

# Ohio SACWIS Project

## Implementation Starter Kit

### Topic – Provider Training

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Prepared for:



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## 1 County Identifying Information

County: \_\_\_\_\_

Date Distributed: \_\_\_\_\_

# of Workers: \_\_\_\_\_

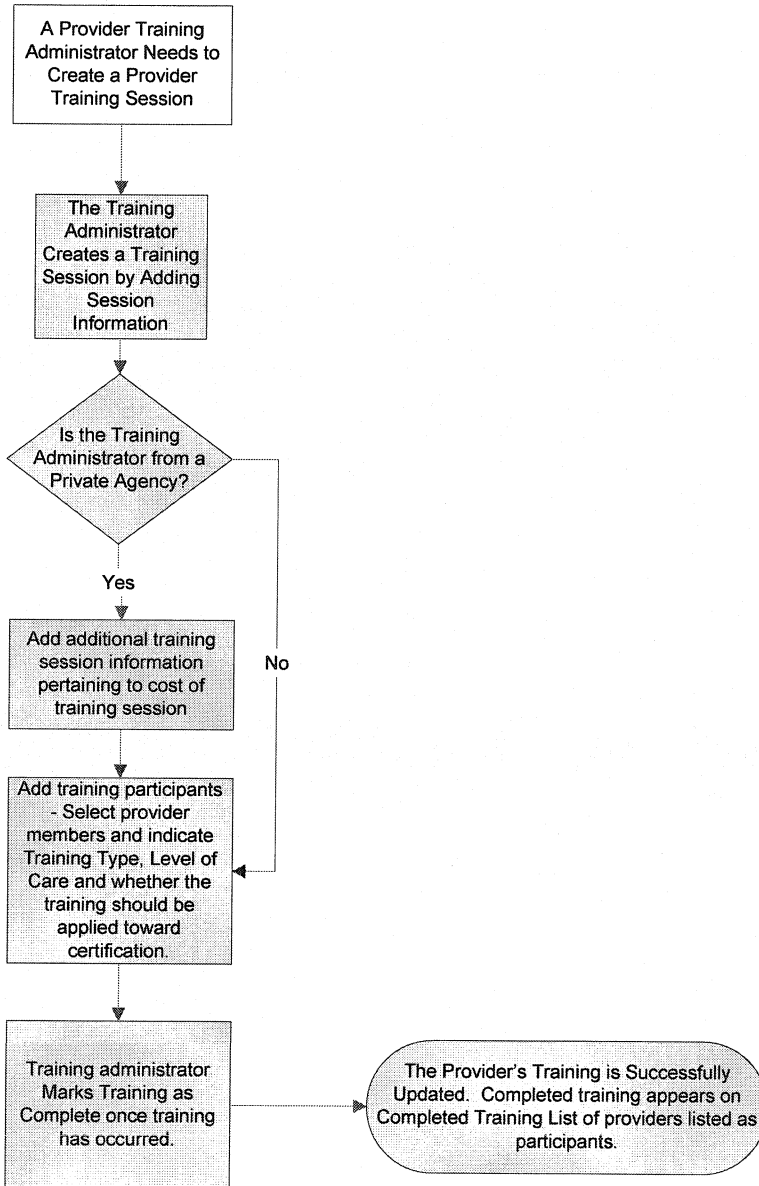
Implementation Liaison: \_\_\_\_\_ Phone: \_\_\_\_\_

Organizational Readiness Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

There are many fields throughout the Provider Training module that are optional. Your agency will need to decide which non-required fields within SACWIS to collect (required fields are indicated by an \* in the system). There are several advantages in gathering additional information, such as it will allow your agency to enhance its reporting capabilities, refine its statistical reports, and better track the services provided to clients.

