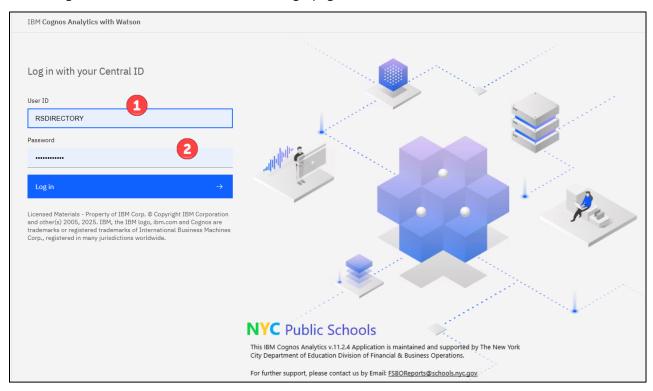
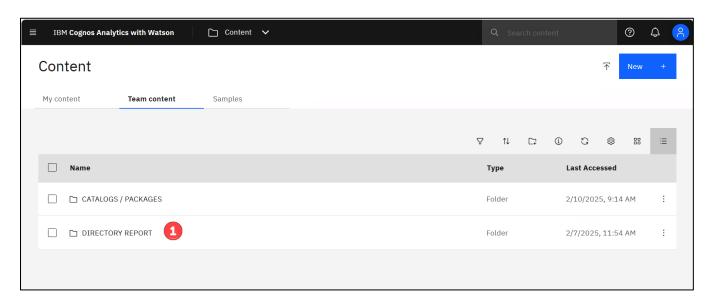
How to Use the COGNOS Independent Provider Search Tool

STEP 1 - LOGGING INTO THE SEARCH TOOL

Click **HERE** to go to the tool. You will be taken to the login page.



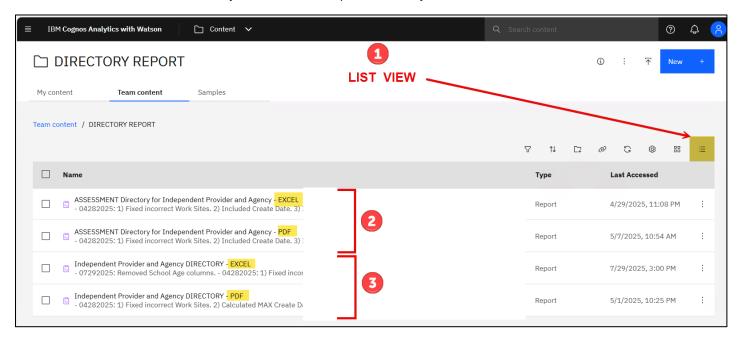
- 1) Enter the User ID (RSDIRECTORY)
- 2) Enter the Password (DIRECTORYrs1). Note that the password is case sensitive.
- 3) Click on the LOGIN button.



1) Click on the DIRECTORY REPORT link.

STEP 2 – SELECT YOUR SEARCH TYPE/FORMAT ON THE DIRECTORY REPORT SCREEN

Note: Select EXCEL for screen-friendly results or PDF for printer-friendly results.

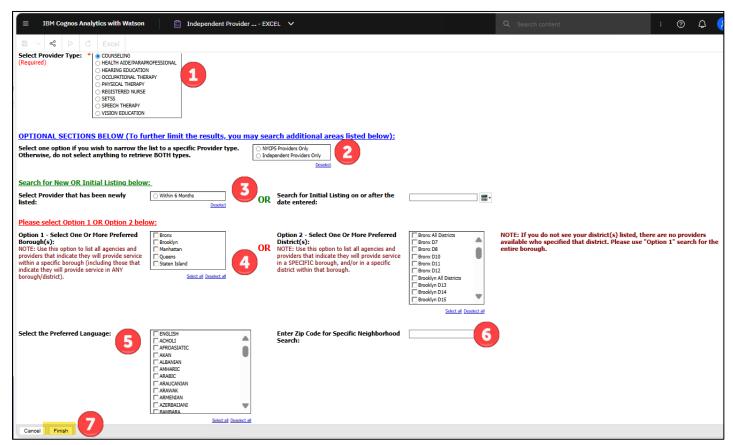


- 1) Select the LIST VIEW icon if you don't see it once you log in.
- 2) To search for an **evaluator**, click on an ASSESSMENT Directory option.
- 3) To search for a **related service provider**, click on INDEPENDENT PROVIDER AND AGENCY Directory option.

