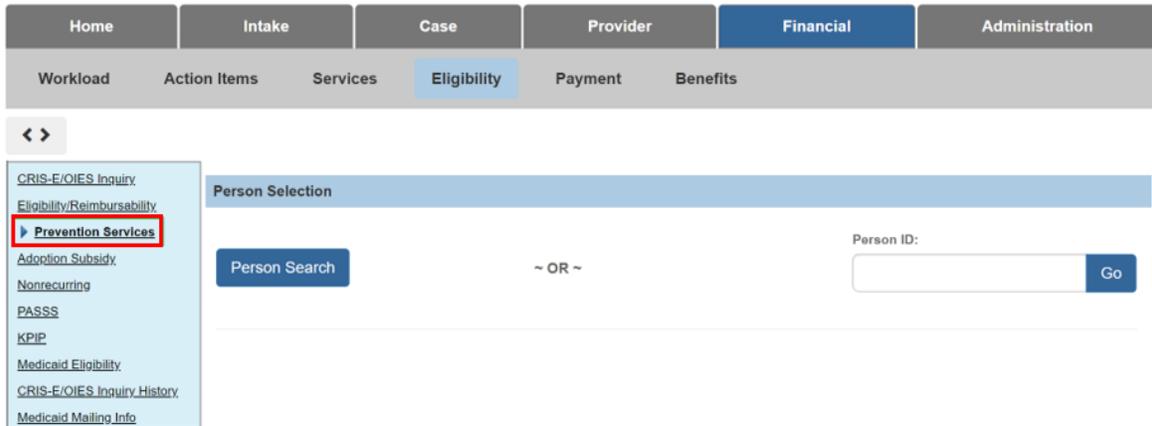
Completing a Prevention Services Eligibility Determination

The **Prevention Services** screen appears, displaying the **Person Selection** grid.

4. Click the **Person Search** button.

Note: For information regarding a Person Search, please see the following Knowledge Base Article: Using Search Functionality.

OR

5. Enter the **Person ID** for the child you are creating the Prevention Services Eligibility record for.

6. Click the **Go** button.

The **Person Selection** screen appears.

Adding a Prevention Services Eligibility Record

1. Verify the child information for accuracy.

2. Click, **Add Initial Prevention Services Eligibility**.

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The **Prevention Services – Eligibility Details** screen appears.

Completing the Eligibility Details

Note: The fields in the Eligibility Details section are dynamic and will display as information is entered.

1. Enter the **Effective Date** for Prevention Services Eligibility.

2. When applicable, enter the **Termination Date**.

3. Once the **Termination Date** is entered, the field **Termination Reason** displays. Select the **Termination Reason.** If **'Other'** is chosen, the field **Other Reason** will display and be required.

4. Once the **Effective Date** has been entered, the field **Select the case which contains evidence-based practice service(s) for your agency** will display. From the dropdown, choose the case to associate to the Prevention Services Eligibility.

Important: The cases that populate the dropdown are the ones that the child is a active member of and are open at the time of the Effective Date. The chosen case will be what Reimbursability is determined from.

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Eligibility Details

Effective Date: *

02/25/2021

Termination Date:

Select the case which contains evidence-based practice services for your agency: *

928-Ongoing- (09/12/2019-)

928-Ongoing- (09/12/2019-)

5. The response to **Child is not in custody** will automatically populate as **Yes**, **No**, or **N/A** depending on the child's Legal Custody Status at the time of the Effective Date.
   - When **Child is not in custody** is **Yes**, **Is the child at imminent risk of removal?** will display. Select **Yes** or **No** from the dropdown.

The child is not in Custody	Yes

Is the child at imminent risk of removal?	Yes

   - When **Child is not in custody** is **N/A**, the statement **The child is pregnant or parenting** will display.

The child is not in Custody	N/A

The child is pregnant or parenting.

   - When **Child is not in custody** is **No**, no further action is taken in this section.

IMPORTANT: When the child is not in custody is Yes or N/A, the Requirements section will display otherwise, if No, the Requirements section does not display. Skip to the Completing the Eligibility record section of the KBA.

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Completing Program Eligibility Requirements

The **Program Eligibility** grid displays the list of Prevention Services eligibility requirements and which requirements the child meets for eligibility.

1. Click the **Requirements** link.

Program Eligibility

Requirements

View / Update **Requirements**

Child must meet at least 1 Criteria.

1. Child meets open case requirement.	INCOMPLETE
2. Child meets sibling requirement.	INCOMPLETE
3. Child meets fatality/near fatality requirement.	INCOMPLETE
4. Child meets permanency requirement.	INCOMPLETE
5. Child meets adoption requirement.	INCOMPLETE
6. Child meets dissolution requirement.	INCOMPLETE
7. Child meets parenting requirement.	INCOMPLETE

The **Requirements** screen displays.

