

Running a Foster Parent Training (337) Report

The **Foster Parent Training Report** displays all of the foster parent training sessions created for a specific time period, along with other related information. This report is also called the 337 Report.

To print the report, complete the following steps:

1. On the SACWIS **Home** screen, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Filter Criteria** screen appears.
3. In the **Report Category** field, select **Provider**.
4. Click the **Filter** button.

Home Intake Case Provider Financial Administration
Staff Maintenance Security Reports Training Utilities

Report Filter Criteria
Report Category: Provider Report Type:

Filter

Reports
Result(s) 1 to 25 of 76 Page 1 of 4

Title	Category	Type
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The **Reports** section displays the reports as shown below.

5. Click the **Foster Parent Training Report** link on the right side of the grid row.

Report Filter Criteria
Report Category: Provider Report Type:

Filter

Reports
Result(s) 1 to 15 of 15 Page 1 of 1

Title	Category	Type	report
Certification Activity Report/Provider Summary Requirements	Provider	Unit	report
Foster Parent Training Report	Provider	Worker	report
Inquiry Outcome Report	Provider	Worker	report
JFS 04262 - Children Receiving Child Welfare Services Provided By Public Agencies	Provider	Agency	report
Maintain Licensing Activities	Provider	Unit	report
Placement & Custody Entry Timeliness	Provider	Unit	report
Placement Not Accepted Report	Provider	Agency	report
Provider Characteristics Report	Provider	Agency	report
Provider Counts and Vacancy Rates by Worker	Provider	Unit	report
Provider Directory Report	Provider	Unit	report
Provider Inquiry Summary Report	Provider	Agency	report

The **Report Details** screen appears.

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6. Select either the **PDF** or **Excel** radio button.
7. Click the **Generate Report** button.

Administration >> Reports

Report Details

Report Category: PROVIDER Report Title: Foster Parent Training Report
Report Type: WORKER

Report History

ID	Date Created	Employee ID	Name
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Document History

Select Report Output Format

PDF
 Excel

Generate Report

The **Foster Parent Training Report** screen appears.

8. In the **Agency Name** field, select your agency.
9. In the **From Date** field, select the appropriate date.
10. In the **To Date** field, select the appropriate date.
11. Click the **Generate Report** button.

Foster Parent Training Report

Agency Name: * County Children Services

From Date: * 08/01/2011

To Date: * 08/31/2011

Person Id:

Session Name:

Session Id:

Generate Report Cancel

A screen appears stating that your report is being created.

Your report is being created



Please wait ...

Report Requested: 08:34:48 AM
Last Checked: 08:34:48 AM

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14. Click the **Foster Parent Training Report** link on the right side of the grid row.

The screenshot shows a navigation menu with tabs for Home, Intake, Case, Provider, Financial, and Administration. Under Administration, there are sub-tabs for Staff, Maintenance, Security, Reports, Training, and Utilities. A blue notification bar at the top states "The report has been saved." Below this is a "Report Filter Criteria" section with "Report Category" set to "Provider" and "Report Type" set to a dropdown menu. A "Filter" button is present. The main area displays a grid of reports with the following data:

Title	Category	Type	report
Certification Activity Report/Provider Summary Requirements	Provider	Unit	report
Foster Parent Training Report	Provider	Worker	report
Inquiry Outcome Report	Provider	Worker	report
JFS 04262 - Children Receiving Child Welfare Services Provided By Public Agencies	Provider	Agency	report

The **Report Details** screen (**Report History** section) appears displaying the new report that was just saved.

15. To view the report, click the **Report Number** link. The new report appears.

16. When finished, click the **Cancel** button.

The screenshot shows the "Report Details" screen for the "Foster Parent Training Report". The "Report Category" is "PROVIDER" and the "Report Type" is "WORKER". The "Report History" section contains a table with the following data:

ID	Date Created	Employee ID	Name
1234567			

Below the table is a "Document History" section with a "Select Report Output Format" dropdown menu. The "Excel" option is selected. A "Generate Report" button is located below the dropdown. At the bottom of the screen, a "Cancel" button is visible.

The **Report Filter Criteria** screen appears.