

Managing a Leave from a Foster Home



Knowledge Base Article

Managing a Leave from a Foster Home

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Managing a Leave from a Foster Home

Overview

This Knowledge Base Article discusses how to manage a **Leave from a Foster Home**.

Adding a New Leave from a Foster Home

1. On the Ohio SACWIS **Home** screen, click the **Case** tab.
2. On the **Workload** tab, click the appropriate **Case ID** link.



The **Case Overview** screen appears for the child selected.

3. Click the **Placement/ICCA** link in the **Navigation** menu.
4. Click the **Actions** dropdown filter and **Placement Leave** link (on the right) for the placement that the leave falls under.

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Case Overview

Activity Log

Attorney Communication

Intake List

Safety Assessment

Substance Abuse Screening

Forms/Notices

Category/Pathway Switch

Safety Plan

Actuarial Risk Assessment

Family Assessment

Ongoing Case A/I

Specialized A/I Tool

Law Enforcement

Justification/Waiver

Case Services

Legal Actions

Legal Custody/Status

Living Arrangement / Guardianship

Initial Removal

Placement/ICCA

Respite Placement Information

Independent Living

Case Plan Tools

Visitation Plans

Review Tools

Family Team Meeting

Safety Reassessment

Reunification Assessment

Case Conference Note

Child Fatality/Near Fatality

ICPC/CAMA

Adoption

Case Closure

Agency Case Transfer

CASE NAME / ID: *Ongoing*
Open (06/24/2022)

Placement: ICCA Family & Permanency Team QRTP Assessment

Placement Records Filter Criteria

Child Name: [Dropdown]

Date Range: [Calendar] - [Calendar]
From Begin Date To Begin Date

Status: [Dropdown]

Include Created in Error Include Historical

Include Non-Custodial Parent Include Placement Records for Inactive Members

Sort Results By: [Dropdown]
Begin Date (Descending)

Filter Clear Filters

Placement / Non-Custodial Parent Records

Result(s) 1 to 5 of 5 / Page 1 of 1

	Child Name Age, DOB	Service Description	Provider Name / Non-Custodial Parent	Begin Date - End Date	Agency	Status	
edit authorize	[Redacted] Age 2, [Redacted]	Family Foster Home	[Redacted]	09/01/2022	[Redacted] County Children Services Board	Completed	Actions... Placement Leave

The **Maintain Placement Leave Information** screen appears.

5. Click the **Add Placement Leave** button.

CHILD NAME / ID: [Redacted] AGE, DOB: 2, [Redacted]

Maintain Placement Leave Information

Leave Reason	Leave Location	Begin Date	End Date
--------------	----------------	------------	----------

Add Placement Leave

The **Placement Leave Details** screen appears.

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Adding Placement Leave Details

1. In the **Begin Date** field, enter the leave begin date.
2. If you know the leave end date, enter it in the **End Date** field.
3. In the **Leave Reason** field, choose **Leave from a Foster Home**.

Note: Depending on the leave reason type selected, the **Service Type** and **Placement Type** fields each appear with a drop-down list of related information.

4. In the **Service Type** field, choose the appropriate service.
5. In the **Placement Type** field, choose the appropriate placement type.
6. When complete, click the **Link Provider** button.

The screenshot shows a web form titled "Placement Leave Details". It contains several input fields and dropdown menus. The "Begin Date" field is highlighted with a red box. The "End Date" and "Estimated End Date" fields are also present. The "Leave Reason" dropdown menu is highlighted with a red box and shows "Leave From a Foster Home" selected. The "Service Type" and "Placement Type" dropdown menus are highlighted with a red box. The "Service Type" dropdown menu is open, showing a list of options including "Family Foster Home", "Children's Residential Center", "Emergency Foster Care", "Group Home", "Medically Fragile Foster Home", "Pre-Adoptive Infant Home", "Residential Parenting Home", "Treatment Foster Home Special Needs", and "Treatment Foster Home Exceptional". The "Link Provider" button is highlighted with a red oval.

The **Search for a Provider Match** screen appears.

7. To search for a provider, enter information in the appropriate fields. Some fields will auto-populate based on information entered on the previous screen.

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8. Click the **Search** button.

Search For Provider Match

Service Category: Placement
Service Type: Family Foster Home

Search Date: 10/21/2022

With Available Vacancies Child has a kinship relationship with the provider

Available Counties: Adams, Allen, Ashland, Ashtabula, Athens, Auglaize, Belmont

Selected Counties:

OR
School District:

Agency Type: Public

Agency: Athens County Children Services Board

Provider ID:

Note: If Provider ID is entered, criteria such as Provider Name, Member Name, Counties, School District, and Provider Skills will be ignored.

Provider Name: OR Member Last Name: Member First Name: Member Middle Name:

Child Information & Characteristics

Provider Skills

Name Match Fraction: Returns results matching entered names including AKA names/aliases. 100% Match for ATA703000000

Sort By: Provider Name (A-Z)

Search Form Cancel

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The results appear in the Provider Match **Search Results** section.

