

Creating an Out-of-State Adoptive Provider



Knowledge Base Article

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Overview

This article describes how to create a Provider ID for an out-of-state Adoptive Home for the purposes of matching and/or placement. This Provider ID should be created by users at the PCSA, and is completed through the Inquiry process.

Note: If an out-of-state **Foster** placement is being made, the home study and license for the provider must be sent into the State so that a category of Home provider can be created. This type of provider cannot be created by the PCSA.

Creating and Screening-In an Inquiry

Users must have the security to create and screen in an inquiry to complete this process. This includes having the User Groups of:

- Inquiry Worker
- Inquiry Decision Maker

For additional information, refer to the **Creating a Provider Record from a Provider Inquiry** Knowledge Base Article.

When creating the Inquiry, select the following data elements:

- **Reason for Inquiry:** Provider Interest/Child of Interest
- **Provider Type:** Adoptive Home - Out of State

An Inquiry Activity Log for **Adoption Packet Provided** is required.

When screening the inquiry in, the **Status** to choose would be **Create Non-ODJFS Provider**. This will create a new Category of Non-ODJFS Provider ID and **will not** link to a **Home** category Provider ID, if one exists.

Adding Service Credentials

Once the Non-ODJFS Provider ID has been created, under the **Service Credentials** left-hand navigation link, add a **Placement** service for **Approved Adoptive Home** under the “**Other Services**” tab for placement purposes.

Note: Although a youth in an out-of-state foster placement will need to move to a new Provider ID on adoptive status, this will not count as a placement change.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .