

Navigating Through the Provider Overview Screen

Complete the following steps to navigate through the **Provider Overview** screen:

1. On the SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Directory** tab. The **Provider Profile Search Criteria** screen appears.
3. On the **Provider Search** tab, enter the appropriate search criteria into the fields as needed. Some fields will automatically default with information.
4. Click the **Search** button.

The screenshot shows the SACWIS interface with the 'Provider' and 'Directory' tabs highlighted. The 'Provider Profile Search Criteria' form includes fields for Provider Name, Provider Type, Agency Type, Member Name, Provider Reference Type, Agency, Member Last Name, Provider Reference Number, Provider Category, Sounds Like, and Provider Status. A 'Search' button is located at the bottom left of the form.

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

5. Click the **Edit** link in the appropriate row.

Provider Profile Search Results				
Result(s) 1 - 15 of 20				
	Provider Name/ ID	Provider Status	Provider Category	Address
view edit		ACTIVE	HOME	
view edit	Jetson, Jane & Jetson, George / 1234567	ACTIVE	HOME	Street, Alliance, OH 44601

The **Provider Overview** screen for the selected provider appears.

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As shown in gold, if the home is currently approved / certified, the current foster care and adoption information will display in the **Approval / Certification Information** grid.

6. To view the history, click the **View Approval/Certification History** link.

The screenshot shows the Provider Overview screen with the following details:

- Navigation:** Home, Provider, Financial, Administration, Directory, Training, help
- Provider Overview:**
 - Provider Category: Home
 - Provider Name: Jetson, Jane & Jetson, George
 - Primary Address: Alliance, OH 44601 Stark
 - Provider ID: [Redacted]
 - Provider Status: Active
 - Primary Contact: [Redacted]
- Tickler Summary:**
 - [Mandatory] - [Redacted]
 - [Mandatory] - [Redacted]
 - [Mandatory] - [Redacted]
- Approval/Certification Information:** (Highlighted in gold)
 - [View Approval/Certification History](#) (Highlighted in red)

Provider Type	Level of Care	Approval/Certification Period	Agency
Adoptive Care			
Foster Care	Treatment Foster Home		

The **Approval/Certification Information** screen appears displaying the history.

7. When complete, click the **Close** button.

The screenshot shows the Approval/Certification Information screen with the following details:

- Navigation:** Home, Provider, Financial, Administration, help
- Provider Overview:**
 - Provider Category: Home
 - Provider Name: Jetson, Jane & Jetson, George
 - Primary Address: Alliance, OH 44601 Stark
 - Provider ID: [Redacted]
 - Provider Status: Active
 - Primary Contact: [Redacted]
- Approval/Certification Information:**

Provider Type	Level of Care	Approval/Certification Period	Agency
Adoptive Care		08/26/2008 - 05/22/2010	
Adoptive Care		08/26/2006 - 08/25/2008	
Foster Care	Family Foster Home	08/20/2009 - 05/22/2010	
Foster Care	Treatment Foster Home	08/07/2006 - 05/23/2008	
Foster Care	Treatment Foster Home	08/07/2006 - 05/22/2008	
Foster Care	Treatment Foster Home	05/23/2008 - 08/19/2009	
- Close:** (Highlighted in red)

The **Provider Overview** screen appears.

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8. Click the **Activity Log** link in the **Navigation** menu.

Provider Category: Home Provider ID: Provider Name: Jetson, Jane & Jetson, George

Activity Log Filter Criteria

Activity From Date: Activity To Date: Responsible Worker: Contact Type: Category: Sub-Category: Created By: Activity State:

Sort Results By: Start Date (Descending)

Filter **Clear Form**

Activity Log
Result(s) 1 - 10 of 10 Page 1 of 1

Add Activity Log

	Start Date/ Activity State	Contact Type	Category	Sub-Category	Responsible Worker	Created By
view	08/31/2009	General	Foster/Adoptive Home Applicant	BCII Check		
report	Completed					

Associated Participants: Jane Jetson

The **Activity Log Filter Criteria** screen appears displaying the **Activity Log** section below it.

9. Click the **Skills** link.

Home Provider Financial Administration

Directory Training help

Provider Category: Home Provider ID: Provider Name: Jetson, Jane & Jetson, George

Skills

	Member Name	Skills
add skills		
add skills	Jetson, George	
view	Jetson, Jane	Educator
edit		Social Worker
add skills		
add skills		

The **Skills** screen appears displaying any recorded skills.

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10. Click the **Training** link.

11. On the **Training Record List** screen, click the **View** link in the appropriate row.

Provider Category: Home Provider ID : [] Provider Name: Jetson, Jane & Jetson, George

Training Record List

	Provider Member	Role
view	[]	Applicant 2
view	[]	Child Household Member
view	[]	Child Household Member
view	Jetson , George	Applicant 2
view	Jetson , Jane	Applicant 1

The **Training Summary** screen for that provider member appears.

