

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:

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

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.

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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
view edit	Test, Provider / 123	ACTIVE	HOME	

[View Provider Type Information](#) ▾

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

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

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

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).