Completing a Provider Search for Private Agencies

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.

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 a status update for an agency provider search please contact 614-752-1298 and/or OSAPSRequest@childrenandyouth.ohio.gov .

If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.

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