

**Creating a Bridges  
Ongoing Eligibility Record**



**Knowledge Base Article**

# Creating a Bridges Ongoing Eligibility Record

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# Creating a Bridges Ongoing Eligibility Record

## Overview

This document provides step-by-step instructions for creating a Bridges Ongoing Eligibility record. A new Ongoing Eligibility Record should be completed every 30 days starting from the first day of custody for each Young Adult to document how the individual is maintaining program eligibility. The steps are the same for a new custody episode or creating new records on an existing episode.

**Note:** A Bridges Ongoing Eligibility record cannot be created until a Bridges Custody Episode has been created, and no more than one unapproved record can be created in a given custody episode.

## Navigating to the Bridges Ongoing Eligibility

From the Ohio SACWIS home page:

1. Click, **Case**.
2. Click, **Workload**.
3. Click the name of the appropriate **Caseworker**.
4. Click the relevant case number.

Home Intake **Case** Provider Financial Administration

Workload Court Calendar Placement Requests

Case Workload

Caseworker: [dropdown] Sort By: Case Name Ascending [Filter]

Test, Worker (24 cases)

Sacwis, Susie [123456] - Open 11/21/2022 - Bridges

The **Case Overview** screen appears.

5. Click, **Bridges Ongoing Eligibility** in the navigation pane.

Case Overview

Activity Log

Attorney Communication

Intake List

Forms/Notices

Case Services

Legal Actions

Legal Custody/Status

Housing Service Record

Initial Removal

Placement/CCA

Independent Living

Bridges Application / VPA

Bridges Assessment

**Bridges Ongoing Eligibility**

Bridges Plan

Bridges Review

CASE NAME / ID: **Bridges**  
Sacwis, Susie / 123456 Open (04/07/2022)

ADDRESS: 123 Test Rd  
Test, Oh 12345

CONTACT:

AGENCY: Bridges

PRIMARY WORKER: Test Worker SUPERVISOR(S): Test Supervisor

Case Actions

[View Case Information](#) | [0 Linked Cases](#) | [Program Categories](#) | [Case Status History](#)

Action Items Case Alerts Dashboard Assignments / Eligibility

## Creating a Bridges Ongoing Eligibility Record

The **Bridges Ongoing Eligibility** screen appears.

**Example below: The list page showing no previous records for current custody episode and will be the screen you will see when accessing this page for the first time.**



The screenshot shows the 'Bridges Ongoing Eligibility' interface. At the top is a blue header with the title. Below it is a checkbox labeled 'Include Created in Error'. Underneath is a link for 'Custody Episode 02/24/2022' with an upward arrow. A green-bordered box highlights the message: 'There is no Ongoing Eligibility Record(s) for this Custody Episode.' At the bottom, there are two date input fields labeled 'Effective Date' and 'End Date', each with a calendar icon. To the right of these fields is a grey button labeled 'Add Bridges Ongoing Eligibility'.

The **Bridges Ongoing Eligibility List Page** appears.

6. Add an **Effective Date**.

**Note:** The Effective Date cannot be before the Effective Date of the most recent record or the Begin Date of the Custody Episode.

7. Click **Add Bridges Ongoing Eligibility**.

**Note:** The **Add Bridges Ongoing Eligibility** button will become active only after an Effective Date has been entered.



This screenshot is similar to the previous one but shows the 'Effective Date' field populated with '02/01/2022' and the 'Add Bridges Ongoing Eligibility' button highlighted with a red border. The 'End Date' field remains empty. The message 'There is no Ongoing Eligibility Record(s) for this Custody Episode.' is still present.

# Creating a Bridges Ongoing Eligibility Record

## Completing the Young Adult Information Tab

The **Bridges Ongoing Eligibility** screen appears; the **Young Adult Information** tab is active.