9. Click the **View** link in the appropriate row.
 - The selected service should also be defined on your network contract.
 - Review the Current Vacancies.
 - Click Select and OK at bottom of screen.

Search Results

[View Results in Map](#) [Collapse Services](#) [Expand Services](#)

Result(s) 1 to 15 of 26 / Page 1 of 2 Results per page: 15 [Go](#)

	Provider Name / ID	Provider Category	Provider Status	Current Primary Address	Current Vacancies
view		HOME	ACTIVE	NOT AVAILABLE ON MAP	-1

[View Services](#) ^

County Children Services Board:

- [select](#) Family Foster Home
- [select](#) Shared Family Foster Home - Meigs County
- [select](#) Family Foster Home - On Leave from A Foster Home
- [select](#) Family Foster Home Standard
- [select](#) Family Foster Home Medical Apparatus
- [select](#) Family Foster Home Drug Exposed

[view](#)

	Provider Name / ID	Provider Category	Provider Status	Current Primary Address	Current Vacancies
view		HOME	ACTIVE		1

[View Services](#) ^

County Children Services Board:

- [select](#) Family Foster Home
- [select](#) Shared Family Foster Home - Meigs County
- [select](#) Family Foster Home - On Leave from A Foster Home
- [select](#) Family Foster Home Standard
- [select](#) Family Foster Home Medical Apparatus
- [select](#) Family Foster Home Drug Exposed

The **Placement Leave Details** screen appears displaying the selected provider information shown in green below.

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10. Click the **Save** button.

Placement Leave Details

Begin Date: *  End Date:  Estimated End Date: 

Leave Reason: *

Service Type: * Placement Type: *

Does the child have a kinship relationship with the provider?:

Provider Information

Provider Name / ID: Provider Address:

Location Details:

The **Maintain Placement Leave Information** screen appears displaying a message that your data has been saved.

11. Click the **Close** button to exit.

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Approving a Service Authorization for a Leave from a Foster Home

1. Returning to the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization Summary** link.



The **Child Selection** screen appears.

4. In the **Service Auth Type** field, select **Leave from a Foster Home**.
5. In the **Person ID** field, enter the child's **Person ID** number.
6. Click the **Go** button.



The records for the specified child display in the **Alternative Care Records** section.

7. Click the **Select** link for the record you want to approve.

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Child Selection

Service Auth Type: * Created In Error: Exclude Include

Person Search: - or - Person ID: Go

Person ID: Name: Birth Date: Agency:

Leave from Foster Home Records

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

	Service Type/Service Description	Provider Name/ID	Begin Date	End Date	Status	Created In Error
select	Family Foster Home/	<input type="text"/>	10/31/2022		Completed	

The **Child Specific Details** screen appears.

8. Click the **Edit** link in the appropriate grid row.

Child Specific Details

Service Authorization History

	Auth Id	Service Desc	Cost Type	Begin Date	End Date	Status	Created In Error
edit	<input type="text"/>	Family Foster Home		10/31/2022		Pending	delete

[View Payments](#)

Begin Date: End Date:

The **Service Authorization Detail** screen appears.

9. In the **Service Description/ID** field, confirm the correct service description is displayed.
10. OR select the appropriate **Service Description/ID** from the drop-down list.
11. In the **Cost Type** field, verify that the correct cost type is selected.

Important: If this is a contract cost, confirm that the **Network Contract** is linked to the **Service Authorization**.

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Service Authorization Detail

Service Description / ID: * Family Foster Home / [redacted]		Leave ID: [redacted]
Status: Pending	Unit of Measure: Per Diem	Service Auth Type: LeaveFromFosterHome
Units: N/A	Service Auth Begin Date: * <input type="text" value="10/31/2022"/>	Cost Type: * Standardized
Service Auth End Date: <input type="text"/>	Cost Review Date: <input type="text"/>	Vendor Number: <input type="text" value="4878"/>
Provider Name / ID: [redacted]	Case ID: [redacted]	Contract ID:
Network Provider Name / ID: [redacted] County Children Services Board		Cost ID:
Leave from Foster Home Dates: 10/31/2022 -		Cost Description:
End Reason:		Cost Dates:
		Contracted Provider:
Paid Units: 0 Amount Paid: \$0.00 Units Remaining: N/A		
Comments: <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>		
<input type="button" value="Spell Check"/> <input type="button" value="Clear"/> <input type="text" value="4000"/>		

Contract Cost	
Maintenance (M):	\$0.00
Administration (A):	\$0.00
Case Management (A):	\$0.00
Transportation Maint (M):	\$0.00
Transportation Admin (A):	\$0.00
Other Direct Services (M):	\$0.00
Beh Health Care (Non IV-E Reimb):	\$0.00
Other (Non IV-E Reimb):	\$0.00
Non-Placement:	\$0.00
<hr/>	
Standard Cost:	\$27.00
<hr/>	
Basic Cost:	\$0.00

Note: Additional information is available in the **Editing a Service Authorization** Knowledge Base Article.

