

Recording BCII Checks and FBI Checks for Providers



Knowledge Base Article

Recording BCII Checks and FBI Checks for Providers

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Recording BCII Checks and FBI Checks for Providers

Overview

This Knowledge Base Article will review how to record a BCII Check and FBI Checks for Providers within the Ohio SACWIS system.

Navigating to an Activity Log

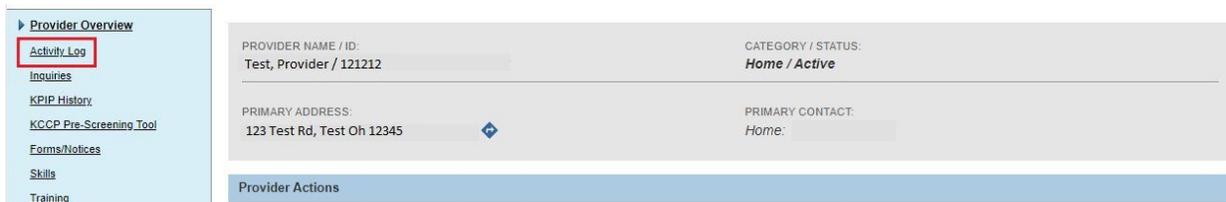
Complete the following steps to record **BCII Checks** and **FBI Checks** for **Providers**.

1. From the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Workload** tab.
3. Under your name link, click the appropriate provider's **Select** link.



The **Provider Overview** screen appears.

4. Click the **Activity Log** link in the **Navigation** menu.



The **Activity Log Filter Criteria** screen appears.

5. Click the **Add Activity Log** button.

Important: You must create a **Provider Activity Log** for each member of the provider household where a BCII or FBI check is required.

Recording BCII Checks and FBI Checks for Providers

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

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[Add Activity Log](#)

Start Date/ Activity State	Contact Type	Category	Sub-Category	Responsible Worker	Created By
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The **Activity Log Details** screen appears.

Completing the Activity Log Details Screen

1. In the **Contact Type** section, select **General** in the **Available Contact Types** field.
2. Click the **Add** button. The value moves to the **Selected Contact Types** field.
3. In the **Category** field, select **Foster Home Applicant**, **Adoptive Home Applicant**, or **Kinship Care Applicant**. (Required)
4. In the **Sub-Category** field, select either **BCII Check** or **FBI Check**. (Required)

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Activity Log Details

Created By: _____ Date & Time Entered: Sep 27, 2023 10:42:26 AM

Responsible Worker: _____ Originator of Information: _____

Activity Start Date: * 09/27/2023  Start Time: _____

Activity End Date: _____ End Time: _____

Contact Types

Available Contact Types: _____ Add

- Critical Safety Issue
- Education
- Email
- Face-to-Face
- Face-to-Face Visit with Provider(s)
- Fax
- Interviews
- Letter From

Selected Contact Types: _____

Remove _____

General

Category Information

Contact Duration: _____

Category: * Foster Home Applicant

Sub-Category: * BCII Check

Other Sub-Category: _____ High Priority Restricted

Location Information

Location Type: _____ Other Location: _____

Location Details: _____

Spell Check Clear 200

Activity Association

Activity Applicable to Following Members [Associate Members](#)

Provider Household

5. Click the **Associate Members** link.

The **Associate Members** screen appears.

Associate Members

Members:

Test, Adult 1 Test, Adult 2

OK Cancel

6. Click the checkbox for the appropriate provider household member(s) for whom you are documenting the BCII Check or FBI Check.

Important: You must create a separate **BCII Check** and/or **FBI Check** Activity Log for each household member as required by OAC rules.

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7. Click the **OK** button.

The **Activity Log Details** screen appears displaying the selected person(s) in the **Activity Association** section as shown in green below.

8. Complete the **Narrative** field. (Required)

Activity Association

Activity Applicable to Following Members [[Associate Members](#)]
Test, Adult 1 - 04/15/1956

Activity Applicable to Following Children: Save Note to Child(ren) Record

Children Placed [[Associate Children Placed](#)]

Living Arrangements [[Associate Living Arrangements](#)]

Narrative *
 (expand full screen)

TEST

Spell Check Clear 9996

Activity State: * Draft

Apply Save Cancel Delete

9. Click the **Save** button.

The new record appears in the **Activity Log** grid along with a message that your data has been saved.

