

## How to Use the COGNOS Independent Provider Search Tool

1. Click [HERE](#) to go to the tool. You will be taken to the logon page.
2. Enter **RSDirectory** in the User ID field.
3. Enter **DIRECTORYrs1** in the Password field (exactly as written – password is case sensitive).

Log on

Please type your credentials for authentication.

Namespace:  
Central

User ID:

Password:

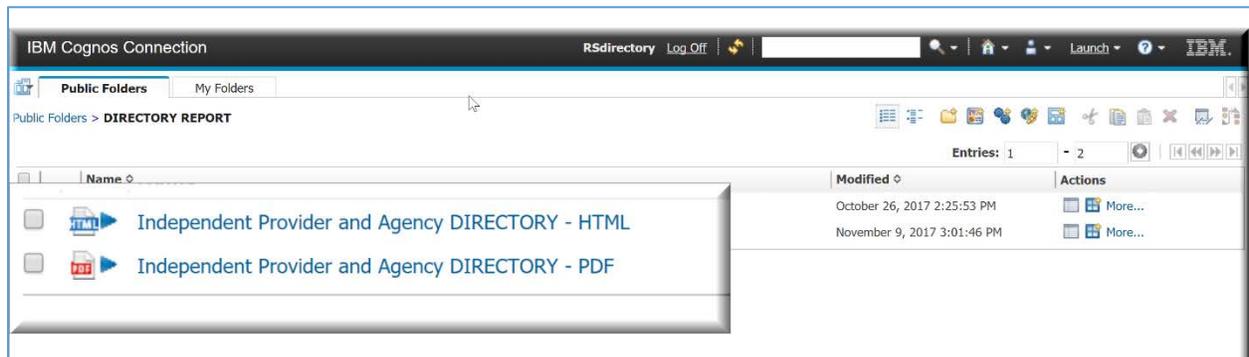
OK Cancel

**NYC** Department of Education

This IBM Cognos BI 10.2.1 Application is maintained and supported by The New York City Department of Education Division of Financial System & Business Operations.

For further support, please contact us by email and send to [FSBReports@schools.nyc.gov](mailto:FSBReports@schools.nyc.gov)

4. Select HTML for screen-friendly results or PDF for printer-friendly results.



5. Make your search selections.

***IMPORTANT NOTE: The report 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 may take several minutes to run.***

**Select One Or More Provider Types:**  
(Required)

1 Select the type of therapist you are looking for.

- Counseling
- Health Aide
- Hearing Therapy
- Medical Professional
- Neurologist (Neurological only)
- Occupational Therapist
- Physical Therapist
- Psychiatrist
- Psychiatrist (Psychiatric only)
- Registered Nurse

Select all Deselect all

**OPTIONAL SECTIONS BELOW (To further limit the results, you may search additional areas listed below):**

Select one option if you wish to narrow the list to a specific Provider type. Otherwise, do not select anything to retrieve BOTH types.

2 Always search for an independent provider first. If no independent provider is available, then search for a DOE provider.

DOE Providers Only  
 Independent Providers Only

Deselect

**SEARCH FOR INITIAL LISTING:**

3 Use this option to search for a provider listed within the last 6 months.

Within 6 Months

Deselect

OR

4 You can narrow your search further by selecting a shorter data range within the last 6 months.

**Select Provider that has been newly listed**

Within 6 Months

**Search for Initial Listing on or after the date entered:**

**Select One Or More Preferred Work Sites:**  
(NOTE: The 'All Boroughs' records will be included with each option selected)

5 Select the borough where the student will receive therapy.

- Bronx
- Brooklyn
- Manhattan
- Queens
- Staten Island

Select all Deselect all

**Select the Preferred Language(s):**

6 For Speech, Counseling, and Hearing ONLY, select the language for which the student is mandated to receive therapy. For all other types of therapy, select English.

- ENGLISH
- ACHOLI
- AFROASIATIC
- AKAN
- ALBANIAN
- ARABIC
- ARAWAK
- AZERBAIJANI
- BAMBARA
- BELORUSSION
- BENGALI
- BULGARIAN
- BURMESE
- CEBUJAN
- CHAM
- CHECHEN
- CHINESE (ANY-SPANISH)
- CHINESE (CANTONESE)
- CHINESE (DIALECT UNK/OT)
- CHINESE (MANDARIN)

Deselect

**Enter Zip Code for Specific Neighborhood Search:**

7 To further narrow your search, enter the ZIP code where the student will be treated.

Cancel Finish

6. After you finish making your selections, press FINISH to run your customized list.

### Independent Provider and Independent Agency Search

**Select One Or More Provider Types:** (Required)

- Counseling
- Health Aide
- Hearing Therapy
- Medical Professional
- Neurologist (Neurological only)
- Occupational Therapist
- Physical Therapist
- Psychiatrist
- Psychiatrist (Psychiatric only)
- SETSS SED/Reading/All

[Select all](#) [Deselect all](#)

**OPTIONAL SECTIONS BELOW (To further limit the results, you may search additional areas listed below):**

Select one option if you wish to narrow the list to a specific Provider type. Otherwise, do not select anything to retrieve BOTH types.

