

Using Provider Match and Generating a Report



Knowledge Base Article

Using Provider Match and Generating a Report

Table of Contents

Overview	2
Navigating to the Provider Match Screen	3
Entering Search Criteria	4
Generating a Provider Match Report.....	7

Overview

Using Provider Match and Generating a Report

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.

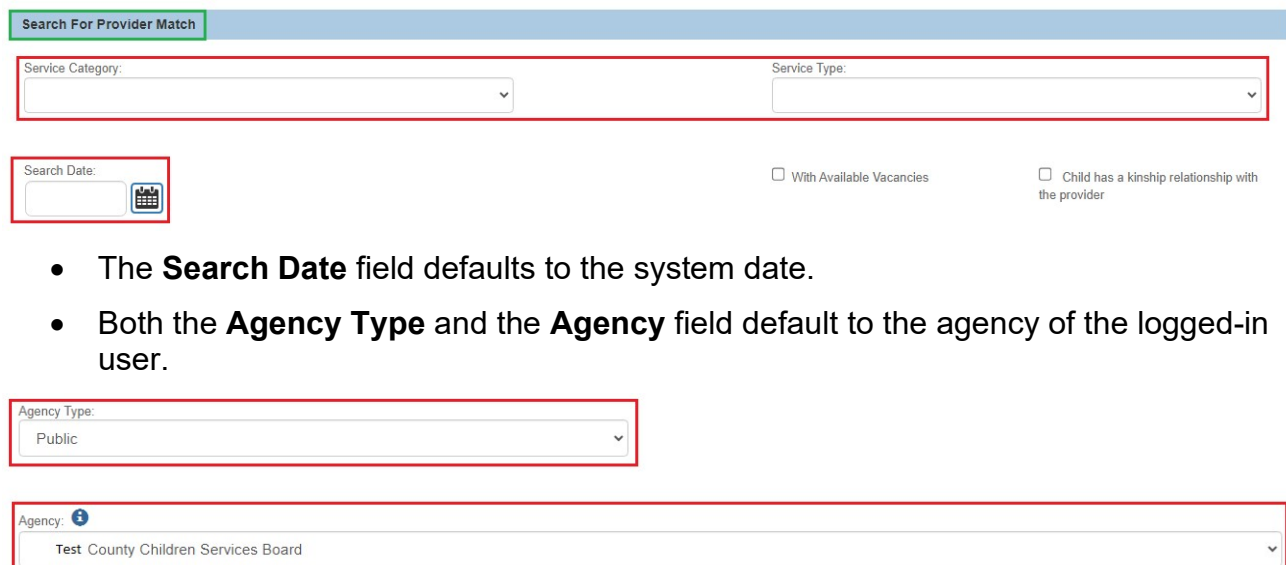
1. From the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Provider Match** tab.



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.




Search For Provider Match

Service Category: Service Type:

Search Date:  With Available Vacancies Child has a kinship relationship with the provider

Agency Type: Public

Agency:  Test County Children Services Board

Using Provider Match and Generating a Report


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.

Search For Provider Match

Service Category:

Service Type:

Search Date: 

With Available Vacancies Child has a kinship relationship with the provider

Available Counties: 3

Search: Add

- Blue
- Red
- Green
- Purple
- Yellow
- Pink
- Orange

Selected Counties:

Remove

Provider Name:

OR

Member Last Name: Member First Name: Member Middle Name:

[Child Information & Characteristics](#)

[Provider Skills](#)

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

Using Provider Match and Generating a Report

Child Information & Characteristics ^

The screenshot shows two side-by-side panels. The left panel, titled 'Available Provider Characteristics Based on Child Information:', contains a search bar with a magnifying glass icon and an 'Add' button. Below the search bar is a list of characteristics: 1, 2, 3, 4, 5 or More, AIDS, Academic Problems: Frequently, and Academic Problems: Occasionally. The right panel, titled 'Selected Provider Characteristics Based on Child Information:', contains a search bar with a magnifying glass icon and a 'Remove' button. The selected list is currently empty.

The screenshot shows a form with several fields. On the left, there is a 'Child Gender:' dropdown menu and a 'Child Language:' dropdown menu. On the right, there is a 'Child Age Range:' section with two input boxes for 'From Age' and 'To Age', separated by a minus sign. Below these fields is a 'Race:' section with the instruction 'Select any that apply'. It contains nine checkboxes: American Indian, Black/African American, White, Multi-racial (one or more races unknown), Asian, Native Hawaiian, Other Pacific Islander, Multi-racial (all races unknown), Alaskan Native, No Preference/All, and Unable to Determine.

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.

Provider Skills ^

The screenshot shows two side-by-side panels. The left panel, titled 'Available Provider Member Skills:', contains a search bar with a magnifying glass icon and an 'Add' button. Below the search bar is a list of skills: Apnea Monitoring Training, Behavior Modification, Braille, C.P.R., Dentist, Educator, First Aid Training, and Licensed Physical Therapist. The right panel, titled 'Selected Provider Member Skills:', contains a search bar with a magnifying glass icon and a 'Remove' button. The selected list is currently empty.

Name Match Precision
Returns results matching entered names including AKA names/nicknames

The screenshot shows a horizontal bar with a green section on the left and a grey section on the right. The grey section contains the text '+ AKA/Nicknames'. Below the bar, the text 'Fewer Results' is on the left and 'More Results' is on the right.

Sort By:
Provider Name (A-Z)

The screenshot shows two buttons: a blue 'Search' button and a grey 'Clear Form' button.

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

Using Provider Match and Generating a Report

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.

