

Adding OhioSTART Service Costs



Knowledge Base Article

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Adding OhioSTART Service Costs

Overview

This knowledge base article discusses how agencies can use the existing **Maintain Services** functionality to enter OhioSTART service costs. These service costs will be necessary to complete the Invoicing process.

Navigating to the Maintain Services Screen

From the SACWIS Home Page:

1. Click the **Financial** Tab.
2. Click the **Services** Tab.
3. Click, **Maintain Service** in the navigation pane.

The **Maintain Service** screen appears, displaying the **Agency Services Search Criteria** grid.

The screenshot shows the SACWIS interface. At the top, there are tabs for Home, Intake, Case, Provider, Financial, and Administration. The Financial tab is selected. Below the tabs, there are sub-tabs for Services, Eligibility, Payment, and Benefits. The Services sub-tab is selected. On the left side, there is a navigation pane with options: Maintain Service, Provider Ceilings, and Service Authorization Summary. The main area displays the 'Agency Services Search Criteria' form. The form includes the following fields: Agency (dropdown menu with 'OhioSTART County Department of Job and Family Services' selected), Agency Number (text input field), Service Category (dropdown menu), Service Type (dropdown menu), Hide Obsolete Services (radio buttons for No and Yes, with 'No' selected), and Sort Result By (dropdown menu with 'ServiceCategory / Type (Ascending)' selected). A 'Search' button is located at the bottom of the form.

Selecting Services

1. From the Agency Services Search Criteria grid, make the selection from the **Service Category** drop-down menu that best fits the service being added.
2. Make a selection from the **Service Type** drop-down menu.
Note: If the service is a diagnostic assessment, the user could select the Service Category of **Diagnostic** and the Service Type of **Drug Diagnostic Services**.
3. Click, **Search**.

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The screenshot shows a navigation menu with tabs: Home, Intake, Case, Provider, Financial (selected), and Administration. Below the menu are sub-tabs: Services (selected), Eligibility, Payment, and Benefits. A left sidebar contains: Maintain Service (selected), Provider Ceilings, and Service Authorization Summary. The main form is titled "Agency Services Search Criteria" and includes the following fields:

- Agency: OhioSTART County Department of Job and Family Services
- Agency Number: [Redacted]
- Service Category: Diagnostic
- Service Type: Drug Diagnostic Services
- Hide Obsolete Services: No Yes
- Sort Result By: ServiceCategory / Type (Ascending)

A "Search" button is located below the form.

The **Agency Services Search Results** grid appears, displaying existing services.

4. Select **Add Service**.

The screenshot shows the "Agency Services Search Results" grid. The header indicates "Result(s) 1 to 1 of 1 / Page 1 of 1". The grid contains one row:

| Service Category / Type | Service Description | UOM | Standardized Cost |
|--------------------------------------|--------------------------|-----|-------------------|
| Diagnostic/ Drug Diagnostic Services | Drug Diagnostic Services | | |

Below the grid are filters for "Service Category: Diagnostic" and "Service Type: Drug Diagnostic Services". A red box highlights the "Add Service" button.

The **Agency Services Details** screen appears.

Adding OhioSTART Specific Service Descriptions

1. From the Agency Services Details screen, user can edit the Service Description and Service Long Description to be OhioSTART specific.

To Ensure that services are properly recognized for reimbursement, some examples of possible service descriptions are:

- Allowable County Expenses
 - County Travel
 - County Mileage
 - START Caseworker Service
2. For **County Travel** and **County Mileage**, this wording needs to be exact to ensure they are created with the correct funding stream.
 3. Then, select the **Add Service Cost** button to be navigated to the **Standardized Cost Details** screen.

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Financial > Services > Maintain Services

Agency Name: OhioSTART County Department of Job and Family Services Agency ID: 10522

Agency Services Details

Service ID: New
Service Category: Diagnostic Service Descriptions: * Drug Diagnostic Services - OhioSTART
Service Type: Drug Diagnostic Services Service Long Description: * Drug Diagnostic Services - OhioSTART

Obsolete Date: []

Service Attributes

Unpaid Service Fund Source: []
 Pre-Paid Payment # of Leave Days to be Paid: []
 Placement Service
 Prospective Payment

Maintain Service Costs

| Effective Date | Last Updated Date | Unit of Measure | Standardized Cost | Created in Error |
|----------------------------------|-------------------|-----------------|-------------------|------------------|
| Add Service Cost | | | | |

Save Cancel

The **Standardized Cost Details** screen appears.

Adding OhioSTART Specific Standardized Costs

1. Select the **Effective Date** of the service.
2. Make a selection from the **Unit of Measure** drop-down menu.
3. Enter the **Standardized Cost**.
4. Click, **Save**.

Once Saved, this service can be added to the specific OhioStart Provider record for the agency.

For more information on adding services to the provider record, please reference the following Knowledge Base Article: [Adding Other Services Under Service Credentials](#).

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.