STEP 3 - MAKE YOUR SEARCH SELECTIONS

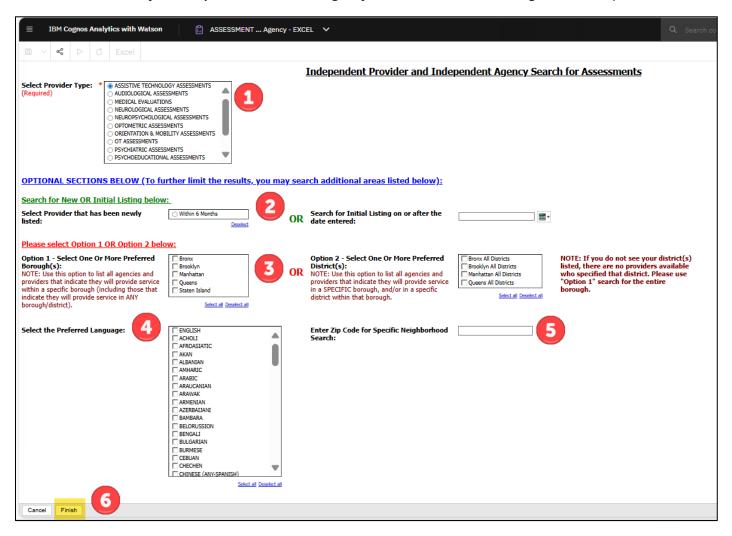
<u>IMPORTANT NOTE</u>: Searches take a few minutes to run and will run more quickly if you narrow your search by using one or more of the listed optional filters. Broad searches that include multiple services and/or boroughs take longer to run.

INDEPENDENT PROVIDER AND AGENCY Directory Search – For Independent Related Services and Special Education Teacher Support Services (SETSS) Agencies & Providers



- 1) Select the provider type you wish to search for.
- 2) If you make no selection, the search will include independent AND NYCPS providers. You can also select one or the other.
- 3) You can limit your search to newer providers added within the last 6 months or narrow your search further by selecting a shorter date range.
- 4) Use Option 1 to search for all independent providers and agencies within a given borough. Use Option 2 to search for providers/agencies who have included specific districts in which they are available to provide service.
- 5) Select a language. NYCPS provides mandated service in other languages for Speech and Counseling only; however, we capture foreign language certification for ALL providers who are registered and cleared through NYCPS.
- 6) To further narrow your search, you can enter a ZIP code where the student will be treated.
- 7) Click FINISH to run your search.

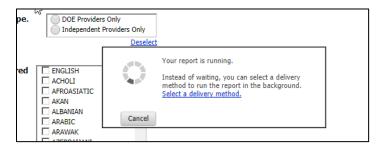
ASSESSMENT Directory for Independent Provider & Agency Search - For Assessment Agencies & Independent Providers



- 1) Select the assessment type you wish to search for.
- 2) You can limit your search to newer providers added within the last 6 months or narrow your search further by selecting a shorter date range.
- 3) Use Option 1 to search for all independent providers and agencies within a given borough. Use Option 2 to search for providers/agencies who have included specific districts in which they are available to provide service.
- 4) Select a language. NYCPS provides mandated service in other languages for Speech and Counseling only; however, we capture foreign language certification for ALL providers registered and cleared through NYCPS.
- 5) To further narrow your search, you can enter a ZIP code where the student will be treated.
- 6) Click FINISH to run your search.

Your Report Runs

A pop-up window will display indicating "Your report is running." Please allow a few minutes for the report to run. The more targeted your search, the faster the report will run.

