pennsylvania
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

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

Organization Administrator Guide to Reports
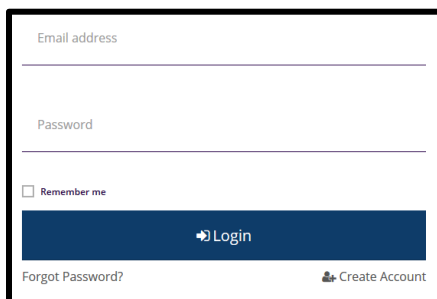
Key Ideas about Accessing the Reports:
- As the Organization Administrator, you will only see the staff assigned to your agency.
- To access the reports, log in using your Org Admin role.
- All of the reports are date driven. Make sure that you have selected the dates that you want to view.
- All reports can be downloaded to Excel and other formats (ex., pdf, csv, Word, PowerPoint, etc.) if further data manipulation is needed.

ACCESS YOUR ORG ADMIN PROFILE

1. Go to www.paeiproviderregistry.org

2. Click **Login** in the top right corner.
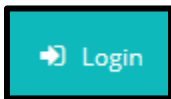
➜] Login

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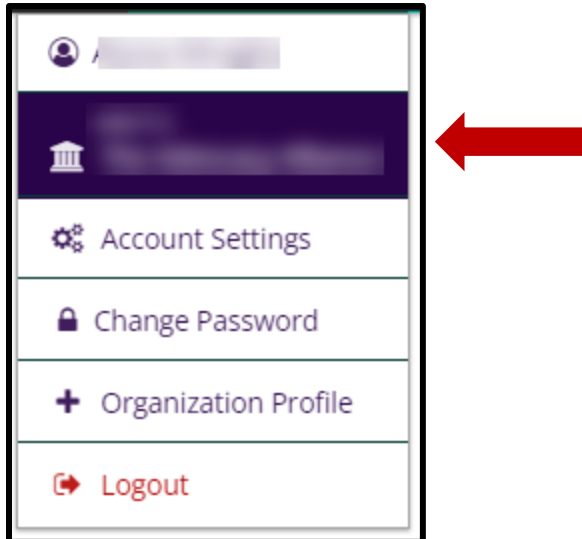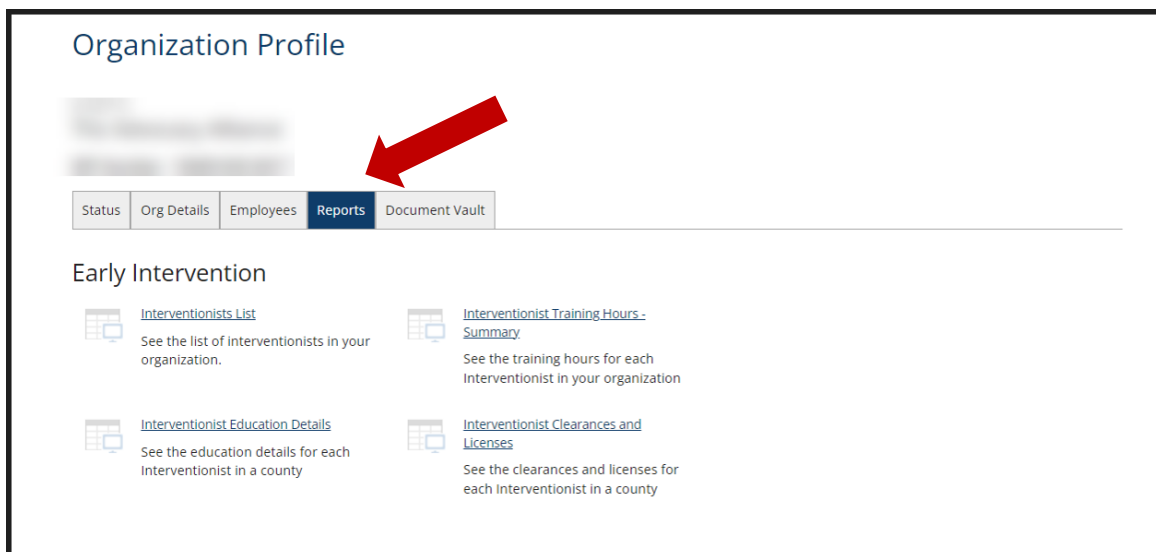
Email address

