

**Generating an Eligibility
Determination/Redetermination
Due Report**



**Department of
Children & Youth**

Knowledge Base Article

Generating an Eligibility and Reimbursability Due Report

Table of Contents

Overview.....	3
Report Column Names and Descriptions.....	6

Generating an Eligibility and Reimbursability Due Report

Overview

The **Eligibility Determination / Redetermination Due Report** identifies pending eligibility and redetermination records that need to be completed. To run the report, complete the following steps:

1. On the Ohio SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab.



The screen expands, displaying the **Report Filter Criteria** grid, as well as a list of reports in the **Reports** grid.

3. Select, **Fiscal**, from the **Report Category** drop-down menu.
4. Select, **Agency** from the **Report Type** drop-down menu.
5. Click, **Filter**.



The **Reports** grid displays the filtered list of reports that match your search parameters.

6. **Click the Eligibility Determination / Redetermination Due Report link.**

The screenshot shows a table of reports. The 'Eligibility Determination/Redetermination Due Report' link is highlighted with a red box.

Title	Category	Type
AA Ceiling Waiver Requests Report *	Fiscal	Agency
AFCARS 2020 Exception Report	Fiscal	Agency
AFCARS Exception Report	Fiscal	Agency
Adoption Subsidy Report	Fiscal	Agency
Agency Contracts Report	Fiscal	Agency
Agency Medicaid Cards Report	Fiscal	Agency
Agency Medicaid Eligibility Roster Report	Fiscal	Agency
Agency Placement Cost Report	Fiscal	Agency
Benefits Report	Fiscal	Agency
Bridges Reimbursement Reconciliation Report	Fiscal	Agency
Disbursement Journal Report - Adoption Subsidy	Fiscal	Agency
Disbursement Journal Report - Foster Parent Training	Fiscal	Agency
Disbursement Journal Report - Title IV-E	Fiscal	Agency
Eligibility Determination/Redetermination Due Report	Fiscal	Agency
Foster Care Maintenance Rates Report	Fiscal	Agency

Generating an Eligibility and Reimbursability Due Report

The **Report History** grid appears.

1. In the **Select Report Output Format** grid, select either the radio button beside **PDF** or **Excel**, depending on the format you want.
2. Click, **Generate Report**.

The screenshot shows the 'Report Details' section with the following information:

Report Category:	FISCAL	Report Title:	Eligibility Determination/Redetermination Due Report
Report Type:	AGENCY		

Below this is the 'Report History' section, which is currently empty. Underneath is the 'Document History' section, which contains a 'Select Report Output Format' sub-section. In this sub-section, there are two radio buttons: 'PDF' (unselected) and 'Excel' (selected). Below the radio buttons is a 'Generate Report' button, which is circled in red.

The **Eligibility Determination/Redetermination Due Report** screen appears.

3. The Agency name will be pre-populated.
4. Select a name from the **Eligibility Specialist** drop-down menu (this is optional).
5. Click, **Generate Report**.

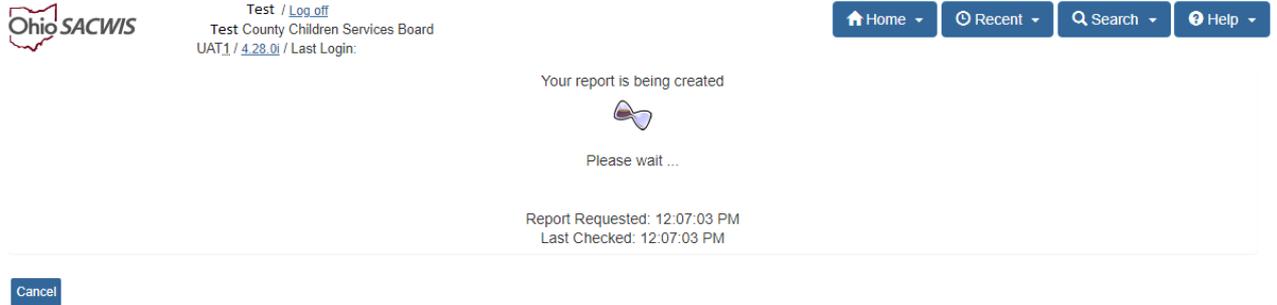
The screenshot shows the 'Eligibility Determination/Redetermination Due Report' form. The title bar is highlighted in green. The form contains the following fields:

- Agency: ***: A dropdown menu with 'County Children Services Board' selected. This field is highlighted with a red box.
- Eligibility Specialist:**: A dropdown menu with a downward arrow. This field is highlighted with a red box.

