

Navigating Through the Provider Overview Screen



Knowledge Base Article

Navigating Through the Provider Overview Screen

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Navigating Through the Provider Overview Screen

Overview

This article reviews each tab on the side navigation bar within a Provider Case. Complete the following steps to navigate through the **Provider Overview** screen.

Navigating to the Provider Overview Screen

1. From the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click **Provider Search** tab.

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

3. On the **Provider Search** tab, enter the appropriate search criteria into the fields as needed. Some fields will automatically default with information.

Home Intake Case **Provider** Financial Administration

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

Search For Provider Profile

Provider ID:

OR

Provider Name: Member Last Name: Member First Name: Member Middle Name:

Provider Category:

Agency Type:

Agency:

Provider Type: Include "Closed" Provider Type Status

Provider Status:

[Address, Contact and Provider Reference Criteria](#)

Name Match Precision
Returns results matching entered names including AKA names/nicknames

+ AKA/Nicknames

Fewer Results More Results

Navigating Through the Provider Overview Screen

4. Click the **Search** button.

The search results appear in the **Provider Profile Search Results** grid at the bottom of the **Provider Search** tab.

Search Results

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

	Provider Name / ID	Provider Status	Provider Category	Address
view	Test, Provide / 121212	ACTIVE	HOME	
edit				

[View Provider Type Information](#) ▾

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

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

Viewing Information from the Navigation Menu

This section discusses each link in the left-hand **Navigation** menu.

Note: The links that display in the **Navigation** menu are based on security. Some of the links discussed below may not display in your **Navigation** menu.

Viewing History Information

If a home is currently **Approved / Certified**, the current Foster Care and Adoption information will display in the **Foster/Adoptive Spans** grid on the **Provider Overview** screen.

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
- Large Family Assessment
- Contracts
- Service Credentials
- Placements/Services

PROVIDER NAME / ID: Test, Provide / 121212 **TIER 3** CATEGORY / STATUS: Home / Active

PRIMARY ADDRESS: 123 Test Rd, Test Oh 12345 PRIMARY CONTACT:

Provider Actions

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

Approval/Certification Spans

Provider Type	Level of Care	Approval/Certification Period	Agency	Certifying Entity
Foster Care	Treatment Foster Home	07/01/2023 - 06/30/2025	The Village	ODJFS
Adoptive Care		07/01/2023 - 06/30/2025	The Village	ODJFS

[View History](#)

Navigating Through the Provider Overview Screen

1. To view the history, click the **View History** link.

The **Approval/Certification Information** screen appears displaying the history.

Approval/Certification Information				
Provider Type	Level of Care	Approval/Certification Period	Agency	Certifying Entity
Adoptive Care		07/01/2021 - 06/30/2023	The Village	ODJFS
Foster Care	Treatment	07/01/2021 - 06/30/2023	The Village	ODJFS
Adoptive Care		07/01/2019 - 06/30/2021	The Village	ODJFS

[Close](#)

2. When complete, click the **Close** button to return to the **Provider Overview** screen.

Viewing Activity Logs

1. To view Activity Logs, click the **Activity Log** link in the **Navigation** menu.

The **Activity Log Filter Criteria** screen appears displaying the **Activity Log** section below it.

[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](#)

[Large Family Assessment](#)

[Contracts](#)

[Service Credentials](#)

[Placements/Services](#)

[Intake Reports](#)

[Complaints/Rule Violations](#)

[Waiver](#)

PROVIDER NAME / ID: **Sacwis, Susie / 121212** CATEGORY: *Home*

Activity Log Filter Criteria

Activity From Date:  Activity To Date: 

Responsible Worker:

Contact Type:

Category:

Sub-Category:

Created By:

Activity State:

Sort Results By: Start Date (Descending) Traverse Records Only

[Filter](#) [Clear Form](#)

Activity Log

Result(s) 1 to 10 of 69 / Page 1 of 7

	Start Date/ Activity State	Contact Type	Category	Sub-Category	Responsible Worker	Created By	
view	06/06/2023	Face-to-Face Visit with Provider(s)	Foster/Adoptive Home Applicant	Assessment Visit	Test, Worker		
report	Completed						

Associated Participants: Test, Adult

Note: You can enter criteria in the desired **Filter Criteria** fields and click the **Filter** button to filter the **Activity Log** list.

