Using Provider Match and Generating a Report

Knowledge Base Article

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Overview

The **Provider Match** functionality in Ohio SACWIS can be used when locating a home for a child with specific needs or to create a list of all Providers for a specific agency or other chosen criteria. To access the functionality as well as the **Provider Match Report**, you must have a security role of **Provider Worker**.

Navigating to the Provider Match Screen

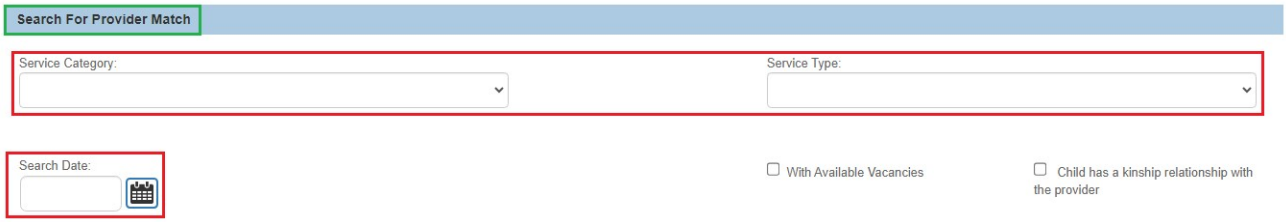
To use the **Provider Match** functionality, complete the following steps.

1. From the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Provider Match** tab.

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

Important:

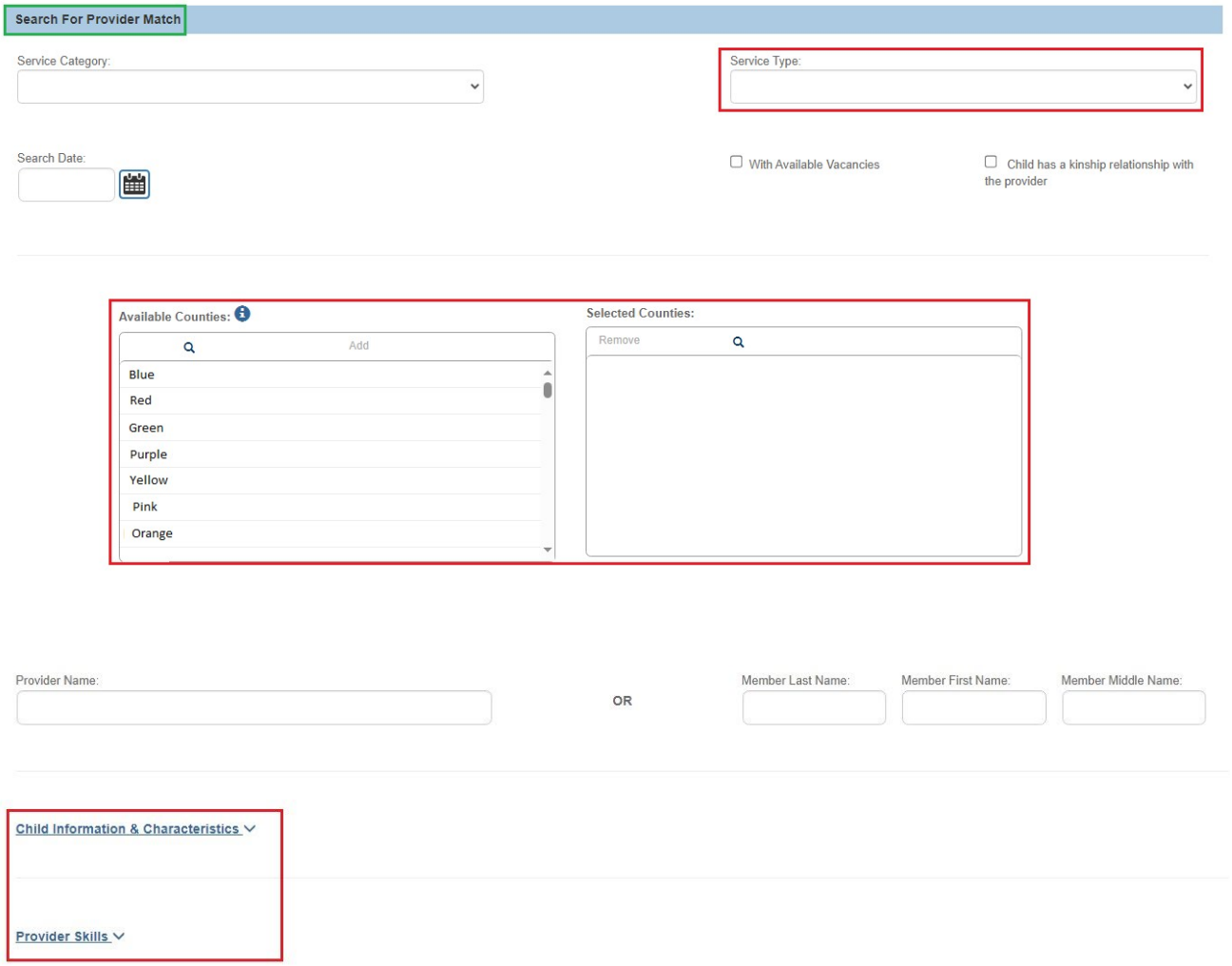
- The **Service Category** field defaults to **Placement** if the logged-in user is a private agency worker. For a public agency worker, the field is a drop-down list that includes additional values to select.



