

Instructions For Provider Profile In SCYFIS Resource Directory

Residential Providers whose Rates are established by the Interagency Rates Committee

1. **GOC Contact:**
 - a. **Get a SCYFIS login** by contacting the Governor's Office for Children (GOC) at itsupport@goc.state.md.us.
 - b. SCYFIS Questions:
 - i. Dennis Eichenlaub, 410-767-0854, deichenlaub@goc.state.md.us
 - ii. Antoinette Thomas, 410-767-6242, athomas@goc.state.md.us
 - c. Program Questions:
 - i. Shanda Crowder, 410-767-6223, scrowder@goc.state.md.us
2. **Log into SCYFIS** and make updates to the organization information by clicking on System, then Organization.
3. **Make updates** to organizational information and Service Provider(s) (e.g. Group Home) listed under the organization by clicking on the name of the service provider. **You must open each form and submit even if you don't make any changes. Be sure that all email addresses and phone numbers are accurate.** Each form that you update and submit for approval will trigger an email to your licensing specialist.
4. **Run Report** that shows what is CURRENTLY posted on the SCYFIS web site as well as what is AWAITING APPROVAL.
 - a. If the licensing specialist sends you a question and you need to know what you have submitted for approval then (1) click on the edit button for each form or (2) when you are logged into SCYFIS and viewing your group home listing, find and click on the "Print – Friendly Version" button at the top right (below the Maryland flag) to find a list of forms to print—the last selection indicate whether you want to "SEE SUBMITTED PROFILE." If the selection is No then report is the current information posted on the website. If the selection is Yes then report is information submitted for approval—this will be your documentation of what you have most recently submitted. (Note—whenever you update any form again and click on submit, it will over-write what was previously submitted).
5. Your licensing specialist will **review** the changes/additions—if they are consistent with the license, they will **approve** the changes and the new information will be posted on the web site.
 - a. If the licensing specialist has a question for you, or is recommending that you make further updates, he/she can send you a question through SCYFIS. You will receive an email indicating that there is a question waiting for you in SCYFIS—you can respond to the question from SCYFIS and you may need to update some forms as well and resubmit for approval. The licensing specialist will review the proposed changes again. If acceptable, then the new information will be posted on the web site.
6. **SCYFIS will send you an email** indicating that the new information is now viewable on the SCYFIS web site.
7. **Need help?** Click on the "Contact Us" link in SCYFIS or send an email to itsupport@goc.state.md.us.

Feel free to contact the GOC staff listed in #1 above with any questions.