Navigating Through the Provider Overview Screen

2. Click the **View** link in the appropriate row.

Note: Please refer to the [Recording an Activity Log on a Provider Record](#) Knowledge Base article for additional information.

Viewing Inquiries

1. To view Inquiries, click the **Inquiries** link in the **Navigation** menu.

The **Inquiries** screen appears displaying the **Linked Inquiries** tab.

The screenshot shows the 'Inquiries' screen for provider 'Sacwis, Susie / 121212'. The left navigation menu has 'Inquiries' highlighted. The main content area has two tabs: 'Linked Inquiries' (selected) and 'Associated Inquiries'. Below the tabs is a table titled 'Linked Inquiries List' with columns: Inquiry ID, Inquirer 1, Inquiry Date, Provider Type, Inquiry Worker, and Agency. Five rows of data are shown, each with a 'view' link in the first column.

Inquiry ID	Inquirer 1	Inquiry Date	Provider Type	Inquiry Worker	Agency
view	Test, Provider	05/22/2011	Foster Care/Adoption	Worker	The Village
view	Test, Provider	05/22/2011	Foster Care/Adoption	Worker	The Village
view	Test, Provider	04/22/2002	Adoption	Worker	Test County Department of Job and Family Services
view	Test, Provider	04/22/2002	Foster Care	Worker	Test County Department of Job and Family Services
view	Test, Provider	04/22/2002	Adoption	Worker	Test County Department of Job and Family Services

2. Click the **View** link in the appropriate row.

3. When complete, click the **Close** button to return to the **Inquiries** screen.

4. To view Associated Inquiries, click the **Associated Inquiries** tab.

The **Associated Inquiries Filter Criteria** screen appears displaying the **Associated Inquiries with Current Members** section below it.

The screenshot shows the 'Associated Inquiries' tab selected. It features a filter criteria section with dropdown menus for Agency Type, Reason for Inquiry, Current Member Name, Agency, and Provider Type. Below the filters are 'Filter' and 'Clear Form' buttons. The main section is titled 'Associated Inquiries with Current Members' and contains a table with columns: Inquiry ID, Inquirer 1, Inquiry Date, Reason for Inquiry, Provider Type, Inquiry Worker, and Agency. Six rows of data are shown, each with a 'view' link in the first column.

Inquiry ID	Inquirer 1	Inquiry Date	Reason for Inquiry	Provider Type	Inquiry Worker	Agency
view	Test, Provider	07/26/2022	Provider Interest	Foster Care	Worker	The Village
view	Test, Provider	05/22/2011	Provider Interest	Foster Care/Adoption	Worker	The Village
view	Test, Provider	05/22/2011	Provider Interest	Foster Care/Adoption	Worker	The Village
view	Test, Provider	04/22/2002	Provider Interest	Adoption	Worker	Test County Department of Job and Family Services
view	Test, Provider	04/22/2002	Provider Interest	Foster Care	Worker	Test County Department of Job and Family Services
view	Test, Provider	04/22/2002	Child of Interest	Adoption	Worker	Test County Department of Job and Family Services

Navigating Through the Provider Overview Screen

Note: You can select criteria in the desired **Filter Criteria** fields and click the **Filter** button to filter the **Associated Inquiries with Current Members** list.

5. Click the **View** link in the appropriate row.
6. When complete, click the **Close** button to return to the **Inquiries** screen.

Note: Please refer to the [Creating a Provider Record from a Provider Inquiry](#) Knowledge Base article for more information.

Viewing KPIP History

1. To view **KPIP History**, click the **KPIP History** link in the **Navigation** menu.



The Kinship Applications screen appears. If any KPIP Applications have been submitted, they will appear here.

Viewing KCCP Pre-Screening Tool

1. To view **KCCP Pre-Screen Tools**, click the **KCCP Pre-Screening Tools** link in the **Navigation** menu.

The **KCCP Pre-Screening Tools** screen appears.



The **KCCP Pre-Screening Tools** will appear for **Kinship Care Providers**.

Navigating Through the Provider Overview Screen

Viewing Forms/Notices

1. To view Forms and Notices, click the **Forms/Notices** link in the **Navigation** menu.

The **Maintain Forms/Notices** screen appears. The **Forms/Notices** drop-down list will display forms/notices related to the provider (if applicable).