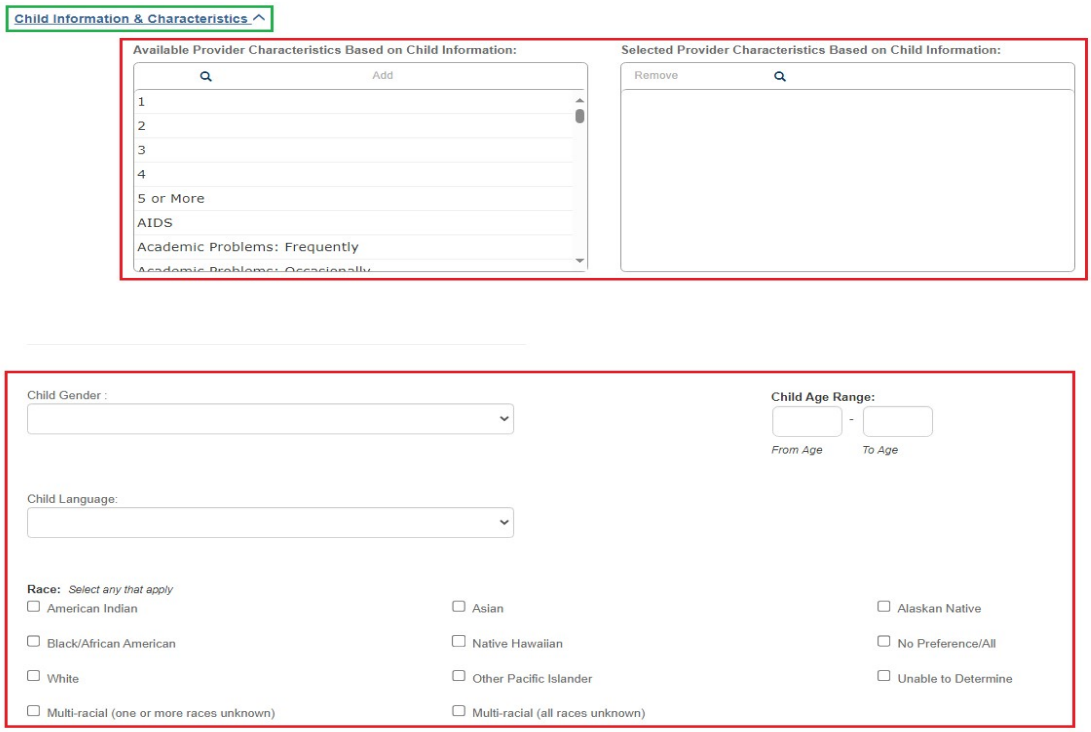
- The **Search Date** field defaults to the system date.
- Both the **Agency Type** and the **Agency** field default to the agency of the logged-in user.

