



OK-SCREEN Account Management Demonstration



**It is recommended users first view the
OK-SCREEN demonstration. If you
have not viewed the demonstration it
is available for download here:**

[OK SCREEN](#)

**To view this presentation as a slide
show [save the file](#), *OK-SCREEN Phase I
Demonstration*, to your computer and
click the left mouse button to move
through the slide show.**

Oklahoma State Department of Health
Oklahoma Screening and Registry Employee Evaluation Network (OK-SCREEN)
Provider End User Security Agreement

Facility/Company Name: _____

Please attach a list of all related entities for which this account shall be authorized.

First Name: _____ Middle Initial: _____

Last Name: _____

Address: _____

Proposed User Name: _____ Phone#: _____

Email: _____

User Privileges: *(Check all that apply)*

- Provider Application Manager:** Responsible for adding and screening new applicants and entering hiring decision upon issuance of a determination. May serve all or a limited set of defined providers.
- Provider User Administrator:** Responsible for managing Provider Application Managers for all or a limited set of defined providers.
- Provider System Administrator:** Responsible for managing Provider User Administrators and Application Managers for all defined providers.

Provider End User Security Agreement

The Oklahoma Screening and Registry Employee Evaluation Network (OK-SCREEN) is password protected. You must register and secure a username and password before you access the secured site. Username and passwords are not to be shared at any time. All users must secure a user name and password from an authorized Oklahoma State Department of Health (OSDH) OK-SCREEN Systems Administrator or Provider User Administrator. You and your company are entirely responsible for maintaining the confidentiality of your username and password. Provider User Administrators are responsible for disabling the user accounts of terminated employees. Furthermore, you and your company are entirely responsible for all activities that occur on this site. You or your company must notify the OK-SCREEN program office immediately of any known or suspected unauthorized use of your username and password or any other breach of security. Contact the OK-SCREEN program office at (405) 271-6868 or send an E-mail to okscreen@health.ok.gov.

My signature acknowledges and confirms that I have read, understand, and accept the terms and conditions as stated in this Provider End User Security Agreement form.

Signature of Account Applicant

Date

THIS FORM REQUIRES THE SIGNATURE OF AN AUTHORIZED OFFICER OF THE LICENSED OPERATING ENTITY. THIS IS GENERALLY NOT THE ADMINISTRATOR

Printed Name of Authorized Person Signing
for the Licensed Operating Entity

Official Title or Position

Signature of Authorized Person

Date

Fax or e-mail the completed form to 405-271-7360 / okscreen@health.ok.gov

OK-SCREEN · Rm 1011.2 · 1000 NE 10th St. · Oklahoma City, OK 73117 · Ph. (405) 271-6868 · Fax. (405-271-7360 · Ver 02/10/2013

Providers submit an account application as shown.

The *Provider End User Security Agreement* is signed by the person authorized to sign for the operating entity. Generally, this account application will identify the primary account holder and will be authorized to create subaccounts.



User Privileges: *(Check all that apply)*

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- Provider User Administrator:** Responsible for managing Provider Application Managers for all or a limited set of defined providers.
- Provider System Administrator:** Responsible for managing Provider User Administrators and Application Managers for all defined providers.

As shown on the form, there are three types of accounts:

- **Provider System Administrator (PSA):** Responsible for managing Provider User Administrators and Application Managers for all defined providers.
- **Provider User Administrator (PUA):** Responsible for managing Provider Application Managers for all or a limited set of defined providers.
- **Provider Application Manager (PAM):** Responsible for adding and screening new applicants and entering hiring decision upon issuance of a determination. May serve all or a limited set of defined providers.



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For a provider/entity with a number of locations, attach a list of all the locations under this account.

The Provider System Administrator (PSA) will be assigned to all the locations identified and can create Provider Application Manager (PAM) accounts for a subset of those locations.



Login

* Username:

* Password: [Forgot Password](#)

Login

The OK-SCREEN Login Page

The account holder will receive an email from the Department of Health notifying the user of the creation of their account and their account login name.

The user is advised they will receive a separate email with their temporary password. Once received follow the [OK-SCREEN hyperlink](#) to login.



