

Setting Up a Help Me Grow Agency Service

Prior to **Creating a Help Me Grow Referral from Case Services**, the user must verify that a **Help Me Grow Service Type** exists for the **Provider** that will be providing the Help Me Grow services. If there is not an existing service, the user will need to add an **Agency Service** for **Help Me Grow** under the **Service Category** of **Health Related & Home Health**. Then the user must link the **Help Me Grow Service** to the appropriate **Provider** of the **Help Me Grow** services.

Viewing Agency Services for Help Me Grow

In order to add a **Help Me Grow Referral**, an **Agency Service Type** of **Help Me Grow** must be recorded with the **Service Category** of **Health Related & Home Health** and linked to the **Provider** record. Complete the following steps to verify that a **Help Me Grow Service** is set up for the **Provider Agency** that will be providing the service.

1. From the SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Maintain Service** link.

The **Agency Services Search Criteria** screen appears.

The screenshot shows the Ohio SACWIS interface. At the top, the user is logged in as 'Socialworker, Susie' for 'ABC County Department of Job and Family Services'. The navigation bar includes 'Home', 'Intake', 'Case', 'Provider', 'Financial' (selected), and 'Administration'. Below this, there are sub-tabs: 'Services' (selected), 'Eligibility', 'Payment', 'Benefits', and 'Statistical & Expenditure Reports'. On the left, a sidebar menu has 'Maintain Service' highlighted with a red circle. The main content area is titled 'Agency Services Search Criteria' and contains the following fields: Agency (ABC County Department of Job and Family Services), Agency Number (10022), Service Category (dropdown menu highlighted with a red box), Service Type (dropdown menu), and Sort Result By (Mapping Default). A 'Search' button is located at the bottom of the form.

4. Select **Health Related & Home Health** from the **Service Category** drop-down list.

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5. Select **Help Me Grow** from the **Service Type** drop-down list.

Agency Services Search Criteria

Agency: ABC County Department of Job and Family Services

Agency Number: 10022

Service Category: Health Related & Home Health

Service Type: Help Me Grow

Sort Result By: Mapping Default

Search

6. Click the **Search** button.

The **Agency Services Search Results** displays the filtered results.

Agency Services Search Results

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

	Service Category / Type	Service Description	UOM	Standardized Cost
edit	Health Related & Home Health/ Help Me Grow	Help Me Grow		

Service Category:

Service Type:

Add Service

Important: If there is not an existing **Help Me Grow Service** for the **Provider Agency**, one will need to be added by clicking the **Add Service** button (circled above). For details on adding an **Agency Service**, please refer to the Knowledge Base Article [“Adding Agency Services Including Shared Home Services”](#).

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Linking the Help Me Grow Service to the Provider

As previously stated, in order to add a **Help Me Grow Referral**, an **Agency Service Type** of **Help Me Grow** must be recorded with the **Service Category** of **Health Related & Home Health** and linked to the **Provider** record.

Note: If the **Help Me Grow** service has already been linked to the **Provider** record, skip forward to the next section of the article. Once the **Help Me Grow** service is linked to the **Provider** record, it can be used for multiple **Help Me Grow** referrals to that **Provider**.

Complete the following steps to link the **Help Me Grow** service to the appropriate **Provider** record.

1. Navigate to the SACWIS **Home** screen.
2. Click the **Provider** tab.
3. Click the **Directory** tab.

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

The screenshot shows the SACWIS interface with the 'Provider' tab selected. The 'Directory' sub-tab is also selected. The 'Provider Profile Search Criteria' section is highlighted with a red border. It contains the following fields:

- Provider Name: [Text Input] AKA
- Provider Category: [Dropdown]
- Provider Type: [Dropdown]
- Agency Type: [Dropdown]
- Agency: [Text Input]
- Member Last Name: [Text Input]
- Member First Name: [Text Input]
- Member Middle Name: [Text Input]
- Prefix: [Dropdown]
- Suffix: [Dropdown]
- Provider Reference Type: [Dropdown]
- Provider Reference Number: [Text Input]
- Provider Status: [Dropdown]
- Sounds Like [Text Input]

Below these fields is a section for 'OR' search criteria with a 'Provider ID' field. At the bottom, there is a 'Search' button (circled in red) and a 'Clear Form' button. A 'help' link is visible in the top right corner.

4. Enter the Provider information in the **Provider Name** or **Provider ID** field.
 - If needed, enter information into the other fields in this section to filter the information and locate the appropriate **Provider**.
 - To search for a specific **Provider Name**, remove any text in the **Agency Type** field and the **Agency** name field before clicking the **Search** button.

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5. Click the **Search** button.

The **Provider Profile Search Results** appears.

