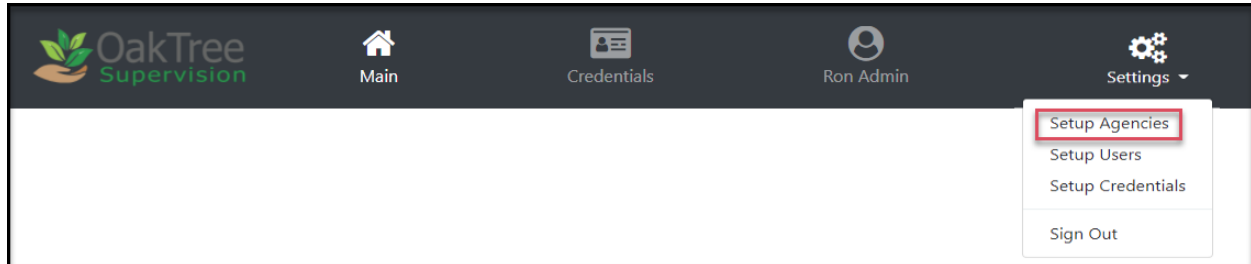


OakTree Supervision

Settings - Setup Agencies

OakTree Supervision provides a means to track and record your supervisee's credentialing progress. The first step is to add an agency or many agencies to the database.

Step #1 – To start go to Settings → Setup Agencies



Step #2 - Click  button

Step #3 – Create your agencies

A screenshot of the 'Manage Agencies' form. The form is titled 'Manage Agencies' and contains several input fields and buttons. The fields are: 'Agency Name' (dropdown menu with '-Please Select-' and 'Add' and 'Edit' buttons), 'Location' (dropdown menu with '-Please Select-' and 'Add' and 'Edit' buttons), 'Agency ID' (text input), 'Agency Status' (radio buttons for 'Active' and 'Disabled'), 'Address 1' (text input), 'Address 2' (text input), 'City' (text input), 'State' (text input), 'ZIP' (text input), 'Country' (text input), and 'Phone' (text input). There are 'Add' and 'Cancel' buttons at the bottom. Red circles with numbers 1 through 7 are placed over the form to indicate the steps: 1 on the Agency Name dropdown, 2 on the Location dropdown, 3 on the Agency ID input, 4 on the Address 2 input, 5 on the Country input, 6 on the Phone input, and 7 on the Add button.




1. **Agency Name** – Click the [Add] button to create a new Agency Name
2. **Location** – Click the [Add] button to create a new Location
3. **Agency ID** – If you have an agency id enter it here
4. **Address** – Enter Address, City, State, and Zip
5. **County** – Enter your Country
6. **Phone** – Enter in Agencies main contact number
7. **Add** – Save your Entries to the database

OakTree Supervision Settings - Setup Agencies

Step 4 – If you find that you need to modify an agency look for the pencil under the Edit column

Manage Agencies

[+ Add](#)

| Agency Name | Agency Location | Agency ID | Status | Edit |
|----------------------------------|-------------------------|-----------|--------|---|
| ABC Peer Specialists | ABC Peer South Location | ABCSOUTH | Active |  |
| Orion Behavioral Health Services | West Omaha | OBHS | Active |  |
| Orion TX Agency | Orion North | TEST | Active |  |

For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!