

Recording Child Acceptance Characteristics and Usage Criteria

Each provider identifies the age, number, and characteristics of the children that he or she is willing to accept. To enter these characteristics, complete the following steps:

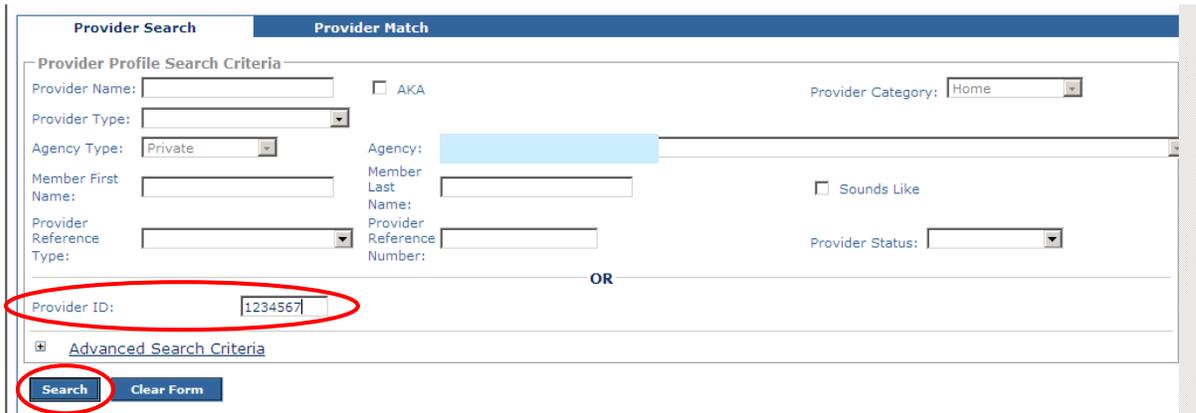
Navigating to the Screen

1. On the SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Directory** tab.



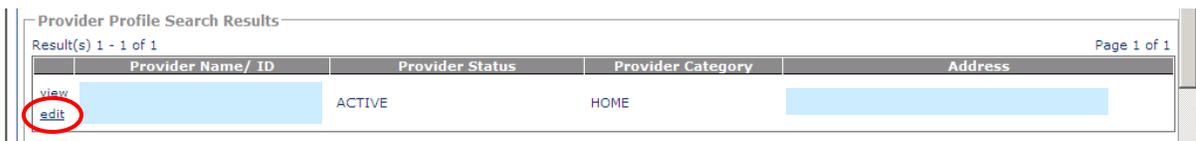
The **Provider Profile Search Criteria** screen appears.

3. Enter filter criteria in the fields, such as the Provider ID.
4. Click the **Search** button.

A screenshot of the 'Provider Search' screen. The 'Provider ID' field is circled in red and contains the value '1234567'. The 'Search' button is also circled in red. Other fields include 'Provider Name', 'Provider Type', 'Agency Type', 'Member First Name', 'Provider Reference Type', 'Provider Category', 'Agency', 'Member Last Name', 'Sounds Like', and 'Provider Status'. There are checkboxes for 'AKA' and 'Sounds Like'. An 'Advanced Search Criteria' link is visible below the search fields.

The results appear in the **Provider Profile Search Results** section of the screen.

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

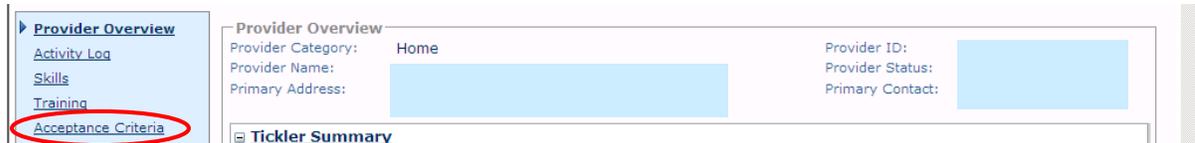


view	Provider Name/ ID	Provider Status	Provider Category	Address
edit		ACTIVE	HOME	

The **Provider Overview** screen appears.

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6. Click the **Acceptance Criteria** link.



The **Acceptance Characteristics List** screen appears.

Recording Child Acceptance Characteristics

This tab records the child's characteristics and whether or not a provider is willing to accept a child with those characteristics.

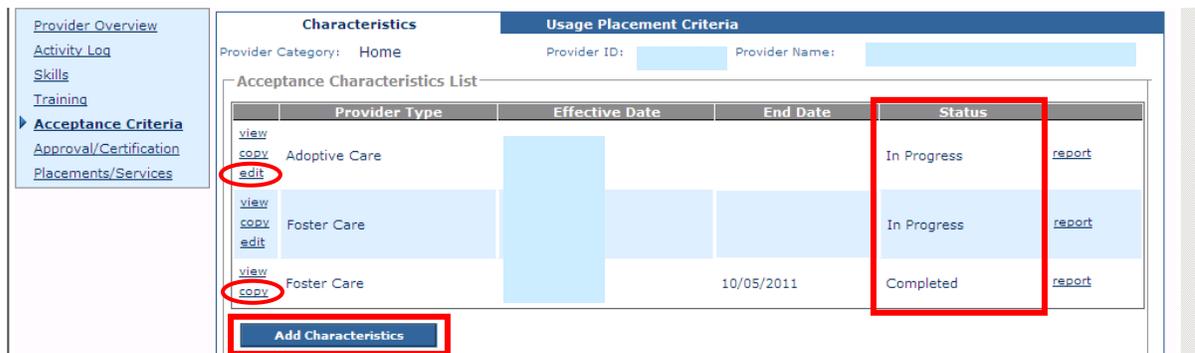
On the **Characteristics** tab:

