Editing a Service Authorization

Knowledge Base Article

Editing a Service Authorization

Table of Contents

Department of Children & Youth

Editing a Service Authorization

Overview

Any service authorization that has a status of **Pending** or **Approved** and has not been marked Created in Error can be edited.

As discussed in the sections below, any of the following edits can be made:

- Changing Service Descriptions

- Changing Service Authorization Begin and End Dates

- Changing the Cost Review Date

- Linking to a Leave Override

- Changing Comments

- Completing Add-On Costs

- Linking to Add-on Cost Detail Screen for Each Add-On Record

- Changing Cost Type

- Changing the Vendor Number

- Linking or Unlinking Contract Costs

- Adding a Service Authorization from the Service Auth Summary Link

There are two ways to navigate to the **Service Authorization Details** screen and both ways are shown below.

Important: The following other Knowledge Base Articles may be needed to complete the steps in this process:

- **Identifying Invalid Payments** Knowledge Base Article

- **Recording a Leave Override** Knowledge Base Article

- **Managing Add-On Cost** Knowledge Base Article

- **Applying Allocation Codes** Knowledge Base Article

Ohio **Department of Children & Youth**

Editing a Service Authorization

Navigating to the Service Authorization Details Screen (First Way)

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization** link in the **Navigation** menu on the left.

The **Service Authorizations Filter Criteria** screen appears.

4. Enter the filter criteria into the fields to locate the service authorization.

Example: In the **Status** field, choose **Pending** from the drop-down box.

5. Click the **Search** button.

The **Service Authorizations** section appears displaying all service authorizations that meet the selected criteria.

6. Click the **Edit** link in the appropriate row.

Department of Children & Youth

Editing a Service Authorization

The **Service Authorization Detail** screen appears.

Navigating to the Service Authorization Details Screen (Second Way)

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization Summary** link.

The **Child Selection** screen appears.

4. In the **Service Auth Type** field, choose **Placement Services**, **Case Services**, or **Alternative Care**.
5. Click the **Created in Error: Exclude** or **Include** radio button to display the appropriate records.
6. In the **Person ID** field, type in the appropriate ID number.
7. Click the **Go** button.

Note: If the Person ID is not known, perform a search using the **Person Search** button.

Department of Children & Youth

Editing a Service Authorization

Depending on your search criteria, the **Placement Services (Case Services or Alternative Care) Records** section appears showing all of the selected child's records in your agency. Placement Services is shown in this example.

8. Click the **Select** link in the appropriate row.

The **Child Specific Details** section appears.

9. In the **Service Authorization History** section (link), click the **Edit** link in the appropriate row.

The **Service Authorization Detail** screen appears.

Department of Children & Youth

Editing a Service Authorization

Using the Service Authorization Detail Screen

The **Service Authorization Detail** screen (shown below) has many fields and sub-sections. The fields that can be edited are discussed below, along with the guidelines needed to make edits in those areas.

Important: Existing payments associated to the service authorization will be marked for review and require the invalid payment process to be run. See the **Identifying Invalid Payments** Knowledge Base Article to complete those steps.

Important: The sections below assume that you have navigated to the **Service Authorization Detail** screen using the steps above.

Ohio Department of Children & Youth

Editing a Service Authorization

Changing Service Descriptions

On the **Service Authorization Detail** screen:

1. In the **Service Description/ID** field, choose an entry from the drop-down list.

Changing Service Description Guidelines

- The **Service Description/ID** field drop-down list pre-fills with information from both the **Placement Setting** record and the placement provider services documented in the provider's service credentials effective as of the service authorization begin date.

- This field can only be modified if positive payments do not exist, but a service authorization can be "created in error" and then recreated with the appropriate service description.

- Any updates made to the **Service Description/ID** field on the service authorization with the latest begin date for that placement setting automatically updates the **Placement Setting** record in Ohio SACWIS.

- Modifications to the **Service Description/ID** field resets the **Cost Type** and **Contract Cost ID** fields to their default values.

- For **Case Service** authorizations, the **Service Description/ID** field is non-modifiable and pre-fills from the **Case Service** record.

Changing Service Authorization Begin and End Dates

On the **Service Authorization Detail** screen:

1. In the **Service Auth Begin Date** and **Service Auth End Date** fields, enter a date, or select a date using the **Calendar** icon next to each field.

Ohio **Department of Children & Youth**

Editing a Service Authorization

Changing Service Authorization Begin and End Date Guidelines

- The service authorization begin and end dates must fall within the associated **Placement Setting**, **Case Service,** or **Alternative Care** dates.

- The service authorization begin and end dates cannot be greater than the system date.

