

# **Completing a Provider Search for Private Agencies**



**Knowledge Base Article**

# Completing Provider Search for Private Agencies

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# Completing Provider Search for Private Agencies

## Overview

This article describes how a private agency user can search for a provider within the Ohio SACWIS system.

## Completing a Search

Private agencies can complete the following steps to search for a provider in Ohio SACWIS:

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



As shown below, the **Provider Profile Search Criteria** screen appears displaying the following default information:

**Provider Category** = Home

**Agency Type** = Private

**Agency** = Agency of the logged in user

3. Enter additional provider search information into the fields.
4. If needed, click the **Advanced Search Criteria** link to expand the search fields.
5. If needed, select the **Clear Form** button to clear the fields (expect the default fields) and re-enter new search information.

**Note:** To search for a provider recommended by your agency, you can use various search options, such as by **Provider ID** or **Provider Name**, or select the **Advanced Search Criteria** link and search by the provider's address.

# Completing Provider Search for Private Agencies

**Search For Provider Profile**

Provider ID:

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OR

Provider Name:

Member Last Name:  Member First Name:

Member Middle Name:

Provider Category:  
Home

Agency Type:  
Private

Agency:

Provider Type:   Include "Closed" Provider Type Status

**Address, Contact and Provider Reference Criteria**

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

6. When all information has been entered, click the **Search** button.

The results appear in the **Provider Profile Search Results** grid.

## Completing Provider Search for Private Agencies

7. Click the **View** or **Edit** link in the appropriate row.

Search Results				
Result(s) 1 to 15 of 500 / Page 1 of 34				
	Provider Name / ID	Provider Status	Provider Category	Address
<a href="#">view</a> <a href="#">edit</a>	Test, Provider / 123	ACTIVE	HOME	
<a href="#">View Provider Type Information</a> ▾				

The **Provider Overview** screen for the selected provider appears for you to view or edit the information as needed.

**Provider Overview**

- [Activity Log](#)
- [Inquiries](#)
- [KPIP History](#)
- [KCCP Pre-Screening Tool](#)
- [Forms/Notices](#)
- [Skills](#)
- [Training](#)
- [Acceptance Criteria](#)
- [Description of Home](#)
- [Description of Family](#)
- [Foster to Adopt \(1692\) Home Study](#)
- [Home Study](#)
- [Approval/Certification](#)
- [Kinship Assessment](#)

PROVIDER NAME / ID: **Test, Provider / 123**      CATEGORY / STATUS: **Home / Active**

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PRIMARY ADDRESS: **123 Test Rd.  
Test, Oh 12345**      PRIMARY CONTACT: **Cell: [REDACTED]**

**Provider Actions**

[Provider Information](#) | [Linked 1692 Providers](#)

**Approval/Certification Spans**

Provider Type	Level of Care	Approval/Certification Period	Agency	Certifying Entity
Foster Care	Treatment Foster Home	08/17/2022 - 01/26/2024	[REDACTED]	ODJFS

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at [SACWIS\\_HELP\\_DESK@childrenandyouth.ohio.gov](mailto:SACWIS_HELP_DESK@childrenandyouth.ohio.gov) .