On first login all users must read and accept the End User License Agreement to proceed.

End User License Agreement

Terms and Conditions

Oklahoma Screening and Registry Employee Evaluation Network End User License Agreement Terms and Conditions The Oklahoma Screening and Registry Employee Evaluation Network (OK-SCREEN) is authorized pursuant to the Long Term Care Security Act, Title 63 of the Oklahoma Statutes, Section 1-1945 et seq. contains personal identifiers and is password protected. By logging into OK-SCREEN with an authorized username and password, you are agreeing to the set of conditions below. You and your company will adhere to the following, but not limited to, set of username and password policies: 1. You and your company are entirely responsible for maintaining the confidentiality of your username(s) and password(s); 2. Username and passwords are not to be shared at any time; 3. You and your company are entirely responsible for all activities that occur on this site under your usernames; 4. You and your company are responsible for the management of your company's usernames. This would include disabling and enabling access to the Web Site pending the status of employees within your company. If an employee is no longer authorized due to change in employment status, role assignment or job function access must be disabled immediately for that user; 5. The Administrator of your company will regularly audit the list of usernames associated to the company to ensure all accounts are up-to-date and accurate; 6. You or your company must notify the OSDH OK-SCREEN Program immediately of any known or suspected unauthorized use of your username and password or any other breach security. Dissemination of Criminal Justice Information (CJI) is strictly prohibited without the express written consent of the Oklahoma State Department of Health. Prerequisite agreements must in place between parties prior to dissemination taking place. Proper precautions are to be in place when viewing CJI; such as privacy screens on monitors and screen saver "Wait" time restrictions. By accessing this Web Site, you are acknowledging you are accessing a restricted application. System usage will be monitored, recorded and subject to audit. Use of the system indicates consent to monitoring and recording. Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties. Unless authorized to do so, access to this Web Site with a personal device (personal workstation, personal laptop, personal smartphone or tablet) is strictly prohibited. By clicking the checkbox (I accept the Terms and Conditions of the End User License Agreement) below, I acknowledge and confirm that I have read, understand, and accept the terms and conditions as stated in the End User License Agreement. If you have any questions, please contact the OK-SCREEN program office at (405) 271-6868 or send e-mail to okscreen@health.ok.gov.

I accept the Terms and Conditions of the End User License Agreement

[Print](#)[Cancel](#)[Submit](#)

On first login all users must create a new password after re-entering the current password that was mailed to them. You must also select and answer a security question.

Update Login Information

** Required*

* Current Password:

* New Password:

* Confirm New Password:

* Security Question:

* Security Answer:

* Confirm Security Answer:

Cancel **Submit**

Password Rules

Must be 8 - 16 characters.
One or more uppercase letters.
One or more lowercase letters.
One or more numbers.
One or more special characters.
Cannot reuse prior passwords.

Here are the Security Question Options:

What is your mother's maiden name?
What school did you attend in first grade?
What was the name of your first pet?
Where do you work?



Welcome to OK-SCREEN! Version 20121126 - Installed December 4, 2012

The Oklahoma Screening and Registry Employee Evaluation Network can be used to manage the screening term care settings with direct patient access. The system will guide the user through entering an application, registries and in later versions initiating fingerprint based criminal history checks.

For additional assistance, please contact our toll-free helpline at 1-855-227-1411 (1-855-BCS-1411) or by [link](#), you may also contact OK-SCREEN via email at this [email link](#), with your questions or comments.

At a Glance

Applications	
Not Yet Submitted	0
Flagged For Review	0
Determination In-Process	1
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employee Verification Expiring (Within 30 Days)	0
Employee Verification Expired	0

Important Messages

Update

Fingerprinting is not in effect as of November 1, 2012. Please continue performing name based checks. However, new barrier offenses for Nurse Aides and Nontechnical Service Workers are in effect. See the grant program website for updates: <http://onbc.health.ok.gov>

Training

[OK-SCREEN Phase I Demonstration](#) [WARNING: This is a large PowerPoint screen show file. Click the "Save As" option to save the file to your computer for viewing. Click the left mouse button to move through slide show.]

