

How to Close a Provider Without a Complete Home Study

1. Begin the home study. Fill in only the Date of Application on the Verifications Screen. No other information is required to be completed other than the disposition.

The screenshot shows the SACWIS web application interface. The browser title is "SACWIS - Provider - Workload - Home Study - Home Study Information - Maintain Verifications - Microsoft Internet Explorer provi". The address bar shows the URL: <http://sacwisstaging.odjfs.state.oh.us/sacwis/providerHomeStudyVerifyList.do>. The user is logged in as "Boller, Erica [Clermont County Department of Job and Family Services]".

The navigation menu includes: Home, Intake, Case, Provider, Financial, Administration. Sub-menus include: Workload, Directory, Recruitment, Inquiry, Training, Contracts, Agency Certifications.

Provider Category: Home Provider ID : Provider Name :

Maintain Verification Tasks

| Verification Task | Status | Date | Narrative |
|---|----------|------------|-----------|
| view edit Date application received by Agency | Verified | 01/06/2009 | |
| view edit Alternate Water Plan Submitted/Approved | | | |
| view edit Has Applicant 1 been an Ohio resident for the last five years? | | | |
| view edit Has Applicant 2 been an Ohio resident for the last five years? | | | |
| view edit Applicant Attended Information/Orientation Meeting | | | |
| view edit Applicant Completed Pre-service Training | | | |
| view edit Child Characteristics | | | |
| view edit Criminal Record Check | | | |
| view edit FBI Check | | | |
| view edit Financial Statement | | | |

The task "Date application received by Agency" is highlighted with a red box around the "Verified" status and "01/06/2009" date.

2. Give the Home Study a Disposition of "Closed."

The screenshot shows the 'Disposition Information' section of the SACWIS Provider Workload Home Study Disposition Detail page. The 'Disposition' dropdown menu is highlighted with a red box and set to 'Closed'. The 'Disposition Date' is set to 01/07/2009. The 'Reason(s) Disposition Closed or Denied' section is visible, with a primary reason dropdown and several secondary reasons listed as checkboxes.

Disposition Information

Disposition: * **Closed** Disposition Date: 01/07/2009 Service Limits: [Link Rule Violations]

Reason(s) Disposition Closed or Denied

Primary Reason: [Select]

Select All Secondary Reasons that Apply:

- Age
- Financial Management
- Medical Condition
- Verification Disqualification
- Criminal History
- Living Conditions
- Rehab Standards Not Met
- Voluntary Withdrawal
- Falsification of Application Information
- Marital Status Change
- Required Documentation Not Completed

If Primary or Secondary Reason is Other, Explain:

Buttons: Save, Cancel

3. Route the home study to supervisor for approval. The supervisor approves the closed home study.

4. Click on the Approval/Certification link

The screenshot shows the 'Provider Overview' page in the SACWIS Resource Provider Search Overview. The 'Approval/Certification' link in the left sidebar is highlighted with a red box. The main content area displays provider information, a tickler summary, and a table of provider assignments.

Provider Overview

Provider Category: Home
Provider Name: [Redacted]
Primary Address: [Redacted]

Provider ID: [Redacted]
Provider Status: [Redacted]
Primary Contact: [Redacted]

Tickler Summary

No Ticklers Available.

Approval/Certification Information

View Approval/Certification History

| Provider Type | Level of Care | Approval/Certification Period | Agency |
|---------------|---------------|-------------------------------|--------|
| | | | |

Provider Assignment Information

View Assignment History

| Worker Name | Effective Date | Role | Agency |
|----------------|----------------|---------------------------------|---|
| Wilhelmsen, De | 01/13/2009 | ASSESSMENT_INVESTIGATION_WORKER | Clermont County Department of Job and Family Services |
| Wilhelmsen, De | 01/13/2009 | ASSESSOR_INVESTIGATOR | Clermont County Department of Job and Family Services |
| Wilhelmsen, De | 01/13/2009 | HOME_STUDY_ASSESSOR | Clermont County Department of Job and Family Services |