1. The **Effective Date** will populate with the date entered on the list page but is still editable on the Young Adult Information screen and is a required field.
2. Select **Yes** or **No** from the following drop-down menu: **Is the Young Adult meeting Bridges Ongoing Eligibility Criteria?**

**Note:** A selection must be made from the dropdown menu to save the record or navigate away from this screen.

Case / Workload / Bridges Ongoing Eligibility

**Bridges Ongoing Eligibility**

CASE NAME / ID

Bridges / Open (02/01/2022)

STATUS: In progress

APPROVAL DATE:

Young Adult Information

Documents

Approval

Effective Date: \*

02/24/2022



End Date:



Contact Information

Sacwis, Susie - Age 18

PREGNANT

*If young adult's pregnancy status has changed, please update the Person record.*

Address:

123 Test Rd  
Test, Oh 12345

County:

Out of State

Contact:

Cell

Eligibility Requirement for Bridges

Is the Young Adult meeting Bridges Ongoing Eligibility Criteria? \*

Created By:

Created Date:

Modified By:

Modified Date:

Apply

Save

Cancel

## Creating a Bridges Ongoing Eligibility Record

3. If **Yes** is selected, the screen will display additional information options in response to: **Young Adult must meet at least one of the following criteria to be eligible for Bridges. Check all that apply.**

**Note:** “Incapable of completing education or employment requirements due to physical or mental health condition” cannot be checked when any other box is checked. A selection is not required to save the document.

### Eligibility Requirement for Bridges

Is the Young Adult meeting Bridges Ongoing Eligibility Criteria? \*

Yes

Young Adult must meet at least one of the following criteria to be eligible for Bridges. Check all that apply.  
*Documentation is required for all criteria and will be requested once selected.*

- Completing secondary education (high school) or a program leading to an equivalent credential
- Enrolled in an institution that provides post-secondary (college) or vocational education
- Participating in a program that is designed to promote or remove barriers to employment
- Employed at least 80 hours in a month
- Incapable of completing education or employment requirements due to physical or mental health condition  
*This eligibility criterion cannot be combined with any other criteria.*

**Note:** When a box is checked, the selection will expand further, providing a list of documentation required for the selection.

Young Adult must meet at least one of the following criteria to be eligible for Bridges. Check all that apply.  
*Documentation is required for all criteria and will be requested once selected.*

- Completing secondary education (high school) or a program leading to an equivalent credential**  
*Examples of documentation: school enrollment letter, current grade report or transcript, current school schedule.*

Additionally, a text box will appear, labeled: **Explain how the Young Adult meets selected Eligibility Criteria.**

4. Enter comments in the text box labeled, **Explain how the Young Adult meets selected Eligibility Criteria.**

**Note:** This is not required to save the record.

Explain how the Young Adult meets selected Eligibility Criteria:([expand full screen](#))

✓ ABC  
4000

## Creating a Bridges Ongoing Eligibility Record

5. If **No** is selected from the drop-down menu, check the box to confirm the Young Adult's ineligibility.
6. Enter comments in the text box labeled, **Explain how the Young Adult is working to re-establish eligibility**.

### Eligibility Requirement for Bridges

Is the Young Adult meeting Bridges Ongoing Eligibility Criteria? \*

By determining this record as "Not Eligible", you acknowledge that a Notice of Ineligibility or Notice of Termination has been generated with the correct effective and termination dates and provided to the young adult by hand delivery or mail.

Explain how the Young Adult is working to re-establish eligibility: ([expand full screen](#))

✓ ABC

4000

**Note:** You cannot save or navigate to another tab until all required fields have been completed.

7. Once all the required information has been provided for the Bridges Ongoing Eligibility, click the **Documents** tab.

### Bridges Ongoing Eligibility

CASE NAME / ID: Sacwis, Susie / 123456	Bridges / Open (02/25/2020)	
STATUS: In progress	APPROVAL DATE:	
Young Adult Information	<b>Documents</b>	Approval

The **Bridges Ongoing Eligibility** screen appears; the **Documents** tab is active.