- The service authorization begin date cannot be changed to a date when the service identified (in the service authorization) is not active for the provider linked to the service authorization.

- If needed, you can edit the service authorization end date and generate a new service authorization, but the service authorization end date cannot be greater than the **Contract Cost** end date.

- When the information is saved, if a positive dollar payment request exists for the time period of the service authorization, the following warning message appears: **Positive payments exist for this service authorization period and will be Marked for Review for use in the Invalid Payment Process, do you want to continue? OK or Cancel**. If **OK** is selected, the changes are saved to the service authorization and the system marks the payments for review through the **Invalid Payment Process**.

- When you save the information, if service authorization type is:

  - Placement, **and**

  - The begin and/or end dates are changed, **and**

  - Positive payments do not exist, **then.**

The following warning message appears: **Changing this service authorization begin or end date may result in the situation where a service authorization record does not cover every day within the placement setting/leave record. Please review placement/leave information and create new service authorizations if appropriate to ensure a service authorization exists for each day in the placement setting/leave record. Do you want to continue? OK or Cancel.**

If **OK** is selected, the changes are saved to the service authorization. If **Cancel** is selected, the system doesn't save any changes and returns to the previous screen.

Department of Children & Youth

Editing a Service Authorization

Changing the Cost Review Date

On the **Service Authorization Detail** screen:

1. To edit the **Cost Review Date** field, enter a date or select a date using the **Calendar** icon next to the field.

Service Auth Begin Date: *   06/02/2022 📅   **Service Auth End Date:**

Cost Review Date: 📅

Changing the Cost Review Date Guidelines

- The **Cost Review Date** field is an optional field to schedule a periodic review of the service authorization.

- The cost review date must be a future date, but less than the service authorization end date. If the wrong date is entered, an error message appears stating the "**Cost Review date must be greater than the system date.**"

- The system automatically clears the **Cost Review Date** field if the associated placement setting end date is changed to a date prior to the cost review date.

Linking to a Leave Override

On the **Service Authorization Detail** screen:

1. To override paid leave days, click the **Override** link in the **Placement Leave Episodes** section.

Note: Refer to the **Recording a Leave Override** Knowledge Base Article for more information.

	Placement Leave Episodes					
Default Paid Leave Days: 3						
Begin Date	**End Date**	**Reason**	**Total Leave Days**	**Leave Days Paid**	**Override Paid Leave Days**	**Created in Error**
					override	No

Overview: All leave records (within the service authorization period) for the associated placement display on the service authorization if the service authorization is for a **Placement Service**.

Ohio **Department of Children & Youth**

Editing a Service Authorization

The system defaults to the number of days paid as recorded on the service (own home) or contract (purchased care). The system defaults to paying the first day of leave through the number of days selected in the service or contract. However, you can override the number of days paid using the **Override** link.

For the number of days selected, payments will be created as paid leave dates, excluding the leave end date and the last day of placement.

Linking to a Leave Override Guidelines

- Only leave episodes where at least one day is included within the service authorization period display on the **Service Authorization Detail** screen.

- Override paid leave days cannot exceed the number of leave days for that leave episode, excluding the leave end date and last day of placement.

- If the paid leave days are changed, the system marks any existing payments for review that have claim dates during the leave episode.

Changing Comments

On the **Service Authorization Detail** screen:

1. To edit the **Comments** field, type in content as needed. This field is always modifiable based on security.

Comments:

Spell Check Clear 4000

	Other Add-on Cost	
Cost Reason	Add On Amount	Effective Date
No Results Returned.		

Create Add-on Cost

☐ Created In Error

Validate Process for Approval

Creation Date: 06/02/2022   Last Modified Date: 02/01/2023

Apply Save Cancel

Department of Children & Youth

Editing a Service Authorization

Completing Add-On Costs

Add-on costs are additional costs included in the total per diem costs of a service authorization with applicable dates. They are always associated to a child. Therefore, add-on costs that are not end-dated will be included in the total per diem costs on subsequent service authorizations and payment requests for the child. If an add-on cost is deleted, it will also be deleted from the other service authorizations.

Add-on costs can be created, edited, or deleted regardless of the status of the associated service authorizations. However, the **Cost Reason** and **Cost Type** fields are not modifiable once an add-on cost record has been saved. All other fields are modifiable.

Add-on costs can be accessed through the **Service Authorization Summary** link or the **Service Authorization** link

Linking to Add-on Cost Detail Screen for Each Add-On Record

On the **Service Authorization Detail** screen:

1. To edit an **Add-On Cost** record, click the **Edit** link in the appropriate row in the **Other Add-on Costs** section.