Note: Requirement 8 only displays when the child is female.

Important: Based on information already entered in Ohio SACWIS for the child, most requirements will automatically populate.

- Eligibility Requirements populate from areas in Ohio SACWIS that include the **Family Case Plan**, **Legal Custody**, **Intake**, **Safety Plan**, **Adoption**, and the Pregnancy tab of the Medical Profile in the child's **Person Profile**.

- Changes to the information that populates from the child's profile or case record can be made as needed while the record is Pending. The requirements will need to be viewed again for the record to update with any changed information.

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Completing a Prevention Services Eligibility Determination

1. Child meets open case requirement.

Is the child a participant of an open in-home case and receiving services?	**Yes**
Legal Status	**Court Ordered Prot Sup**
Child has an In / Out of Home Safety Plan:	**No**
Infant identified as being substance exposed or as being substance affected by abuse of legal or illegal substances, withdrawal symptoms, or a Fetal Alcohol Spectrum Disorder who have assessed safety factors and risk contributors.	**No**

Select all Systems with which the child is involved: {this section is in all 3 control states}

☐ Behavioral Health   ☐ Developmental Disabilities

☐ Juvenile Justice   ☐ Other

2. Child meets sibling requirement.

Does the child live in a home where sibling(s) or other child(ren) from the home is in foster care and who has a case plan goal of reunification?	**No**

3. Child meets fatality/near fatality requirement.

Has the child, a sibling of the child, or another child in the home experienced a screened in fatality or near fatality?	**No**

4. Child meets permanency requirement.

Has the child been discharged from custody and achieved permanency within the last twelve-months and the parent(s)/caregiver(s) have agreed to ongoing services?	**No**

5. Child meets adoption requirement.

Has the child been adopted within the last twelve months?	**No**

6. Child meets dissolution requirement.

Is the child at risk of experiencing an adoption dissolution?	[˅]

7. Child meets parenting requirement.

Is the child a parenting youth in foster care?	**No**

8. Child meets pregnancy requirement.

Is the child a pregnant youth in foster care?	**No**

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Completing a Prevention Services Eligibility Determination

Child meets open case requirement.

- **Is the child a participant of an open in-home case and receiving services?** displays **Yes** when the child's case category is Assessment/Investigation, Alternative Response, AR Ongoing, Prevention Services, or AR Prevention Services *and* "The child is not in custody" is Yes, otherwise the requirement is determined as **No**.

- **Legal Status** – display's the child's legal status or when no legal status exists **Voluntary** will display.

- **In/Out of Home Safety Plan** – **Yes** displays when the child has an active Safety Plan, otherwise, **No** will display.

- **Substance exposed/affected infant** – **Yes** will display when applicable Substance Use information has been entered for child on the Family Assessment and/or intake, otherwise **No** will display.

- **Systems with which the child is involved** – Does not pre-populate.

2. Choose any other system(s) the child is involved in by clicking the appropriate checkboxes that are applicable.

   - When **Other** is checked, a textbox will display to add the details.

1. Child meets open case requirement.	
Is the child a participant of an open in-home case and receiving services?	Yes
Legal Status	Court Ordered Prot Sup
Child has an In / Out of Home Safety Plan:	No
Infant identified as being substance exposed or as being substance affected by abuse of legal or illegal substances, withdrawal symptoms, or a Fetal Alcohol Spectrum Disorder who have assessed safety factors and risk contributors.	No
Select all Systems with which the child is involved: {this section is in all 3 control states}	
☐ Behavioral Health ☐ Developmental Disabilities	
☐ Juvenile Justice ☐ Other	

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Completing a Prevention Services Eligibility Determination

Child meets sibling requirement.

- **Does the child live in a home where a sibling(s) or other child(ren) from the home is in foster care and who has a case plan goal of reunification** displays **Yes** when there is another child participant in the an active approved Family Case Plan with the child the eligibility is being determined for and that child is in custody of a PCSA and has a Permanency Goal of Reunification otherwise the requirement is determined as **No.**

2. Child meets sibling requirement.	
Does the child live in a home where sibling(s) or other child(ren) from the home is in foster care and who has a case plan goal of reunification?	No

Note: When requirement is **Yes**, the Child Name and Person ID of any children identified will be displayed.

Child meets fatality/near fatality requirement.

- **Has the child, a sibling of the child, or another child in the home experienced a screened in fatality or near fatality** displays **Yes** when an intake linked to the selected case has a substantiated Fatality/Near Fatality allegation where the disposition date is between the current case opening episode begin date and the eligibility effective date, otherwise the requirement is determined as **No**.