1. To modify an existing record, click the **Edit** link in the appropriate row.
 - To edit, the record must have an **In Progress** status as shown below.
 - Until private agencies can complete Home Studies in SACWIS, the status on this tab will always display as **In Progress** for private agency homes. The status remains as **In Progress** until the record is linked to a Home Study.

2. To copy a record, click the **Copy** link in the appropriate row.

Note: The **Copy** link displays on all records.

3. To add a new record, click the **Add Characteristics** button.



The **Characteristics** screen appears. The **Characteristics Status** field auto-populates based on the **Home Study** status as shown in green below.

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4. For a new record, select the appropriate type in the **Provider Type** field.
5. Click the **Apply** button.

The screenshot shows the 'Characteristics' form. The 'Provider Type' dropdown menu is open, showing 'Adoptive Care' and 'Foster Care' as options. The 'Characteristics Status' is 'In Progress'. The 'Apply' button is circled in red.

The **Provider Type** field status is saved and you remain on the screen.

6. In the **Select Group** field, choose a selection from the drop-down list.
7. Click the **Show** button.

The screenshot shows the 'Characteristics' form. The 'Select Group' dropdown menu is open, showing 'All Groups [View Only]', 'Gender', and 'Age' as options. The 'Show' button is circled in red.

The selected group appears in a grid.

8. In the **Select All** field (shown in the grid header below), choose **Willing to Consider**, **Unwilling to Consider**, or **Unknown**.
 - Depending on your choice, the corresponding radio buttons are selected.
 - The **Select All** field's default is **Unknown**. However, you can leave the drop-down field as **Unknown** and then select another radio button for each value.
9. Change the radio button selection(s) as needed.

Important:

- Only use the **Select All** field if all values in the group are equal to the value chosen in the **Select All** field drop-down list. For example, if the family is not willing to accept all genders, then the **Select All** field would not be used.
- For any value(s) marked as **Unknown**, the characteristic is considered not complete.

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10. When complete, click the **Apply** button.

The screenshot shows a web form titled "Characteristics". At the top, it displays "Provider Type: * Foster Care" and "Characteristics Status: * In Progress". Below this, there are fields for "Effective Date: 11/07/2011" and "End Date:". A "Select Group:" dropdown is set to "Gender" with a "Show" button. The main table has three rows, each with a "Group" column (all "Gender"), a "Description" column, and a "Select All" dropdown menu. The "Select All" menu is open, showing three radio button options: "Willing to Consider", "Unwilling To Consider", and "Unknown". The "Apply" button at the bottom left is circled in red.

Group	Description	Select All
Gender	Values Undefined	Unknown
Gender	Female	Unknown
Gender	Male	Unknown

11. Repeat the steps in this sub-section to search for and enter additional child acceptance characteristics.

12. When complete, click the **Save** button at the bottom of the screen.

Recording Usage Placement Criteria

This tab records the number of children, their gender and ages that the provider will accept.

1. From the **Acceptance Characteristics List** screen, click the **Usage Placement Criteria** tab.

The screenshot shows a web interface with a sidebar on the left containing navigation links: "Provider Overview", "Activity Log", "Skills", "Training", "Acceptance Criteria" (highlighted), "Approval/Certification", and "Placements/Services". The main content area is titled "Characteristics" and has a "Usage Placement Criteria" tab selected and circled in red. Below the tab, it shows "Provider Category: Home" and "Provider Name:" followed by a text input field. A table titled "Acceptance Characteristics List" is displayed with the following data:

view	Provider Type	Effective Date	End Date	Status	report
copy	Adoptive Care			In Progress	
edit					

The **Usage Placement Criteria** screen appears.

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- To edit existing criteria, click the **Edit** link in the appropriate row.
 - To edit, a record must have an **In Progress** status as shown below.
 - Until private agencies are able to complete home studies in SACWIS, the status of usage criteria will always display as **In Progress** for private agency homes. The status remains as **In Progress** until the record is linked to a home study.
- To copy a record, click the **Copy** link in the appropriate row.
- To add new criteria, click the **Add Criteria** button.

Provider Type	Effective Date	End Date	Status
Foster Care	05/21/2009		In Progress

The **Criteria** screen appears.

- To add new criteria, click the **Add** button.
- To edit existing criteria, click the **Edit** link the appropriate row.
- Enter data into the fields, as needed.
- When complete, click the **Save** button.

Gender	Minimum Age	Maximum Age	Number of Children
MALE			
FEMALE			

The record is saved and the **Usage Placement Criteria** screen appears.