## 2 Provider Training Flow Chart

### Provider Training Process Flow



### 3 Tool Comparison Chart

Current Practice	SACWIS Functionality
Data entry in FRED as well as current system (SIS, FACSIS, other); data entry effort is duplicated.	Data entry only in SACWIS; data entry effort is reduced
Adoption Training – not captured in FRED	Maintain Adoptive Training Information
Register all pre-placement and continuing training for foster parents	Maintain Foster Training Information
Skills not captured in FRED	RM03a Maintain Provider Skills
	- Maintain skills
	- View skills
Manual process (JFS form 01350) used to issue training allowances and stipend reimbursements to agencies	Automated, behind-the-scenes SACWIS Provider Training functionality handles this on the Additional Information Page (This page accessible only for private agencies) NOTE: These functions are no longer applicable to PCSAs
Training Participants	
Display/find a Training Participant	Similar
Add a Training Participant	SACWIS doesn't limit the participants to the logged-on user's agency
Update a Training Participant	Similar
Delete a Training Participant	Similar
Training Sessions	**Minor difference – Total number of participants in a session are limited
Find/Display a Training Session	Similar
Add a Training Session	Similar
Update a Training Session	Similar
Delete a Training Session	Similar
Submit a Training Session	No exact counterpart?
	Add a Training Participant to a Training Session
	Delete a Training Participant from a Training Session
	Generate a report
View Transferred Participants	Available in SACWIS, by viewing history for one person at a time

<b>Current Practice</b>	<b>SACWIS Functionality</b>
Export Training Participant Data – used by IT/MIS Staff only	Not applicable – all provider training information will be maintained in SACWIS

## 4 Provider Training Questions

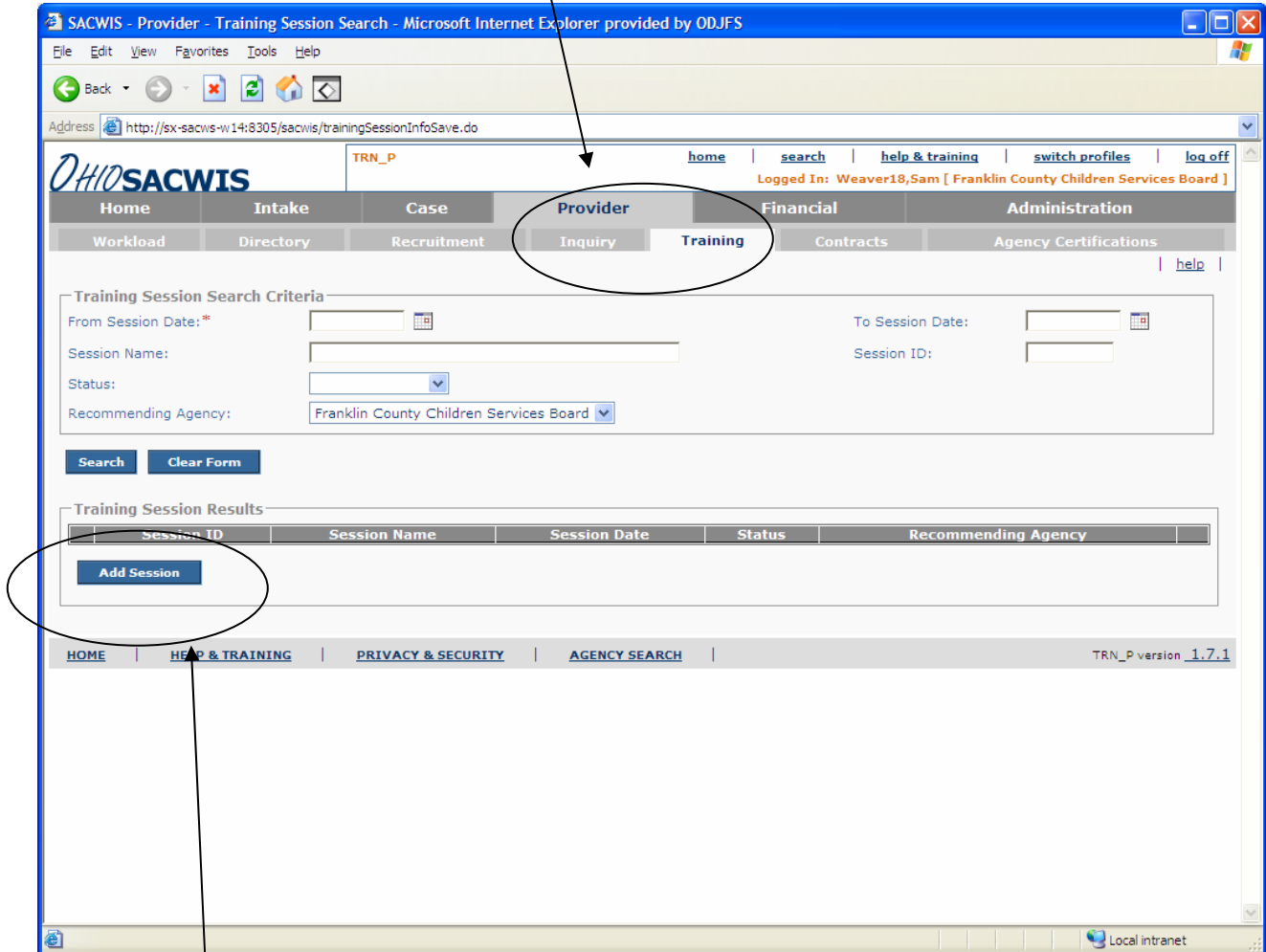
Decisions will need to be made regarding which staff members will perform which tasks. SACWIS is set up based on security profiles. Determining which staff members will perform which tasks will aid in developing the matrix needed for determining security profiles.