2. Select the desired document in the **Forms/Notices** drop-down list.

The screenshot shows the 'Maintain Forms/Notices' interface. On the left, a navigation menu lists 'Inquiries', 'KPIP History', 'KCCP Pre-Screening Tool', 'Forms/Notices' (highlighted with a red box), and 'Skills'. The main content area has a header 'Maintain Forms/Notices' and a form with a 'Forms/Notices:' dropdown menu (highlighted with a red box) and a 'Select' button (highlighted with a red box).

3. Click the **Select** button to display the **Document Details** screen and generate the document.

Viewing Skills

1. To view Skills, click the **Skills** link in the **Navigation** menu.

The **Skills** screen appears displaying any recorded skills.

2. Click the **View**, **Edit**, or **Add Skills** links as appropriate.

The screenshot shows the 'Skills' interface. On the left, a navigation menu lists 'Inquiries', 'KPIP History', 'KCCP Pre-Screening Tool', 'Forms/Notices', 'Skills' (highlighted with a red box), and 'Training'. The main content area has a header 'Skills' and a table with the following data:

Member Name	Skills
Test, Provider	Educator
Test, Provider	

The skills are viewed, edited, or added.

Navigating Through the Provider Overview Screen

Viewing Training

1. To view Training, click the **Training** link in the **Navigation** menu.

The **Completed Training List** screen appears.

The screenshot shows the 'Completed Training List' screen. On the left is a navigation menu with 'Training' highlighted. The main area is divided into 'Summary' and 'Training Needs' tabs. Below the tabs is a 'Training Session Search Criteria' form with fields for dates, provider ID, training type, level of care, actual hours, apply hours to certification, delivery method, and location. Below the form are 'Filter' and 'Clear Form' buttons. The 'Completed Training List' table contains one entry for 'Test, Provider'.

Member Name / Person ID	Training Type	Level of Care	Session Name / ID	Instructor Name	Session Date	Delivery Method	Location	Actual Hours	Apply Hours to Certification
Test, Provider	Continuing	Treatment Foster	Adult Pediatric First Aid/ CPR AED	American Red Cross	04/16/2023	Classroom	Other Agency	4	Yes

Training Competencies: CPR & First Aid

2. When complete, click the **Close** button.

Navigating Through the Provider Overview Screen

Viewing Acceptance Criteria

1. To view Acceptance Criteria, click the **Acceptance Criteria** link in the **Navigation** menu.

Important: You will enter the acceptance characteristics from the **JFS 1673A** form on this screen.

The **Acceptance Characteristics List** screen appears.

	Provider Type	Effective Date	End Date	Status	Created Date	
view	Foster Care	05/21/2012	07/31/2017	Linked To Completed Home Study	05/21/2012	report
view	Adoptive Care	08/19/2002	09/01/2008	Linked To Completed Home Study	08/23/2006	report

2. Click the **View** link in the appropriate row.
3. To view placement criteria, click the **Usage Placement Criteria** tab.

The **Usage Placement Criteria** screen appears.

	Provider Type	Effective Date	End Date	Status	Created Date
view	Foster Care	11/09/2007	08/07/2008	Linked To Completed Home Study	11/08/2007
view	Foster Care	08/08/2008	01/25/2010	Linked To Completed Home Study	08/08/2008

4. Click the **View** link in the appropriate row.

Note: Please refer to the [Recording Child Acceptance Characteristics and Usage Criteria](#) Knowledge Base article for additional information.

Navigating Through the Provider Overview Screen

Viewing Description of Home

1. To view the description of the home, click the **Description of Home** link in the **Navigation** menu.

The **Description of Home History** screen appears.

Description of Home History				
	Address	Effective Date	End Date	Status
view	Test Address	08/19/2002	09/10/2007	Linked to Completed Home Study
view	Test Address	09/10/2007	08/06/2008	Linked to Completed Home Study

2. Click the **View** link in the appropriate row.
3. To add a description, click the **Add Description of Home** button.

Viewing Description of Family

1. To view the description of the family, click the **Description of Family** link in the **Navigation** menu.

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

Maintain Description of Family				
Result(s) 1 to 14 of 14 / Page 1 of 1				
Type	Effective Date	CreatedBy	Agency	Status
Initial	08/19/2002	Conversion	Test County Department of Job and Family Services	Linked to Completed Home Study
Initial	08/29/2006	Conversion	Test County Department of Job and Family Services	Linked to Completed Home Study

Note: Please reference the [Completing a Review Description of Family \(DOF\)](#) Knowledge Base article for additional information.