Linking to Add-on Cost Detail Screen for Each Add-On Record Guidelines

- Add-on costs are now included in purchased care, as well as own home payments.
- Select a cost type is required. The cost type is used in calculating reimbursement.

Ohio **Department of Children & Youth**

- Add-on costs are linked to the child and not to the service authorization, so they will carry over from one service authorization to the next.

- Add-on costs are intended to be used for temporary cost changes for a specified period of time.

Changing Cost Type

On the **Service Authorization Detail** screen:

1. To edit the **Cost Type** field, select an entry from the drop-down list.

Changing the Cost Type Guidelines

- The **Cost Type** field can only be modified if positive payments do not exist, but a service authorization can be "created in error" and then recreated with the appropriate cost type.

- The system selects the default cost type based on information in the placement setting.

- If the recommending agency of the service authorization's provider is a private provider, the cost type should always be **Contract**. The system will attempt to find the cost for the contract service selected. If the cost cannot be determined, **Contract Cost** needs to be selected. See the **Link or Unlink Contract Costs** section below.

- Use **standardized** cost type for public agency providers. The current rate for the selected service displays.

- **User Defined** cost type can be selected if an established rate does not exist, but an amount must be entered in the **Basic Cost** field. Any amount entered will be considered **Maintenance** costs.
- Changing the cost type will automatically change the cost.

Changing the Vendor Number

On the **Service Authorization Detail** screen:

1. Type a vendor number in the **Vendor Number** field.

Service Authorization Detail					
Service Description /ID: *	Family Foster Home / 19355			Placement ID:	
Status:	Approved			Service Auth Type:	Placement
Unit of Measure:	Per Diem	Units:	N/A	Cost Type: *	Standardized
Service Auth Begin Date: *	09/21/2021	Service Auth End Date:		Vendor Number:	
Cost Review Date:				Contract ID:	
				Cost ID:	
Provider Name / ID:		Case ID:		Cost Description:	
Network Provider Name / ID:				Cost Dates:	
Placement Dates:				Contracted Provider:	
End Reason:				**Contract Cost**	
	view placement history			Maintenance (M):	$0.00
				Administration (A):	$0.00
Paid Units:		Amount Paid: :		Case Management (A):	$0.00
Placement Leave Episodes					

Changing the Vendor Number Guidelines

- The system pre-fills the vendor number from the contract if the cost type is **Contract** or from the **Provider Payment Information** record if the cost type is **Standardized** or **User Defined**.

- If the vendor number on the service authorization is changed, that number is included on the payment request at the time of processing. Otherwise, the vendor number that appears on the contract or the provider payment information record is included on the payment request. After a payment request has been generated, the vendor number can be changed. Refer to the **Applying Allocation Codes** Knowledge Base Article for more details.

Linking or Unlinking Contract Costs

On the **Service Authorization Detail** screen:

1. Click the **Link** (or **Unlink**) link to link or unlink contract costs.

Service Authorization Detail					
Service Description /ID: *	Family Foster Home / 19355			Placement ID:	
Status:	Approved			Service Auth Type:	Placement
Unit of Measure:	Per Diem	Units:	N/A	Cost Type: *	Contract
Service Auth Begin Date: *	04/07/2023	Service Auth End Date:		Vendor Number:	
Cost Review Date:				Contract ID:	
				Cost ID:	
Provider Name / ID:		Case ID:		Cost Description:	link
Network Provider Name / ID:				Cost Dates:	
Placement Dates:				Contracted Provider:	
End Reason:				**Contract Cost**	

Editing a Service Authorization

Linking and Unlinking Contract Cost Guidelines

- A service authorization can be linked to a contract if **Contract** is selected in the **Cost Type** field.
- When linking contract costs to a service authorization record, the cost record:
  - ➢ **Begin Date** must be less than (or equal to) the service authorization record begin date.
  - ➢ **End Date** cannot be less than the service authorization end date (if one exists)
- Contract costs can only be linked and unlinked if positive payments do not exist, but a service authorization can be "created in error" and then recreated with the appropriate cost record linked.

Adding a Service Auth from the Service Authorization Summary Link

To add a service authorization from **Service Authorization Summary** link, complete the following steps:

1. On the Ohio SACWIS **Home** page, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization Summary** link in the **Navigation** menu.

The **Child Selection** screen appears.

4. In the **Service Auth Type** field, choose **Placement Services**, **Case Services**, or **Alternative Care**.
5. Click the **Created in Error: Exclude** or **Include** radio button to display the appropriate records.
6. In the **Person ID** field, type in the appropriate ID number.

Note: If the Person ID is not known, a person search can be performed using the **Person Search** button.

