

Completing a Review Description of Family (DOF)



Knowledge Base Article

Completing a Review Description of Family (DOF)

Table of Contents

Overview	3
Navigating to the DOF Details Screen	3
Adding a Review DOF Record.....	5
Adding Narratives for a Review DOF	6
Troubleshooting/Reminders	8

Completing a Review Description of Family (DOF)

Overview

This Knowledge Base Article describes how to complete a provider's **Description of Family (DOF)** with a narrative review type of **Review** (not **Initial**).

Navigating to the DOF Details Screen

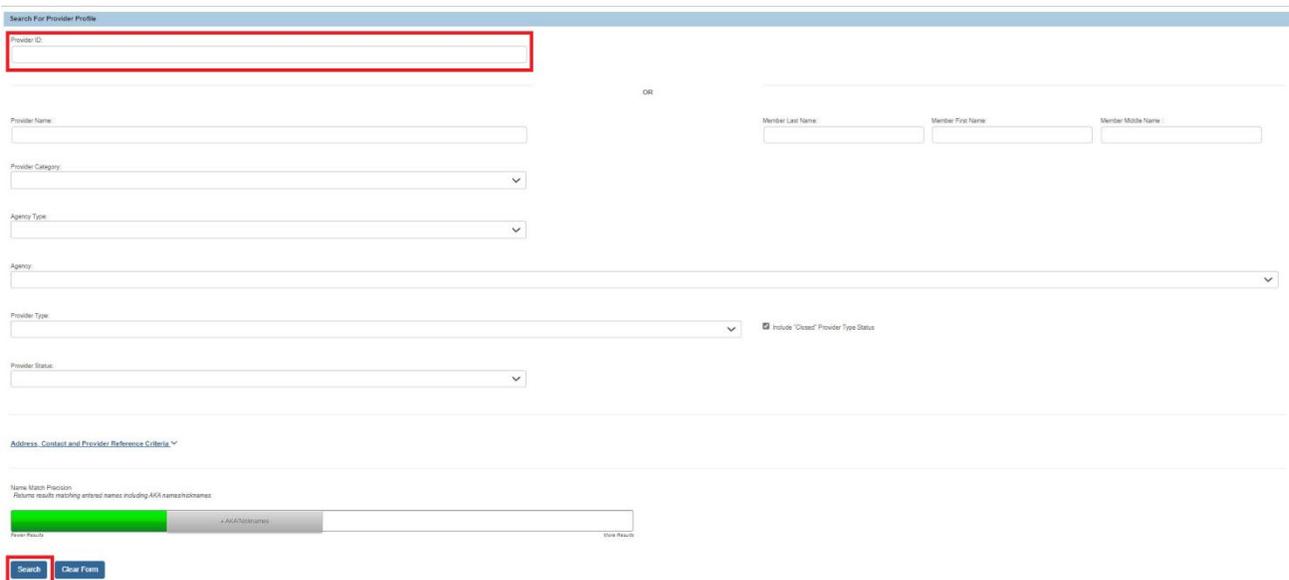
To navigate to the **DOF Details** screen, complete the following steps:

1. From the **Ohio SACWIS Home** screen, click the **Provider** tab.
2. Click the **Workload** tab and find the Provider record you are seeking. Alternatively, you may click the **Provider Search** tab and follow the instructions below.



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

3. In the **Provider ID** field, enter the appropriate **Provider ID** number.



4. Click the **Search** button.

The search results appear in the **Provider Profile Search Results** section at the bottom of the Search Criteria screen.

Completing a Review Description of Family (DOF)

Search Results

Result(s) 1 to 15 of 500 / Page 1 of 34

	Provider Name / ID	Provider Status	Provider Category	Address
view		CLOSED	HOME	
edit				
View Provider Type Information ▾				
view		CLOSED	HOME	
edit				
View Provider Type Information ▾				

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

The **Provider Overview** screen displays.

Provider Overview

- [Activity Log](#)
- [Inquiries](#)
- [KPIP History](#)
- [KCCP Pre-Screening Tool](#)
- [Forms/Notices](#)
- [Skills](#)
- [Training](#)
- [Acceptance Criteria](#)
- [Description of Home](#)
- [Description of Family](#)

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

PRIMARY ADDRESS: _____ PRIMARY CONTACT: _____

◆

Provider Actions

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

6. Click the **Description of Family** link in the **Navigation** menu.

The **Maintain Description of Family** screen displays.

Home Intake Case **Provider** Financial Administration

Workload **Provider Search** Provider Match Recruitment Inquiry Training Contracts Agency Certifications KCCP Pre-Screening Tool

< >

- [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](#)
- [Kinship Assessment](#)
- [Lump Family Assessment](#)
- [Contracts](#)
- [Service Credentials](#)
- [Placements/Services](#)
- [Intake Reports](#)
- [Complaints/Rule Violations](#)
- [Waiver](#)
- [Potential Matches](#)

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

Maintain Description of Family

Result(s) 1 to 3 of 3 / Page 1 of 1

Type	Effective Date	CreatedBy	Agency	Status
view Initial	02/01			
view Review				
view Review				

[Add Family Description](#)

7. Click the **Add Family Description** button.

The **Description of Family Details** screen displays.

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

Description of Family Details

Agency: _____ Created By: _____

Narrative Type: * Effective Date: *

Review Effective Date: Review End Date:

[Save](#) [Cancel](#)

Completing a Review Description of Family (DOF)

Adding a Review DOF Record

1. In the **Narrative Type** field, select **Review** from the drop-down list.
2. The **Effective Date** field defaults to the current date. If needed, enter the appropriate **Effective Date**.