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Processing for Approval

1. At the bottom of the **Service Authorization Detail** screen, click the **Process for Approval** button.

The screenshot shows the bottom portion of a web form. On the right side, there are two rows of data: 'Non IV-E Reimbursable: \$0.00' and 'Total Amount: \$27.00'. A 'Calculate' button is positioned between these two rows. Below the data, there is a checkbox labeled 'Created In Error'. To the left of this checkbox, there are two buttons: 'Validate' and 'Process for Approval'. The 'Process for Approval' button is circled in red. At the bottom of the form, there are three fields: 'Creation Date: 10/31/2022', 'Last Modified Date: 10/31/2022', and 'Last Modified By: [redacted]'. Below the form, there are three buttons: 'Apply', 'Save', and 'Cancel'.

The **Process Approval** screen appears.

2. Select an action in the **Action** field.
3. Complete the remaining fields, as needed.
4. Click the **Save** button.

The screenshot shows the 'Process Approval' screen. It has a blue header bar with the text 'Process Approval'. Below the header, there are several sections. The first section is 'Work Item' and contains fields for 'ID:', 'Task ID:', 'Type:', 'Task Type:', 'Reference:', 'Task Reference:', and 'Task Status:'. The second section is 'Routing/Approval Action' and contains an 'Action: *' dropdown menu with the text 'Please Select An Action' and a downward arrow. This dropdown menu is circled in red. Below the dropdown menu is a 'Comments:' text area. At the bottom of the form, there are three buttons: 'Spell Check', 'Clear', and '2000'. Below these buttons, there is an 'Agency:' dropdown menu with the text 'County Children Services Board' and a downward arrow. Below the agency dropdown menu, there is a 'Reviewers/ Approvers:' dropdown menu with the text 'Please Select A Reviewer/Approver' and a downward arrow. At the bottom left of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red.

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The **Service Authorization Detail** screen appears.

5. To approve the service authorization, click the **Save** button at the bottom of the **Service Authorization Detail** screen. The **Child Specific Details** screen appears with a message that your data has been saved.

Important: Once a **Service Authorization** is approved, a payment will be created for the specified **Leave from a Foster Home** when your payment requests are generated for the specified time period.

If you chose to override leave days and approve a service authorization for a **Leave from a Foster Home**, a payment will be created for the regular **Placement Provider** (for the days the child was on leave) AND the **Leave from a Foster Home** provider (for the days identified in the service authorization).

Searching for All 'Leave from a Foster Home' Service Authorizations

In Ohio SACWIS, you also have the ability to search for all **Service Authorizations** of the type **Leave from a Foster Home**. To do so, complete the following steps:

1. On the Ohio SACWIS **Home** screen, click the **Financial** tab.
2. Click the **Services** tab.
3. Click the **Service Authorization** link in the **Navigation** menu.
4. Select any date parameters needed.
5. In the **Service Auth Type** field, select **Leave from a Foster Home**.
6. Click the **Search** button.

Managing a Leave from a Foster Home

Home Intake Case Provider **Financial** Administration

Services Eligibility Payment Benefits Statistical & Expenditure Reports

<>

Maintain Service
Provider Ceilings
Service Authorization
Service Authorization
Summary

Service Authorizations Filter Criteria

Agency * County Children Services Board

Service Auth ID: Contract Cost ID:

Person ID: **Search Person**

Provider ID: **Search Provider**

Status:

Approved By (Login ID):

From Service Auth Begin Date:

To Service Auth Begin Date:

From Active Date:

To Active Date:

From Cost Review Date:

To Cost Review Date:

Service Auth Type: **Leave From a Foster Home**

Service Category: Placement

Service Type:

Created In Error: Exclude Include

[Contracts Search Criteria](#)

Sort By: Begin Date (Descending)

Search Clear Form

As shown below, all **Leave from a Foster Home** service authorizations will display in the **Service Authorizations** section for the specified time period.

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Service Authorizations												
Result(s) 1 to 15 of 158 / Page 1 of 11												
	Auth ID	Client Name/ Person Id	Provider Name/ Provider Id	Contract ID / Contract Number	Service Category	Service Type	Service Description/ Service Id	Cost Description	Status	Begin Date	End Date	Created In Error
edit summary				N/A	Placement	Family Foster Home	Family Foster Home /		Approved	10/31/2022	N/A	
			Leave from Foster Home									
edit summary				N/A	Placement	Family Foster Home	Family Foster Home - On Leave from A Foster Home /		Approved	10/22/2022	10/24/2022	
			Leave from Foster Home									
edit summary				N/A	Placement	Family Foster Home	Family Foster Home - On Leave from A Foster Home /		Approved	10/20/2022	10/21/2022	
			Leave from Foster Home									

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