7. After the filter criteria have been entered, click the **Go** button.

Ohio Department of Children & Youth

Editing a Service Authorization

Depending on your search criteria, the **Placement Services (Case Services or Alternative Care) Records** section appears showing all the selected child's records in your agency. Placement Services is shown in this example.

8. Click the **Select** link in the appropriate row.

The **Child Specific Details** screen appears showing all Service Authorizations, Leave and Add-On Cost information for the placement setting and the child selected.

10. Click the **Select** link in the appropriate row.

The **Child Specific Details** screen appears with information about the placement setting and the child who was selected shown within the following links:

- **Service Authorization History** (link automatically expands)
- **Placement Leave History**
- **Add-On Cost History**

Ohio **Department of Children & Youth**

11. Click the **Add-On Cost History** link (shown in gold).

The **Add-On Cost History** link expands.

Editing a Service Authorization

Editing, Deleting, or Creating (Add On) Cost Records

Editing a Cost Record

1. In the **Add-On Cost History** section, click the **Edit** link in the appropriate row.
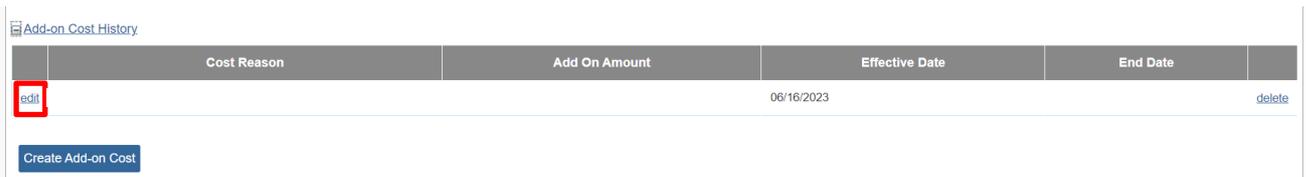
The **Add-On Cost** screen appears.

2. Edit information in the fields, as needed.
3. When complete, click the **Save** button.

The **Child Specific Details** screen appears.

Ohio Department of Children & Youth

Editing a Service Authorization

Deleting a Cost Record

    1. In the **Add-On Cost History** section, click the **Delete** link in the appropriate row.

A **Delete message** appears verifying that you want to delete the record.

    2. Click the **OK** button.
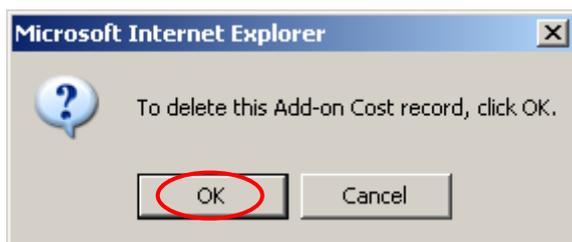
The **Child Specific Details** screen appears. If you click the **Add-On Cost History** link again, you will see that the record has been deleted.

Creating a Cost Record

    1. In the **Add-On Cost History** section, click the **Create Add-On Cost** button.

The **Add-On Costs** screen appears.

Ohio **Department of Children & Youth**

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Editing a Service Authorization

2. Enter information into the fields, as needed. Some fields are mandatory.

Important: The **Cost Reason** that you choose here determines what **Add-On Cost Type** selections are available in that field's drop-down list. See below for a list.

3. When complete, click the **Save** button.

Add On Cost				
Cost Reason: *	⌄	Add On Cost Type: *	⌄	
Effective Date: *	📅	End Date:	📅	
Add On Amount: *				
Comments:				

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Save Cancel

The **Child Specific Details** screen appears. If you click the **Add-On Cost History** link again, you will see that the new add-on cost record has been created.

If the Cost Reason is…	The Add-On Cost Type Selection is…
Age, Child Incidentals, Clothing, Emergency Foster Care, or Employment Related Day Care	Maintenance (M) Other Direct Services (M) Other (Non-IV-E reimbursable)
Transportation	Maintenance (M) Transportation Maintenance (A) Transportation Administration (A) Other (Non-IV-E reimbursable)
Other	Maintenance (M) Administration (A) Case Management (A) Transportation Administration (A) Transportation Maintenance (A) Other Direct Services (M) Behavioral Health Care (non-IV-E reimbursable) Other (Non-IV-E reimbursable)