✔ Your data has been saved.
✕

PROVIDER NAME / ID: Test, Provider / 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

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Add Activity Log

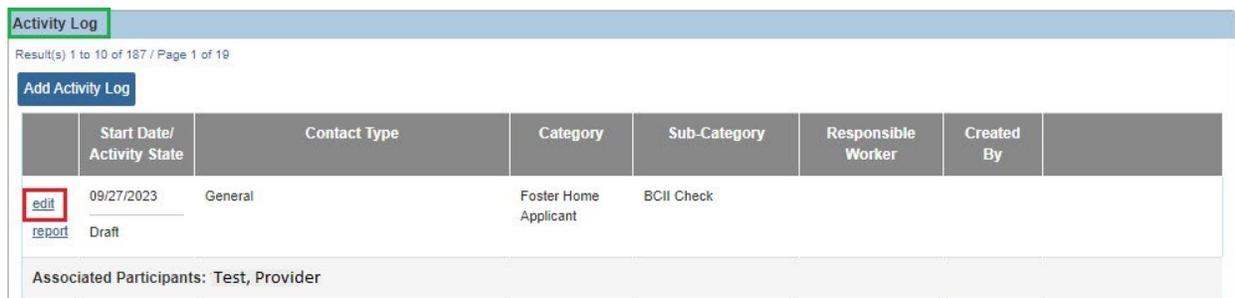
	Start Date/ Activity State	Contact Type	Category	Sub-Category	Responsible Worker	Created By
edit	09/27/2023	General	Foster Home Applicant	BCII Check		
report	Draft					
Associated Participants: Test, Provider						

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Marking the Activity Log as Completed

Once the **BCII Check** and/or **FBI Check** information is received, enter the following information to mark the Activity Log as **Completed**:

1. Navigate to the **Activity Log Filter Criteria** screen using the steps previously discussed.
2. In the **Activity Log** grid, click the **Edit** link in the appropriate row.



The screenshot shows the 'Activity Log' interface. At the top, there is a header 'Activity Log' and a sub-header 'Result(s) 1 to 10 of 187 / Page 1 of 19'. Below this is a button 'Add Activity Log'. The main part of the screenshot is a table with the following columns: Start Date/Activity State, Contact Type, Category, Sub-Category, Responsible Worker, and Created By. The first row of data has the following values: Start Date/Activity State: 09/27/2023; Contact Type: General; Category: Foster Home Applicant; Sub-Category: BCII Check; Responsible Worker: (blank); Created By: (blank). Below the table, there is a section for 'Associated Participants: Test, Provider'. The 'edit' link in the first row is highlighted with a red box.

	Start Date/ Activity State	Contact Type	Category	Sub-Category	Responsible Worker	Created By
edit	09/27/2023	General	Foster Home Applicant	BCII Check		

Associated Participants: Test, Provider

The **Activity Log Details** screen appears.

3. In the **Narrative** field, record the following:
 - All information from the completed BCII or FBI check as required in FACSIS Event 820.
 - Date that the card was mailed to BCII or FBI or date of the electronic web check.
 - Response of the BCII or FBI check.
 - If an offense was indicated, indicate if the person was “rehabilitated.”
 - If the person meets the five-year consecutive residency period in Ohio.
4. When complete, review all information to verify that it is correct.
5. In the **Activity State** field, change the status to **Completed**.
6. Click the **Save** button.

Recording BCII Checks and FBI Checks for Providers

Narrative *
(expand full screen)

TEST - ADD REQUIRED TEXT

Spell Check Clear 9976

Activity State: * Completed

Apply Save Cancel Delete Previous Next

The **Activity Log Filter Criteria** screen appears displaying a message that your data has been saved.

✔ Your data has been saved. ✕

PROVIDER NAME / ID: Test, Provider / 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

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Add Activity Log

	Start Date/ Activity State	Contact Type	Category	Sub-Category	Responsible Worker	Created By
edit	09/27/2023 (y)	General	Foster Home Applicant	BCII Check		
report	Completed					

Associated Participants: Test, Provider

In the **Activity Log** section, the status in the edited row displays as **Completed**.

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