

OHCC Registry Specialty Reports

“Working with Short Notice” or “Assisting with Evacuation and In-Home Services in the Event of a Natural Disaster”

Registry reports can be created by local APD/AAA staff who have case manager or HCW coordinator rights in the Registry. Once logged in, locate the “Specialty Reports” tab.

Name:	Nancy R Janes	Local Office:	[9999] None
Staff Level:	Case Manager	Service Group:	None

Staff Info Employer **Speciality Reports** Help Wanted

Contact Information

First Name	<input type="text" value="Nancy"/>	Job Title	<input type="text"/>
Middle Name (or Initial)	<input type="text" value="R"/>	Phone Number	<input type="text"/>
Last Name	<input type="text" value="Janes"/>	Email Address	<input type="text" value="nancy.r.janes@dhsoba.s"/>

RACF Id

Password

System Information

Registry Version	1.2.129.8714
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Select your search criteria by selecting the drop-down options displayed under each field.

Name:	Robertina Lilly	Local Office:	[0000] OHCC
Staff Level:	Administrator	Service Group:	None

Switch to Training Switch to Client

Staff Info Employer Worker Staff Statistical Reports **Speciality Reports** CRIMS Help Wanted Accounts Admin

Service Group	<input type="text" value="Seniors and People with Disabilities"/>
Location Type	<input type="text" value="Branch Office"/>
Branch Office	<input type="text" value="Any"/>
Registry Status	<input type="text" value="Any"/>
Availability	<input type="text" value="Available for Referral – Both RRS & LO Only"/>
HomeCare Choice Status	<input type="text" value="Any"/>
Work Type	<input type="text" value="Any"/>
Language	<input type="text" value="Any"/>
Services	<input type="text" value="Any"/>
Employer Conditions	<input type="text" value="Any"/>
Driving/Escorting	<input type="text" value="Any"/>

Choose the options below to create the report:

Service Type	Seniors and People with Disabilities
Location Type	Branch office, Branch group or County
Branch Office	Office or group
Registry Status	Complete
Availability	Available - RRS and LO (local office) only – this is the largest search group Note: “Unavailable —Info Review Needed” means the HCW’s profile may not be updated and they may already be working
HomeCare Choice Status	Skip this field; Homecare Choice is a closed program
Worker Type	Assisting with Evacuation and In-Home Services in the Event of a Natural Disaster (or choose Working with Short Notice)
Language	Any or select one
Services	Any or select one
Employer Conditions	Any or select one
Driving/ Escorting	Any or select one

After the search criteria is selected, produce the report by clicking the “find worker” button. The report takes a few minutes to generate.

Employer Conditions	Any				
Driving/Escorting	Any				
<input type="button" value="Show Workers"/>					
<input type="button" value="Save to File"/>	<input type="checkbox"/> Include Mailing Addresses				
Provider #	Name	Branch Office	Reg Status	Availability	Phone

Once the report is generated, convert the list to an excel worksheet by clicking “save to file”. To add addresses of where the worker lives, check “include mailing address”.

For assistance with specialty reports, contact Oregon Home Care Commission at Registry.OHCC@dhsosha.state.or.us.