



PROVIDER SUPPLEMENTAL SHEET

Updated 8/21/09 with build 1.80.1

PRM-1. Record a recruitment plan and an event

Task 1. Create a recruitment plan – P. 4-5

Step 9. In the **Action** field, select Approved and Routed. In the **Reviewer/Approvers** field select Weaver##, Sam.

(After approving the plan, the approver would then route the recruitment plan to ODJFS by selecting ‘Ohio Department of Job and Family Services’ from the Agency selection list and selecting the Approver from the Reviewers/Approver selection list.)

Task 2. Record a planned recruitment event. – P. 6

Step 1. Click the **Events** tab. If the Agency field is highlighted, click off to the side of the field.

Step 4. Grid. Street Number is 4100. Street Name is Columbia Street.

Task 3. Record the results of the planned event – P. 8

Step 1. On the **Events** tab, if the Agency field is highlighted, click off to the side of the field. Find the event FCCSB Fair Booth 2006 in the Recruitment Events list.

PRM-3 Record training for providers

Task 2. Add Jack and Susan as participants P. 35

Step 4. Repeat steps 2 and 3 to select Susan Smith## and return to the Participants tab.

PRM-4 Record a Home Study

Task 3. Complete Verifications P. 42

Step 2. Click the **edit** link for the Verification Task: Verified Marriage (It’s near the bottom of the Verification Tasks.)

Step 5. Grid. Skip the Verification Task: Verified Marriage, as it is already completed.

PRM-4 Record a home study

Task 17. Record the disposition and submit the home study for approval – P. 60

Step 2. Grid. If a check exists beside the phrase: “Home Study Not completed within 180 days If Checked, Explain” you must enter a few words in the dialog box to explain the situation or the system will not allow the home study to be approved.

Disposition date: Slashes must be entered in the date.

PRM-7 Record a Shared Home agreement

Task 2. Assign the provider case to an Adams County supervisor — P. 73

Step 1. Click the **home** link at the top of the screen. Then click OK in the dialogue box.