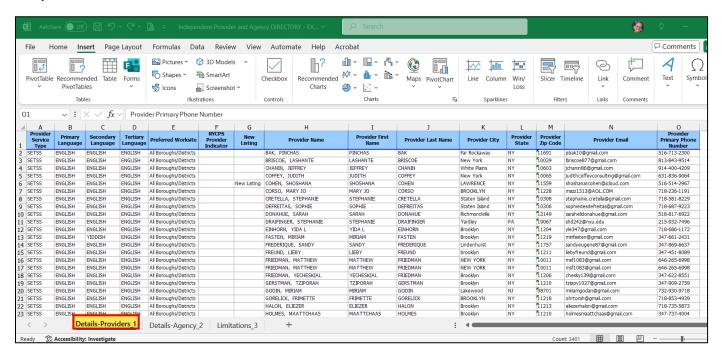


STEP 4 - SEARCH RESULTS

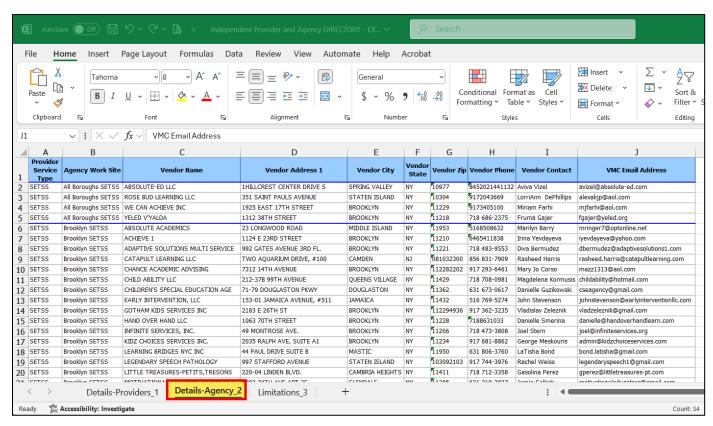
EXCEL FORMAT

- There are two tabs at the bottom that divide the results into independent providers and independent agencies.
- The third tab at the bottom lists the limitations for using a NYCPS provider.

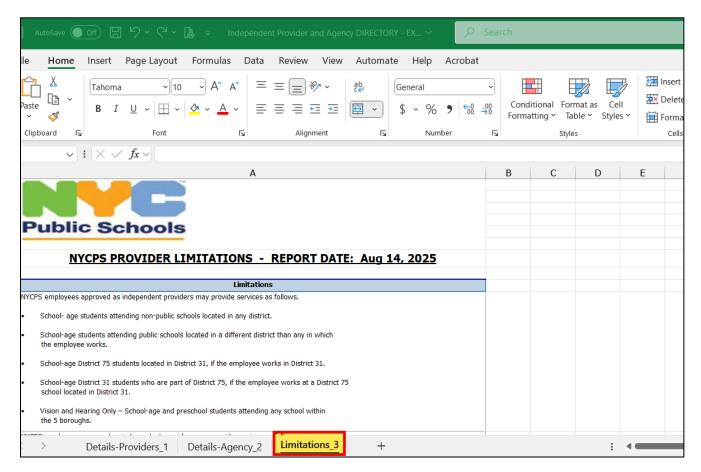
Independent Provider Tab



Agency Tab

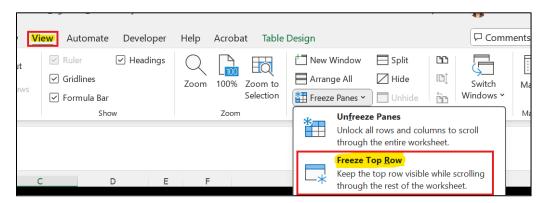


Limitations Tab



Sorting & Filtering Data

Users can freeze the top pane to keep the column headings visible as they scroll through the list.

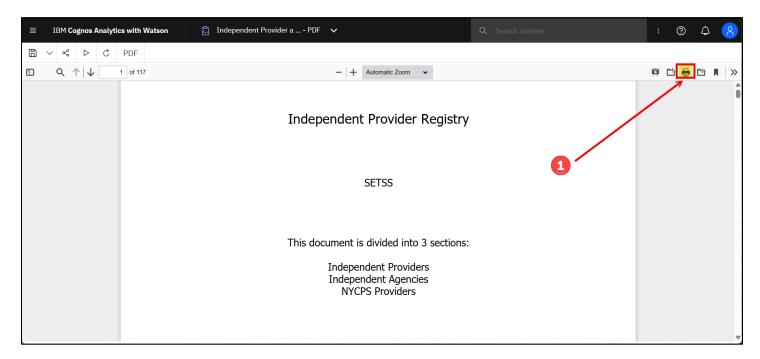


• Users can filter the list and further narrow their search via the column headings if they choose.

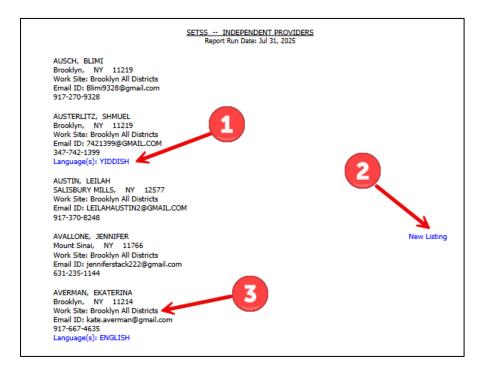


PDF FORMAT

If you selected PDF (the printer-friendly version), it will look exactly like the registries posted online (see below).



1) To print the report, click on the printer icon in the top right area of the screen.



- 1) Language indicator
- 2) New listing indicator
- Work site indicator