Ohio **Department of Children & Youth**

Editing a Service Authorization

Viewing Add-On Cost Totals

1. On the **Child Specific Details** screen (**Service Authorization History** link), click the **Edit** link in the appropriate row.
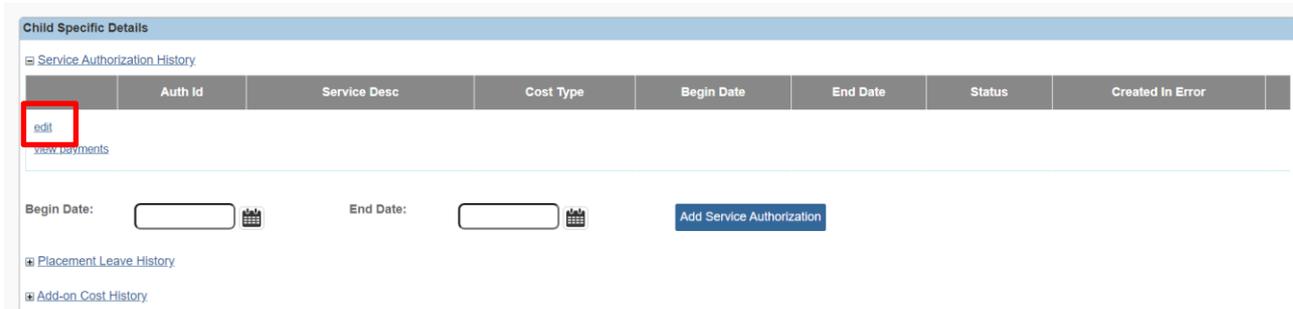
The **Service Authorization Detail** screen appears.

2. Scrolling to the bottom, view the **Other Add-On Costs** section sub-totals (on the left) and the **Other Add-On Cost** specific records (beneath the totals).

Ohio Department of Children & Youth

Editing a Service Authorization

Important:

- Add-On Costs are only included in the service authorization Total Amount when the service type equals the following:
  - ➢ Family Foster Home
  - ➢ Treatment Foster Home Special Needs
  - ➢ Treatment Foster Home Exceptional
  - ➢ Medically Fragile Foster Home
  - ➢ Pre-Adoptive Infant Home
  - ➢ Emergency Foster Home

- There may be times when amounts appear in the **Add-On Cost** section that were added through the **Maintain Service** link. See the **Managing Add-On Service Costs Via the Maintain Service Link** section later in this Knowledge Base Article for additional information about that process.

3. To create an add-on cost from the **Service Authorization Detail** screen, click the **Create Add-On Cost** button and follow the steps in the **Creating a Cost Record** section above.

Other Add-on Cost				
Cost Reason	**Add On Amount**	**Effective Date**	**End Date**	
edit				delete

Create Add-on Cost

☐ Created In Error

Ohio **Department of Children & Youth**

Editing a Service Authorization

Navigating Via the Service Authorization Link

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization** link.

The **Service Authorizations Filter Criteria** screen appears.

4. Type the filter criteria into the fields, as needed.
5. Click the **Search** button.

The **Service Authorizations** section appears at the bottom of the screen displaying all service authorizations that meet the selected criteria.

6. Click the **Edit** link or **Summary** link in the appropriate row.

   - If you click the **Edit** link, the **Service Authorization Detail** screen appears. Follow the steps in the **Viewing Add-On Cost Totals** section (above) in this Knowledge Base Article.

   - If you click the **Summary** link, the **Child Specific Details** screen appears. Follow the steps in the **Navigating Via the Service Authorization Summary Link** section (above) in this Knowledge Base Article.

Service Authorizations											
Result(s) 1 to 10 of 10 / Page 1 of 1											
	Auth ID	Client Name/ Person Id	Provider Name/ Provider Id	Contract ID / Contract Number	Service Category	Service Type	Service Description/ Service Id	Cost Description	Status	Begin Date	End Date	Created In Error
edit summary											

Additional Information about Add-On Costs

Age cost factor information entered through the **Maintain Service** link does not appear on the **Service Authorization Summary** screen but does appear on the **Service Authorization Detail** screen. This is because age cost factors are entered on the service and included in payments for children (that they apply to) based on the age of the child and the claim dates of the payment request.

Example: When viewing information on the **Service Authorization Detail** screen, you can see both the cost of services added for that specific child, as well as the services added for all children who are receiving a particular service.

If you are viewing information from the **Service Authorization Summary** screen, you will only see the cost of services specific to that child.

Department of Children & Youth

Editing a Service Authorization

Managing Add-On Service Costs Via the Maintain Service Link

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Maintain Services** link.

The **Agency Services Search Criteria** screen appears.

4. Enter search criteria in the fields at the top of the screen.
5. Click the **Search** button.

The results appear in the **Agency Services Search Results** section (shown in gold).