[OK-SCREEN Phase I User Manual](#) Click the hyperlink to view this Adobe Acrobat .pdf file.

The user then sees the User Welcome screen

Providers

Provider	Enabled	Account Name
GRACE LIVING CENTER-DEL CITY	Enabled	DIANE STRUTTMANN
GRACE LIVING CENTER-EL RENO	Enabled	GARY SMART
GRACE LIVING CENTER-STILLWATER	Enabled	

Your provider accounts will be shown here.

Your user account name will always be shown at the bottom of the page.



Your password was successfully changed.

Home

Welcome to OK-SCREEN! Version 20121126 - Installed December 4, 2012

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At a Glance

Applications	
Not Yet Submitted	0
Flagged For Review	0
Determination In-Process	1
Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employee Verification Expiring (Within 30 Days)	0
Employee Verification Expired	0

Important Messages

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Providers

Provider	Provider Status	Provider Contact
GRACE LIVING CENTER-DEL CITY	Enabled	DIANE STRUTTMANN
GRACE LIVING CENTER-EL RENO	Enabled	SHANGE LOYD
GRACE LIVING CENTER-STILLWATER	Enabled	GARY SMART
GRACE LIVING CENTER-TAHLEQUAH UNIVERSITY NORTHWEST	Enabled	BARRY STONE
GRACE LIVING CENTER-MUSKOGEE	Enabled	RONALD HIGHTOWER
GRACE LIVING CENTER-BUFFALO	Enabled	SHANNON DAY
GRACE LIVING CENTER-NORTHEAST O K C	Enabled	SHARON DUTTON
GRACE LIVING CENTER-WOODWARD	Enabled	PAM KENNEASTER
GRACE LIVING CENTER-CLINTON	Enabled	JANIS RAAB
GRACE LIVING CENTER-WILSHIRE & BROADWAY	Enabled	MILDRED CHAPA
GRACE LIVING CENTER-BROOKWOOD	Enabled	JULIE RHODES
GRACE LIVING CENTER-EDMOND	Enabled	JOSHUA WOOD
GRACE LIVING CENTER-SOUTHWEST O K C	Enabled	JACK STAPLES
GRACE LIVING CENTER-TAHLEQUAH EAST SHAWNEE	Enabled	FRANCIS KELLEY
GRACE LIVING CENTER-NORMAN	Enabled	LINDA AUSTIN
GRACE LIVING CENTER-CHICKASHA	Enabled	TERRY PETTIT
GRACE LIVING CENTER-MANGUM	Enabled	CORY TALIAFERRO
GRACE LIVING CENTER-NORTHWEST O K C	Enabled	ROBERT MARCHBANKS

In this example, the *Provider System Administrator (PSA)* for Grace Living Centers has all affiliated locations assigned to their account.

The PSA can manage all applications for all sites or select 'User Accounts' under the 'Admin' tab to create *Provider Application Managers (PAMs)* and assign locations to each account.



Home Applications Employees Search Reports Admin

Your password was successfully changed.

[User Accounts](#)

Home

Welcome to OK-SCREEN! Version 20121126 - Installed December 4

The Oklahoma Screening and Registry Employee Evaluation Network can be used to evaluate employees in long term care settings with direct patient access. The system will be conducting checks of public registries and in later versions initiating fingerprint biometrics.

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At a Glance

Applications	
Not Yet Submitted	0
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Employees	
Provisional Status Expiring (Within 5 Days)	0
Provisional Status Expired	0
Employee Verification Expiring (Within 30 Days)	0

Important

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Training

Point to the menu tabs to see the available sub-menus. Click on the sub-menu to select.



Administration: User Accounts

Enter Search Criteria

Type:

Role:

Status:

Provider:

Last Name:

Username:

Email:

Search

Add New User

From this screen the PSA can carry out a number of tasks.

Gracemgr



[Home](#) [Applications](#) [Employees](#) [Search](#) [Reports](#) [Admin](#)

User Accounts

Administration: User Accounts

Enter Search Criteria

Type:

Role:

Status:

Provider:

Last Name:

Username:

Email:

If the PSA has multiple PAMs, they can search based on the status of the account; last name, user name, role, providers/locations assigned, etc.

