

Running a Foster Parent Training 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** page, click the **Administration** tab.
2. Click the **Reports** tab. The **Report Search Criteria** screen appears.
3. In the **Report Category** field, select **Provider**.
4. Click the **Search** button.

The screenshot shows the SACWIS interface with the following elements:

- Navigation tabs: Home, Intake, Case, Provider, Financial, **Administration** (circled), Staff, Maintenance, Security, **Reports** (circled), Training, Utilities.
- Report Search Criteria section:
 - Report Category: Provider (dropdown)
 - Report Type: (dropdown)
 - Search** button (circled)
- Report Search Results table header:

Title	Category	Type
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The **Report Search Results** section populates as shown below.

5. Click the **Foster Parent Training Report** link on the right.

The screenshot shows the Report Search Results section with the following details:

- Report Search Criteria: Report Category: Provider, Report Type: (dropdown)
- Search** button
- Report Search Results: Result(s) 1 to 10 of 14, Page 1 of 2
- Table of results:

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

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.

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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

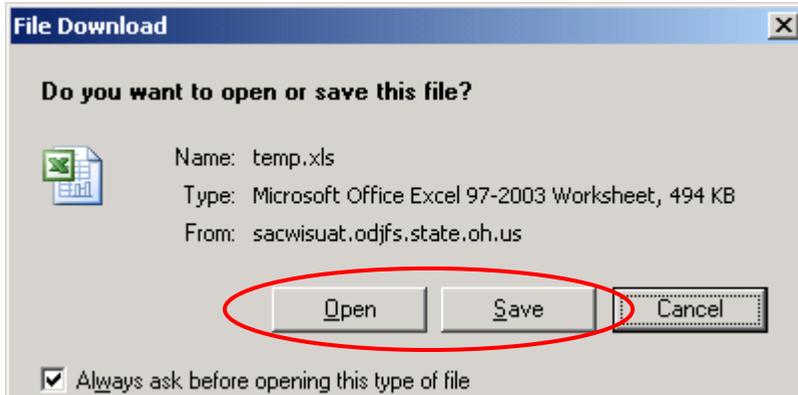


Please wait ...

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

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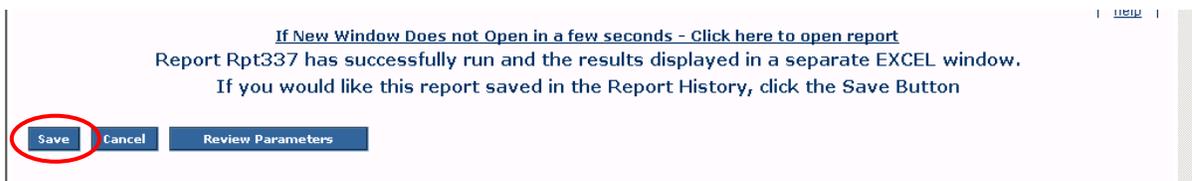
12. When the **File Download** box appears, click either the **Open** or **Save** button.



As shown in this example, the report appears displaying all of the Foster Parent Training sessions created for the specific time period requested, along with other related information.

Ohio Department of Job and Family Services		Report Id: RPT337							
Foster Parent Training Report									
Session Date	Session Name	Session Id	Status	Start Time	End Time	Actual Hours	Trainee Name	Person Id	

13. To save the report in SACWIS, click the **Save** button when this screen appears.



The **Report Search Criteria** screen appears with a message stating that your report has been saved.

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14. Click the **Foster Parent Training Report** link on the right.

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 confirmation message at the top states "The report has been saved." Below this is a "Report Search Criteria" section with dropdown menus for "Report Category:" and "Report Type:", and a "Search" button. The "Report Search Results" section shows a table with 14 results. The "Foster Parent Training Report" is highlighted in red, with its "report" link also circled in red.

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

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

15. Click the **Report Number** link in the appropriate row to view the report. The new report appears.

16. When finished, click the **Cancel** button to return to the **Report Search Criteria** screen.

The screenshot shows the "Administration » Reports" page. The "Report Details" section displays "Report Category: PROVIDER" and "Report Title: Foster Parent Training Report". Below this is the "Report History" section, which contains a table with columns for ID, Date Created, Employee ID, and Name. The first row has the ID "1234567" circled in red. Below the table is a "Document History" section with a "Select Report Output Format" dropdown menu showing "PDF" and "Excel" (selected). A "Generate Report" button is at the bottom. A "Cancel" button is circled in red at the bottom left of the page.

ID	Date Created	Employee ID	Name
1234567			