3. Child meets fatality/near fatality requirement.	
Has the child, a sibling of the child, or another child in the home experienced a screened in fatality or near fatality?	No

Note: When requirement is **Yes**, the following will display: Intake ID, Screening Decision Date, Disposition, ACV(s), Severity of Harm.

Child meets permanency requirement.
- **Has the child been discharged from custody and achieved permanency within the last twelve-months and the parent(s)/caregiver(s) have agreed to ongoing services** displays **Yes** when the child had a Legal Custody Episode that ended within the 12 months prior to the eligibility effective date, otherwise the requirement is determined as **No**.

4. Child meets permanency requirement.	
Has the child been discharged from custody and achieved permanency within the last twelve-months and the parent(s)/caregiver(s) have agreed to ongoing services?	No

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Note: When requirement is **Yes**, Discharge Date will display.

Child meets adoption requirement.

- **Has the child been adopted within the last twelve months** displays **Yes** when the child has an Adoption Finalized date is within the 12 months prior to the eligibility effective date, otherwise the requirement is determined as **No**.

5. Child meets adoption requirement.	
Has the child been adopted within the last twelve months?	**No**

Note: When requirement is **Yes**, Adoption Finalized Date will display**.**

Child meets dissolution requirement.

3. Select **Yes** or **No** for, **Is the child at risk of experiencing an adoption dissolution?**

6. Child meets dissolution requirement.	
Is the child at risk of experiencing an adoption dissolution?	⌄
	Yes
	No

Note: When requirement is not answered, upon Determine Eligibility the system will automatically set to **No**.

Child meets parenting requirement.

- **Is the child a parenting youth in foster care?** displays **Yes** when the child is in custody and the Family Case Plan question **Is the youth receiving Prevention Services to help with the parenting of their child?** is **Yes** in the most recent approved Family Case Plan owned by the logged in Agency, otherwise the requirement is determined as **No**.

When applicable:

4. Click **Person Search** to select the child of the Minor Parent.
5. Select **Yes** or **No** for **Is Paternity Established**

Note: Child of Minor Parent's child name and person ID will display when selected.

Important: **Is Paternity Established** will only display when the child associated to the eligibility is male.

Child meets pregnancy requirement.

This requirement will only display when the child is a female.

- **Is the child a pregnant youth in foster care** displays **Yes** when the child is in custody and has a pregnancy record with an Estimated Due Date within 43 weeks after the eligibility effective date, otherwise the requirement is determined as **No**.

- **Date Reported** displays the Date Reported from the Pregnancy record

- **Estimated Due Date** displays the Estimated Due Date from the Pregnancy record.

8. Child meets pregnancy requirement.	
Is the child a pregnant youth in foster care?	Yes
Date Reported:	
Estimate Due Date:	06/01/2021

Note: When:

- No **Estimated Due Date** exists, the statement **Child has a pregnancy record that does not contain an Estimated Due date.** will display.
- No Pregnancy record exists, the statement **There are no pregnancy records for this child as of the Effective Date.**
- The child is not in custody and female the requirement displays **No** and the statement **The child is not in custody.** will display.

6. Click, **Save**

The **Program Eligibility** grid appears

Completing the Eligibility Record

The requirements have been updated to display the applicable determination.

1. Enter **Comments**.

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Program Eligibility

Requirements

View / Update **Requirements**

Child must meet at least 1 Criteria.

1. Child meets open case requirement.	YES
2. Child meets sibling requirement.	NO
3. Child meets fatality/near fatality requirement.	NO
4. Child meets permanency requirement.	NO
5. Child meets adoption requirement.	NO
6. Child meets dissolution requirement.	NO
7. Child meets parenting requirement.	NO
8. Child meets pregnancy requirement.	NO

Comments:

✔ ABC

4000

Completing Additional Information

- **Family Case Plan exists** displays **Yes** when the child is a Child Plan Participant in the active approved Family Case Plan associated to the selected cases current case opening and the approval date is on or prior to the Eligibility Effective Date, otherwise **No** displays

- **When the Family Case plan exists** is **Yes** the **Approval Date** displays the Family Case Plan Approval Date, otherwise the **Approval Date** does not display.

1. Select **Yes** or **No** for **Does Child have Medicaid or Third Party Insurance?**
2. Select **Yes** or **No** for **Is Child receiving SSI Benefits**.
3. Click, **Determine Eligibility**, the system will update Eligible to **Yes** or **No**.

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The **Process Approval** screen appears.

Processing for Approval

1. Select from the **Action** dropdown menu.
2. If you do not have approval access rights, select from the **Reviewers/Approvers** dropdown menu.
3. Click **Save**.

Completing a Prevention Services Eligibility Determination

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

Ohio **Department of Children & Youth**