5. Click Edit next to the “Initial Recommendation for Certification” or ‘Initial Approval’ and route this to a member of the SACWIS Provider Team (Heather Spencer, Tim-Doyle-Wenger, Colleen Tucker, Kim Keyhoe, Melissa Cromwell or Linda Ferguson).
6. Please e-mail the Provider Team Member that you have routed the request. In the e-mail please include the name and number of the Provider.
7. The Provider Team member will approve the Request for Certification, then delete the span that is created. This will allow you to create a request for closure.
8. Once you have been notified that the request has been deleted, go back to the provider record and click the “Approval/Certification” link.
9. Click “Add Recommendation”.
10. Create a Request for closure. Closing reason is also a required field.

SACWIS - Provider - Workload - Maintaint Approval/Certification Recommendations - Microsoft Internet Explorer provided by ODJFS

File Edit View Favorites Tools Help

Address <http://sacwisstaging.odjfs.state.oh.us/sacwis/submitProviderRecommendationTransactionInfo.do> Go Links

Provider > Workload > Approval/Certification

Transactions Administrative Rules Decision

Provider Category: Home Provider ID : Provider Name:

Maintain Transactions

Agency: Clermont County Department of Job and Family Services Agency Contact Person: * Wilhelmsen, De

Application Date: 01/06/2009 Level of Care: Family Foster Home

Provider Type: * Foster Care Recommendation Date: * 01/07/2009

Transaction: * Close

Change Transaction Information

Name Change Level of Care Change Marital Status Change Relocation

Close Transaction Information

Closed Reason: Voluntary Withdrawal

If Other, Explain:

Spell Check Clear 2000

Transfer Transaction Information

Receiving Agency:

Receiving Agency Contact Person:

Comments:

Spell Check Clear 2000

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11. If the closure request is for Foster Care, route it to Rita Jackson at ODJFS. If it is for Adoption, route to the county supervisor for approval.

NOTE: If provider is both foster and adoptive, you will have to complete steps 1-10 twice – once for foster care, once for adoptive.

12. Once the closure is approved, go back to the provider record and click on the “Service Credentials” link.

The screenshot shows the SACWIS web application interface. The browser title is "SACWIS - Resource - Provider Search - Overview - Microsoft Internet Explorer provided by ODJFS". The address bar shows the URL: <http://sacwisstaging.odjfs.state.oh.us/sacwis/initProviderOverview.do?PageState=View&providerOverViewReturnTo=%2FproviderSupervisorWorkload.do&ProviderId=77>. The user is logged in as "Boller, Erica [Clermont County Department of Job and Family Services]".

The main navigation menu includes: Home, Intake, Case, Provider, Financial, Administration. The sub-menu for "Provider" includes: Workload, Directory, Recruitment, Inquiry, Training, Contracts, Agency Certifications. The left sidebar menu for "Provider Overview" includes: Activity Log, Linked Inquiries, Forms/Notices, Skills, Training, Acceptance Criteria, Description of Home, Description of Family, Home Study, Approval/Certification, Contracts, **Service Credentials** (highlighted), Placements, CA/N Reports, Rule Violations, Waiver/Variance.

The main content area shows "Provider Overview" for a provider with Category: Home, Name: Wilhelmsen, De, and Primary Address: [redacted]. The "Tickler Summary" section shows "No Ticklers Available". The "Approval/Certification Information" section includes a table with columns: Provider Type, Level of Care, Approval/Certification Period, Agency.