Editing a Service Authorization

Adding, Editing, or Viewing Add-On Service Costs

Editing Service Costs

1. In the **Agency Services Search Results** section, click the **Edit** link in the appropriate row.

	Service Category / Type	Service Description	UOM	Standardized Cost
edit				

Agency Services Search Results
Result(s) 1 to 1 of 1 / Page 1 of 1

The **Agency Services Details** screen appears.

2. Edit the fields as needed.
3. When complete, click the **Save** button.

Agency Services Details

Service ID
Service Category   Placement   Service Description: *   [Emergency Care]
Service Type: Emergency Care   Service Long Description: *   [Emergency Care]

Obsolete Date: [   ]

Service Attributes

☑ Unpaid Service   Fund Source: [   ]
☐ Pre-Paid Payment   # of Leave Days to be Paid: [0]
☑ 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 **Agency Services Search Criteria** screen appears, along with a message saying that your data has been saved.

Department of Children & Youth

Editing a Service Authorization
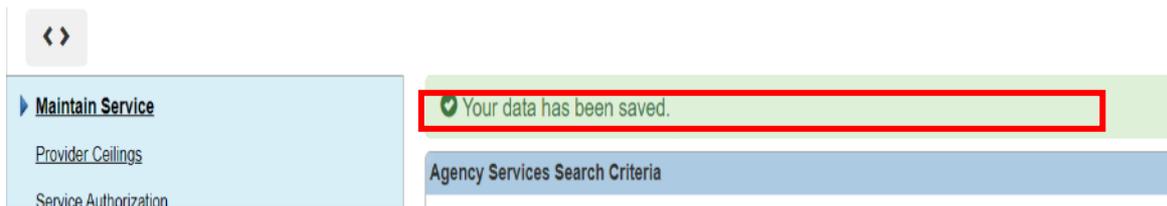
Adding Service Costs

1. In the **Agency Services Search Results** section, click the **Edit** link in the appropriate row.
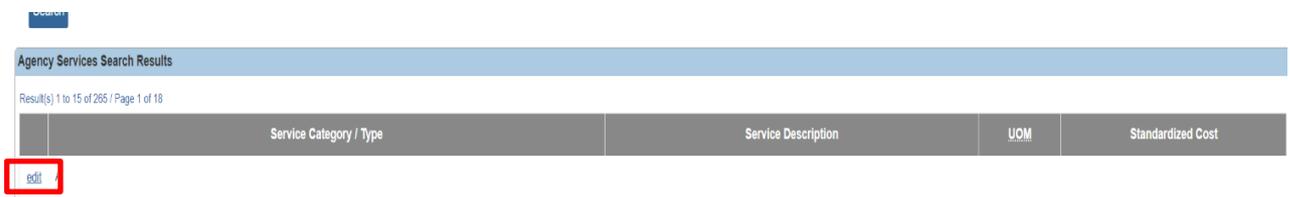
The **Agency Services Details** screen appears.

2. In the **Maintain Service Costs** section, click the **Add Service Cost** button.
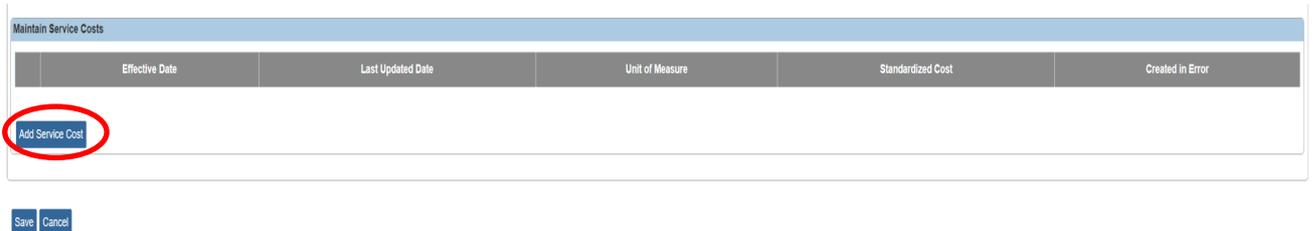
The **Standardized Cost Details** screen appears.

3. Enter information in the fields. Some fields are mandatory.
4. When complete, click the **Add Cost Factor** button.

Ohio Department of Children & Youth

Editing a Service Authorization

The **Cost Factors Details** screen appears.

5. Enter information in the fields. Some fields are mandatory.
6. When complete, click the **Calculate** button.

The calculated amount appears in the **Total** field as shown below.

7. When complete, click the **Save** button.

Ohio Department of Children & Youth

Editing a Service Authorization

The **Standardized Cost Details** screen appears with a message stating that your data has been saved. The **Cost Factor** section is populated with the new record.

