

Adding Provider Skills in Ohio SACWIS



Knowledge Base Article

Adding Provider Skills in Ohio SACWIS

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Overview

You can record a **Provider's** specialized **Skills or Training** in Ohio SACWIS, such as CPR, Braille, First Aid Training, etc. You will need the security profile of **Provider Worker** or **Private Agency Home Study Assessor** to add the skills.

Complete the following steps to record a provider's specialized skills.

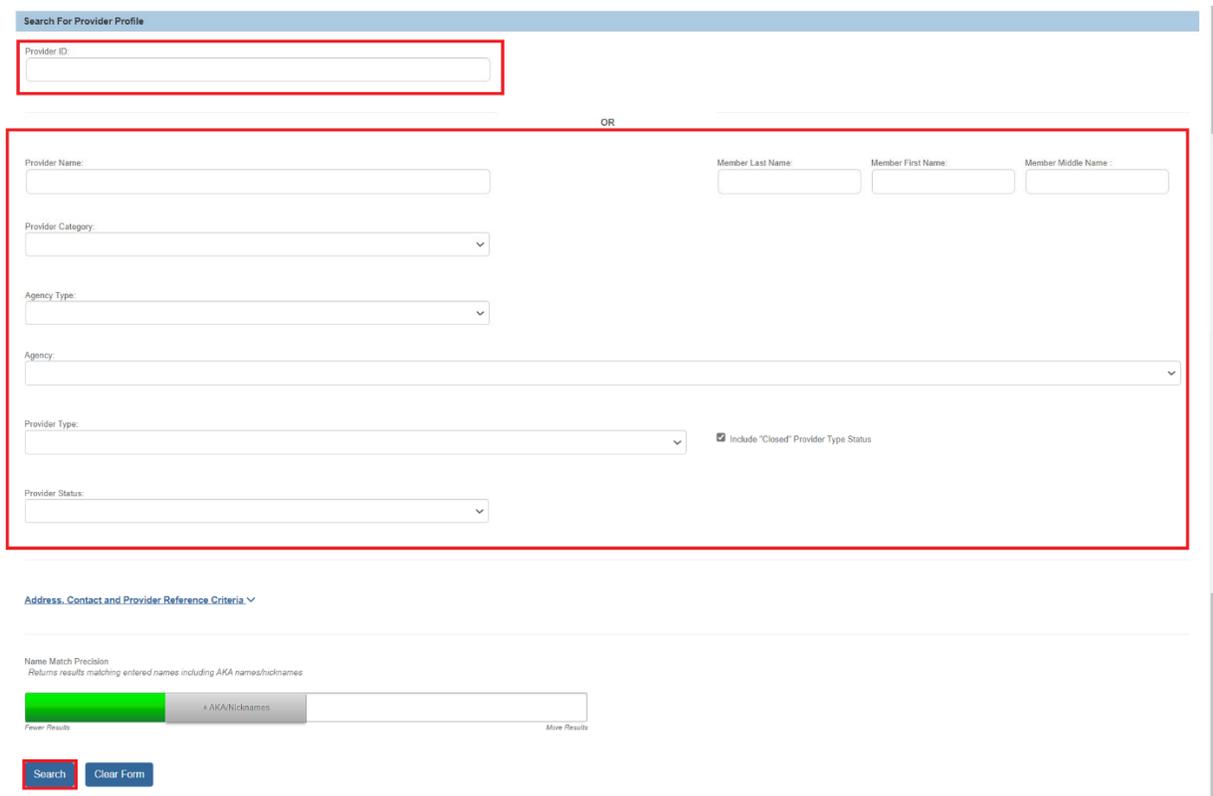
Navigating to the Skills Screen

1. On the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Workload** tab and located the Provider record you wish to work on, or click the **Provider Search** tab and follow the instructions below:



The **Provider Profile Search Criteria** screen displays.

3. Enter search criteria in the appropriate fields OR enter the **Provider ID**, if known.
4. Click the **Search** button.



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The results display in the **Provider Profile Search Results** grid at the bottom of the screen.

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

Search Results				
Result(s) 1 to 15 of 500 / Page 1 of 34				
	Provider Name / ID	Provider Status	Provider Category	Address
VIEW edit		CLOSED	HOME	
View Provider Type Information ▾				
VIEW edit		ACTIVE	HOME	
View Provider Type Information ▾				
VIEW edit		CLOSED	HOME	
View Provider Type Information ▾				

The **Provider Overview** screen for the selected provider displays.

6. Click the **Skills** link in the **Navigation** menu.

Provider Overview

- Activity Log
- Inquiries
- KPIP History
- KCCP Pre-Screening Tool
- Forms/Notices
- Skills**
- Training
- Acceptance Criteria
- Description of Home
- Description of Family
- Foster to Adopt / 1692 Home Study
- Home Study
- Approval/Certification
- Large Family Assessment
- Kinship Assessment
- Contracts
- Service Credentials
- Placements/Services
- Intake Reports
- Complaints/Rule Violations
- Waiver
- AP Search History
- Living Arrangement

PROVIDER NAME / ID: _____ CATEGORY / STATUS: *Home / Active*

PRIMARY ADDRESS: _____ PRIMARY CONTACT: _____

Provider Actions

[Provider Information](#) | [Linked 1692 Providers](#)

Approval/Certification Spans

[View History](#)