Navigating Through the Provider Overview Screen

Viewing Foster to Adopt (1692) Home Study

1. To view Foster to Adopt (1692) Home Study information, click the **Foster to Adopt (1692) Home Study** link in the **Navigation** menu.

The **Home Study Filter Criteria** screen appears displaying the **Maintain Home Study History** grid below it.

The screenshot shows a navigation menu on the left with the following items: Skills, Training, Acceptance Criteria, Description of Home, Description of Family, Foster to Adopt (1692) Home Study (highlighted with a red box), and Home Study. To the right is the 'Maintain Home Study History' grid with the following data:

Child Name	Application Received Date	Recommendation	Status	Decision Effective Date	Agency	Letter Sent
view Test, Child	10/11/2023	Approved	Approved	10/11/2023		

2. Click the **View** or **Edit** links as appropriate.

Note: Please refer to the [Completing a Foster to Adopt \(1692\) Home Study](#) Knowledge Base article for additional information.

Viewing Home Study

1. To view home study information, click the **Home Study** link in the **Navigation** menu.

The **Home Study Filter Criteria** screen appears displaying the **Maintain Home Study History** section below it.

The screenshot shows a navigation menu on the left with the following items: Description of Family, Foster to Adopt (1692) Home Study, Home Study (highlighted with a red box), Approval/Certification, Kinship Assessment, Large Family Assessment, Contracts, and Service Credentials. To the right is the 'Maintain Home Study History' grid with the following data:

Provider Type	Home Study Type	Start Date	Status	Recommendation	Recommendation Date	Agency
Adoptive Care	Recertify/Update	05/18/2023	Approved	Approve	06/27/2023	The Village
Adoptive Care	Recertify/Update	06/07/2021	Approved	Approve	06/28/2021	The Village

Note: You can enter criteria in the desired **Filter Criteria** fields and click the **Filter** button to filter the **Maintain Home Study History** list.

Note: Please refer to the [Completing a Foster Care or Adoption Initial Home Study](#) Knowledge Base article for additional information.

Navigating Through the Provider Overview Screen

Viewing Approvals and Certifications

1. To view approvals and certifications, click the **Approval/Certification** link in the **Navigation** menu.

The **Maintain Approval/Certification Recommendations** screen appears displaying all transactions entered on the Provider record as related to the foster care certification / adoption approval.

Maintain Approval/Certification Recommendations						
	Provider Type	Transaction Type	Status	Recommending Agency	Effective Date	Expiration Date
view report	Adoptive Care	Reapproval	Approved	The Village	07/01/2023	06/30/2025
view report	Adoptive Care	Reapproval	Approved	The Village	07/01/2021	06/30/2023
view report	Adoptive Care	Reapproval	Approved	The Village	07/01/2019	06/30/2021

2. Click the **View** link in the appropriate row.
3. To add a recommendation, click the **Add Recommendation** button.

Viewing Kinship Assessment

1. To view a **Kinship Assessment**, click the **Kinship Assessment** in the **Navigation** menu.

The **Kinship Assessments** screen appears.

Kinship Assessments						
Result(s) 0 / Page 0 of 0						
Child Name	Assessment Type - Date	Provider Types	Status	Recommendation - Date	Letter Sent	Agency

Any **Kinship Assessments** completed will appear in the grid.

Navigating Through the Provider Overview Screen

Viewing Large Family Assessment

1. To view **Large Family Assessment**, click the **Large Family Assessment** link in the **Navigation** menu.

The **Large Family Assessment History** screen appears.

The screenshot shows the 'Large Family Assessment History' screen. On the left, a navigation menu lists various options, with 'Large Family Assessment' highlighted. The main content area has a blue header with the title 'Large Family Assessment History'. Below the header, a message states 'No Large Family Assessments exist for this Provider.' A button labeled 'Add Large Family Assessment' is visible below the message.

2. Click the Add Large Family Assessment button to add an Assessment.

Viewing Contracts

1. To view contracts, click the **Contracts** link in the **Navigation** menu.

The **Contracts Filter Criteria** screen appears displaying the **Contracts** grid below it.

