Completing a Provider Search for Private Agencies

Ohio SACWIS

Knowledge Base Article

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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:
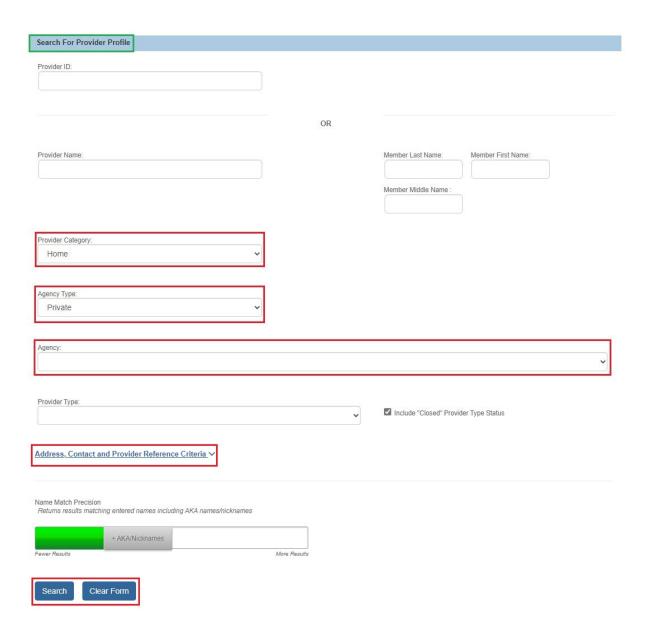
Provider Category = Home

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.

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

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

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

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

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

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