Using Provider Match and Generating a Report

The provider match functionality in SACWIS can be used when locating a home for a child with specific needs. However, to access to the functionality as well as the **Provider Match** report, you must have a security role of **Private Provider Worker**.

To use provider match, complete the following steps:

1. From the SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Directory** tab. The **Provider Search** screen appears.
3. Click the **Provider Match** tab.

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

As shown below:

- The **Search Category** field defaults to **Placement**.
- The **Search Date** field defaults to the system date and cannot be changed.
- Both the **Agency Type** field and the **Agency** field default to the agency of the logged-in user.

Ohio | Department of Job and Family Services
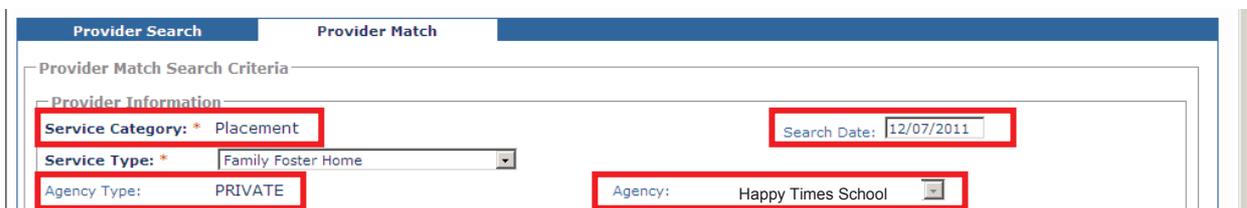
Using Provider Match and Generating a Report

4. In the **Service Type** field, select the appropriate service type.

5. 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).

6. Click the **Add >>** button to move the selection to the **Selected and Nearby Counties** field.

7. If needed, click the **Additional Search Criteria** link to expand the fields.

8. Enter data into the search fields as shown below.

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

Ohio | Department of Job and Family Services

Using Provider Match and Generating a Report

9. In the **Child Information** section, enter criteria into the fields as needed.
10. To select additional specific-child characteristics, click the (second) **Additional Search Criteria** link to make the fields expand.
11. When finished entering criteria, click the **Search** button.

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

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.

- The search results can also be used to notify a county who needs to place a child that the following homes are available.

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

The **Provider Overview** screen appears.

Ohio | Department of Job and Family Services

Using Provider Match and Generating a Report

Generating a Provider Match Report

If a placing agency contacts your agency to determine if a home is available for their child(ren), your agency can use the **Provider Match** report to determine home availability.

If you are a supervisor, you can also use this report to see what resources are available for different types of children and to determine where your agency may have gaps in available placement providers.

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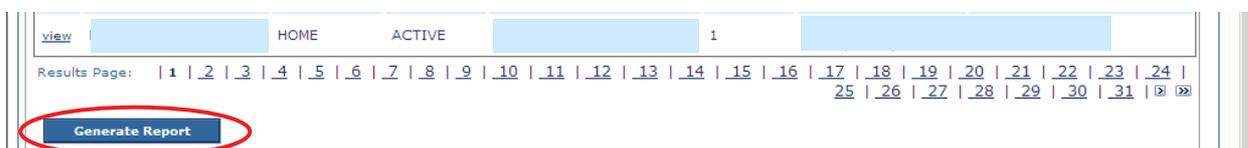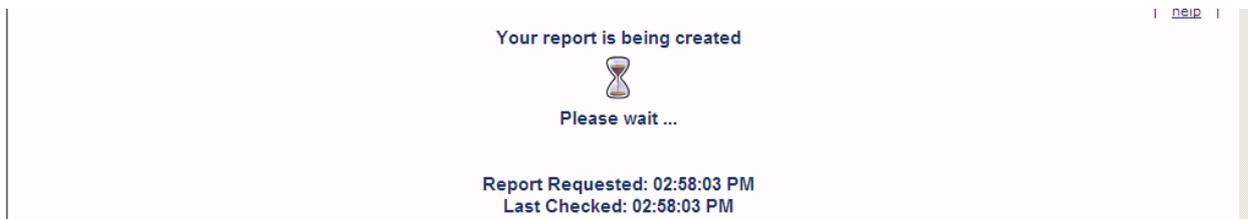

The **Document Details** screen appears.

2. Click the **Generate** report button (again).
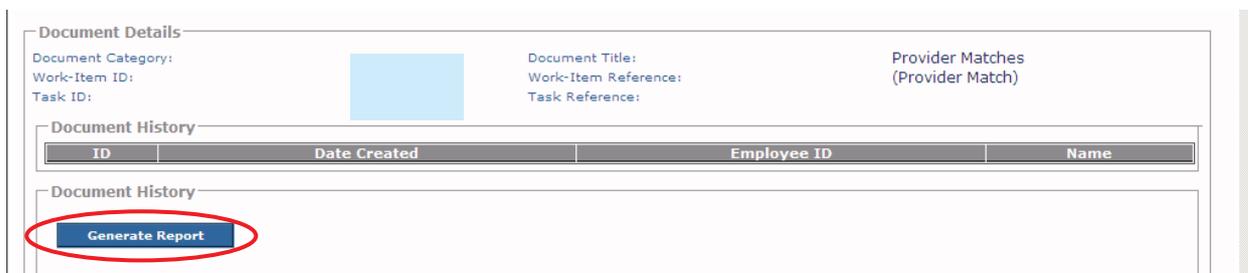
A screen appears showing that the report is being created.

The **Provider Match** report appears.