

## 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.

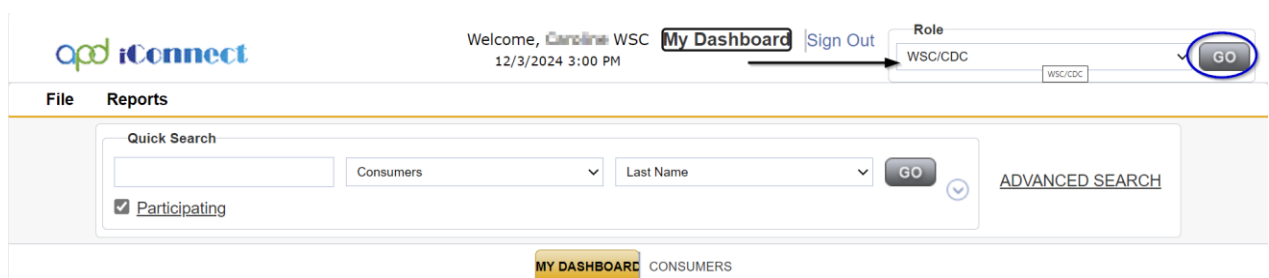
The following Roles in iConnect will have access to this report:

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

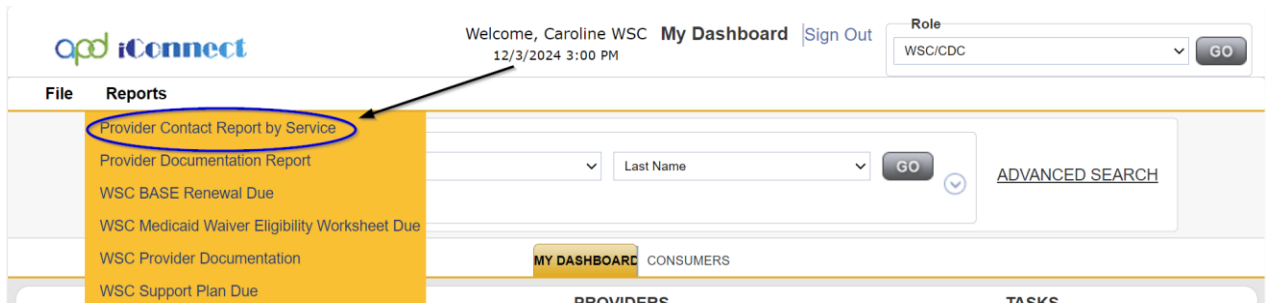
Once the client, legal representative (as applicable), and WSC have identified potential services a client needs, the WSC can pull the Provider Contact Report by Service to obtain a list of providers that provide those specific services.