The "Provider Assignment Information" section includes a table with columns: Worker Name, Effective Date, Role, Agency.

| Worker Name | Effective Date | Role | Agency |
|----------------|----------------|---------------------------------|---|
| Wilhelmsen, De | 01/13/2009 | ASSESSMENT_INVESTIGATION_WORKER | Clermont County Department of Job and Family Services |
| Wilhelmsen, De | 01/13/2009 | ASSESSOR_INVESTIGATOR | Clermont County Department of Job and Family Services |
| Wilhelmsen, De | 01/13/2009 | HOME_STUDY_ASSESSOR | Clermont County Department of Job and Family Services |

13. Click on the “ODJFS Approved Services” tab.

14. Take out the agency type and agency name and click “Filter”.

15. Deactivate all active services by clicking “Deactivate” next to the service, enter the date of Deactivation, then SAVE. Repeat for each active service.

16. Click on “Provider Overview” (to go back to the main screen), then click on “Provider Information.”

The screenshot shows the OHIO SACWIS web application interface. The browser title is "SACWIS - Resource - Provider Search - Overview - Microsoft Internet Explorer provided by ODJFS". The address bar shows the URL: <http://sacwisstaging.odjfs.state.oh.us/sacwis/target.do?Target=/initProviderOverview.do&level=side&ProviderId=7718473>. The page is logged in as Erica Boller from the Clermont County Department of Job and Family Services.

The navigation menu includes: Home, Intake, Case, **Provider**, Financial, Administration. Sub-menus under Provider include: Workload, **Directory**, Recruitment, Inquiry, Training, Contracts, Agency Certifications.

The left sidebar contains a "Provider Overview" section with links: Activity Log, Linked Inquiries, Forms/Notices, Skills, Training, Acceptance Criteria, Description of Home, Description of Family, Home Study, Approval/Certification, Contracts, Service Credentials, Placements, CA/N Reports, Rule Violations, Waiver/Variance.

The main content area shows the "Provider Overview" for Provider ID 7718473. The "Provider Information" link in the "Provider Actions" section is highlighted with a red box.

Below the "Provider Information" link, there is a table for "Approval/Certification Information" and a table for "Provider Assignment Information".

| Worker Name | Effective Date | Role | Agency |
|----------------|----------------|---------------------------------|---|
| Wilhelmsen, De | 01/13/2009 | ASSESSMENT_INVESTIGATION_WORKER | Clermont County Department of Job and Family Services |
| Wilhelmsen, De | 01/13/2009 | ASSESSOR_INVESTIGATOR | Clermont County Department of Job and Family Services |
| Wilhelmsen, De | 01/13/2009 | HOME_STUDY_ASSESSOR | Clermont County Department of Job and Family Services |

17. Go to the “Provider Status Information” section and click “Add Status.”

SACWIS - Resource - Provider Search - Basic - Microsoft Internet Explorer provided by ODJFS

Address: http://sacwisstaging.odjfs.state.oh.us/sacwis/startProviderBasic.do?ProviderId=7718473&PageState=8&context=

Provider Name Information

| Provider Name | Effective Date | End Date |
|---------------|----------------|----------|
| | | |

Provider Type Information

| Provider Type | Agency | Type Effective Date | Type End Date | Type Status |
|----------------------------------|---|---------------------|---------------|------------------------|
| view Foster Care | Clermont County Department of Job and Family Services | 01/06/2009 | 01/07/2009 | Closed |

Provider Status Information

| Provider Status | Reason | Status Effective Date | Review Date | View Status History |
|--|--------|-----------------------|-------------|-------------------------------------|
| view edit Active | | 01/13/2009 | | |