Entering Search Criteria

1. In the **Service Type** field, select the appropriate service type.
2. If needed, click the appropriate name(s) in the **Available Counties** field. (This is not required, but can be used to find a home for a child in a specific county.)
3. Click the **Add >>** button to move the selection to the **Selected and Nearby Counties** field.
4. If needed, click the **Additional Search Criteria** link to expand the search fields.

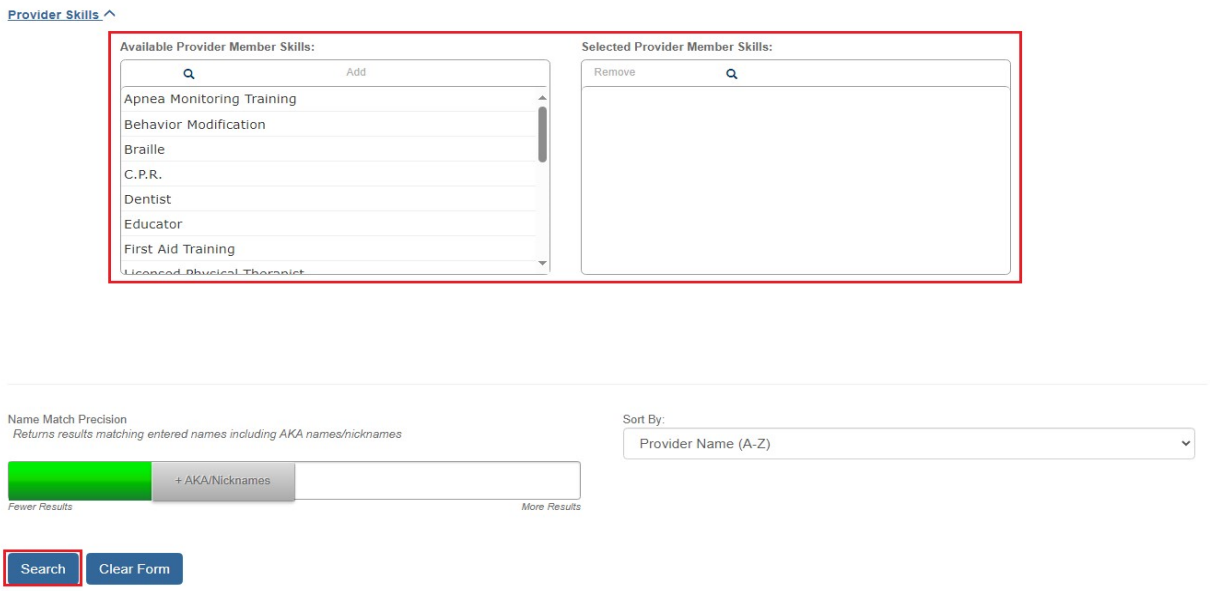


5. Enter data into the additional search fields as shown below.



6. In the **Child Information** section, enter criteria into the fields as needed.

Important: The **Additional Search Criteria** fields allow you to search for specific criteria, for example if the child is deaf and needs to be placed in a setting where the caregiver speaks sign language.



7. When finished entering criteria, click the **Search** button.

The results appear in the **Provider Match Search Results** section as shown below.

Important:

- A row displays for every service where a provider matches the **Service Type** selected.
- The only providers who appear in the **Additional Search Criteria** search results are those who meet all of the child's criteria.