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

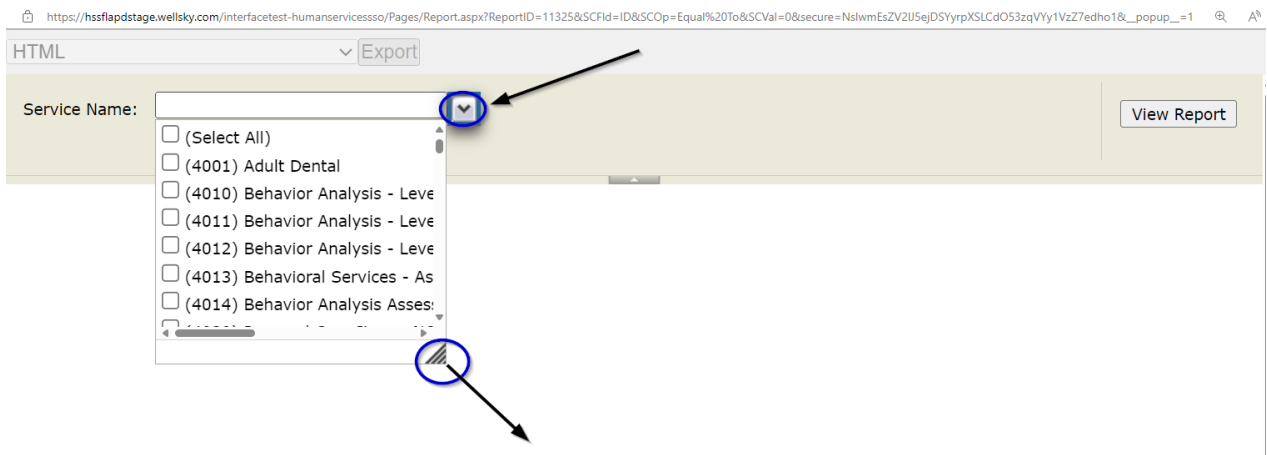


The screenshot shows the iConnect user interface. At the top left is the logo for the agency for persons with disabilities. The user is logged in as 'Caroline WSC' on '12/3/2024 3:00 PM'. There are navigation links for 'My Dashboard' and 'Sign Out'. A dropdown menu for 'Role' is open, showing 'WSC/CDC' selected, with a 'GO' button circled in blue. Below the navigation is a 'File Reports' menu. A 'Quick Search' section contains a search box, a 'Consumers' dropdown, a 'Last Name' dropdown, a 'GO' button, and a checked 'Participating' checkbox. An 'ADVANCED SEARCH' link is also present. At the bottom, there are tabs for 'MY DASHBOARD' and 'CONSUMERS'.

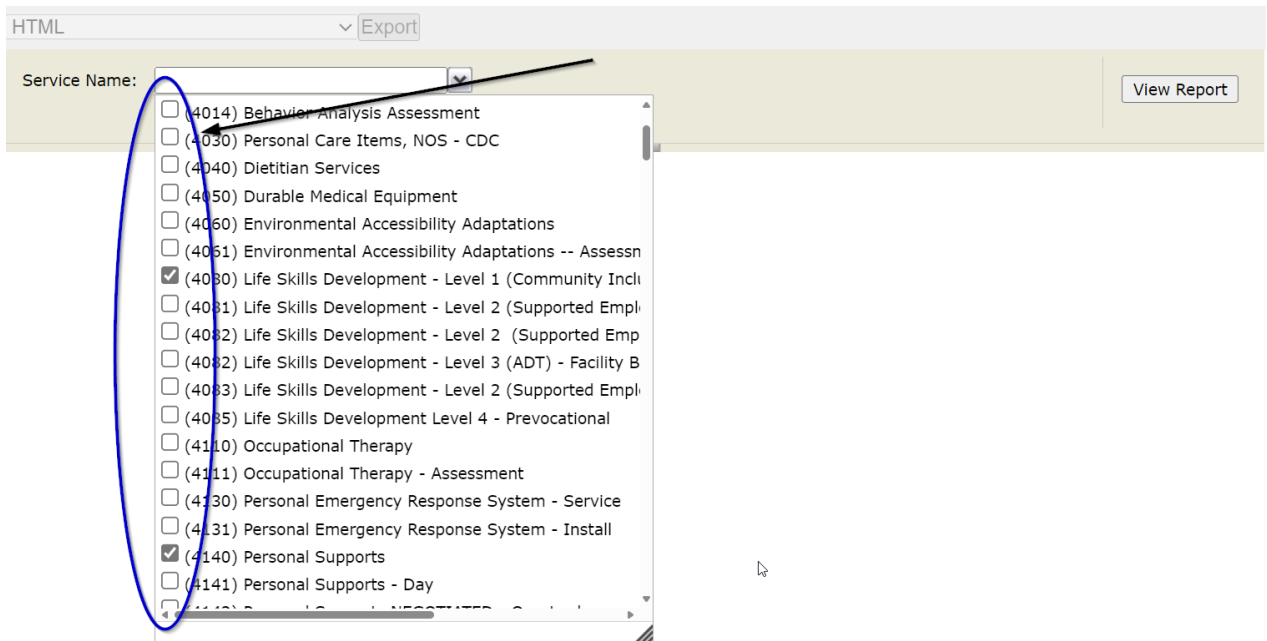
2. On **My Dashboard**, navigate to the Reports menu and select **Provider Contact Report by Service**.



