

Generating a Provider Directory Report

To generate a provider directory report, complete the following steps:

1. From the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Filter Criteria** screen appears.
3. Click the **Provider Directory Report** link.

Report Filter Criteria

Report Category: Report Type:

[Filter](#)

Reports

Result(s) 1 to 4 of 4

| Title | Category | Type | report |
|---|----------|--------|------------------------|
| Foster Parent Training Report | Provider | Worker | report |
| Provider Directory Report | Provider | Unit | report |
| Provider Participants Report | Provider | Agency | report |
| RPT313- Reimbursement Reconciliation Report | Fiscal | Agency | report |

The **Report Details** screen appears.

4. Click the **Generate Report** button.

Report Details

Report Category: PROVIDER
Report Type: UNIT
Report Title: Provider Directory Report

Report History

| ID | Date Created | Employee ID | Name |
|----|--------------|-------------|------|
|----|--------------|-------------|------|

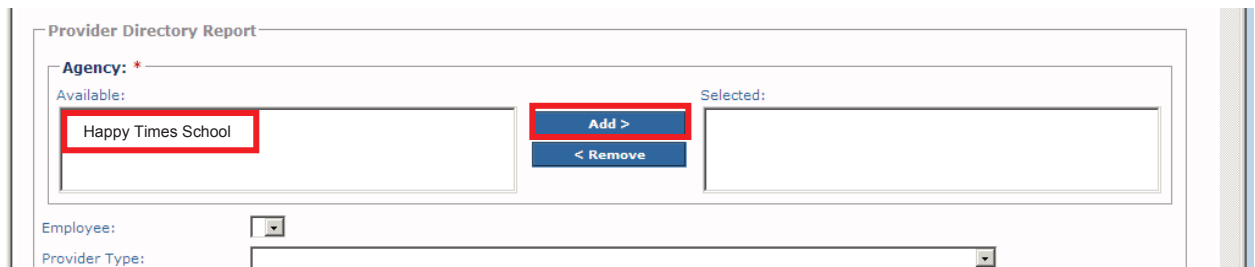
Document History

[Generate Report](#)

The **Provider Directory Report** screen appears.

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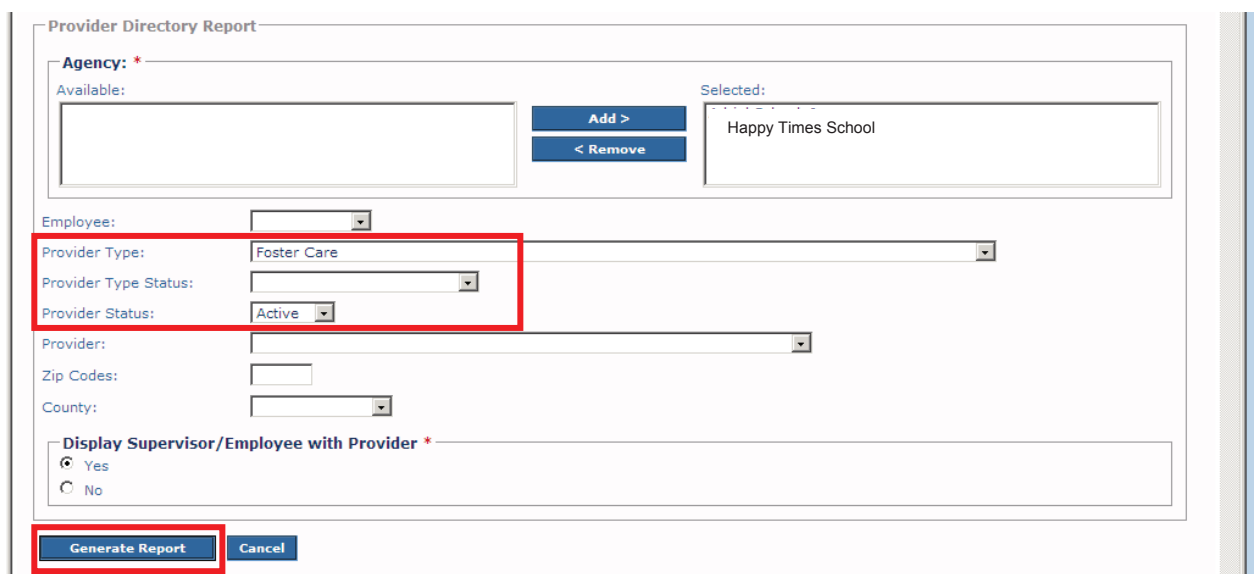
5. In the **Available** field, select the appropriate agency.
 - The only agencies available for selection will be the agency(ies) of the logged-in user.
 - If more than one agency appears, more than one can be selected.
6. Click the **Add >** button to move the choice to the **Selected** field.



The screenshot shows the 'Provider Directory Report' form. The 'Agency: *' section has an 'Available' list containing 'Happy Times School' and a 'Selected' list which is empty. The 'Add >' button is highlighted with a red box. Below the agency lists are fields for 'Employee:' (a dropdown) and 'Provider Type:' (a text input).