At the bottom of the form, there are two buttons: 'Generate Report' (highlighted with a red box) and 'Cancel'.

Generating an Eligibility and Reimbursability Due Report

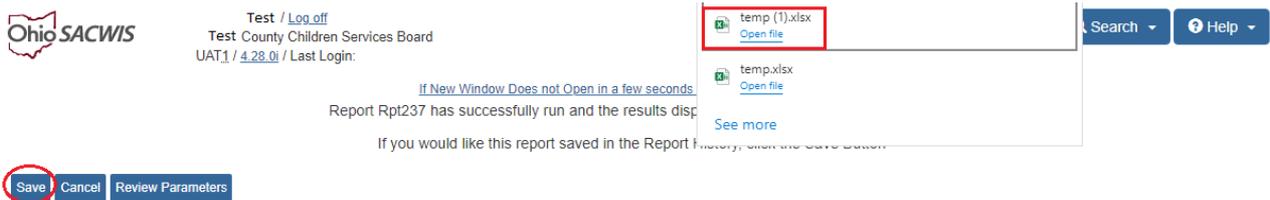
The following screen appears, indicating your report is being prepared.



The report (labeled, “temp” in Excel) downloads in the selected format and displays at the top right of the page when the search is finished.

6. Click on the report to view.
7. Click, **Save**, to have the file saved in the Report History grid.

Note: If you select pdf for the report output, the pdf file will automatically open when you select that option and generate the report. You can click, **Save**, at the bottom left of the screen to save the report to the Report History grid.



The **Eligibility Determination/Redetermination Due Report** appears.

Note: The report column names are described in the chart below.

Ohio Department of Jobs and Family Services											
Eligibility Determination/Redetermination Due Report											
Agency: Test County Children Services Board											
Eligibility Specialist	Child Name	Person ID	Child DOB	Custody Date	Legal Status	Determination Type	Determination Status	Eligibility ID	Eligibility Status	Reimbursability ID	Reimbursability Status
Tester	Name, Child	111111	11/01/2016	11/08/2016	Permanent Custody	Ongoing	Yes	12345678	Complete	12131415	Pending
No Worker	Name, Child	222222	07/01/2023	07/01/2023	Permanent Custody	Initial	NotDetermined	10101010	Pending		Not Created
No Worker	Name, Child	333333	06/01/2023	06/14/2023	Temporary Court Order	Initial	NotDetermined	11110000	Pending		Not Created

Generating an Eligibility and Reimbursability Due Report

Report Column Names and Descriptions

Report Column Name	Description
Eligibility Specialist	The Eligibility Specialist name displayed represents (1) the worker who is assigned as Eligibility Specialist for the child's case, or (2) if no assignment exists, the Eligibility Specialists responsible for creating the Eligibility Record for the child.
Child Name	Child's Name
Person ID	Child's ID Number
Child DOB	Child's Date of Birth

Custody Date	Child's Custody Start Date
Legal Status	Child's current legal status
Determination Type	Type of Eligibility Determination Example: Initial, Ongoing, Age
Determination Status	Current status of eligibility determination Example: Not determined, Yes, No
Eligibility ID	Displays the Eligibility ID number
Eligibility Status	Child's Eligibility status Example: Pending, Completed
Reimbursability ID	Displays the Reimbursability ID number
Reimbursability Status	Displays the Reimbursability Status
Reimbursability Type	Type of Reimbursability Record Example: Initial, Annual Redetermination

Generating an Eligibility and Reimbursability Due Report

Other Responsible Agency	Displays the other agency who is responsible
Due Date	Due date is the effective date. Displays Effective Date of reimbursability record if eligibility status is Complete. Displays Effective date of Eligibility record if status of eligibility record is Pending or Not Created.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).