Important: The cost factor information will appear on the **Service Authorization Detail** screen if it applies to the child and service authorization dates. In this example, if the child is between 15 and 16 years of age and the service authorization is in effect when the child is between 15 and 16.

8. When complete, click the **Save** button (again). The **Agency Services Details** screen appears.

Navigating to the Child Specific Details Screen

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization Summary** link.

Editing a Service Authorization

The **Child Selection** screen appears.

4. In the **Service Auth Type** field, choose **Placement Services**.
5. In the **Person ID** field, type in the appropriate **Person ID** number.

Note: If the **Person ID** is not known, you can perform a search using the **Person Search** button.

6. Click the **Go** button.
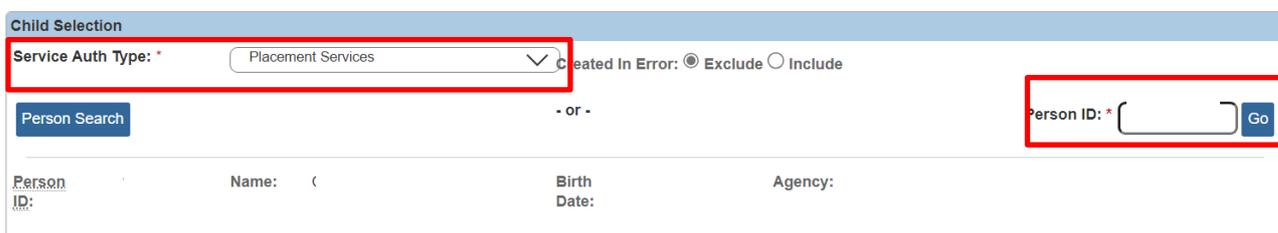
The **Placement Records** section appears at the bottom of the screen showing all placement settings made by your agency for the filter criteria that was selected.

7. Click the **Select** link in the appropriate row.

The **Child Specific Details** screen appears with information about the placement setting and the child who was selected as shown within the following links:

- Service Authorization History
- Placement Leave History
- Add-On Cost History

Ohio **Department of Children & Youth**

Editing a Service Authorization

Viewing a Placement Leave History

1. On the **Child Specific Details** screen, click the **Placement Leave History** link.

Begin Date: _____ 📅   **End Date:** _____ 📅   [Add Service Authorization]

⊞ **Placement Leave History**

⊞ Add-on Cost History

[Create Add-on Cost]

The **Placement Leave History** section expands to show the leave information.

🖹 Placement Leave History
Default Paid Leave Days:

Begin Date	End Date	Reason	Total Leave Days	Leave Days Paid	Override Paid Leave Days	Created In Error
					override	

2. To view this same leave information on the **Service Authorization Detail** screen, scroll up to the **Service Authorization History** section.

3. Click the **Edit** link.

Child Specific Details

⊟ Service Authorization History

	Auth Id	Service Desc	Cost Type	Begin Date	End Date	Status	Created In Error	
edit view payments								

Begin Date: _____ 📅   **End Date:** _____ 📅   [Add Service Authorization]

🖹 Placement Leave History
Default Paid Leave Days:

Begin Date	End Date	Reason	Total Leave Days	Leave Days Paid	Override Paid Leave Days	Created In Error
					override	

⊞ Add-on Cost History

The **Service Authorization Detail** screen appears displaying details in the **Placement Leave Episodes** section.

Ohio Department of Children & Youth

Placement Leave Episodes						
Default Paid Leave Days: 0						
Begin Date	**End Date**	**Reason**	**Total Leave Days**	**Leave Days Paid**	**Override Paid Leave Days**	**Created in Error**
04/11/2023	04/12/2023	Leave From a Foster Home	1	0	override	No

Overriding a Leave

By recording a leave override, Ohio SACWIS users can specify the number of days that will be paid for each leave record or override the number of paid leave days originally designated in the service or contract.

For example, an agency may pay for leave days only under special circumstances. Or an agency may determine that they should pay more (or fewer) leave days than the default days paid for a particular leave record.

The number of override days entered will determine the number of paid leave days included in a payment.

If the information is entered prior to payment creation, leave overrides will be included in the payment. However, if the leave override information is entered afterward, the payment will be marked for review.

Leave overrides can be accessed through the **Service Authorization Summary**

screen or the **Service Authorization Detail** screen. Both ways are discussed below.

1. On the **Service Authorization Detail** screen, click the **Override** link in the **Placement Leave Episodes** section.