Hint: Click the **Calendar** icon beside the field to select a date.

Description of Family Details

Agency: [dropdown]
Narrative Type: * [Review]
Review Effective Date: [Initial/Review]
Created By: [dropdown]
Effective Date: * 06/08/2023 [calendar]
Review End Date: [calendar]

Save Cancel

Upon selecting the Narrative Type of **Review**, the **Review Effective Date** and **Review End Date** fields become enabled.

3. In the **Review Effective Date** and **Review End Date** fields, enter the home study date range that covers the time frame being assessed (generally the past two years). In the **Review Effective Date**, you will want to backdate this area to the span's start date and the **Review End Date** can be today's date or the future date of the span's expiration date.

Description of Family Details

Agency: [dropdown]
Narrative Type: * [Review]
Review Effective Date: 06/12/2023 [calendar]
Effective Date: * 06/08/2023 [calendar]
Review End Date: 06/16/2023 [calendar]

Save Cancel

4. Click the **Save** button.

The **Maintain Description of Family** screen displays the information in a new grid row with a message that your data has been saved.

PROVIDER NAME / ID: C CATEGORY: Home

Maintain Description of Family

Result(s) 1 to 4 of 4 / Page 1 of 1

Type	Effective Date	CreatedBy	Agency	Status
Initial				Linked to Completed Home Study
Review				Linked to Completed Home Study
Review				Linked to Completed Home Study
Review				delete

Add Family Description

Completing a Review Description of Family (DOF)

Adding Narratives for a Review DOF

1. On the **Maintain Description of Family** screen, click the **Edit** link in the appropriate row.

Maintain Description of Family

Result(s) 1 to 4 of 4 / Page 1 of 1

Type	Effective Date	CreatedBy	Agency	Status	
view copy	Initial	05/31/2017	Grooms, Dawn	Adams County Children Services Board	Linked to Completed Home Study
view copy	Review	06/20/2019	Grooms, Dawn	Adams County Children Services Board	Linked to Completed Home Study
view copy	Review	06/09/2021	Grooms, Dawn	Adams County Children Services Board	Linked to Completed Home Study
view edit	Review				delete

[Add Family Description](#)

The **Description of Family Details** screen displays.

2. Click the **Update Narratives** button.

Important: When you click this button, the system populates the **Member Narratives** with the children who were placed in the home during the review period. **If you do not click this button, the children will not populate.**

PROVIDER NAME / ID: CATEGORY: Home

Description of Family Details

Agency: Created By:

Narrative Type: Review Effective Date: * 06/08/2023

Review Effective Date: 06/08/2023 Review End Date: 06/16/2023

Narratives

[Applicant Narratives](#) [Member Narratives](#) [Family Narratives](#)

Note: By selecting the Update Narratives button all Applicant, Member and Child specific narrative topics will be refreshed to reflect current Provider Participants and Children currently placed with the Provider.

[Update Narratives](#)

[Apply](#) [Save](#) [Cancel](#)

3. Click the **Applicant Narratives** link.

PROVIDER NAME / ID: CATEGORY: Home

Description of Family Details

Agency: Created By:

Narrative Type: Review Effective Date: * 06/08/2023

Review Effective Date: 06/08/2023 Review End Date: 06/16/2023

Narratives

[Applicant Narratives](#) [Member Narratives](#) [Family Narratives](#)

The **Maintain Applicant Review Narratives** screen displays the Narrative topics and Applicant name(s).

Maintain Applicant Review Narratives

Narrative Name	Narrative
	Describe the reactions of the child and foster caregiver/adoptive parent during preplacement visits.
view edit	
view edit	

4. Under a Narrative topic, click the **Edit** link beside an Applicant's name.

Completing a Review Description of Family (DOF)

The **Narrative Details** screen appears.

5. Record the **Narrative** text for the selected applicant and topic.
6. Click the **Save** button to return to the **Maintain Applicant Review Narratives** screen.
7. Repeat **Steps 4-6** as needed to record each Applicant Narrative.

Note: Instead of clicking **Save** after recording a Narrative, you can click the **Apply** button and then click the **Next** button to move to the next topic. When all topics are complete, click the **Save** button to return to the **Maintain Applicant Review Narratives** screen.

8. When complete, click the **Close** button at the bottom of the **Maintain Applicant Review Narratives** screen.

The **Description of Family Details** screen displays.

9. Complete the **Member Narratives** and **Family Narratives** using the links as shown below.

10. When complete, click the **Save** button at the bottom of the **Description of Family Details** screen.

The **Maintain Description of Family** screen displays.

Completing a Review Description of Family (DOF)

Troubleshooting/Reminders

1. When creating a Review DOF for a Recertification/Update home study, under the Description of Family Details, it's important to remember that you must enter the Review Effective Date as the first day of the licensing span you are reviewing, which would be a date approximately 2 years in the past. The Review End Date can be future dated to the expiration date of the span, or the date you are completing the record, making sure to remember if you future date the record, any new members or children coming into the home between now and the time you complete the home study will need to be reviewed. The system will populate a review question for them by clicking the button 'Update Narratives' under the Description of Family Details if you return later.
2. Check to make sure all placed children are reflected in the Member Narratives section. If not, either the Review Effective Date or the Review End Date weren't correct to capture them, or the child's placement record may still be in Draft status, and that will warrant a call to the child's worker to make sure the placement record is placed in Completed status.

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