## Creating a Bridges Ongoing Eligibility Record

### Completing the Documents Tab

1. In the Attached Documents grid, click the **Upload Documents** button.

The screenshot shows the 'Bridges Ongoing Eligibility' interface. At the top, there is a header with 'CASE NAME / ID: Sacwis, Susie / 123456' and 'Bridges / Open (02/01/2022)'. Below this, there is a 'STATUS: In progress' and 'APPROVAL DATE' field. A green notification bar states 'Your data has been saved'. There are three tabs: 'Young Adult Information', 'Documents', and 'Approval'. The 'Documents' tab is selected, and the 'Attached Documents' section is highlighted in blue. Below this, it says 'No Documents Attached' and there is a red-bordered button labeled 'Upload Document'.

The **Manage Documents** screen appears, displaying the **Maintain Documents Information** grid.

2. Make a selection from the **Document Type** drop-down menu.

**Note:** Document type will be dependent upon the eligibility requirement(s) checked on the **Young Adult Information** tab and a list of document types will display beneath each selection.

**Note:** The list of documents necessary for each section is displayed on the **Young Adult Information** tab under each eligibility criterion.

3. Type in a name for the document to be uploaded the in the **Document Name** text box.
4. Choose a date from the **Date on Document** field.
5. Upload the document in the **File to Attach** box by clicking the **Browse** button and locating the file on your desktop.
6. Type in any necessary comments in the **Comments** text box.
7. Click the **Save** button.

## Creating a Bridges Ongoing Eligibility Record

Manage Documents

Maintain Document Information

Document Category: Person Documents

Document Type: \*

Document Name: \*

Date on Document: \*

File to Attach: \*

Choose File

Browse

Comments: [\(expand full screen\)](#)

✓ ABC

500

Save Cancel

The **Bridges Ongoing Eligibility Documents** tab appears, displaying the uploaded document in the **Attached Documents** grid.

8. Click the **Approval** tab.

Bridges Ongoing Eligibility

CASE NAME / ID: Sacwis, Susie / 123456 Bridges / Open (02/01/2022)

STATUS: In progress APPROVAL DATE:

Young Adult Information Documents **Approval**

Attached Documents

<a href="#">edit</a>	Document Date: 02/16/2022	Document Type: Notice of Ineligibility (NOI)	Document Name: Ineligibility Document	<a href="#">ineligibility_document.docx</a>	
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Upload Document

## Creating a Bridges Ongoing Eligibility Record

### Completing the Approval Tab

The **Approval** tab displays any outstanding issues to be resolved prior to the **Bridges Ongoing Eligibility** being routed for approval. If there are no outstanding issues, the page displays with a message indicating that **the Bridges Ongoing Eligibility** is ready for approval.

The page will display a list of outstanding issues if any exist. The tab is displayed in bold and the issues which need addressed display under the name of the tab on which the issue is found. This allows you to see the section to which you need to navigate to address the issues.

#### Bridges Ongoing Eligibility

CASE NAME / ID	Sacwis, Susie / 123456	<b>Bridges / Open</b> (01/14/2021)
STATUS	In progress	APPROVAL DATE:
Young Adult Information	Documents	<b>Approval</b>
<b>Approval Information</b>		
<b>Young Adult Information</b>		
<ul style="list-style-type: none"><li>If "Completing secondary education (high school) or a program leading to an equivalent credential" is selected, current Secondary Education Information must be recorded.</li></ul>		
<b>Documents</b>		
<ul style="list-style-type: none"><li>The supporting documents must have an eligibility criteria document.</li></ul>		

When all required information has been recorded, the **Approval Information** grid appears.

1. Click **Submit for Approval**.

#### Bridges Ongoing Eligibility

CASE NAME / ID	Sacwis, Susie / 123456	<b>Bridges / Open</b> (02/01/2022)
STATUS	In progress	APPROVAL DATE:
Young Adult Information	Documents	<b>Approval</b>
<b>Approval Information</b>		
By submitting for approval, I attest that I have reviewed this record and any attached documentation thoroughly.		
<b>Submit for Approval</b>		

## Creating a Bridges Ongoing Eligibility Record

2. Make a selection from the **Action** drop-down menu.
3. If necessary, add narrative to the **Comments** text box.
4. Make a selection from the **Reviewers/Approvers** drop-down menu.
5. Click, **Save**.