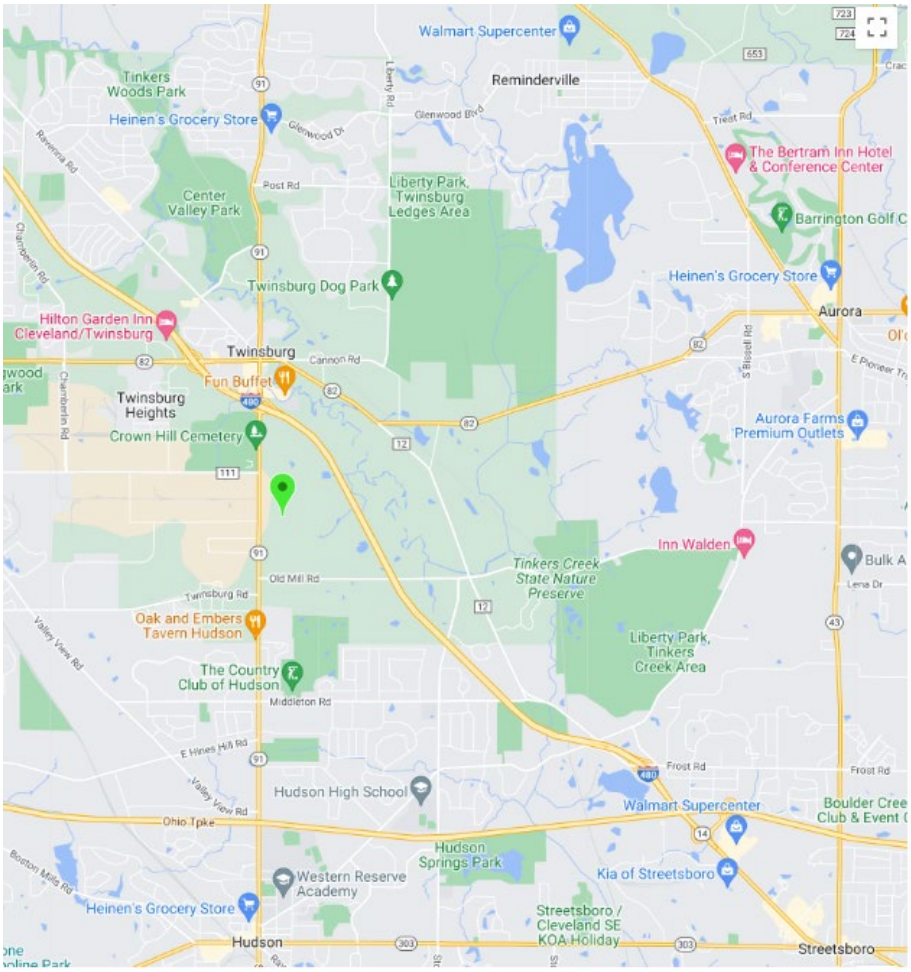
8. To view specific provider details, click the **View** link in the appropriate row.

The **Provider Overview** screen appears.

View Results in Map

To display all match results in a map view, click on the button **View Results in Map**.

Google maps will create a map view of the search results. Click on the red/green pins on the map to bring up a photo view of the address (if available) and additional information about the Provider ID such as the County, School District, Total Current Placements, Provider Type(s), etc.



Provider Name / ID:
Viaquest Behavorial Health / 8499276

Current Primary Address:
2451 E Enterprise Parkway, Twinsburg, OH 44087-2351
Get Directions

More Information

County:
Summit

School District:
TWINSBURG CITY

Provider Category/Status:
Non-ODJFS / Active

Total Current Placements:
0

Number of Placement Leaves:
0

Number of ICPC Placements:
0

Total Current Living Arrangements:
0

Provider Approval:
Mental Health Care Provider (Private) Active
11/10/2008 Ohio Department of Job and Family Services