The screenshot shows the 'Contracts Filter Criteria' screen. On the left, a navigation menu lists various options, with 'Contracts' highlighted. The main content area has a blue header with the title 'Contracts'. Below the header, a message states 'Result(s) 0 / Page 0 of 0'. Below the message is a table with the following columns: Agency, Contract Type, Bridges Grantee, Contract Number, Status, Contract Begin, and Contract End. The table is currently empty. Below the table, there is a button labeled 'Add Contract'.

Note: You can enter criteria in the desired **Filter Criteria** fields and click the **Filter** button to filter the **Contracts** list.

Navigating Through the Provider Overview Screen

2. Click the **View** or **Edit** links as appropriate.
3. To add a contract, click the **Add Contract** button.

Note: Please refer to the [Creating a Contract](#) Knowledge Base article for additional information.

Viewing Service Credentials

1. To view service credentials, click the **Service Credentials** link in the **Navigation** menu.

The **ODJFS Approved Services Filter Criteria** screen appears displaying the **ODJFS Approved Services** tab below it.



		Service Category	Service Type	Service Description	Service Status	Effective Date	Agency	
view history	deactivate	Placement	Family Foster Home	Family Foster	ACTIVE	07/01/2009	The Village	delete
view history	deactivate	Placement	Approved Adoptive Home	Adoptive Placement - Accessibility	ACTIVE	11/27/2012	Ohio Department of Job and Family Services	delete

Note: You can enter criteria in the desired **Filter Criteria** fields and click the **Filter** button to filter the **ODJFS Approved Services** list.

2. Click the **View History** or **Deactivate** links as appropriate.
3. To view other service credentials for the provider, click the **Other Services** tab.

The **Other Services Filter Criteria** screen appears displaying the **Other Services** grid below it.

Note: You can enter criteria in the desired **Filter Criteria** fields and click the **Filter** button to filter the **Other Services** list.

4. Click the **View History** or **Deactivate** links as appropriate.

Navigating Through the Provider Overview Screen

The screenshot shows the 'Provider Overview Screen' with three tabs: 'QD,JFS Approved Services', 'Other Services', and 'Shared Home Agreements'. The 'Other Services' tab is active. On the left is a navigation menu with 'Service Credentials' highlighted. The main area contains a filter section for 'Other Services' with dropdown menus for Agency Type, Agency, Service Category, Service Type, Service Description, and Service Status (set to 'Active'). A 'Sort By' dropdown is set to 'Service Category (Ascending)'. Below the filters is a 'Filter' button and a table of 'Other Services'.

		Service Category	Service Type	Service Description	Service Capacity	Service Status	Effective Date	Agency
edit history	deactivate	Financial Support	Housing	Housing		ACTIVE	01/01/2005	Test County Department of Job and Family Services

5. To add an Other Service, click the **Add Other Service** button.

Add Other Service **Delete All** **Change Status - All**

6. To view shared home agreements, click the **Shared Home Agreements** tab.

The **Maintain Shared Home Agreements** screen appears.

The screenshot shows the 'Maintain Shared Home Agreements' screen with three tabs: 'QD,JFS Approved Services', 'Other Services', and 'Shared Home Agreements'. The 'Shared Home Agreements' tab is active. The main area contains a table with columns: 'Effective Date', 'End Date', 'Recommending Agency', and 'Agency Permitted to Use the Home'. Below the table is an 'Add Shared Agreement' button.

7. To add a shared home agreement, click the **Add Shared Agreement** button.

Note: Please refer to the following Knowledge Base articles for additional information:

- [Adding Other Services Under Service Credentials](#)
- [Adding Agency Services Including Shared Home Services](#)

Navigating Through the Provider Overview Screen

Viewing Placements/Services

1. To view placements and services, click the **Placement/Services** link in the **Navigation** menu.

The **Placements** tab appears displaying the current or historical placements that have occurred in the provider's home.

The screenshot displays the 'Placements' tab in the provider overview screen. On the left, a navigation menu lists various options, with 'Placements/Services' highlighted. The main content area features a 'Placements Filter Criteria' section with fields for 'From Begin Date' and 'To Begin Date', a 'Sort Results By' dropdown set to 'Begin Date (Descending)', and radio buttons for 'Current', 'Historical', and 'All'. Below this is a 'Filter' button and a 'Placements' table. The table shows one result: a female child with a 'view leave' link, starting on 08/17/2022, with a status of 'Completed'. The service description is 'Treatment Foster Care' and the agency is 'County Children Services Board'.