DOE Providers Only  
 Independent Providers Only

[Deselect](#)

**Select One Or More Preferred Work Sites:**  
(NOTE: The 'All Boroughs' records will be included with each option selected)

- Bronx
- Brooklyn
- Manhattan
- Queens
- Staten Island

[Select all](#) [Deselect all](#)

**Select the Preferred Language:**

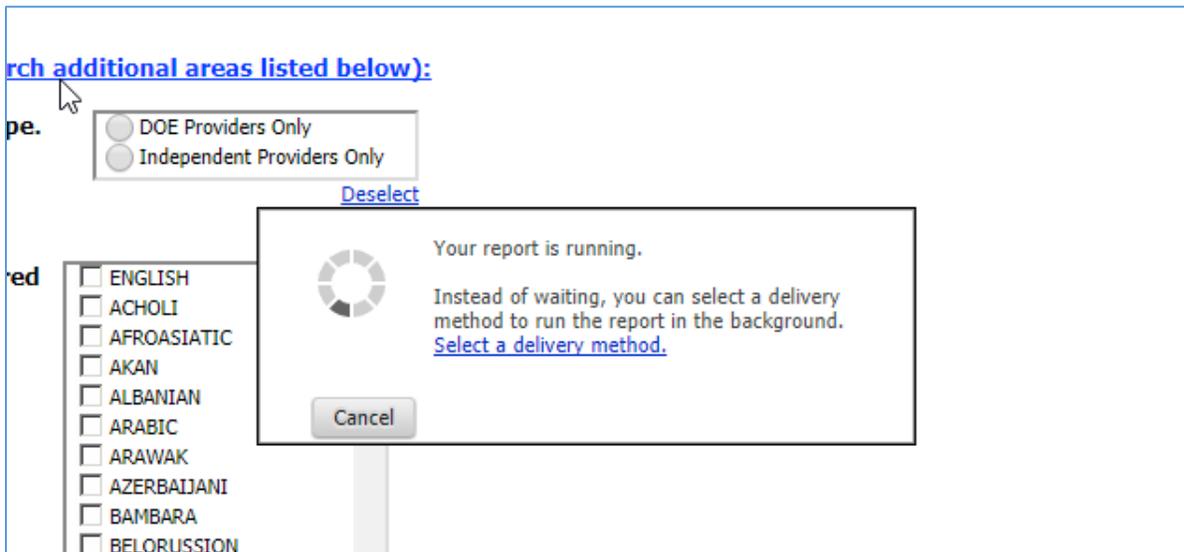
- ENGLISH
- ACHOLI
- AFROASIATIC
- AKAN
- ALBANIAN
- ARABIC
- ARAWAK
- AZERBAIJANI
- BAMBARA
- BELORUSSION
- BENGALI
- BULGARIAN
- BURMESE
- CHAM
- CHECHEN
- CHINESE (ANY-SPANISH)
- CHINESE (CANTONESE)
- CHINESE (DIALECT UNK/OT)
- CHINESE (MANDARIN)
- CHINESE, ANY

[Select all](#) [Deselect all](#)

Enter Zip Code for Specific Neighborhood Search:

After you finish making your selections, press the FINISH button.

7. You will see a popup telling you that your report is running.



8. When your report is finished, if you selected HTML, it will appear onscreen and look like this:

IBM Cognos Viewer - Independent Provider and Agency DIRECTORY - HTML

RSdirectory Log Off About IBM

**KLEIN, SARAH**  
 1629 54th Street  
 Brooklyn, NY 11204  
 Work Site: Brooklyn  
 Email ID: sarah1444@gmail.com  
 347-314-0280  
 Language(s): YIDDISH

**KOBRE, PERRI**  
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 718-316-1956  
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 718-256-7343

**KOPEL, FAIGE**  
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 516-371-6643

**KOPP, SABINA (DOE\*)**  
 2511 CCEAN AVE, APT 20  
 BROOKLYN, NY 11229  
 New Listing

Top Page up Page down Bottom

Language(s) spoken by therapist in addition to English.

Indicates provider listed within last 6 months.

- If you selected PDF (the printer-friendly version), it will look like this. Move your mouse to just above the page on the screen and you will see a printer icon in the upper right hand.

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**SPEECH THERAPY -- INDEPENDENT PROVIDERS**

Report Date: Nov 26, 2017  
 Work Site: Brooklyn  
 Zip Code: ALL

Click the printer icon to print your report.

**KLEIN, SARAH**  
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 917-686-7233

New Listing

Language(s) spoken by therapist in addition to English.

Indicates provider listed within last 6 months.