The choice appears in the **Selected** column as shown in the next screen shot.

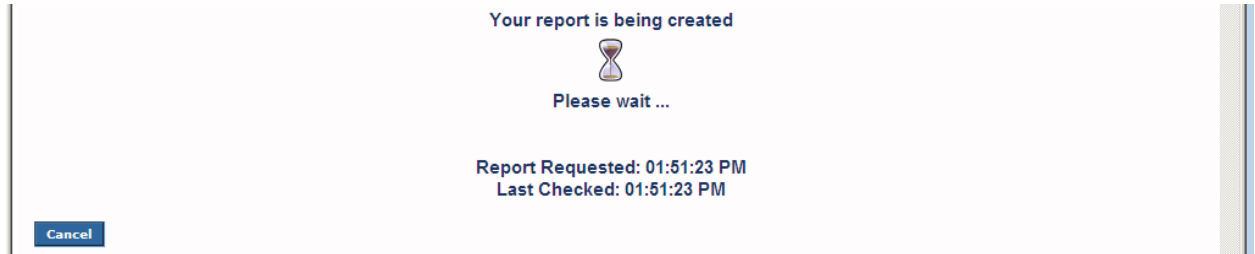
7. In the **Provider Type** field, select **Foster Care** or **Adoptive Care**.
8. In the **Provider Status** field, choose **Active**.
9. Complete the other fields as needed
10. Click the **Generate Report** button.



The screenshot shows the 'Provider Directory Report' form with 'Happy Times School' moved to the 'Selected' list. The 'Available' list is empty. The 'Add >' and '< Remove' buttons are visible. Below the agency lists are fields for 'Employee:', 'Provider Type:' (set to 'Foster Care'), 'Provider Type Status:', 'Provider Status:' (set to 'Active'), 'Provider:', 'Zip Codes:', and 'County:'. At the bottom, there is a 'Display Supervisor/Employee with Provider *' section with radio buttons for 'Yes' (selected) and 'No'. The 'Generate Report' button is highlighted with a red box, along with a 'Cancel' button.

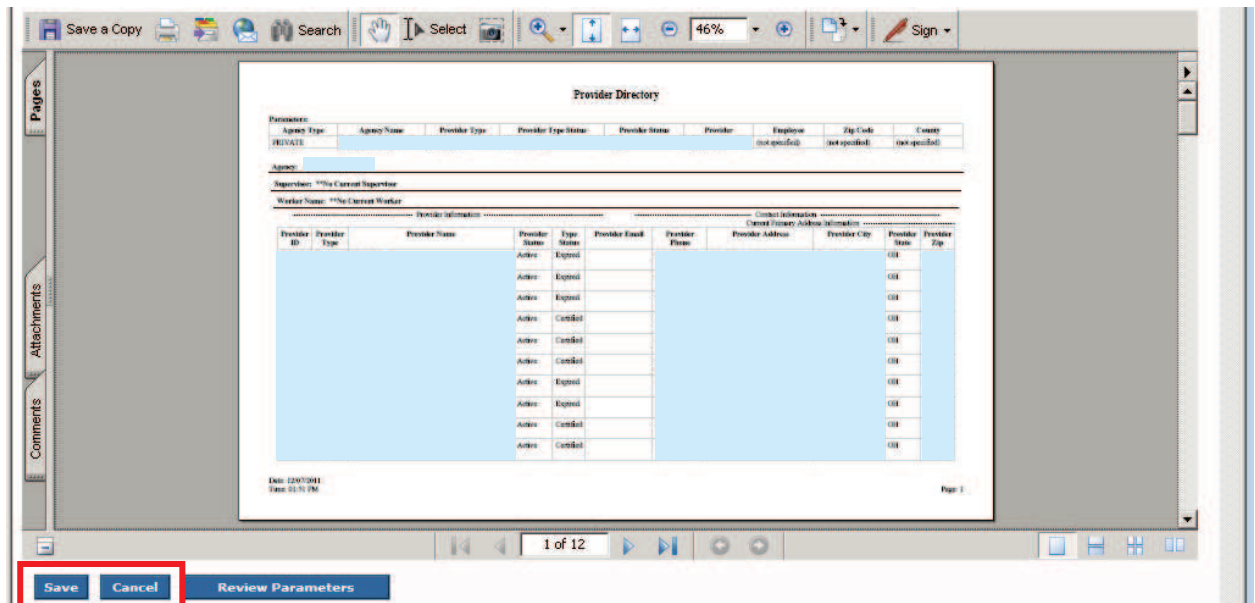
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A screen appears showing that the report is being created.



The **Provider Directory Report** appears displaying all active homes as of the system date along with their current status.

11. Click the **Save** button to save the report. This saves a copy the report to the SACWIS database.
12. Click the **Cancel** button to cancel the report.



The **Report Filter Criteria** screen appears.