Department of Children & Youth

Editing a Service Authorization

Placement Leave Episodes						
Default Paid Leave Days: 0						
Begin Date	**End Date**	**Reason**	**Total Leave Days**	**Leave Days Paid**	**Override Paid Leave Days**	**Created in Error**
04/11/2023	04/12/2023	Leave From a Foster Home	1	0	override	No

The following warning box appears.

2. Click the **OK** button.

sacwis-uat.jfs.ohio.gov says

The information on this page will be saved, are you sure you want to proceed?

OK   Cancel
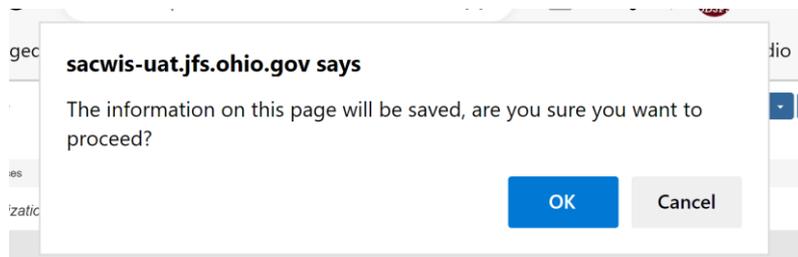
The **Maintain Override Placement Leave Days** screen appears.

3. Modify the fields as needed. The **Override Paid Leave Days** field is mandatory.
4. Click the **Save** button.

Maintain Override Placement Leave Days			
Default Paid Leave Days:			
Reason:	Leave From a Foster Home		
Total Leave Days:	1	**Leave Days Paid:**	0
Begin Date:	04/11/2023	**End Date:**	04/12/2023
Override Paid Leave Days: *	1		
Comments:	enter comments here		
	Spell Check Clear 3981		

Save Cancel

The **Service Authorization Detail** screen appears.

5. At the bottom of the screen, click the:

Ohio **Department of Children & Youth**

- **Apply** button if you want to save the changes and remain on the screen.
- **Save** button if you want to save the changes and return to the previous screen.
- **Cancel** button if you want to cancel and return to the previous screen.

Apply   Save   Cancel

The saved information appears in the grid.

Placement Leave Episodes						
Default Paid Leave Days: 0						
Begin Date	End Date	Reason	Total Leave Days	Leave Days Paid	Override Paid Leave Days	Created in Error
		Leave From a Foster Home	1	0	1 override	No

Ohio **Department of Children & Youth**

Editing a Service Authorization

Navigating to the Service Authorization Detail Screen

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization** link in the **Navigation** menu.

Home	Intake	Case	Provider	Financial	Administration
Services	Eligibility	Payment	Benefits	Statistical & Expenditure Reports	

Maintain Service
Provider Ceilings
Service Authorization
Service Authorization Summary

The **Service Authorizations Filter Criteria** screen appears.

4. Type the appropriate filter criteria into the fields.
5. Click the **Search** button.
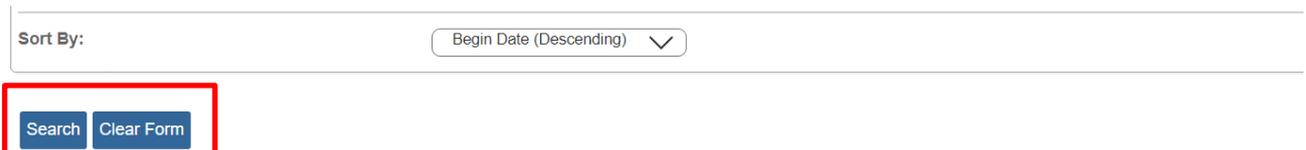
Sort By: Begin Date (Descending)

Search   Clear Form

The **Service Authorizations** section appears at the bottom of the screen displaying all service authorizations that meet the selected criteria.

Department of
Children & Youth

Editing a Service Authorization

6. Click the **Edit** link or the **Summary** link in the appropriate row.

   - If you click the **Edit** link, the **Service Authorization Detail** screen appears. View information in the **Placement Leave Episodes** section or follow the steps in the **Overriding a Leave** sub-section in this Knowledge Base Article.

   - If you click the **Summary** link, the **Child Specific Details** screen appears. To view the placement leave history, follow the steps in the **Viewing a Placement Leave History** sub-section in this Knowledge Base Article.

Service Authorizations											
Result(s) 1 to 10 of 10 / Page 1 of 1											
	Auth ID	Client Name/ Person Id	Provider Name/ Provider Id	Contract ID / Contract Number	Service Category	Service Type	Service Description/ Service Id	Cost Description	Status	Begin Date	End Date	Created In Error
edit summary									Approved	04/11/2023	04/12/2023	

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

Ohio Department of Children & Youth