Gracemgr



User Accounts

Administration: User Accounts

Enter Search Criteria

Type: Role:

Status:

Provider:

Last Name: Username:

Email:

Here are the results of a search for all enabled accounts for this provider.

User Search Results

UserName	Name	Email	Type	Status	Actions
Gracemgr	Mgr, Grace	joslinya@cox.net	Provider	Enabled	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
gracemgr2	ManagerTwo, Grace	james@health.ok.gov	Provider	Enabled	<input type="button" value="View"/>
GraceProvMgr	ProviderManager, Grace	ja@kevincthomas.com	Provider	Enabled	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
Graceuser	User, Grace	james@health.ok.gov	Provider	Enabled	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
graceuser2	two, grace	james@health.ok.gov	Provider	Enabled	<input type="button" value="Edit"/> <input type="button" value="Disable"/>
Sdaniels	Daniels, Susan	Susand@health.ok.gov	Provider	Enabled	<input type="button" value="Edit"/> <input type="button" value="Disable"/>



Administration: User Accounts

Enter Search Criteria

Type:

Role:

Status:

Provider:

Last Name:

Username:

Email:

Search

Add New User



If desired, the PSA creates new users using the 'Add New User' function

Gracemgr





New accounts rely on a username and email address. The PSA will either obtain a preferred account name or assign one and associate the account with the user's email account or a corporate email account. Once a new account is created and saved, an email with a temporary password is sent to the email address associated with the account. For security, this email will not include the user name. The user name must be communicated to the user separately. PSA's may use the Department form or their own version to capture the user demographics and preferred username and to have the new user acknowledge account security.

A PSA may disable or reset passwords on any accounts associated with their assigned providers/locations.





When a user account is created, a username is entered. When the user account is saved, a password is auto-generated and emailed to the user. The password is encrypted and cannot be viewed in the OK SCREEN System user interface. When the user logs into the system for the first time, the user will be prompted to change the password and set a security question. If the user forgets the password, the user enters his or her username and answer to the security question. The system will generate a new password and email it to the user.

The Provider System Administrator must establish internal policies for defining usernames and communicating them to the users. When a user account is created, one or more user roles and one or more providers are assigned to the user. Both will determine what the user can see and do in the web application. A Provider User Administrator can only assign provider user roles.



Administration: User Accounts

User Account

* Required

Status: Enabled

* Username:

* First Name:

* Last Name:

* Email:

Phone:

* User Type: Provider

- * Role(s):
- OK - Provider Application Manager
 - OK - Provider System Administrator
 - OK - Provider User Admin

* Provider(s):

[Assign Providers](#)

Back to Search

Save

Gracemgr

About the Save button!

Once 'Save' is selected the account is created and an e-mail and password are sent to the email account shown. The user name is not included and must be shared separately.

To create the User Account fill in the fields shown. The User Name can be a combination of the first name and middle and last name initials. Select the role, this user will be a *Provider Application Manager*. Next select 'Assign Providers' to begin making provider assignments to the user's account.



Administration: User Accounts

User Account

* Required

Assign Providers

Search for Provider - Enter at least 3 characters

Select Provider(s)

Providers Assigned to User

Cancel

Save

- * Role(s):
- OK - Provider Application Manager
 - OK - Provider System Administrator
 - OK - Provider User Admin

* Provider(s):

[Assign Providers](#)

Back to Search

Save

When assigning providers, a provider may be searched by typing its name in the “Search for Provider” text box. Click on the provider name to assign it to the user account being created. Multiple providers may be selected if the user is to have access to more than one. The list of providers to select from is limited to those for which the PSA or PUA are authorized.



