

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.
3. Click the **Provider Directory Report** link.

The screenshot shows the SACWIS interface with the 'Administration' and 'Reports' tabs highlighted. Below the tabs is a 'Report Filter Criteria' section with dropdown menus for 'Report Category' and 'Report Type', and a 'Filter' button. The 'Reports' section displays a table with the following data:

Title	Category	Type	
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

Page 1 of 1

* Report is offline.

The **Report Details** screen appears.

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

The screenshot shows the 'Report Details' screen with the following information:

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

Report History

ID	Date Created	Employee ID	Name
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Document History

[Generate Report](#)

The **Provider Directory Report** screen appears.

Generating a Provider Directory Report

5. In the **Agency** field, select the appropriate agency.
6. Click the **Add >** button to move the choice to the **Selected** field.

Important:

- The only agencies available for selection will be the agencies of the logged-in user.
- More than one agency can be selected.

Provider Directory Report

Agency: *

Available:

Selected:

Employee:

Provider Type:

The choice(s) appear in the **Selected** column.

7. In the **Provider Type** field, select **Foster Care** or **Adoptive Care**.
8. In the **Provider Status** field, choose **Active**.
9. Click the **Generate Report** button.

Provider Directory Report

Agency: *

Available:

Selected:

Employee:

Provider Type:

Provider Type Status:

Provider Status:

Provider:

Zip Codes:

County:

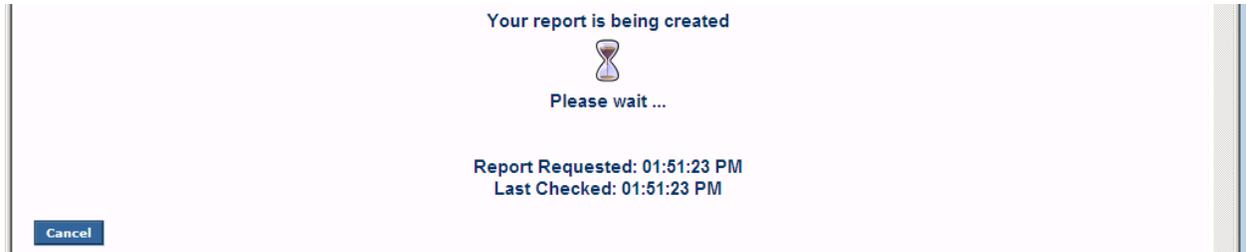
Display Supervisor/Employee with Provider *

Yes

No

Generating a Provider Directory Report

A screen appears showing that your report is being created.



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

10. Click the **Save** button to save the report. This saves a copy the report to the SACWIS database.

11. Click the **Cancel** button to cancel the report.

