

Guide to Pennsylvania's Infant/Toddler Early Intervention Provider Registry

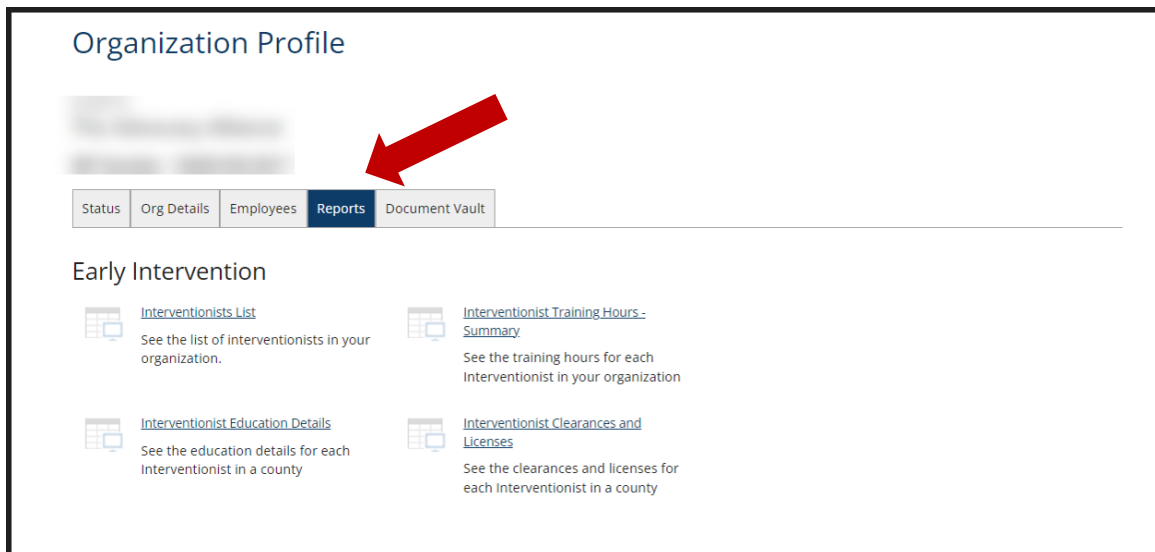
Organization Administrator Guide to Reports

Key Ideas about Accessing the Reports:

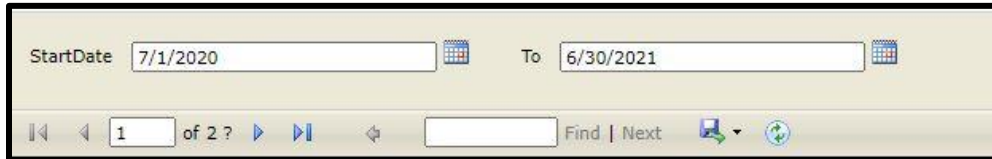
- As the Organization Administrator, you will only see the staff assigned to your agency.
- To access the reports, log in using your Org Admin role.
- All of the reports are date driven. Make sure that you have selected the dates that you want to view.
- All reports can be downloaded to Excel and other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

HOW TO ACCESS REPORTS

1. Log in to your existing account at www.paeipproviderregistry.org
2. Navigate to your Organization Profile and click on the Reports tab

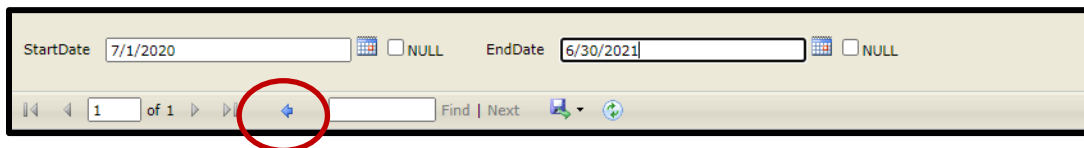


3. Click on the individual **report link** to open that report.
4. To change the date range for a report, enter a new start date or end date in the menu bar.



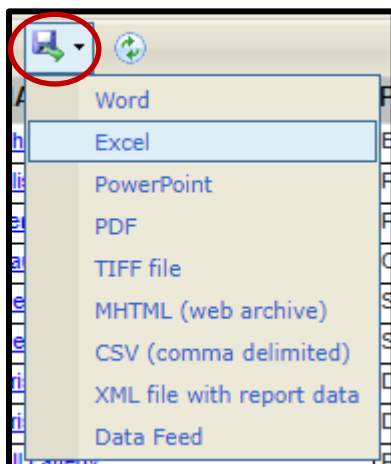
A screenshot of the report menu bar. It features two date input fields: 'StartDate' with the value '7/1/2020' and 'To' with the value '6/30/2021'. Below these fields is a navigation bar with a '1 of 2 ?' indicator, 'Find' and 'Next' buttons, and a download icon.

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. 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.



A screenshot of the download menu. A red circle highlights the download icon (a computer monitor with a download arrow) in the top left corner. The menu is open, showing a list of file formats: Word, Excel, PowerPoint, PDF, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed.

ELEMENTS IN EACH REPORT

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

FUNCTIONS OF EACH REPORT

Interventionist List

- Find a list of all staff in the Organization by name, county and position
- Find a list of staff by their start and end dates of working in the organization
- Find a list of when staff started and ended their work in each assigned county

Interventionist Education Details

- Find a list of all staff in the Organization by name, county and position
- Find a list of staff by their start and end dates of working in the organization
- Find a list of when staff started and ended their work in each assigned county
- Confirm the educational details of a new employee to ensure they have the right provider qualifications
- Confirm that staff have current CPR/First Aid training and find when an update is due
- Confirm that staff have up-to-date clearances and licenses
- Confirm that staff have met training requirements by reviewing certificates of attendance
- Find a list of staff that have reached Coaching Endorsement

Interventionist Training Hours – Summary

- Find a list of all staff in the Organization by name, county and position
- Find a list of staff by their start and end dates of working in the organization
- Confirm that staff have met the training requirements by reviewing certificates of attendance
- Find the total number of training hours in a year for each staff

Interventionist Clearance and Licenses

- Find a list of all staff in the Organization by name, county and position
- Find a list of when staff started and ended their work in each assigned county
- Confirm that staff have up-to-date clearances and licenses