Provider Profile Search Results

Result(s) 1 - 5 of 5 Page 1 of 1

	Provider Name/ ID	Provider Status	Provider Category	Address
view edit	[REDACTED]	ACTIVE	NONODJFS	[REDACTED]
view edit	[REDACTED]	CLOSED	HOME	[REDACTED]

6. Click the **Edit** link beside the appropriate **Provider Name**.

The **Provider Overview** screen appears.

Provider Overview

Provider Category: [REDACTED] Provider ID: [REDACTED]
Provider Name: [REDACTED] Provider Status: **Active**
Primary Address: [REDACTED] Primary Contact: [REDACTED]

Tickler Summary
No Ticklers Available.

Provider Actions
[Provider Information](#)
[Linked Providers](#)

Navigation Menu:
[Provider Overview](#)
[Activity Log](#)
[Inquiries](#)
[Forms/Notices](#)
[Skills](#)
[Acceptance Criteria](#)
[Description of Home](#)
[Contracts](#)
[Service Credentials](#) (circled)
[Placements/Services](#)
[CA/N Reports](#)
[Rule Violations](#)
[Living Arrangement](#)

7. Click the **Service Credentials** link in the **Navigation** menu.

The **ODJFS Approved Services Filter Criteria** screen appears.

ODJFS Approved Services **Other Services** (circled) **Shared Home Agreements**

Provider Category: **Home** Provider ID: [REDACTED] Provider Name: [REDACTED]

ODJFS Approved Services Filter Criteria (circled)

Agency Type: [REDACTED] Agency: [REDACTED]
Service Category: [REDACTED] Service Type: [REDACTED]
Service Description: [REDACTED] Service Status: **Active**

Sort By: Service Category (Ascending)

Filter

Navigation Menu:
[Provider Overview](#)
[Activity Log](#)
[Inquiries](#)
[Forms/Notices](#)
[Skills](#)
[Training](#)
[Acceptance Criteria](#)
[Description of Home](#)
[Approval/Certification](#)
[Contracts](#)
[Service Credentials](#) (circled)
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[CA/N Reports](#)

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8. Click the **Other Services** tab.

The **Other Services Filter Criteria** screen appears.

Note: If the **Help Me Grow** service has already been linked to the **Provider** record, it will display in the **Other Services** grid. Once the **Help Me Grow** service is linked to the **Provider** record, it does not need to be linked a second time and can be used for multiple **Help Me Grow** referrals to that **Provider**. If the **Help Me Grow** service has already been linked to the **Provider** record, skip forward to the next section of the article.

The screenshot shows the 'Other Services Filter Criteria' screen. At the top, there are three tabs: 'ODJFS Approved Services', 'Other Services', and 'Shared Home Agreements'. The 'Other Services' tab is selected. Below the tabs, there are fields for 'Provider Category: Home', 'Provider ID', and 'Provider Name'. The main area is titled 'Other Services Filter Criteria' and contains several dropdown menus: '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 filter criteria is a 'Filter' button. At the bottom, there is a table with columns: 'Service Category', 'Service Type', 'Service Description', 'Service Capacity', 'Service Status', 'Effective Date', and 'Agency'. Below the table are three buttons: 'Add Other Service' (circled in red), 'Delete All', and 'Change Status - All'.

9. Click the **Add Other Service** button.

The **Other Services Details** screen appears.

The screenshot shows the 'Other Services Details' screen. At the top, there are fields for 'Provider Category: Home', 'Provider ID', and 'Provider Name'. Below these is the 'Other Services Details' section. The 'Agency' field is set to 'ABC County Department of Job and Family Services'. The 'Service Category' field is highlighted with a red box. Below it are 'Service Type' and 'Service Description' fields, also highlighted with a red box. To the right of these are 'Service Status' and 'Effective Date' fields. The 'Effective Date' is set to '07/21/2014'. At the bottom, there are 'Save' and 'Cancel' buttons.

10. Select **Health Related & Home Health** in the **Service Category** field. (Required)

11. Select **Help Me Grow** in the **Service Type** field. (Required)

12. Select **Active** in the **Service Status** field. (Required)

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13. Select **Help Me Grow** in the **Service Description** field. (Required)

14. Enter the effective date of the service in the **Effective Date** field.

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

The screenshot shows a form with the following fields: Service Category (Health Related & Home Health), Service Type (Help Me Grow), Service Description (Help Me Grow), Service Capacity (empty), Service Status (Active), and Effective Date (07/21/2014). A red border highlights the form area, and the 'Save' button is circled in red.

15. Click the **Save** button.

The **Other Services Filter Criteria** screen displays the new information in the **Other Services** section.

Other Services

		Service Category	Service Type	Service Description	Service Capacity	Service Status	Effective Date	Agency
view history	deactivate	Health Related & Home Health	Help Me Grow	Help Me Grow				

[Add Other Service](#) [Delete All](#) [Change Status - All](#)

16. To exit the **Provider** record, click the **Provider Overview** link in the **Navigation** menu.