

Maintaining Agency Information



Knowledge Base Article

Maintaining Agency Information

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Maintaining Agency Information

Overview

This article describes how to modify data for your Agency. This can include RAPBACK Administrators, Agency Directors, and Accreditation information.

Navigating to Agency Information

1. From the Ohio SACWIS Home screen, click on the **Administration** tab.
2. Click on the **Maintenance** sub-tab.
3. Select **Agency Information** from the left-hand navigation bar.



The **Agency Search Criteria** page appears.

4. Enter the Agency's **Name** in the text box exactly as it appears in Ohio SACWIS.
5. Select **Agency Type** (Public or Private).
6. Click the **Search** button.

The Agency Search Results appear.

7. Click **edit** next to the Agency entry you wish to modify.

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Agency Search Criteria

Name:

Agency Type:

Public ▾

Sort results by:

Name (Ascending) ▾

Search

Clear Form

Agency Search Results

Result(s) 1 to 25 of 221 / Page 1 of 9

	Name / ID	Status
edit	Test County Children Services / 10001	Active

The **Agency Details** screen appears.

Modifying Agency Details

1. In the top portion of the screen, the following data can be modified by selecting a different value, clicking the checkbox, or entering text:
 - Name
 - Agency Type (Public or Private)
 - CWLA
 - NASW
 - Agency Default Court

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Administration / Maintenance / Agency Information / Agency Details

Agency Details

Agency Details

ID:
10004

Name: *
A County Child Welfare Agency

Agency Type: Public
Office: Main

Agency Code: 00
Employee Identification Number: 316
Payment Code:

Auditor Account Number: 59
Vendor Address Code:
OAKS Vendor ID:

I.V.E Flag
 Agency Pays for last day of Placement
 Bulk Med Flag

Protect Ohio Agency
 CWLA
 NASW

Rapback Agency ID: 0011090
Agency Default Court:

Modifying Agency Address

1. The next section for Address can be changed by clicking the Address Search button.

Address:
100 Main Street
Anywhere, OH 44000

Address Search

County:

Ohio

The Domestic Address Search screen appears.

2. Enter the **Address Lookup** value and choose the Google result which appears below.
3. Click **Search**.
4. Press the **select** hyperlink next to the address you wish to use or click the **Add New Address** button.

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[Domestic Address Search](#) | [Foreign Address Search](#)

Domestic Address Search Criteria

Address Lookup:

[+ PO Box or Manual Search Criteria](#)

Note: Manual Search Criteria will override Address lookup (Google Search)

[Search](#) [Clear Form](#) [Cancel](#)

Domestic Address Search Results					
	Address	Valid	County	Geo. Code	Hazard
select	123 Test Rd, Test Oh 12345 persons associated	Yes	Test	None	No

[Add New Address](#)

The **Agency Details** screen appears with the new address added.

Modifying Agency Contacts

1. Click the **edit** hyperlink next to any existing record to modify or select the **Add Contact** button.

Contacts				
Result(s) 1 to 2 of 2 / Page 1 of 1				
	Type	Details	Primary	
edit	Work	(222) 111-1234	Yes	
edit	Email	Test, Worker RAPBACK	No	

[Add Contact](#)

The **Contact Details** screen appears.

2. Select a Contact **Type**,
3. Mark the **Primary** box, if applicable.
4. Enter the **Phone** number or other appropriate data set which appears based on the contact **Type** selected.
5. Enter a **Description**, if desired.

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6. Click **OK**.

Contact Details

Type: Primary

Phone: Ext: OR Not Applicable

Description:

Created By: _____ Created Date: 02/23/2002 08:02 AM
Modified By: _____ Modified Date: 02/08/2024 08:08 AM

The new or modified Contact information will display in the Contacts grid.

Adding Staff

1. Click the **edit** hyperlink next to any existing record to modify or select the **Add Staff** button.

Note: The Trash Can icon may be used to delete existing records.

Staff

Result(s) 1 to 1 of 1 / Page 1 of 1

	Name	Job Title	
edit	Test, Admin	Administrator	

The **Staff Details** screen appears.

2. Enter the **Name** of the individual you wish to add.
3. Type in the **Job Title** of the individual.
4. Click **OK**.

Add Staff

Staff Details

Name: Job Title:

The new or modified Staff information will display in the Staff grid.

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Entering Agency Configuration Results

The Agency Configuration Results grid will contain an edit link next to any value that can be modified.

1. Click **edit** or the **Add Configuration** button.

Agency Configuration Results				
Result(s) 1 to 8 of 8 / Page 1 of 1				
	Name	Value	Effective Date	End Date
edit	Bulk MCP Flag	true	01/11/2016	
edit	MCP Contact Name	1496	12/09/2016	
	Alternative Response Live	true	11/01/2010	12/31/9999
	Levy County	true	01/01/2008	
	Short Agency Name		01/01/1900	
	SETS TPN	00010	07/29/2014	
edit	Agency Contact for SSA	507	12/23/2019	
edit	MCP Portal Coordinator	1496	06/23/2022	

The **Add Configuration Details** screen appears.

2. Select a **Type** from the drop down.
3. Enter a **Start Date**.
4. Enter an **End Date** if applicable.
5. Type in the corresponding **Value**.
6. Click **OK**.

Configuration Details

Type: Bulk MCP Flag (dropdown) Start Date: 01/11/2016 End Date:

Value: true

Agency Configuration History

Result(s) 1 to 8 of 8 / Page 1 of 1

Name	Value	Effective Date	End Date
Bulk MCP Flag	true	01/11/2016	
Alternative Response Live	true	11/01/2010	12/31/9999
Levy County	true	01/01/2008	
Short Agency Name		01/01/1900	

[Ok](#) [Cancel](#)

The new or modified **Agency Configuration Results** will display in the grid.

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Entering Accreditations

1. Select the applicable **Accrediting Body** from the **Available Accrediting Bodies** push box by clicking on it.
2. Click the **Add** button in the push box to send it to the **Selected Accrediting Bodies** push box.
3. Enter any **Comments** in the text box, if needed.
4. Press **Apply** to commit this information to the database and remain on the same page, **Save** to commit data and return to the Agency Search Criteria screen or **Cancel** to discard any changes made and return to the Agency Search Criteria screen.

Accreditations

Available Accrediting Bodies:	Selected Accrediting Bodies:
<input type="text" value=""/> <input type="button" value="Add"/>	<input type="button" value="Remove"/> <input type="text" value=""/>
The Joint Commission	Council on Accreditation (COA)
Commission on Accreditation of Rehabilitation Facilities (CARF)	

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