

Generating a Foster Care Certificate



Knowledge Base Article

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Overview

This article describes how to generate a foster care certificate within the Ohio SACWIS system.

Navigating to Provider Certificates

Agencies can complete the following steps to search for a provider in Ohio SACWIS:

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

As shown below, the **Provider Profile Search Criteria** screen appears displaying the following default information:

Provider Category field = Home

Agency field = Agency of the logged in user

3. Enter additional provider search information into the fields.
4. If needed, click the **Advanced Search Criteria** link to expand the search fields.
5. If needed, select the **Clear Form** button to clear the fields (expect the default fields) and re-enter new search information.
6. Alternatively, select the Provider ID from your workload.

Note: To search for a provider recommended by your agency, you can use various search options, such as by **Provider ID** or **Provider Name**, or select the **Advanced Search Criteria** link and search by the provider's address.

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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](#) v

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

+ AKA/Nicknames

Fewer Results More Results

Search Clear Form

7. When all information has been entered, click the **Search** button.

The results appear in the **Provider Profile Search Results** grid.

8. Click the **View** or **Edit** link in the appropriate row.

Search Results

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

	Provider Name / ID	Provider Status	Provider Category	Address
view edit	Test, Provider / 123456	ACTIVE	HOME	Test Address

[View Provider Type Information](#) v

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The **Provider Overview** screen appears.

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

9. Click the **Approval/Certification** hyperlink in the blue left-hand navigation.

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

	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

10. Click the **Report** button.

Work-Item Type: PROVIDER Work-Item Reference:

Task Type: AC Task Reference:

Available Documents

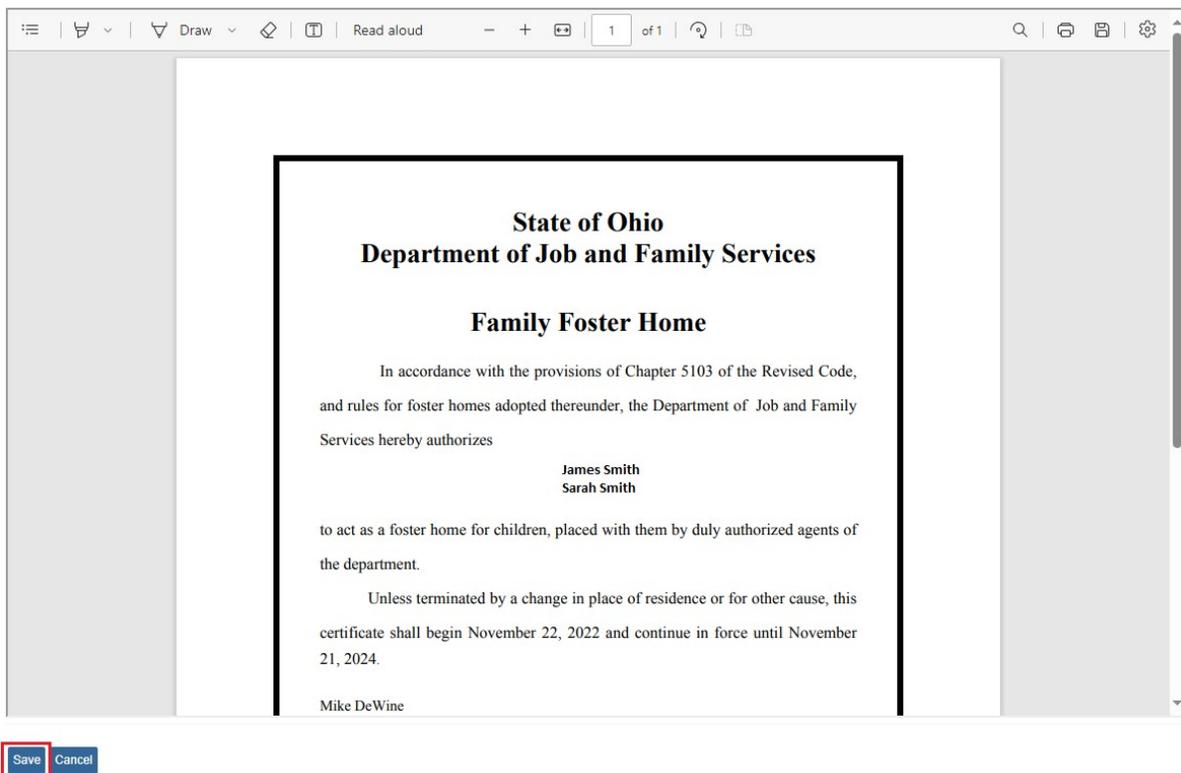
Generate Document:

[Select](#) [Cancel](#)

11. Choose which **Document** you wish to generate.

12. Click the **Select** button.

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The **Notice of Approval for Foster Home** (shown below) can be printed on any type of color of paper your agency chooses.

For Agencies who want to be consistent with the paper that ODJFS has used in the past, to print the certificates, it was **Southworth, 24 lb. blue parchment paper, item no. 964C**.

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State of Ohio Department of Job and Family Services

Family Foster Home

In accordance with the provisions of Chapter 5103 of the Revised Code, and rules for foster homes adopted thereunder, the Department of Job and Family Services hereby authorizes

James Smith
Sarah Smith

to act as a foster home for children, placed with them by duly authorized agents of the department.

Unless terminated by a change in place of residence or for other cause, this certificate shall begin November 22, 2022 and continue in force until November 21, 2024.

Mike DeWine
Governor

Resource ID Number:
549173



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