The processes currently performed using FRED are so similar to the processes to be performed using SACWIS; thus there are minimal questions to be answered.

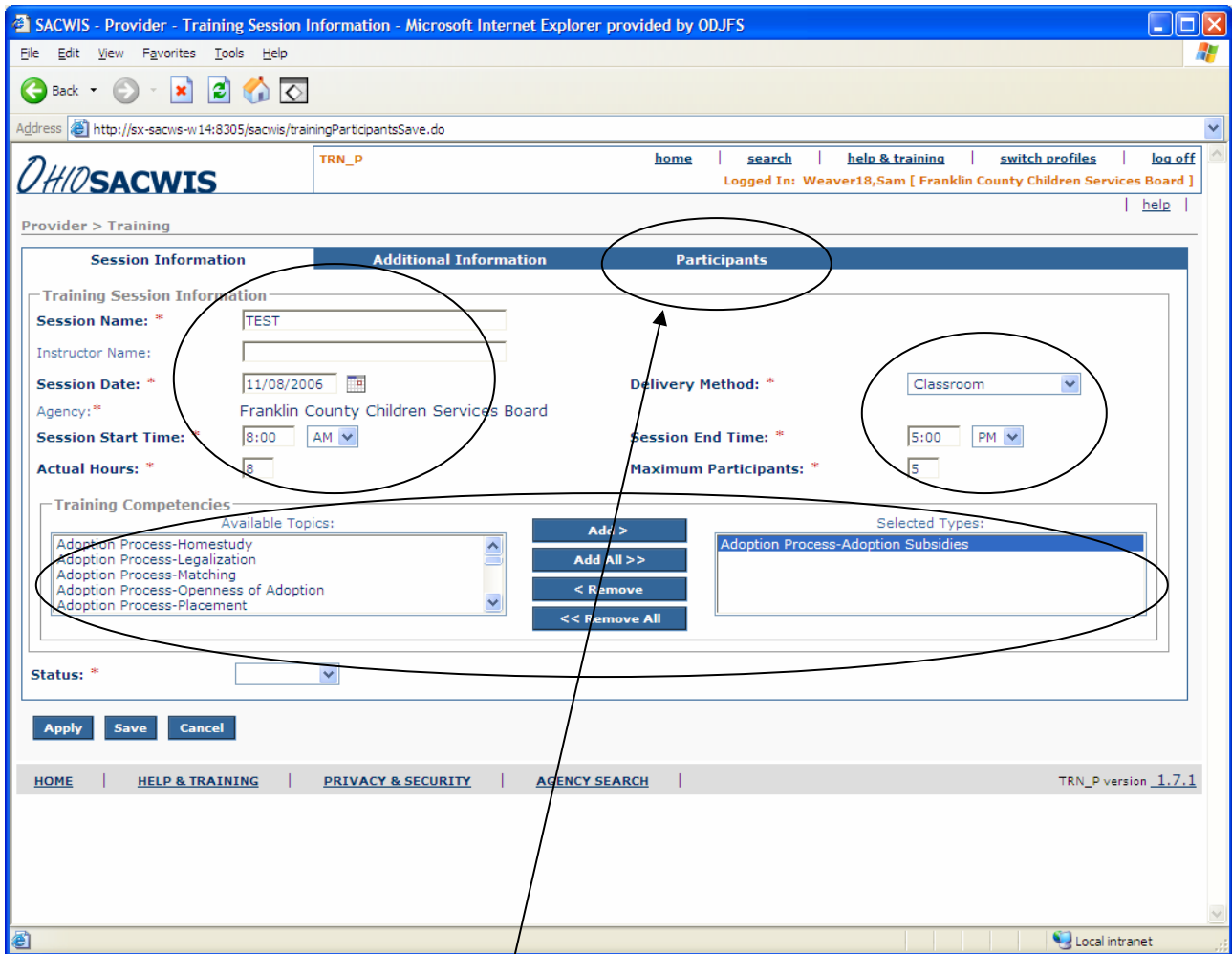
Question	Decision	Online Help Topic and User Guide Reference	Impact of Decision
<b>1. Does your county have a designated department who handles all training arrangements?</b>	Yes or No	<b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Provider Management/ Training and Skills/ Record Training Session Information</li> </ul>	If <b>yes</b> , then only a certain number of workers will need the (Training Administrator) security profile.  If <b>no</b> , then you will need to make sure everyone who needs the (Training Administrator) security profile gets set up properly.
<b>2. Which workers will be responsible for adding (registering) participants to training sessions?</b>	Which workers will need access?	<b>Online Help:</b> <ul style="list-style-type: none"> <li>▪ Provider Management/ Training and Skills/ Record Training Session Information</li> </ul>	Any worker who needs to create, edit, or complete Training Sessions will need a security <b>User Group</b> associated with their SACWIS security, that will provide the necessary system rights to complete the work.