**Process Approval**

**Work Item**

ID: Type: CASE Reference:  
Task ID: Task Type: Bridges Ongoing Eligibility Task Reference:  
Task Status:

**Routing/Approval Action**

Action: \* Please Select An Action ▾  
Comments:   
Spell Check Clear Save  
Agency: Agency ▾  
Reviewers/ Approvers: Please Select A Reviewer/Approver ▾

Save Cancel

**Note:** After the first record has been created, the list page will appear similar to the image below.

Case Overview  
Activity Log  
Attorney Communication  
Intake List  
Forms/Notices  
Case Services  
Legal Actions  
Legal Custody Status  
Housing Service Record  
Initial Removal  
Placement/ICG6  
Independent Living  
Bridges Application / VFA  
Bridges Assessment  
▶ Bridges Ongoing Eligibility  
Bridges Plan  
Bridges Review  
Family Team Meeting  
Case Conference Note  
ICPC/ICAMA

CASE NAME / ID: **Bridges**  
Sacwis, Susie / 123456 Open (01/14/2021)

Your data has been changed.

**Bridges Ongoing Eligibility**

Include Created in Error

[Custody Episode 02/03/2021](#) ^

Showing (1) Eligibility Records:

Effective Dates	Program Eligibility	Status	Approval Date	Agency
edit 03/01/2022	Eligible	Pending Approval	03/08/2022	Test Agency

**Note:** The steps in this article are the same for every new Bridges Ongoing Eligibility record and a new record should be completed every 30 days from the beginning of the custody episode.

## Creating a Bridges Ongoing Eligibility Record

### Amending an Approved Record

**Note:** This functionality is to be utilized by Bridges Supervisors and Bridges System Administrators to set an **Approved** record back to **In Progress** for editing purposes.

When logged in as a supervisor or Bridges System Administrator, navigate to the Bridges Ongoing Eligibility list page as described above.

1. Click the **Edit** link on the left of the record to be amended. The **Edit** link will only display on approved records when logged in as a supervisor or Bridges System Administrator. This will be a **view** link for all other workers.

Case Overview  
Active List  
Admission Communication  
Intake List  
Forms/Inquiries  
Case Services  
Legal Actions  
Legal Custody Status  
Housing Service Record  
Initial Removal  
Placement/CCA  
Independent Living  
Bridges Assessment - VDA  
Bridges Assessment  
Bridges Ongoing Eligibility  
Bridges Plan  
Bridges Review  
Family Team Meeting  
Case Conference Note  
ICPC/GAAR  
Case Closure  
Agency Case Transfer

CASE NAME / ID: Bridges Open (03/07/2022)

Bridges Ongoing Eligibility

Include Created in Email

Custody Episode 03/30/2022 ^

Showing (1) Eligibility Records:

Effective Dates	Program Eligibility	Status Approval Date	Agency
<a href="#">edit</a> 03/30/2022 - 04/01/2022	Not Eligible	Approved 04/05/2022	Agency

Effective Date:

End Date:

2. Click on the **Approval** tab.

Young Adult Information Documents **Approval**

Effective Date: \* 03/30/2022

End Date: 04/01/2022

Contact Information

Sacwis, Susie / 123456 - Age 18  
*If young adult's pregnancy status has changed, please update the Person record.*

Address: 123 Test Rd  
Test, Oh 12345

County:

Contact:

**Note:** If not logged in as a supervisor, Bridges System Administrator this tab will not display.

## Creating a Bridges Ongoing Eligibility Record

3. Click on the **Amend Record** button.



4. Upon clicking, the user will be navigated to the Ongoing Eligibility list page and the record will be set back to **In Progress** and can be edited and resubmitted for approval once the corrections have been made.

Additional information can be found by viewing the following Knowledge Base articles:

[Creating a Bridges Review](#)

[Creating a Bridges Plan](#)

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).