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

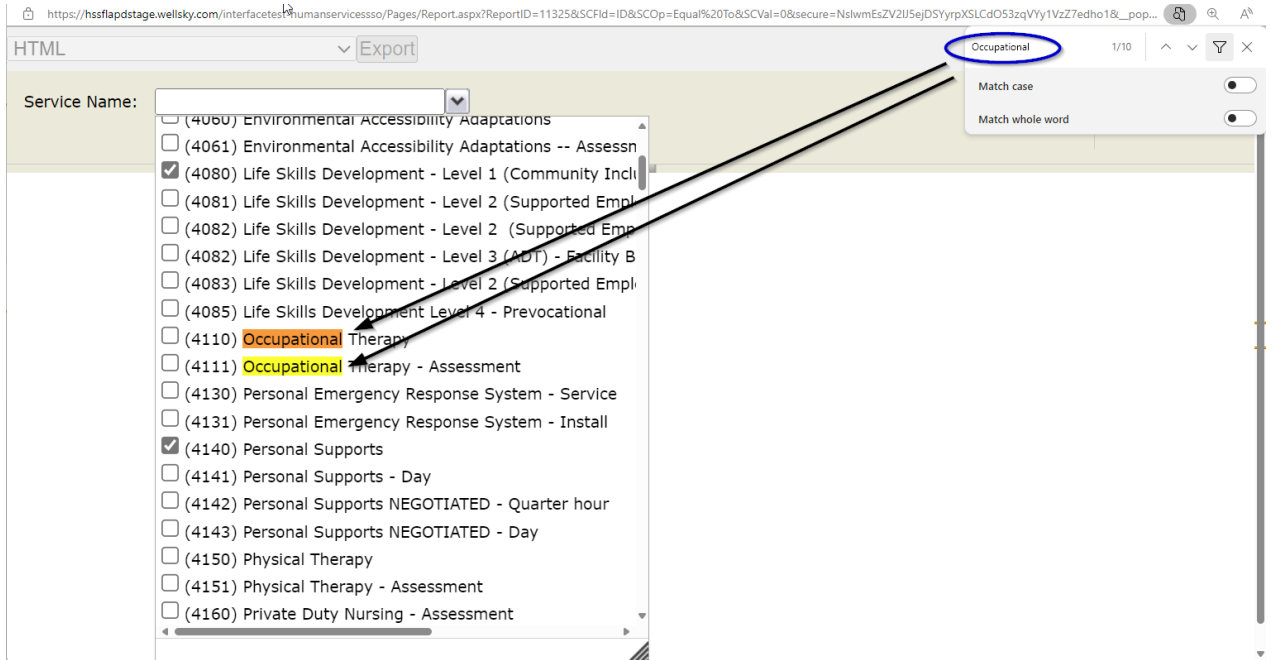


a. To expand the box to view additional services, click and drag the bottom right corner of the dropdown menu.

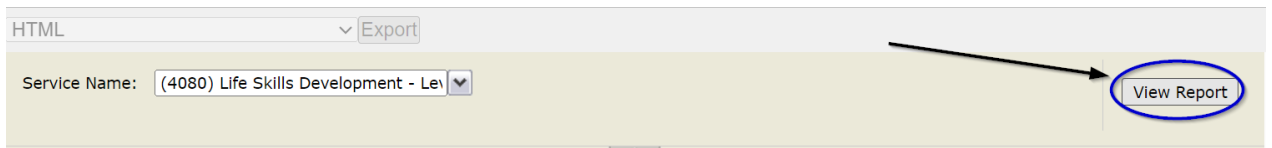


b. On the keyboard, press **Ctrl + F**, and type in the service or service code needed. Utilize the arrows to locate multiple

uses of the service or service code.