## 5 Provider Training Process

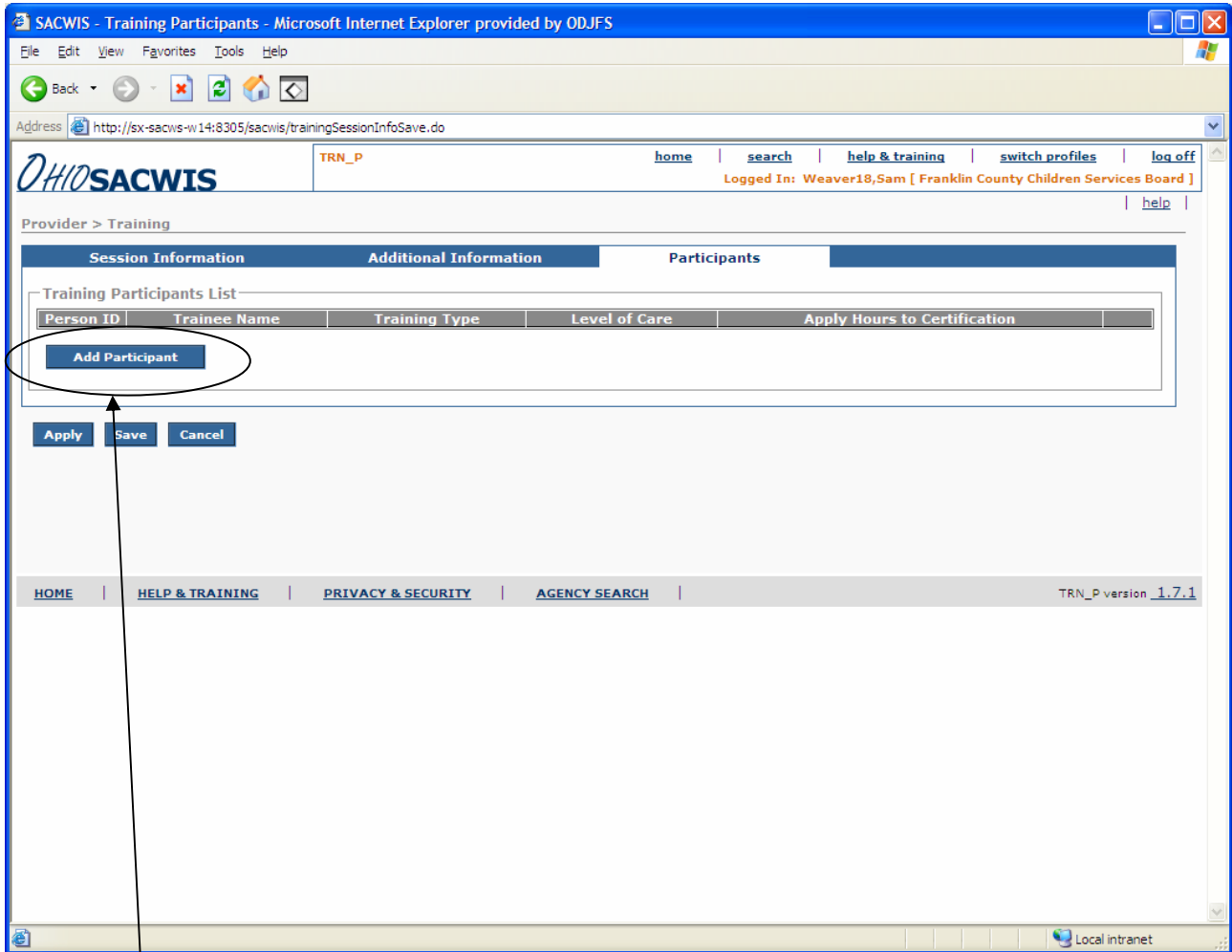
1. A provider Training Administrator needs to create a Provider training session.