Administration: User Accounts

User Account

* Required

Assign Providers

Search for Provider - Enter at least 3 characters

gra

Select Provider(s)

- [GRACE HOSPICE OF OKLAHOMA, L L C](#)
- [GRACE LIVING CENTER-BETHANY](#)
- [GRACE LIVING CENTER-BROOKWOOD](#)
- [GRACE LIVING CENTER-BUFFALO](#)
- [GRACE LIVING CENTER-CHICKASHA](#)
- [GRACE LIVING CENTER-CLINTON](#)
- [GRACE LIVING CENTER-DEL CITY](#)
- [GRACE LIVING CENTER-EDMOND](#)
- [GRACE LIVING CENTER-EL RENO](#)
- [GRACE LIVING CENTER-JENKS](#)
- [GRACE LIVING CENTER-MANGUM](#)
- [GRACE LIVING CENTER-MUSKOGEE](#)
- [GRACE LIVING CENTER-NORMAN](#)
- [GRACE LIVING CENTER-NORTHEAST O K C](#)
- [GRACE LIVING CENTER-NORTHWEST O K C](#)
- [GRACE LIVING CENTER-SOUTHWEST O K C](#)
- [GRACE LIVING CENTER-STILLWATER](#)

Providers Assigned to User

Here we began by typing 'gra' for Grace and all providers with 'gra' in their name appear.

Next, we will select the names of four providers and they will appear on the next slide in the 'Providers Assigned To User' column.



[Home](#) [Applications](#) [Employees](#) [Search](#) [Reports](#) [Admin](#)

Administration: User Accounts

User Account

* Required

After all providers are assigned select 'Save.'

Assign Providers

Search for Provider - Enter at least 3 characters

gra

Select Provider(s)

- [GRACE HOSPICE OF OKLAHOMA, L L C](#)
- [GRACE LIVING CENTER-CLINTON](#)
- [GRACE LIVING CENTER-DEL CITY](#)
- [GRACE LIVING CENTER-EDMOND](#)
- [GRACE LIVING CENTER-EL RENO](#)
- [GRACE LIVING CENTER-JENKS](#)
- [GRACE LIVING CENTER-MANGUM](#)
- [GRACE LIVING CENTER-MUSKOGEE](#)
- [GRACE LIVING CENTER-NORMAN](#)
- [GRACE LIVING CENTER-NORTHEAST O K C](#)
- [GRACE LIVING CENTER-NORTHWEST O K C](#)
- [GRACE LIVING CENTER-SOUTHWEST O K C](#)
- [GRACE LIVING CENTER-STILLWATER](#)
- [GRACE LIVING CENTER-TAHLEQUAH EAST SHAWNEE](#)
- [GRACE LIVING CENTER-TAHLEQUAH UNIVERSITY NORTHWEST](#)
- [GRACE LIVING CENTER-WILDEWOOD](#)
- [GRACE LIVING CENTER-WILSHIRE & BROADWAY](#)
- [GRACE LIVING CENTER-WOODWARD](#)

Providers Assigned to User

- [Remove](#) | GRACE LIVING CENTER-BETHANY
- [Remove](#) | GRACE LIVING CENTER-BROOKWOOD
- [Remove](#) | GRACE LIVING CENTER-BUFFALO
- [Remove](#) | GRACE LIVING CENTER-CHICKASHA

Save

Cancel

Save



Administration: User Accounts

User Account

* Required

Status: Enabled

* Username: graceuser2

* First Name: Grace

* Last Name: User2

* Email: okscreen@health.ok.gov

Phone: 405-271-6868

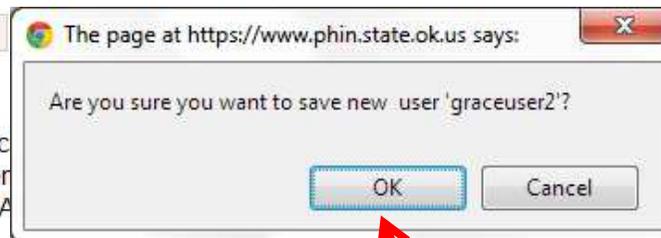
* User Type: Provider

- * Role(s): OK - Provider Application OK - Provider System OK - Provider User A

* Provider(s): GRACE LIVING CENTER-BETHANY
GRACE LIVING CENTER-BROOKWOOD
GRACE LIVING CENTER-BUFFALO
GRACE LIVING CENTER-CHICKASHA

[Assign Providers](#)

Confirm creation of the new user by selecting 'OK.'



