



# SARA

## SEPTEMBER 2014 QUICK REFERENCE

### Login/Logout of SARA

1. Type URL: **https://sara.osse.dc.gov**
2. Click the **Application** tab
3. Enter username and password; then click
4. To logout of SARA, click in the upper right corner of the page.

### Viewing Provider Information

1. Click your **Provider Name**. For Example, **TESTPROVIDER1**
2. Validate provider information.
3. Review the **Action** Buttons.
  - a. **Validate** – ensures all required documents have been attached.
 

*NOTE: the logic in SARA will determine if all required documents have been uploaded and will replace the **Validate** button with a **Submit** button used to send the application to the monitor.*
  - b. **Cancel** – close the information window

### Online Affirmations

1. Click on the **Affirmation Type**
2. Click the hyperlink to review the affirmation.
3. Close the affirmation window using
4. Click the **I Accept** checkbox; and then click **OK**.

### Provider Attachments

#### Upload

1. Look for CDC or CDH required documents.
2. Click the document name to upload
3. Click the **here** link.
 

Click [here](#) to upload or clear application attachment submitted file file.
4. Click the **Browse** button
5. Select a file from your local drive and click **Open**.
6. Click **OK** to save the file to SARA.

#### Overwrite Upload

7. Follow steps 1 thru 6 above.

#### Clear

8. Follow steps 1 and 3 above.
- Click the **Clear** button

#### Viewing Uploaded Attachments

1. Click the **download** button twice.
  2. Click the to close the document view.
- Note: you may need to respond the system prompt if opening a word document. PDF documents open immediately.*

### Downloading Forms and Documents

1. Click the SARA Forms and Documents page link.
 

Home **Forms and Documents** Application Contact OSSE Help
2. Click the document download link.
 

Category	Description	Size
Site	Staff Training Certification Form	178.67 KB
3. Click **Save As** and save the document to the local drive using the format provider\_FY14\_document i.e. **Callahan\_FY15\_providerserviceform**.
4. Click **OK** or **SAVE** to save the file.

### Filling Out Downloaded Forms

1. Launch **Adobe Reader**.
  2. Open the downloaded form.
- Click then type in the blue highlighted areas of the form.
- Name:  Sex  Male  Female
- Date of Birth:  Telephone No.:
4. Click on the appropriate check boxes.
  5. Save the form to your local drive.
  6. Upload the form following the instructions in **Provider Attachments**.

### Submitting the Application

1. Click on the **Provider Name** in the summary line.
 

Applications (Select the Provider Name below to view details.)												
Provider Name	Unique Code	Agreement Status	Address	Quarter	City	State	Postal Code	Word	Phone	Fax	Affirmations Provided	Doc. Associated
<b>TESTPROVIDER1</b>	TESTPROVIDER1	Agreement Accepted	Address of Provider TESTPROVIDER1	NE	WASHINGTON, DC	20000	6 202-999-0000	202-000-0000	0			Eric Anderson
2. If the **Validate** button is showing, click it to find out which SARA documents still need to be uploaded.
  - a. Upload remaining documents.
  - b. **Submit** the application (see step 3 below).
3. If the **Submit** button is showing, click it to submit your application.
  - a. Add a note (optional).
  - b. Click the **Accept** button.

### Adding Supplemental Documents

**IMPORTANT! The SARA supplemental documents area is now available for uploads at all application statuses.**

1. Click **New** to add a Supplemental attachment
2. Select **Provider-related** document type (required).
3. Type a **Document Name** (required).
4. Click the **Browse** button
5. Select a file from your local drive and click **Open**.
6. Click **OK** to save the file to SARA.

*Note: do not use the supplemental area to upload required SARA documents. Place them in the Provider/Site attachment areas.*

**Document Statuses:** Draft, Submitted, Monitor Reviewed, Supervisor Approved, Agreement Accepted.