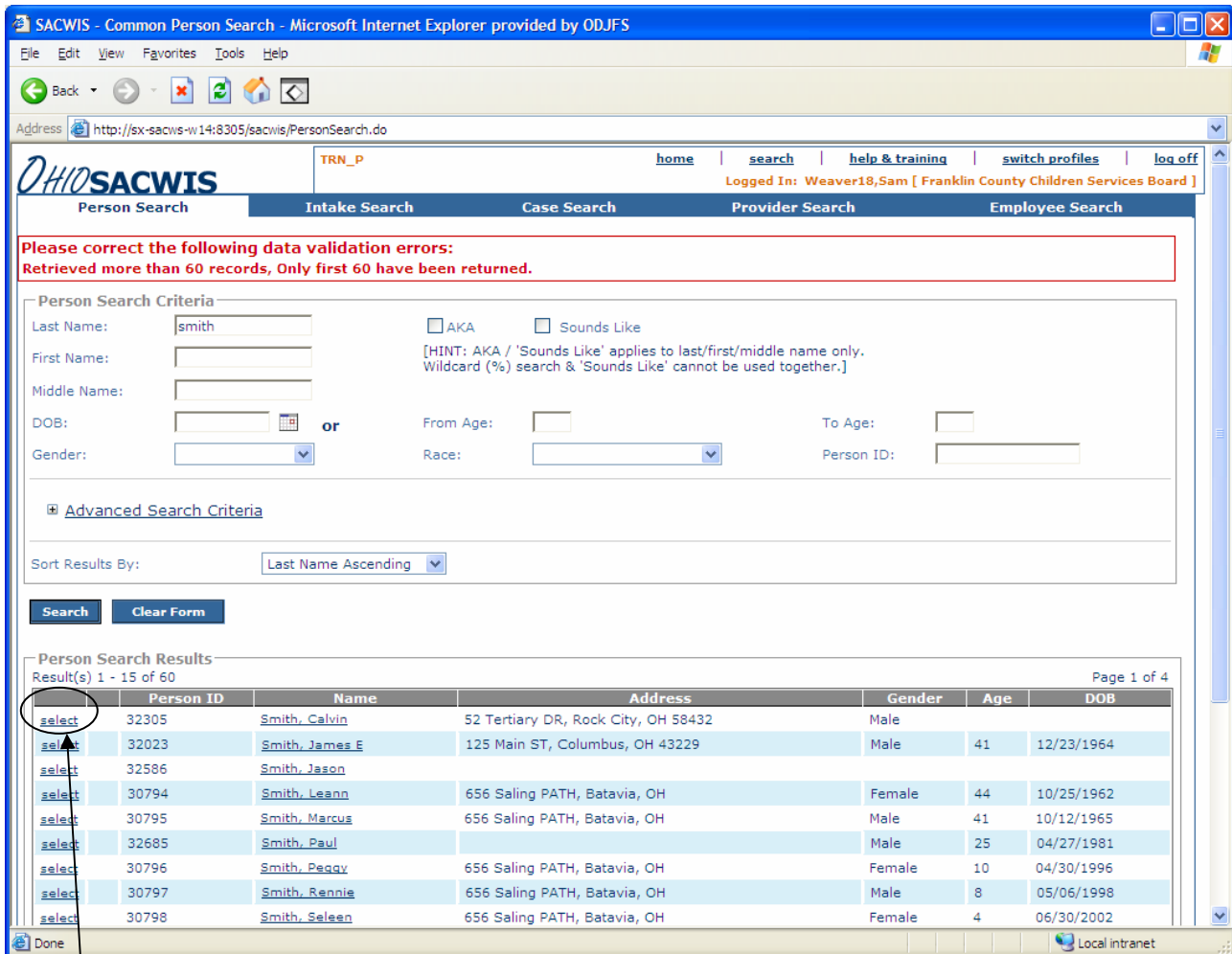
2. The training Administrator creates a training session by adding session information. Clicking on “Add session “ will give you the next screen.