	Person Name/ ID	Gender	DOB	Age	Begin/End Date	End Reason	Service Description	Agency	Status
view leave		FEMALE	05/05/2008	15	08/17/2022		Treatment Foster Care	County Children Services Board	Completed

2. Click the **Current**, **Historical**, or **All** radio buttons to display current placements, historical placements, or all placements.
3. Click the **View Leave** link.
4. To view other services provided to the family, such as counseling, click the **Services** tab.

The **Services Filter Criteria** screen appears.

Note: The system populates information on this screen when a public agency has linked the provider to a **Case Service** being provided.

Navigating Through the Provider Overview Screen

The screenshot shows the 'Services' tab selected in the navigation bar. Below the navigation bar is the 'Services Filter Criteria' section. It contains two date input fields: 'From Begin Date:' and 'To Begin Date:', each with a calendar icon. Below these is a 'Sort Results By:' dropdown menu set to 'Begin Date (Descending)'. To the right of the dropdown are three radio buttons: 'Current' (selected), 'Historical', and 'All'. A red box highlights the radio buttons. Below the filter criteria is a blue 'Filter' button and a section header 'Services' above a grid area.

- To view children who have been placed on leave from another foster home into this home, click the **Leaves** tab.

Note: The system populates information on this screen when a public agency places a child on leave in the home.

The screenshot shows the 'Leaves' tab selected in the navigation bar. Below the navigation bar is the 'Leaves Filter Criteria' section. It contains two date input fields: 'From Begin Date:' and 'To Begin Date:', each with a calendar icon. Below these is a 'Sort Results By:' dropdown menu set to 'Begin Date (Descending)'. To the right of the dropdown are three radio buttons: 'Current' (selected), 'Historical', and 'All'. A red box highlights the radio buttons. Below the filter criteria is a blue 'Filter' button and a section header 'Leaves With This Provider' above a grid area.

- Click the **Current**, **Historical**, or **All** radio buttons to display current, historical, or all Leaves in the grid.
- When complete, click the **Provider Overview** link to return to the main screen.

Navigating Through the Provider Overview Screen

Note: Please refer to the following Knowledge Base articles for additional information:

- [Managing Case Services](#)
- [Managing a Leave from a Foster Home](#)
- [Request for Creation of Initial Removal, Placement and Leave Records](#)

Viewing Intake Reports

1. To view Intake Reports, click the **Intake Reports** link in the **Navigation** menu.

The **CA/N Reports** screen appears.



The screenshot shows the 'Intake Reports' screen. On the left is a navigation menu with various links. The 'Intake Reports' link is highlighted with a red box. The main area displays a table with the following data:

	Report ID	Date/Time Report was Received	Place Occured	Agency
view	22	06/21/2023 02:31 PM		Test County Children Services Board
view	22	04/20/2023 09:13 AM	Own Home	Test County Department of Job and Family Services
view	22	03/20/2023 10:11 AM		Test County Department of Job and Family Services
view	22	03/20/2023 09:29 AM		Test County Department of Job and Family Services
view	22	09/05/2022 12:06 PM	Own Home	Test County Department of Job and Family Services
view	22	08/07/2022 03:37 PM	Own Home	Test County Department of Job and Family Services

2. Click the **View** link in the appropriate row.

Viewing Rule Violations

1. To view rule violations, click the **Complaints/Rule Violations** link in the **Navigation** menu.

The **Maintain Rule Violation Incidents** screen appears.

Navigating Through the Provider Overview Screen

Approval/Certification
Kinship Assessment
Large Family Assessment
Contracts
Service Credentials
Placements/Services
Intake Reports
Complaints/Rule Violations

	Record ID	Date Report Received	Incident Type	Status	Outcome/Outcome Date	Outcome Source	Agency
view report		06/22/2021	Complaint	Completed	Not Applicable	N/A	The Village

2. Click the **View** or **Edit** links as appropriate.

Viewing Waivers

1. To view waiver requests, click the **Waiver** link in the **Navigation** menu.

The **Maintain Waiver Requests** screen appears.