4. Click **View Report** to execute the search.



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

Service Name: (4080) Life Skills Development - Level 1 (Community Inclusion) View Report

1 of 2 ? Find | Next

### Provider Contact Information Report by Service

Report Executed Date: 12/3/2024 8:07:53 PM

Region	Service	Provider	Provider Street Address	Provider City	Provider ZIPCode	Provider County	Provider Ph Number
	(4140) Personal Supports	...	...	...	...		...
	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...		...
	(4140) Personal Supports	...	...	...	...	HILLSBOROUGH	...
	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...		...
	(4140) Personal Supports	...	...	...	...		...
	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...		...
	(4140) Personal Supports	...	...	...	...		...
	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	HILLSBOROUGH	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Orange	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Orange	...
CENTRAL	(4140) Personal Supports	...	...	...	...	Orange	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Lake	...
CENTRAL	(4140) Personal Supports	...	...	...	...	Osceola	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Orange	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Brevard	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Citrus	...
CENTRAL	(4140) Personal Supports	...	...	...	...	Marion	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Hernando	...

6. Select Excel.

Service Name: (4080) Life Skills Development - Level 1 (Community Inclusion) View Report

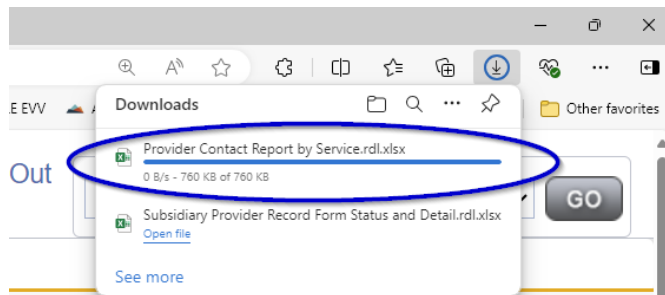
1 of 2 ? Find | Next

### Provider Contact Information Report by Service

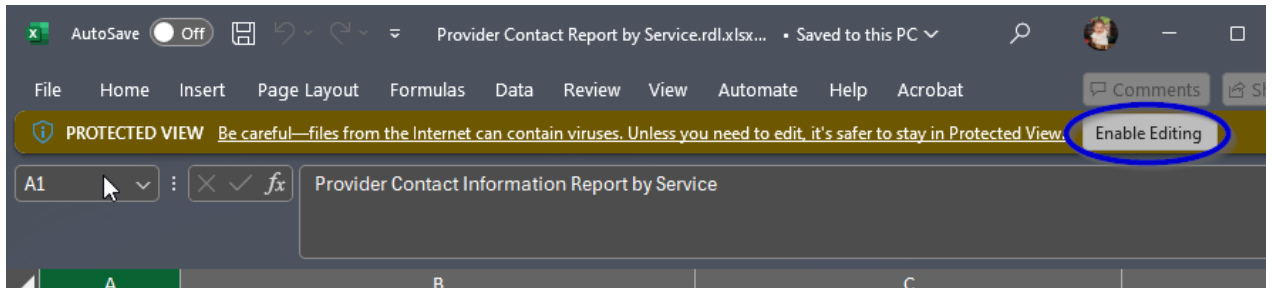
Report Executed Date: 12/3/2024 8:07:53 PM

Region	Service	Provider	Provider Street Address	Provider City	Provider ZIPCode	Provider County	Provider Ph Number
	(4140) Personal Supports	...	...	...	...		...
	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...		...
	(4140) Personal Supports	...	...	...	...	HILLSBOROUGH	...
	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...		...
	(4140) Personal Supports	...	...	...	...		...
	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...		...
	(4140) Personal Supports	...	...	...	...		...
	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	HILLSBOROUGH	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Orange	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Orange	...
CENTRAL	(4140) Personal Supports	...	...	...	...	Orange	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Lake	...
CENTRAL	(4140) Personal Supports	...	...	...	...	Osceola	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Orange	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Brevard	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Citrus	...
CENTRAL	(4140) Personal Supports	...	...	...	...	Marion	...
CENTRAL	(4080) Life Skills Development - Level 1 (Community Inclusion)	...	...	...	...	Hernando	...

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 [How to Add Filters to iConnect Reports Job Aid](#) for additional assistance in filtering an iConnect report.