Password

☐ Remember me

➜] Login

Forgot Password?   ♣ Create Account

4. 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 **Your Org Name.** This will take you to your Organization Profile.
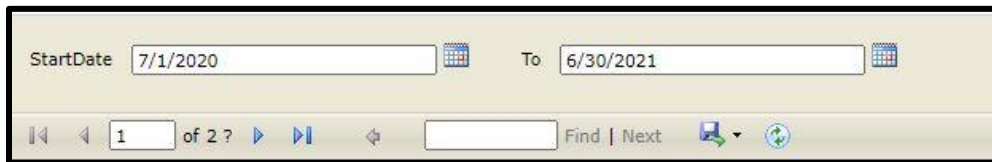

HOW TO ACCESS REPORTS

1. From your Org Profile, click on the Reports tab

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

3. To change the date range for a report, enter a new start date or end date in the menu bar.

4. 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.

5. To view the actual document that has been uploaded (ex., training certificates), **click on the hyperlink** for that document.

6. 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.**
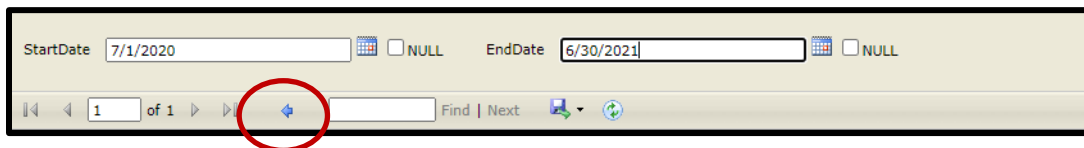
7. To download a report, click on the **download icon**. Select the type of document to be used.
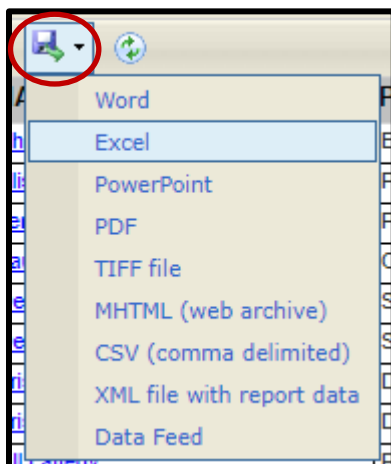
ELEMENTS IN EACH REPORT

Elements Included in Each Report	Interventionists List	Interventionist Education Details	Interventionist Training Hours – Summary	Interventionist Clearances and Licenses
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	
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-Expiration				X
Documentation Uploaded				X
Pediatric CPR/First Aid Certification date				X
Pediatric CPR/First Aid Expiration				X
Documentation Uploaded				X
Mandated Reporter Certification Date				X
Mandated Reporter Certification Expiration				X
Documentation Uploaded				X
Preservice Training Date			X	
Training Hours			X	
Procedural Safeguards/Mediation			X	
Cultural Competence			X	
Transition			X	
Fire Safety/Emergency Evacuation			X	
Universal Health Precautions			X	
Coaching Endorsement		X		

Table 1: Elements in Each Report

FUNCTIONS OF EACH REPORT

What report do I use to:	Interventionist List	Interventionist Education Details	Interventionist Training Hours – Summary	Interventionist Clearance and Licenses
Find a list of all staff in the Org by name, county, and position.	X	X	X	X
Find a list of staff by their start and end dates of working in the Org.	X	X	X	
Find a list of when staff started and ended their work in each assigned 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	

Table 2: Functions of Each Report