Search Results

View Results in Map Collapse Services Expand Services

Result(s) 1 to 15 of 21 / Page 1 of 2 Results per page: 15 Go

	Provider Name / ID	Provider Category	Provider Status	Current Primary Address	Current Vacancies
view	Test, Provider / 123456	NONODJFS	ACTIVE		

[View Services](#) ^

Test County Children Services Board:
Family Counseling

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**.


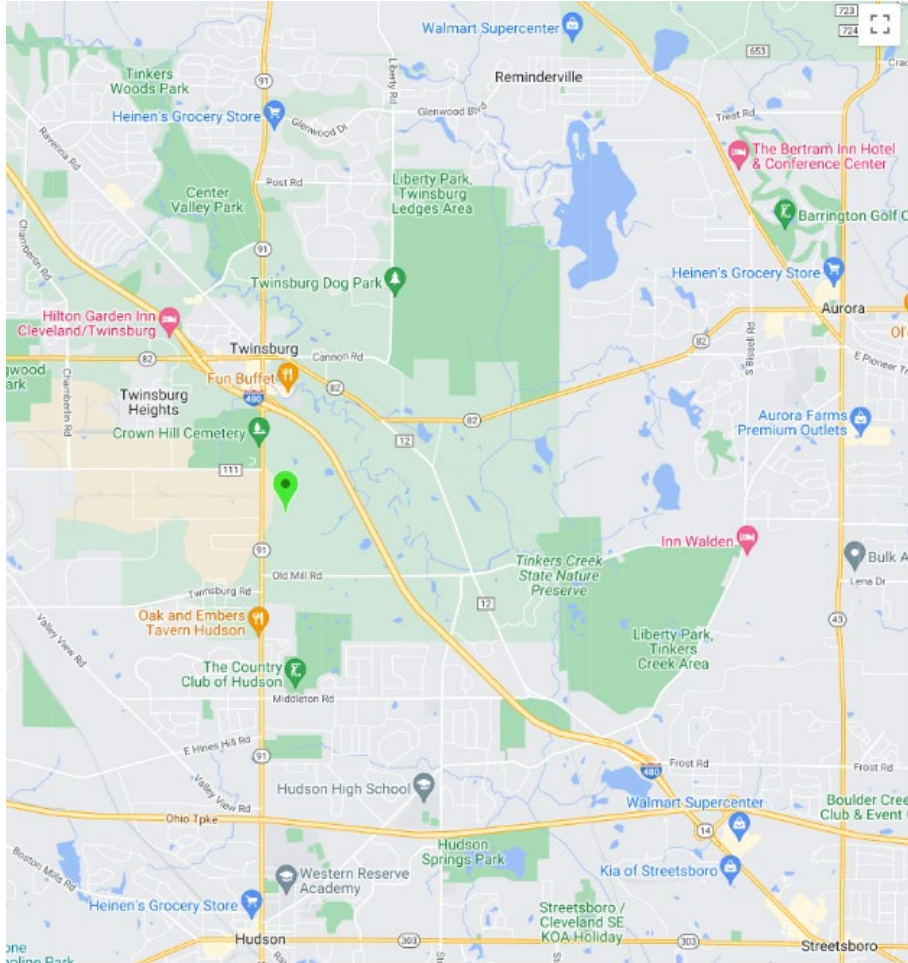
Search Results

View Results in Map Collapse Services Expand Services

Result(s) 1 to 15 of 21 / Page 1 of 2 Results per page: 15 Go

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.

Using Provider Match and Generating a Report



Provider Name / ID:
Viaquest Behavioral Health / 8499270

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

[select](#) 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.

[view](#) Test, Provider / 123456 NONODJFS ACTIVE

[View Services](#)

Test County Department of Job and Family Services:
Family Counseling

1 2 > >

Generate Report

The **Document Details** screen appears.

Using Provider Match and Generating a Report

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

Document Details

Document Category:	Document Title:	Provider Matches
Work-Item ID:	Work-Item Reference:	(Provider Match)
Task ID: 12	Task Reference:	

Document History

ID	Date Created	Employee ID	Name

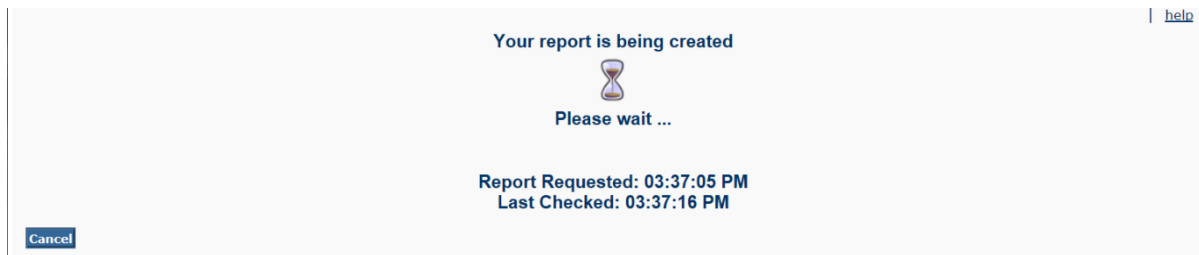
Document History

Select Report Output Format

PDF
 Excel

Generate Report

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 Name	Provider Category	Provider Status	Current Primary Address Information	Service Descriptions	Agency	Total Number of Children Approved
1	County Children Services Board	Agency Contract	Active	Test Address	Outreach	Test County Children Services Board	20
2	Foster Care Network, Inc.	Agency Contract	Active	Test Address	Outreach	Test County Department of Job and Family Services	5
3							
4							
5							
6							
7							
8							
9	Date:	11/13/2023					
10	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.