Approval Information

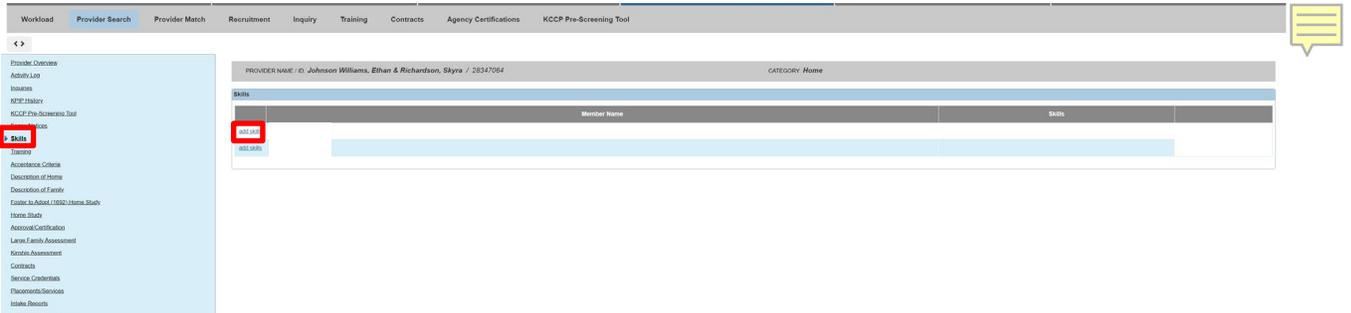
Action Items | Provider Alerts | Assignments

The **Skills** screen displays as shown below.

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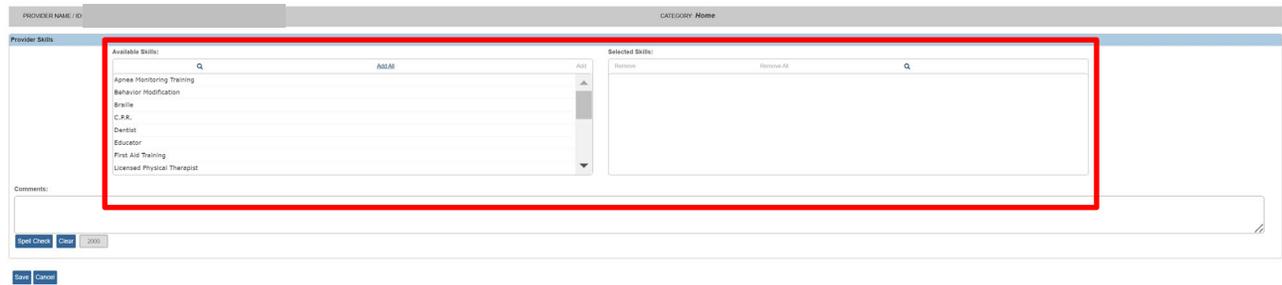
Adding Skills

1. Click the **Add Skills** link in the appropriate row.



The **Provider Skills** screen displays.

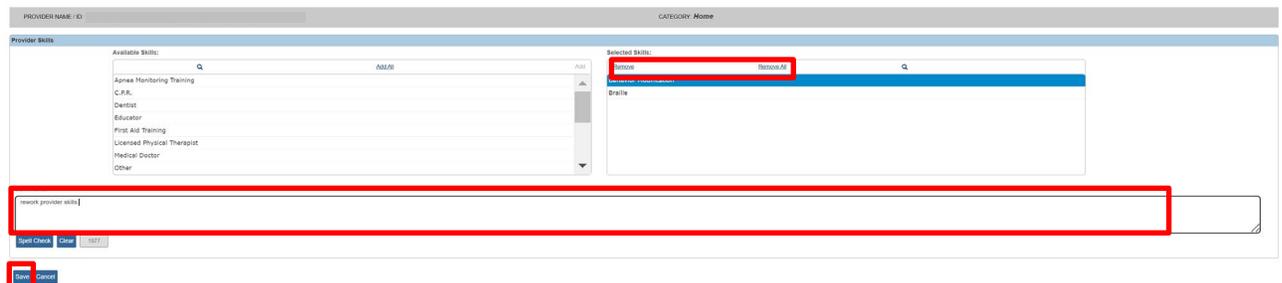
2. In the **Available Skills** field, click the appropriate skill to highlight it.
3. Click the **Add >>** button to move the selection to the **Selected Skills** field.



4. Repeat **Steps 2-3** as needed to move additional skills.

The skill(s) appear in the **Selected Skills** field as shown below.

5. If an incorrect skill was selected, click the skill in the **Selected Skills** list.
6. Click the **<< Remove** button. The skill returns to the **Available Skills** field.
7. In the **Comments** field, enter any comments as needed.



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- When complete, click the **Save** button.
- The selected skills display on the **Skills** screen grid along with a message that your data has been saved.

The screenshot shows the Ohio SACWIS interface. At the top, there is a navigation bar with tabs: Workload, Provider Search (selected), Provider Match, Recruitment, Inquiry, Training, Contracts, Agency Certifications, and KCCP Pre-Screening Tool. Below the navigation bar is a sidebar menu with various options, including 'Skills' which is highlighted. The main content area displays a green confirmation message: 'Your data has been saved.' Below this message, the provider information is shown: 'PROVIDER NAME: Johnson Williams, Ethan & Richardson, Skya / 28347064' and 'CATEGORY: Home'. A table titled 'Skills' is visible, with columns for 'Member Name' and 'Skills'. The table contains one row with a blue highlight, indicating a skill has been added. The table also includes a 'Remove Modification' link and a 'Skills' label.

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