12. When complete, click the **Close** button.

Summary Training Needs

Provider Category: Home Provider ID : [] Provider Name: Jetson, Jane & Jetson, George

Training Summary

Provider Member: Jetson , Jane Current Approval/Certification Period: []

Training Type	Hours
Pre-Placement Service Training Hours Completed for Current Certification Period	0.0
Continuing Service Training Hours Completed for Current Certification Period	25.0

Completed Training List

Training Type	Level of Care	Session Name	Instructor Name	Session Date	Actual Hours	Apply Hours to Certification
Continuing	Treatment Foster Home	Fabulous Foster Parenting 104	Dr. Spacely Sprocket	12/14/2011	6	Yes
Continuing	Treatment Foster Home	Foster Parent Stressors 103	Rosie Astroid	11/25/2011	4	Yes
Continuing	Treatment Foster Home	Preparing Children for Adoption 107	[]	[]	8	Yes
Continuing	Treatment Foster Home	Supporting Children in Placement 101	[]	[]	7	Yes

[Close](#)

13. Click the **Acceptance Criteria** link on the **Navigation** menu.

Important: You will enter the acceptance characteristics from the **JFS 1673A** form on this screen.

Provider Category: Home Provider ID: [] Provider Name: Jetson, Jane & Jetson, George

Acceptance Characteristics List

Provider Type	Effective Date	End Date	Status		
view	Foster Care	08/18/2006	08/18/2006	Linked To Completed Home Study	report

The **Acceptance Criteria List** screen appears.

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14. Click the **Approval / Certifications** link.

The screenshot shows the 'Provider Overview' page for 'Jetson, Jane & Jetson, George'. The left sidebar has a menu with 'Approval/Certification' highlighted. The main content area is titled 'Maintain Approval/Certification Recommendations' and contains a table with the following data:

	Provider Type	Transaction Type	Status	Effective Date	Expiration Date
view report	Foster Care	Recommendation for Recertification	Approved	05/23/2008	
view report	Foster Care	Initial Recommendation for Certification	Approved	08/07/2006	
view report	Foster Care	Change in Circumstances	Approved	08/20/2009	
view report	Foster Care	Initial Recommendation for Certification	Approved	08/07/2006	

The **Maintain Approval / Certification Recommendations** screen appears displaying all transactions entered on the provider record as related to the foster care certification / adoption approval.

15. Click the **Placement / Services** link. The **Placements** tab appears displaying the current or historical placements that have occurred in the provider's home.

16. Click the **Current**, **Historical**, or **All** radio buttons to display the grid information in different ways.

The screenshot shows the 'Placements' tab selected in the provider overview. The left sidebar has 'Placements/Services' highlighted. The main content area shows filter criteria and a table of placements. The filter criteria include 'From Begin Date', 'To Begin Date', and 'Sort Results By' (set to 'Begin Date (Descending)'). The radio buttons for 'Current', 'Historical', and 'All' are visible, with 'Historical' selected. The table below shows the following data:

Person Name/ID	Gender	DOB	Age	Begin/End Date	End Reason	Service Description	Agency	Status
	FEMALE		0	04/12/2011 / 04/15/2011	Caregiver Request			
	FEMALE		0	04/12/2011 / 04/15/2011	Caregiver Request			

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17. To view other services provided by the family, such as counseling, click the **Service** tab.

Note: Information on this screen populates when a public agency has linked the provider to a case service being provided.

The screenshot shows the 'Services' tab selected in the Provider Overview screen. The 'Services' tab is circled in red. The interface includes a sidebar with navigation links, a top navigation bar with tabs for Placements, Services, Leaves, and Placements Not Accepted, and a main content area with filter criteria and a data table.

Services Filter Criteria

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

From Begin Date: [] To Begin Date: []

Sort Results By: [Begin Date (Descending)] Current Historical All

Services

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

Person Name/ ID	Gender	DOB	Age	Begin/End Date	End Reason	Service Description	Agency
				12/29/2011 /		AOD Outpatient Treatment	
				09/23/2011 /		Drug Diagnostic Services	

18. To view children who have been placed on leave from another foster home into this home, click the **Leaves** tab.

Note: Information on this screen populates when a public agency places a child on leave in the home.

The screenshot shows the 'Leaves' tab selected in the Provider Overview screen. The 'Leaves' tab is circled in red. The interface includes a sidebar with navigation links, a top navigation bar with tabs for Placements, Services, Leaves, and Placements Not Accepted, and a main content area with filter criteria and a data table.

Leaves Filter Criteria

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

From Begin Date: [] To Begin Date: []

Sort Results By: [Begin Date (Descending)] Current Historical All

Leaves With This Provider

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Person Name/ ID	Gender	DOB	Age	Begin/End Date	Leave Reason	Leave From	Agency
				01/04/2012 / 01/05/2012	Alternative Care Leave		
				01/04/2012 / 01/05/2012	Alternative Care Leave		

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19. When complete, click the **Provider Overview** link to return to the main screen.

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Provider', 'Financial', and 'Administration'. Below this, there are sub-tabs for 'Directory' and 'Training'. A left sidebar menu lists several options, with 'Provider Overview' circled in red. The main content area displays 'Provider Overview' details for 'Jetson, Jane & Jetson, George', including their category, name, address, ID, status, and contact information. A 'Ticker Summary' section below shows three red flame icons, each followed by '[Mandatory]' and a redacted area.

Provider Overview	
Provider Category:	Home
Provider Name:	Jetson, Jane & Jetson, George
Provider ID:	[Redacted]
Primary Address:	[Redacted] Alliance, OH 44601
Provider Status:	Active
Primary Contact:	[Redacted]

Ticker Summary	
 [Mandatory]	[Redacted]
 [Mandatory]	[Redacted]
 [Mandatory]	[Redacted]