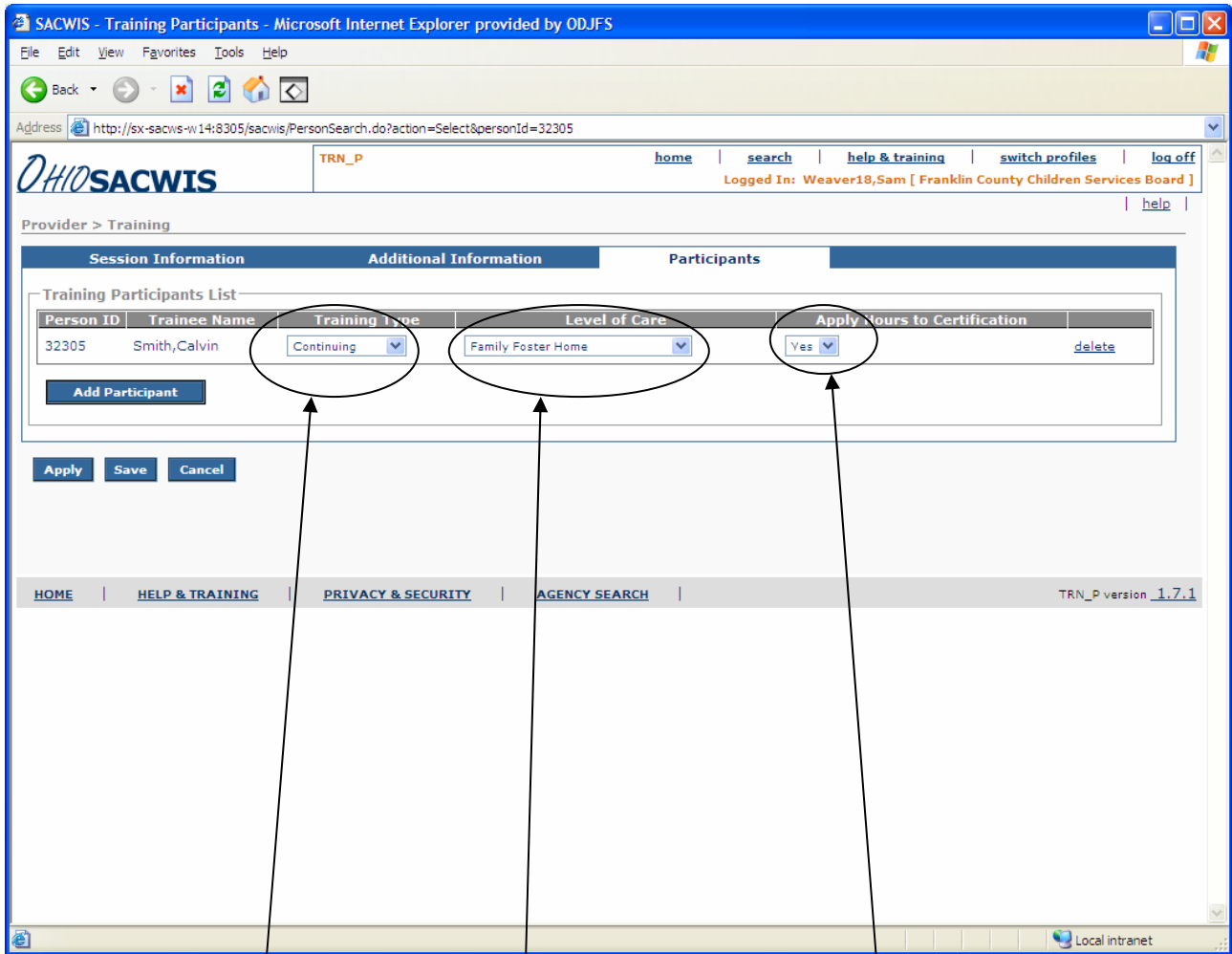
3. Fill out the required fields and available topics before adding participants.
  - Clicking on participants will get the next screen.



4. Click on Add Participant to get person search screen.



5. Select a person and you will return to the participants screen.



6. Before saving, select training type, level of care and whether the training should be applied toward certification.