Back to Search Save

Gracemgr



Save Successful

Administration: User Accounts

User Account

* Required

Status: Enabled

* Username: graceuser6

* First Name: Grace

* Last Name: Usersix

* Email: james@health.ok.gov

Phone:

* User Type: Provider

- * Role(s):
- OK - Provider Application Manager
 - OK - Provider System Administrator
 - OK - Provider User Admin

* Provider(s):

- GRACE LIVING CENTER-WILDEWOOD
- GRACE LIVING CENTER-WILSHIRE & BROADWAY
- GRACE LIVING CENTER-WOODWARD

[Assign Providers](#)

The confirmation message 'Save Successful' appears. The system has generated an email message transmitting a temporary password to the user's email account.

You may create another account or logout.

[Back to Search](#)

[Save](#)

Administration: User Accounts

User Account

* Required

Status: Enabled

* Username: Graceuser

* First Name: Grace

* Last Name: User

* Email: james@health.ok.gov

Phone: 111-111-1111

* User Type: Provider

- * Role(s): OK - Provider Application Manager
- OK - Provider System Administrator
- OK - Provider User Admin

* Provider(s): GRACE HOSPICE OF OKLAHOMA, L L C
GRACE LIVING CENTER-BETHANY
GRACE LIVING CENTER-BROOKWOOD
GRACE LIVING CENTER-BUFFALO
GRACE LIVING CENTER-CHICKASHA

[Assign Providers](#)

Reset Password

Back to Search

Save

Gracemgr

As shown here, the PSA can create a Provider User Administrator (PUA) who's responsibility is the management of user accounts: creating, resetting passwords, unlocking the account, deleting the account, etc.



Home

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Here is the Home Screen for a Provider User Administrator account that is not authorized as an application manager. The menu options at the top of the page are limited to account administration.

Graceuser



Administration: User Accounts

Enter Search Criteria

Type:	<input type="text"/>	Role:	<input type="text"/>
Status:	<input type="text" value="Enabled"/>		
Provider:	<input type="text" value="Enabled"/>		
Last Name:	<input type="text" value="Locked"/>	Username:	<input type="text"/>
Email:	<input type="text" value="Disabled"/>		

If a user has locked out their account the PSA or PUA can search for locked accounts and unlock them.



[Home](#)[Applications](#)[Employees](#)[Search](#)[Reports](#)[Reference](#)[Admin](#)**Provider Reports**

Reports: Provider Reports

Provider Reports

[Application Report](#)[Employment Roster Report](#)[Live Scan Locations](#)[User Account List Report](#)

The “Reports” tab offers administrative reports for the providers account. Examples of each report follow. Each report can be exported or saved as a pdf file.

gracemgr2



Application Report

Date From (MM/DD/YYYY): 12/1/2013 12:00:00 AM

Date To (MM/DD/YYYY): 1/20/2014 12:00:00 AM

[View Report](#)

Provider: All

1 of 1 Find | Next

Oklahoma State Department of Health
1000 NE 10th

Oklahoma City, OK 73117
855-584-3550
<http://onbc.health.ok.gov>

OK-SCREEN Application Report

Date From: 12/1/2013

Date To: 1/20/2014

Provider: All

Application Id	Provider Name	Applicant Name	SSN4	Application Date	Application Status	Application Status Reason	Withdrawal Reason	Application Paid Date
575	GRACE LIVING CENTER-DEL CITY (NH5510)	Hook, Shirley	0389	12/2/2013	Determination Available			
578	GRACE LIVING CENTER-DEL CITY (NH5510)	Johnson, Lizbeth	0265	12/4/2013	Determination Available			
589	GRACE LIVING CENTER-WOODWARD (NH7703)	Testaide, Tom	9996	12/13/2013	Determination Available			12/13/2013
590	GRACE LIVING CENTER-EL RENO (NH0903)	Bishop, Adam Wesley	8755	12/16/2013	Closed	Withdrawn	Left For Another Job	
591	GRACE LIVING CENTER-DEL CITY (NH5510)	Vanilli, Milli Q, Jr	6666	12/20/2013	Determination Available			12/20/2013
592	GRACE LIVING CENTER-WOODWARD (NH7703)	Clark, Trevor	9771	12/27/2013	Closed	Not Hired Due To Registry Check		
593	GRACE LIVING CENTER-WOODWARD (NH7703)	Anderson, Alexis S	7812	12/27/2013	Determination Available			12/27/2013
594	GRACE LIVING CENTER-WOODWARD (NH7703)	Baker, Alice	2365	12/27/2013	Determination Available			12/27/2013
595	GRACE LIVING CENTER-WOODWARD (NH7703)	Chandler, Betty	7477	12/27/2013	Closed	Hired		12/27/2013
596	GRACE LIVING CENTER-WOODWARD (NH7703)	Testaide, Timmy	9998	12/27/2013	Closed	Withdrawn	Test Only	12/27/2013