Add Status

Provider Reference Information

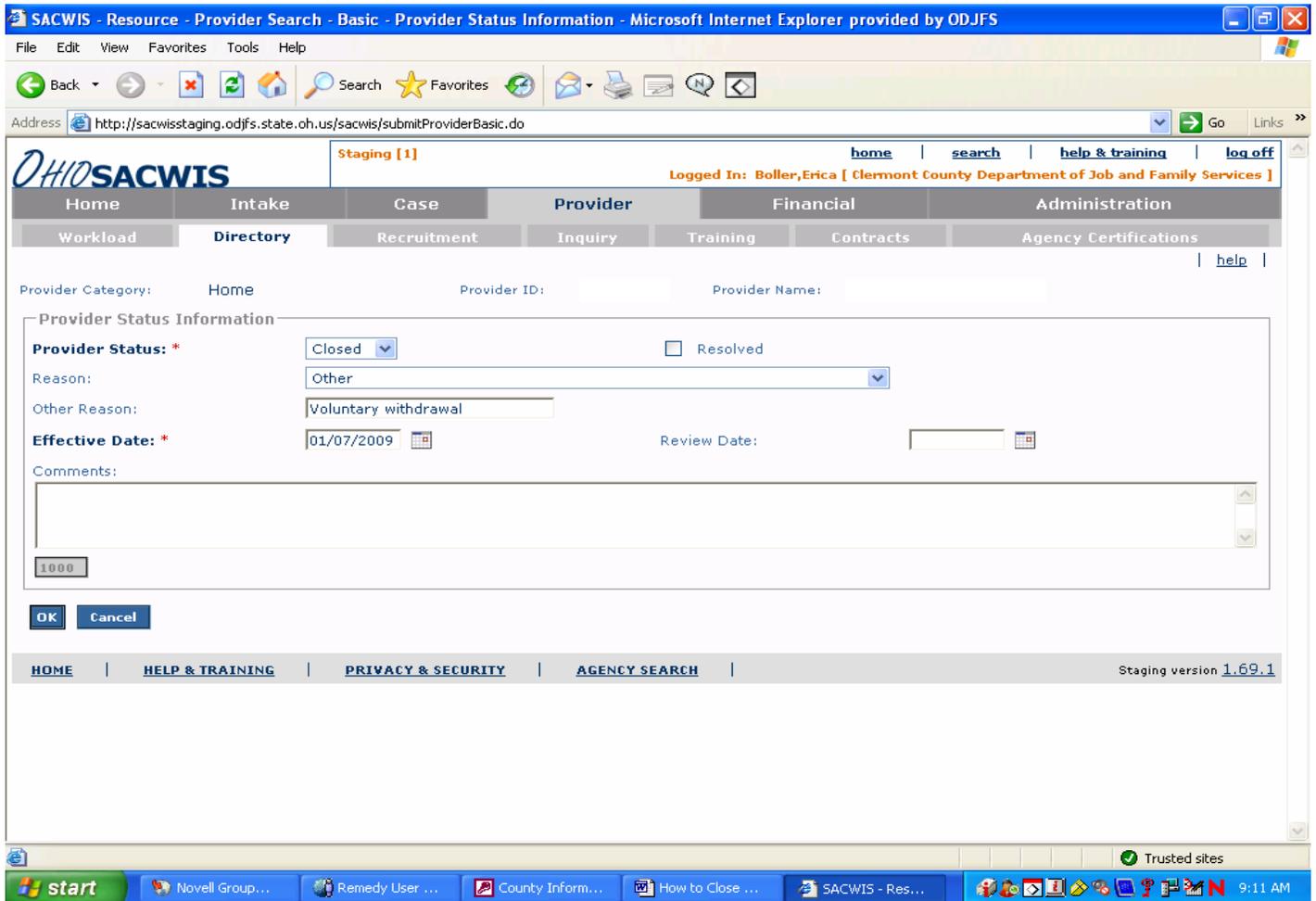
| Reference Type | Reference Number | Description |
|-------------------------------|------------------|-------------|
| Add Reference | | |

Apply Save Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | AGENCY SEARCH | Staging version 1.69.1

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18. Choose “Closed” for the Provider Status, a closing reason, and fill in the effective date, then click “OK”.



19. This will take you back to the previous screen. Scroll to the bottom of the screen and click “Save.”

20. The supervisor can now end date all assignments to this provider record.