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
Large Family Assessment
Contracts
Service Credentials
Placements/Services
Intake Reports
Complaints/Rule Violations
Waiver
Potential Matches
AP Search History
Living Arrangement

	Type/State	RuleInfo	Effective Date	Expiration Date	Agency	ODJFS Response	Status	Closed Date / Reason
view edit review	Waiver - Initial	Occupancy Limitations	05/05/2007	06/11/2007	Test County Department of Job and Family Services	Pending	In progress	delete

Add Request

2. Click the **View**, **Edit** or **Review** links as appropriate.
3. To add a waiver request, click the **Add Request** button.

Note: Please refer to the [Creating a Waiver Request](#) Knowledge Base article for additional information.

Navigating Through the Provider Overview Screen

Viewing Potential Matches

To view potential matches for a provider, complete the following steps.

Note: The Potential Matches option only applies for Adoptive Providers.

1. Click the **Potential Matches** link in the **Navigation** menu.

The **Potential Matches Search Criteria** screen appears as shown below.

2. Select the **Gender** you wish to search for. (Required)
3. Enter the **Minimum Age** of the children you wish to search for. (Required)
4. Enter additional search criteria if desired.
5. Click the **Search** button.

The **Potential Matches Search Results** grid appears displaying children who match the search criteria.

The screenshot shows the 'Potential Matches Search Criteria' form and the resulting 'Potential Matches Search Results' table. The search criteria form includes fields for Gender (set to Female), Minimum Age (set to 1), and Maximum Age (set to 2). The search results table displays three entries for 'Test, Child' with ages 1, 2, and 1, all of whom are female and located at 'Test Address'. The search results are sorted by Name (Ascending).

Potential Matches Search Criteria

Gender: * Female Minimum Age: * 1 Maximum Age: 2

Additional Search Criteria

Sort Results By: Name (Ascending)

Search **Clear Form**

Potential Matches Search Results

Result(s) 1 to 10 of 159 / Page 1 of 16

	Name	Gender	Age	Primary Address Information	Agency
view	Test, Child	FEMALE	1	Test Address	Test County Dept. of Job and Family Services
view	Test, Child	FEMALE	2	Test Address	Test County Department of Job and Family Services
view	Test, Child	FEMALE	1	Test Address	Test County Children Services

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

Navigating Through the Provider Overview Screen

Viewing AP Search History

1. To view the Alleged Perpetrator search history, click the **AP Search History** link in the **Navigation** menu.

The **Alleged Perpetrator Search History** screen appears displaying the **AP Filter Results** section below it.

	Created Date	Request Type	Request Reason	Person Name / ID	Gender	DOB	Status / Status Date	Requesting Agency	Created in Error
view	03/31/2023	Member	Recert/Update	Test, Provider	Female	03/03/1958	Completed 04/03/2023	The Village	

[report](#) AKA's:
[history](#)

Note: You can enter criteria in the desired **Alleged Perpetrator Search History** fields and click the **Filter** button to filter the **AP Filter Results** list.

2. Click the **View** or **Edit** links as appropriate.

Note: Please refer to the [Completing an Alleged Perpetrator Search in Ohio SACWIS](#) Knowledge Base article for more information.

Viewing Living Arrangements

1. To view living arrangements, click the **Living Arrangement** link in the **Navigation** menu.

The **Living Arrangement Filter Criteria** screen appears displaying the **Living Arrangement With This Provider** grid below it.

Navigating Through the Provider Overview Screen

The screenshot shows a web interface for filtering living arrangements. On the left is a vertical navigation menu with various links, including 'Living Arrangement' at the bottom which is highlighted with a red box. The main content area is titled 'Living Arrangement Filter Criteria' and contains two rows of input fields. The first row has 'From Begin Date:' and 'To Begin Date:' with text boxes and calendar icons. The second row has 'Sort Results By:' with a dropdown menu set to 'From Begin Date(Descending)' and three radio buttons: 'Current' (selected), 'Historical', and 'All'. A red box highlights these radio buttons. Below the filter criteria is a blue 'Filter' button. Underneath is a section titled 'Living Arrangement With This Provider' containing a table with the following headers: 'Person Name/ ID', 'DOB', 'Living Arrangement Type', 'Who holds Legal Responsibility', 'Begin/End Date', 'End Reason', and 'Agency'. The table body is currently empty.

2. Click the **Current**, **Historical**, or **All** radio buttons to display current, historical, or all living arrangements in the grid.

Note: Please refer to the [Recording a Living Arrangement](#) Knowledge Base article for more information.

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