Application Report

Date From (MM/DD/YYYY): 12/1/2013 12:00:00 AM

Date To (MM/DD/YYYY)

Provider: All

1 of 1 Find | Next

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1000 NE 10th

Oklahoma City, OK 73117
855-584-3550
<http://onbc.health.ok.gov>

OK-S...tion

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Date From: 12/1/2013

Date To: 1/20/2014

Provider: All

Application Id	Provider Name	Applicant Name	SSN4	Application Date	Application Status	Application Reason
575	GRACE LIVING CENTER-DEL CITY (NH5510)	Hook, Shirley	0389	12/2/2013	Determination Available	
578	GRACE LIVING CENTER-	Johnson, Lizbeth	0265	12/4/2013	Determination Available	



Employment Roster Report

Employment Status

Provider

[View Report](#)

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Employment Roster Report

Employment Status: ALL

Provider Name	Last Name	First Name	Position	Employment Status	Provisional Hire Date	Permanent Hire Date
GRACE LIVING CENTER-DEL CITY (NH5510)	Ables	Taylor	Nurse Aide in Training	Permanent		11/25/2013
GRACE LIVING CENTER-DEL CITY (NH5510)	Armstrong	Randy	Nurse Aide in Training	Permanent	11/25/2013	11/25/2013
GRACE LIVING CENTER-DEL CITY (NH5510)	Bibbs	Venice	Nurse Aide	Permanent	11/27/2013	11/27/2013
GRACE LIVING CENTER-DEL CITY (NH5510)	Ellison	Angela	Nurse Aide	Permanent	10/22/2013	10/28/2013
GRACE LIVING CENTER-DEL CITY (NH5510)	Jervis	Ziggy	Nurse Aide	Permanent		01/13/2014
GRACE LIVING CENTER-DEL CITY (NH5510)	Moffatt	Priscilla	Nurse Aide	Permanent	11/26/2013	11/26/2013
GRACE LIVING CENTER-DEL CITY (NH5510)	Simpson	Devan	Nurse Aide	Permanent	10/14/2013	10/18/2013
GRACE LIVING CENTER-DEL CITY (NH5510)	test	Test	Maintenance Worker	Permanent	10/14/2013	10/18/2013



Live Scan Locations

City

County

[View Report](#)

1 of 1 Find | Next

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OK-SCREEN Fingerprint Locations

City:

County:

Test

, OK
County:
Hours:
Phone:

This report will change to link to the list provided by the vendor on their website.

Graceuser

Page 1

01/20/2014 8:59 PM



User Account List Report

User Status: User Type:
 User Role: Provider:
 Last Login Date Begin: NULL Last Login Date End: NULL

2 of 3 Find | Next

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1000 NE 10th

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User Account List Report

User Name: *Graceuser*

User Role: *All*

Last Login Date From:

User Status: *All*

Provider: *All*

Last Login Date To:

