

Pennsylvania's Infant/Toddler Early Intervention Provider Registry

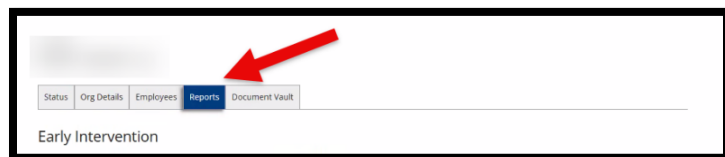
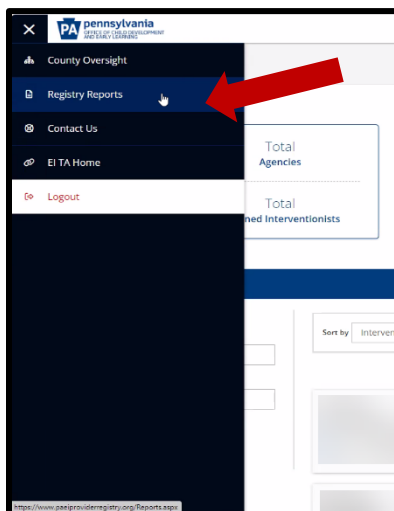
County Oversight Guide to Reports

- As the County Oversight, you will only see the agencies and staff assigned to your County Program.
- As an Organization Administrator, you will only see the staff and counties linked with your Organization.
- Reports are driven by employment start date. Reminder- an interventionist may work in another County or Organization prior to beginning in yours. Users should pay attention to both the employment start date and County assignment date when determining if an interventionist is considered a "new hire." Interventionists who begin in a new county or new Organization do not need to acquire new clearances or complete new preservice training if they maintain continuous employment in Early Intervention.
- All the reports are date driven. Make sure that you have selected the dates that you want to view. It is recommended that July 1 be used as the start date for all reports.
- All reports can be downloaded to Excel and other formats (ex., pdf, csv, Word, PowerPoint, etc.) if further data manipulation is needed.

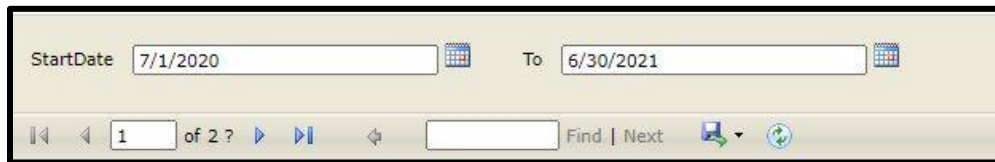
HOW TO ACCESS REPORTS

1. Log in to your existing account at www.paeipproviderregistry.org and Navigate to your County Oversight or Organization Administrator role.
2. County Oversight users hover over the left side of the screen and select **Registry Reports**.

Organization Administrators will have a **Reports** tab on their screen.

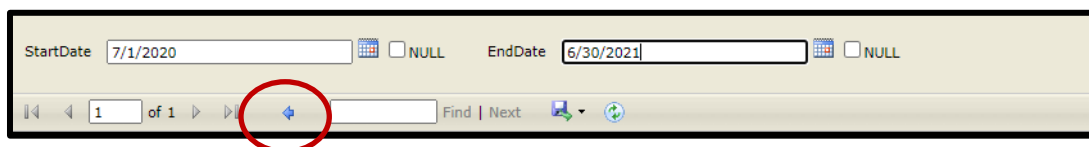


3. Click on the individual **report link** to open that report.
4. To change the date range for a report, enter a new start date or end date in the menu bar.



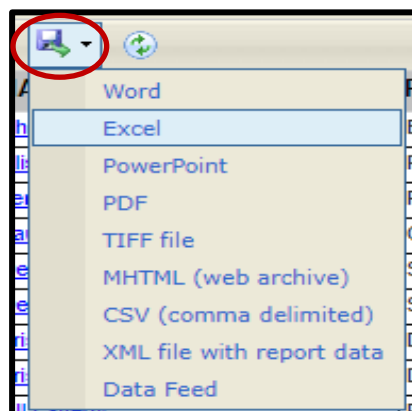
A screenshot of the report menu bar. It features two date input fields: 'StartDate' with the value '7/1/2020' and 'To' with the value '6/30/2021'. Below these fields is a navigation bar with icons for first, previous, next, and last, along with a page indicator showing '1 of 2 ?'. There are also 'Find' and 'Next' buttons and a download icon.

5. 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.
6. To view the actual document that has been uploaded (ex., training certificates), **click on the hyperlink** for that document.
7. 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**.



A screenshot of the report menu bar, similar to the one above but with additional 'NULL' checkboxes next to the date fields. A red circle highlights a blue arrow icon in the navigation bar, which is used to return to the main page of the report.

8. To download a report, click on the **download icon**. Select the type of document to be used.



ELEMENTS IN EACH REPORT

County Interventionists or Interventionist List

Org ID
Org Name
Registry ID
Interventionist Name
Email
Position Title
Hours per Week
Months per Year
Employment Start Date
Employment End Date
Interventionist Counties
County Assignment Start Date
County Assignment End Date

Interventionist Education Details

Org Name
Registry ID
Interventionist Name
Position Title
Employment Start Date
Employment End Date
Highest Level of Higher Education
Degree Type
Institution
Graduation Date
Major
Minor
Coaching Endorsement Issue Date
Coaching Endorsement Expiration Date

Interventionist Training Hours – Summary

Org ID
Org Name
Registry ID
Interventionist Name
Position Title
Employment Start Date
Employment End Date
Interventionist Counties
County Status
County Assignment Start Date
County Assignment End Date

Total CAT Hours
Preservice Training Date
Training Hours
Procedural Safeguards/Mediation
Cultural Competence
Transition
Fire Safety/Emergency Evacuation
Universal Health Precautions

Interventionist Clearances and Licenses

Org ID
Org Name
Registry ID
Interventionist Name
Position Title
Employment Start Date
Employment End Date
FBI Clearance Issued
PA State Police Issued
Child Abuse Issued
EI License Issued – Expiration
Pediatric CPR/First Aid Certification Date
Pediatric CPR/First Aid Expiration
Documentation Uploaded
Mandated Reporter Certification Date
Mandated Reporter Certification Expiration
Documentation Uploaded