

Adding Provider Skills in SACWIS

You can record a provider's specialized skills or training in SACWIS, such as CPR, Braille, First Aid Training, etc. However, you will need the security profile of **Private Provider Worker** to add the skills.

Complete the following steps to record a provider's specialized skills:

1. On the SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Directory** tab.



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

3. On the **Provider Search** tab, enter the appropriate search criteria into the fields as needed.

Note: Some fields will automatically default with information.

4. Click the **Search** button.

A screenshot of the 'Provider Profile Search Criteria' form. The form contains various input fields for search criteria, including 'Provider Name', 'Provider Type', 'Agency Type', 'Member First Name', 'Provider Reference Type', 'Provider ID', 'Agency', 'Member Last Name', 'Provider Reference Number', 'Provider Category', 'Sounds Like', and 'Provider Status'. There are checkboxes for 'AKA' and 'Sounds Like'. A red box highlights the entire form area. At the bottom, the 'Search' button is circled in red, along with a 'Clear Form' button. A link for 'Advanced Search Criteria' is also visible.

The results appear in the **Provider Profile Search Results** grid.

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5. Click the **Edit** link in the appropriate row.

Provider Profile Search Results
Result(s) 1 - 15 of 20 Page 1 of 2

	Provider Name/ ID	Provider Status	Provider Category	Address
view edit		ACTIVE	HOME	
view edit		ACTIVE	HOME	

The **Provider Overview** screen for the selected provider appears.

6. Click the **Skills** link in the **Navigation** menu.

Home **Provider** Financial Administration

Directory Training help

Provider Overview
Activity Log
[Skills](#)
Training

Provider Overview
Provider Category: Home
Provider Name: Jetson, Jane & Jetson, George
Primary Address: 123 Second ST Alliance, OH 44601 Stark
Provider ID: [redacted]
Provider Status: Active
Primary Contact: [redacted]

The **Skills** screen appears.

7. Click the **Add Skills** link in the appropriate row.

Home **Provider** Financial Administration

Directory Training help

Provider Overview
Activity Log
Skills
Training
Acceptance Criteria
Approval/Certification
Placements/Services

Provider Category: Home Provider ID: [redacted] Provider Name: Jetson, Jane & Jetson, George

Skills

	Member Name	Skills
add skills		
add skills	Jetson, George	
add skills	Jetson, Jane	

The **Provider Skills** screen appears.

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8. In the **Available Skills** field, click the appropriate skill to highlight it.
9. Click the **Add >>** button to move the selection to the **Selected Skills** field.
10. Repeat the previous two steps as needed to move additional skills.

The screenshot shows a web interface for adding provider skills. On the left, under the heading "Provider Skills", there is a list of "Available Skills" including Dentist, Educator, First Aid Training, Licensed Physical Therapist, Medical Doctor, Other, Psychologist, Registered or Licensed Practical Nurse, Sign Language, and Social Worker. The "Educator" skill is highlighted. To the right of the list are four buttons: "Add >>", "Add All >>", "<< Remove", and "<< Remove All". The "Add >>" button is highlighted with a red box. On the right side of the interface is a "Selected Skills" field, which is currently empty.

The skill(s) appear in the **Selected Skills** field as shown below.

11. If an incorrect skill was selected, click that skill in the **Selected Skills** field.
12. Click the **<< Remove** button. The skill returns to the **Available Skills** field.
13. In the **Comments** field, enter any comments as needed.
14. When complete, click the **Save** button.

This screenshot shows the same Provider Skills interface as the previous one, but with more elements highlighted. The "Selected Skills" field now contains "Educator" and "Social Worker". The "Comments" field contains the text "Jane is a Licensed Social Worker". Below the comments field are buttons for "Spell Check", "Clear", and "1068". At the bottom left, the "Save" button is highlighted with a red circle. The "Add >>" button from the previous screenshot is also highlighted with a red box.