User Type: *Provider*

gracemgr2	Grace ManagerTwo	james@health.ok.gov
Account Created:	1/20/2014	Last Login: 1/20/2014
Days Since Last Login:	0	Account Status: Enabled
Password Changed:	1/20/2014	Is Active: Yes
EULA Accepted on:	1/20/2014	User Type: Provider
User Role(s): OK - Provider System Administrator, OK - Provider Application Manager, OK - Provider User Admin		
Associated Provider(s): GRACE LIVING CENTER-BETHANY (NH5518), GRACE LIVING CENTER-BROOKWOOD (NH5554), GRACE LIVING CENTER-BUFFALO (NH3001), GRACE LIVING CENTER-CHICKASHA (NH2603), GRACE LIVING CENTER-CLINTON (NH2001), GRACE LIVING CENTER-DEL CITY (NH5510), GRACE LIVING CENTER-EDMOND (NH5536), GRACE LIVING CENTER-EL RENO (NH0903), GRACE LIVING CENTER-JENKS (NH7202), GRACE LIVING CENTER-MANGUM (NH2801), GRACE LIVING CENTER-MUSKOGEE (NH5106), GRACE LIVING CENTER-NORMAN (NH1410), GRACE LIVING CENTER-NORTHEAST O K C (NH5535), GRACE LIVING CENTER-NORTHWEST O K C (NH5511), GRACE LIVING CENTER-SOUTHWEST O K C (NH5538), GRACE LIVING CENTER-STILLWATER (NH6004), GRACE LIVING CENTER-TAHLEQUAH EAST SHAWNEE (NH1103), GRACE LIVING CENTER-TAHLEQUAH UNIVERSITY NORTHWEST (NH1101), GRACE LIVING CENTER-WILDEWOOD (NH5501), GRACE LIVING CENTER-WILSHIRE & BROADWAY (NH5541), GRACE LIVING CENTER-WOODWARD (NH7703), GRAN GRANS PLACE (NH0905), GRAND LAKE VILLA (NH2102)		

Gracemgr	Grace Mgr	james2@health.ok.gov
Account Created:	4/29/2012	Last Login: 11/4/2013
Days Since Last Login:	77	Account Status: Enabled
Password Changed:	1/20/2014	Is Active: Yes
EULA Accepted on:	11/4/2013	User Type: Provider
User Role(s): OK - Provider System Administrator, OK - Provider Application Manager, OK - Provider User Admin		
Associated Provider(s): GRACE HOSPICE OF OKLAHOMA, L L C (HO4137), GRACE LIVING CENTER-BETHANY (NH5518), GRACE LIVING CENTER-BROOKWOOD (NH5554), GRACE LIVING CENTER-BUFFALO (NH3001), GRACE LIVING CENTER-CHICKASHA (NH2603), GRACE LIVING CENTER-CLINTON (NH2001), GRACE LIVING CENTER-DEL CITY (NH5510), GRACE LIVING CENTER-EDMOND (NH5536), GRACE LIVING CENTER-EL RENO (NH0903), GRACE LIVING CENTER-JENKS (NH7202), GRACE LIVING CENTER-MANGUM (NH2801), GRACE LIVING CENTER-MUSKOGEE (NH5106), GRACE LIVING CENTER-NORMAN (NH1410), GRACE LIVING CENTER-NORTHEAST O K C (NH5535), GRACE LIVING CENTER-NORTHWEST O K C (NH5511), GRACE LIVING CENTER-SOUTHWEST O K C (NH5538), GRACE LIVING CENTER-STILLWATER (NH6004), GRACE LIVING CENTER-TAHLEQUAH EAST SHAWNEE (NH1103), GRACE LIVING CENTER-TAHLEQUAH UNIVERSITY NORTHWEST (NH1101), GRACE LIVING CENTER-WILDEWOOD (NH5501), GRACE LIVING CENTER-WILSHIRE & BROADWAY (NH5541), GRACE LIVING CENTER-WOODWARD (NH7703), GRAN GRANS PLACE (NH0905), GRAND LAKE VILLA (NH2102)		



This concludes the demonstration.

For more information on account management see the section on ‘Provider Admin User’ in the [OK SCREEN System Training Guide](#)

If you note an error or problem in OK-SCREEN please make a note of it. You may capture the screen image by pressing your print screen (PrtScn) button and pasting the image (Ctrl-V) in an email, or Word document, and sending it to the OK-SCREEN staff here: okscreen@health.ok.gov.

You may also contact the helpline at 405-271-3598 or toll free 1-855-584-3550.

