

## Printing a Notification of Adoption Approval

To print a notification of adoption approval, complete the following steps:

1. On the SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Directory** tab. The **Provider Profile Search Criteria** screen appears.
3. Enter filter criteria in the fields, such as the Provider ID.
4. Click the **Search** button.

The screenshot shows the SACWIS interface with the 'Provider' and 'Directory' tabs selected. The 'Provider Profile Search Criteria' section includes fields for Provider Name, Provider Type, Agency Type, Member Name, Provider Reference Type, AKA, Agency, Member Last Name, Provider Reference Number, Provider Category, Sounds Like, and Provider Status. The 'Provider ID' field is highlighted with a red box and contains the value '1234567'. The 'Search' button is also circled in red.

The results appear in the **Provider Profile Search Results** section of the screen.

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

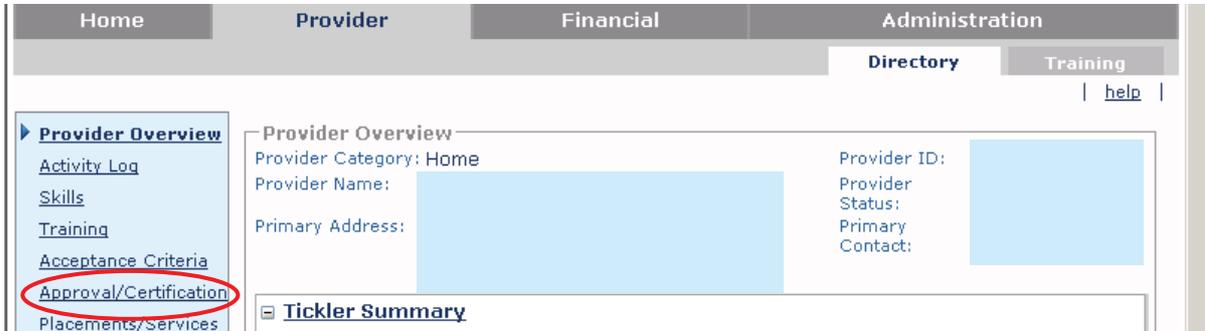
The screenshot shows the 'Provider Profile Search Results' section with a table of results. The 'edit' link in the first row is circled in red.

Provider Name/ ID	Provider Status	Provider Category	Address
<a href="#">view</a> <a href="#">edit</a>	ACTIVE	HOME	

The **Provider Overview** screen appears.

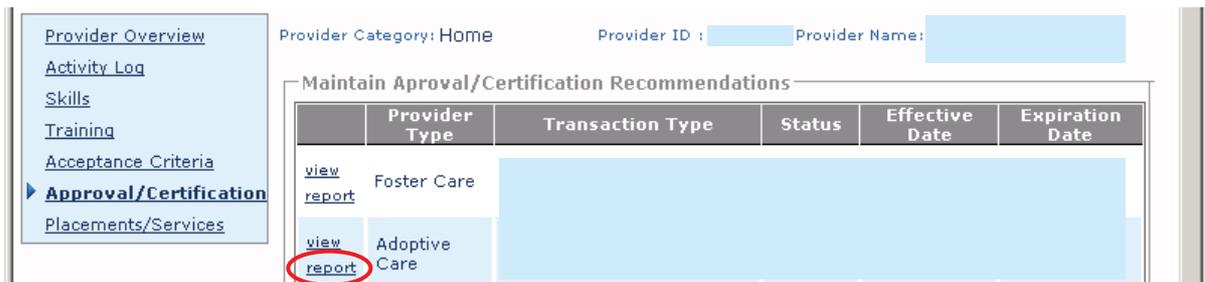
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6. Click the **Approval/Certification** link in the **Navigation** menu.



The **Maintain Approval / Certification Recommendations** screen appears.

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



The **Available Documents** screen appears.

8. In the **Generate Document** field, select **Notification of Adoption Approval** from the drop-down list.

9. Click the **Select** button.



The **Document Details** screen appears.

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10. Click the **Generate Report** button.

Document Details

Document Category: [Redacted] Document Title: [Redacted]  
Work-Item ID: [Redacted] Work-Item Reference: [Redacted]  
Task ID: [Redacted] Task Reference: [Redacted]

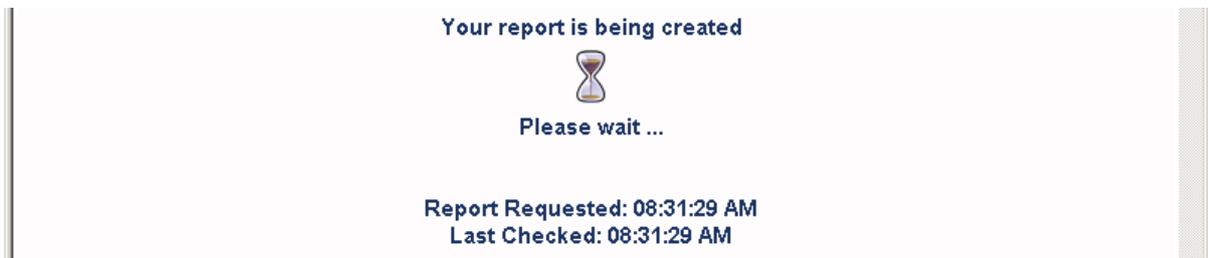
Document History

ID	Date Created	Employee ID	Name
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Document History

**Generate Report**

The following message appears showing that your report is being created:



The report appears as a pdf file as shown in this example:

Pages

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES  
Notification of Adoption Homestudy Approval

Applicant 1 [Redacted]  
Applicant 2 [Redacted]

I am pleased to inform you that your adoption homestudy was approved on .

Your homestudy has been approved for adoption of child(ren) with the following description:

Gender	Age	Race
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We will only present your homestudy at matching conferences held for the children who meet the above mentioned characteristics as well as characteristics checked on the attached characteristics checklist.

As you are aware we cannot guarantee a time or placement of a child as that depends on the availability of children. Please note your adoption approval is valid for two (2) years and will be due to expire on . In order to maintain your approval until the expiration date, you will be required to have your adoption approval updated every two (2) years. Your adoption approval update will be due on .

Attachments

11. To save the report, click the **Save** button at the bottom of the screen.

