

## Guide to Pennsylvania’s Infant/Toddler Early Intervention ProviderRegistry

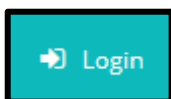
### County Oversight Guide to Reports

#### Key Ideas about Accessing the Reports:

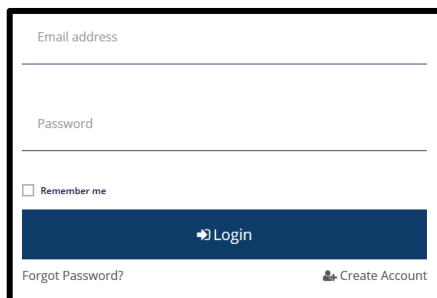
- As the County Oversight Administrator, you will only see the agencies and staff assigned to your county program.
- To access the reports, log in using your County Oversight Administrator role.
- All of the reports are date driven. Make sure that you have selected the dates that you want to view.
- All reports can be downloaded to Excel and other formats (ex., pdf, csv, Word, PowerPoint, etc.) if further data manipulation is needed.

### ACCESS YOUR COUNTY OVERSIGHT PROFILE

1. Go to [www.papregistry.org](http://www.papregistry.org).
2. Click **Login** in the top right corner.



3. Enter your email address and password used for your Profile, then click **Login**.

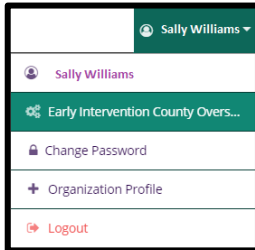


The screenshot shows a login form with the following elements:

- An input field labeled "Email address".
- An input field labeled "Password".
- A checkbox labeled "Remember me".
- A dark blue button with a white right-pointing arrow and the text "Login".
- At the bottom left, a link labeled "Forgot Password?".
- At the bottom right, a link labeled "Create Account" with a small person icon.

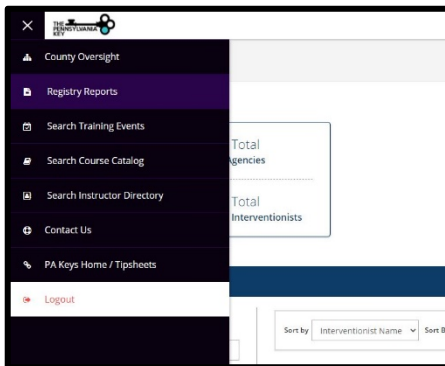
- After logging in, you'll see your name in the top right corner. Click on **your name**. A drop-down menu will appear. Click on **Early Intervention County Oversight**. This will take you to your county dashboard.

The dashboard shows the number of agencies and interventionists assigned to your county. You are able to sort the list of interventionists by agency or alphabetically.

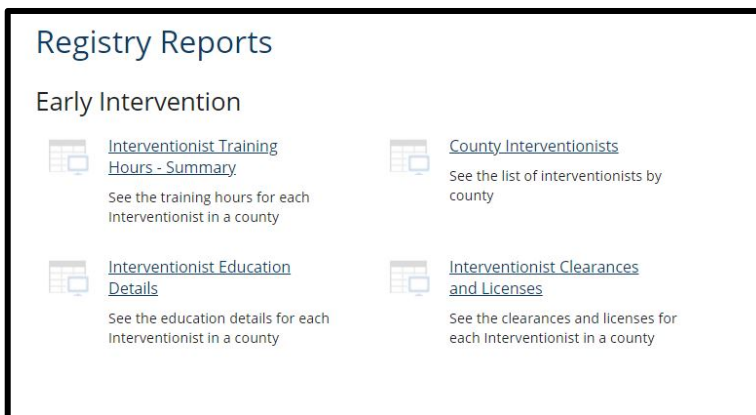


## HOW TO ACCESS REPORTS

- From your County Oversight dashboard, hover over the icon on the left side of the page to see the menu. When it appears, select **Registry Reports**.



- Click on the individual **report link** to open that report.

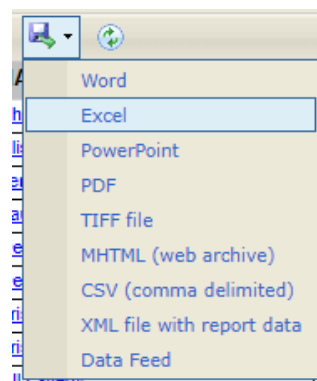


- Enter a start date and end date in the menu bar.

- Use the arrows to sort the column in ascending and descending order if needed.

- To find further details about each staff person in the *Interventionist Training Hours – Summary*, *Interventionist Education Details*, and *Interventionists Clearances and Licenses* report, **click on the hyperlink** of the staff person’s name.
- To view the actual document that has been uploaded (ex., training certificates), **click on the hyperlink** for that document.
- When you are reviewing the details of a staff person’s training hours or educational details and want to go back to the main page of the report. click on **blue arrow**.

- To download a report, click on the **download icon**. Select the type of document to be used. The hyperlinks will no longer work when the report is downloaded. Hyperlinks only work when in the main Provider Registry Report screen.



## ELEMENTS IN EACH REPORT

Elements Included in Each Report	County Interventionists Report	Interventionist Education Details	Interventionist Training Hours – Summary Report	Interventionist Clearances and Licenses Report
Org ID	X		X	X
Org Name	X	X	X	X
Interventionist Name	X	X	X	X
Position Title	X	X	X	X
Employment Start Date	X	X	X	X
Employment End Date	X	X	X	X
Interventionist Counties	X		X	
County Status	X		X	
County Assignment Start Date	X		X	
County Assignment End Date	X		X	
Highest Level of Higher Educ.		X		
Degree Type		X		
Institution		X		
Graduation Date		X		
Major		X		
Minor		X		
FBI Clearance Issued				X
FBI Clearance Expiration				X
Documentation Uploaded				X
PA State Police Issued				X
PA State Police Expiration				X
Documentation Uploaded				X
Child Abuse Issued				X
Child Abuse Expiration				X
Documentation Uploaded				X
EI License Issued				X
EI License Expiration				X
Documentation Uploaded				X
Training Hours			X	
Preservice Training			X	

## FUNCTIONS OF EACH REPORT

What report do I use to:	County Interventionist Report	Interventionist Education Details	Interventionist Training Hours – Summary	Interventionist Clearance and Licenses
Find a list of all staff in the county by name, agency, and position.	X	X	X	X
Find a list of staff by their start and end dates of working in the county.	X	X	X	
Find a list of when agencies started and ended their work in the county.	X	X		X
Confirm the educational details of a new employee to ensure they have the right provider qualifications.		X		
Confirm that staff have current CPR/First Aid training and find when an update is due.		X		
Confirm that staff have up-to-date clearances and licenses and find when they expire.		X		X
Confirm that staff have met training requirements by reviewing certificates of attendance.		X	X	
Find the total number of training hours in a year for each staff.			X	
Confirm that preservice training is completed and documented.			X	