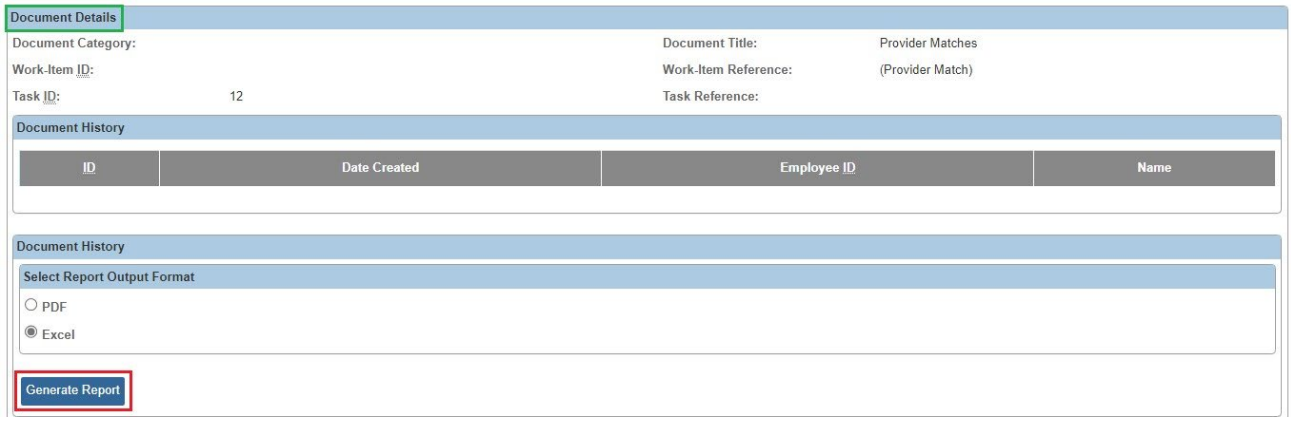
Children Services
select Group Home - Unpaid
select Group Home

Generating a Provider Match Report

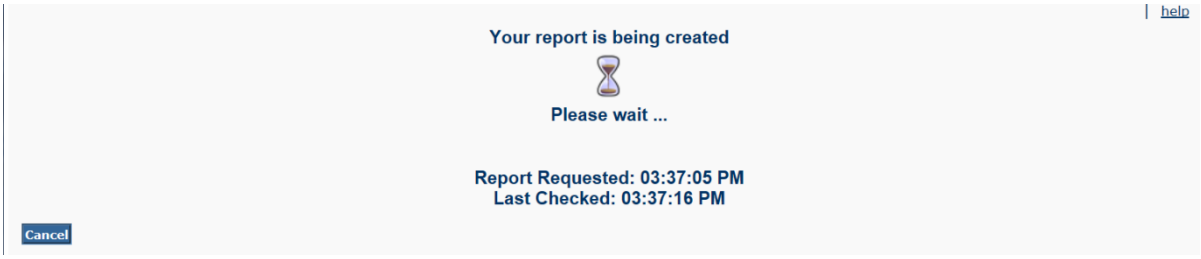
1. At the bottom of the **Provider Match Search Criteria** screen, click the **Generate Report** button.

The **Document Details** screen appears.

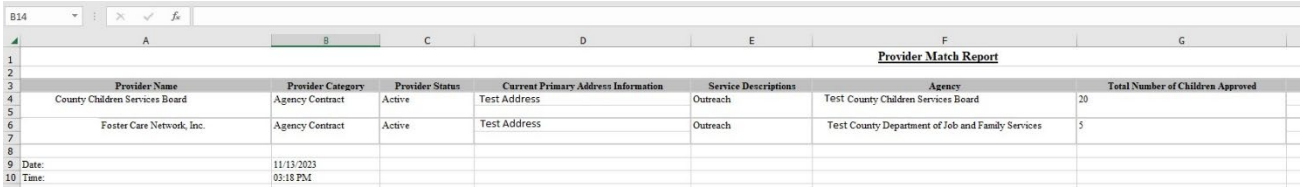
2. Review the **Select Report Output Format** section. **Excel** is pre-selected as the report format. If desired, select the **PDF** option.
3. Click the **Generate Report** button (again).



The screen displays a message that the report is being created.



The **Provider Match Report** appears. Following is an example of the report in PDF or Excel format.



Provider Match Report

Provider Name	Provider Category	Provider Status	Current Primary Address Information	Service Descriptions	Agency	Total Number of Children Approved
County Children Services Board	Agency Contract	Active	Test Address	Outreach	Test County Children Services Board	20
Foster Care Network, Inc.	Agency Contract	Active	Test Address	Outreach	Test County Department of Job and Family Services	5

Date: 11/13/2023
Time: 03:18 PM

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov .