

Provider Contact Report by Service

Introduction

Waiver Support Coordinators (WSCs) assist clients in accessing services and choosing providers. WSCs can utilize the Provider Contact Report by Service as a tool to access a current list of active service providers by location to facilitate client choice.

The following Roles in iConnect will have access to this report:

APD Main APD Admin State Office Worker ROM/Deputy ROM Regional Waiver Workstream Worker Region Waiver Workstream Lead Tier 1 Help Desk Tier 2 Help Desk WSC/CDC

Pulling the Provider Contact Report by Service

Once the client, legal representative (as applicable), and WSC have identified potential services a client needs, the WSC can pull the Provider Contact Report by Service to obtain a list of providers that provide those specific services.

1. To begin, log into iConnect and set Role = <u>WSC/CDC</u>. Click Go.

op	d iConnect	٧	Nelcome, Carcine WSC My Dashboo 12/3/2024 3:00 PM	Sign Out	WSC/CDC	G0
File	Reports					
	Quick Search	Consumers	✓ Last Name	✓ GO	ADVANCED SEARCH	
			MY DASHBOARC CONSUMERS			

2. On **My Dashboard**, navigate to the Reports menu and select **Provider Contact Report by Service.**



opd iConnect	Welcome, Caroline WSC My Dashboard	Sign Out	Role WSC/CDC		~ G0
File Reports					
Provider Contact Report by Service					
Provider Documentation Report	✓ Last Name	~	GO	ADVANCED SEARCH	
WSC BASE Renewal Due			$\overline{}$	ADVANCED CEARCH	
WSC Medicaid Waiver Eligibility Worksheet Du	e				
WSC Provider Documentation	MY DASHBOARD CONSUMERS				
WSC Support Plan Due	BBOWDEBS			TACKC	

3. In the Service Name dropdown, select the service(s) needed.



a. To expand the box to view additional services, click and drag the bottom right corner of the dropdown menu.



b. On the keyboard, press **Ctrl + F**, and type in the service or service code needed. Utilize the arrows to locate multiple





uses of the service or service code.

ITML	✓ Export		Occupational	1/10
Convice Name			Match case	
Service Marine.			Match whole word	
	(4061) Environmental Accessibility Adaptations Assessn			
	🗹 (4080) Life Skills Development - Level 1 (Community Incl	//		
	(4081) Life Skills Development - Level 2 (Supported Empl			
	(4082) Life Skills Development - Level 2 (Supported Emp			
	(4082) Life Skills Development - Level 3 (ADT) - Facility B			
	(4083) Life Skills Development - Level 2 (Supported Empl			
	(4085) Life Skills Development Level 4 - Prevocational			
	(4110) Occupational Therapy			
	(4111) Occupational merapy - Assessment			
	(4130) Personal Emergency Response System - Service			
	🗌 (4131) Personal Emergency Response System - Install			
	(4140) Personal Supports			
	(4141) Personal Supports - Day			
	(4142) Personal Supports NEGOTIATED - Quarter hour			
	(4143) Personal Supports NEGOTIATED - Day			
	(4150) Physical Therapy			
	(4151) Physical Therapy - Assessment			
	(4160) Private Duty Nursing - Assessment			

4. Click View Report to execute the search.

HTML	✓ Export	
Service Name:	(4080) Life Skills Development - Lev	View Report

5. A report will generate on the screen. Export the report by going to the caret next to the Save icon.



Capulco Nam	(4000) Life Skills Davelooment - Low						View Penert
Service Nam	e. (4000) the axis bevelopment - tevel v						view Report
14 4 1	of 22 b bl d						
Provid	ler Contact Information Re	port by Service					
Poport Exore	tod Data 12/2/2024 9:07:52 DM						
	100 Dute. 12 312024 0.01.33 F W						
Region	Service	Provider	Provider Street Address	Provider City	Provider ZIPcode	Provider County	Provider Ph Number
	(4140) Personal Supports	LOUGH STREET, SAN TO A	10010-0010-000	ALC: NOT THE R. P. LEWIS CO., NAMES AND ADDRESS OF THE PARTY OF THE PA	1000		A 100 100
	(4080) Life Skills Development - Level 1 (Community Inclusion)	A REPORT OF A R	the property study of the state	10.000	10.00		Concession of the
	(4140) Personal Supports	100 000.001 0.000.001.001	1000 4888 5100 100	10.000	101/1	HILLSBOROUGH	0.000
	(4080) Life Skills Development - Level 1 (Community Inclusion)	Constantiation (Constantiation)	46110.48210	Statistics.	10.00		
	(4140) Personal Supports	COMPANY OF A COMPA	IN TAXABLE PART OF	10.000	10.00		100.000
	(4080) Life Skills Development - Level 1 (Community Inclusion)	ATL008 040.0	100 Cold Sector 1 1 1 1 1	1.41.0004.0	10.4		100,000,000
	(4140) Personal Supports	16.8 S. (100 BB (1000), (2)	100 100 100 10 10 10 10	1.41.0004.1	10.10		10000
	(4080) Life Skills Development - Level 1 (Community Inclusion)	THE RECEIPT DIVERSITY OF	THE AREA FOR THE	1.00	1075	HILLSBOROUGH	
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	ALCONTRACTOR OF THE	OCCUPATION OF T	010400	1013	Orange	107100-000
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	10.000.000.000	101111111111111111	10.4.6	10.0	Orange	10,110,000
CENTRAL	(4140) Personal Supports	100.000 B.00.000.000	THE PARTY OF	10000	1000	Orange	10.00
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	1000	A REPORT OF A REPORT OF	101000101	10110	Lake	10,100,040
CENTRAL	(4140) Personal Supports	10.0100-000-000-000	THE PART IN LOCK AND INCOME.			Osceola	101100-000
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	10100 KG40.140	OCCUPATION AND ADDRESS OF TAXABLE PARTY.	010-000	1010	Orange	107103-048
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	A 10 10 10 10 10 10	ALC: 1212130-1213	1000		Brevard	121,002,0081
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	HARD BACK	A REPORT OF	COMPANY OF TAXABLE	10.10	Citrus	100,000,000
CENTRAL	(4140) Personal Supports	NEW DECEMENT THEY ROLF FORE L	ALC: NO POST OF A	10.04.0		Marion	
CENTRAL	(4080) Life Skills Development - Level 1 (Community	THE REAL PROPERTY OF	THE R. LEWIS CO., LANSING MICH.	100000000000000000000000000000000000000	1000	Hernando	and the second second

6. Select Excel.

Service Name: (4080) Life Skills Development - Lev		View Report
II of 2 ? V VI 🔶 Find Next		
Provider Contact Information Re	CSV (comma delimited)	
Report Executed Date:12/3/2024 8:07:53 PM	PDF Excel TIFF file	
Region Service	Word MHTML (web archive) Provider Street Add	ress Pr

7. The Excel report will download. Click the report from the computer's downloads.



8. To edit and filter the report, click the **Enable Editing** button at the top of the screen.





9. Review/filter report as needed. Utilize the <u>How to Add Filters to iConnect</u> <u>Reports Job Aid</u> for additional assistance in filtering an iConnect report.