



Health and Supportive Care Providers  
Oversight Authority

# Employer Directory Guide

## Introduction

Effective December 1, 2024, the Health and Supportive Care Providers Oversight Authority (HSCPOA) will have an online [Public Register of PSWs](#) which provides transparency for the public regarding the registered PSW workforce in Ontario. Through regulation, the public and employers can be confident that PSWs registered with HSCPOA are accountable for safe, quality, ethical care provided to Ontarians in their homes, hospitals, long-term care facilities, retirement homes, or other environments where services are provided.

To support employers, HSCPOA has implemented a secure Employer Directory whereby employers can view which PSWs within their organization are registered with HSCPOA and download a report. The information in this Employer Directory is identical to what is available on HSCPOA's [Public Register of PSWs](#), but employers will have access to additional features which would enable them to more easily generate a list of all their employees and download a report for their records.

**To gain access to HSCPOA's Employer Directory, employers of PSWs must be approved by HSCPOA.**

This Guide is intended to help employers navigate the process of obtaining approval and accessing HSCPOA's Employer Directory.

## Collection, Use, and Disclosure of Information

Information collected as part of HSCPOA's Employer Directory access process is collected under the authority of the *HSCPOA Act, 2021*, and the regulations made under this legislation. Information that is collected is used to determine each employer's eligibility for access to the Employer Directory.

# GAINING ACCESS TO THE EMPLOYER DIRECTORY

## Account Creation

To gain access to HSCPOA’s Employer Directory, you must be an approved representative. Employers can sign up in advance of December 1, 2024, when HSCPOA’s regulations come into force.

To request access to the Employer Directory please send an email to [registration@hscpoa.com](mailto:registration@hscpoa.com) using your work email account which includes the signature of the organization you work for.

The email should include the following:

- Name of Employer/Organization
- First and Last name of the person requesting access
- Direct work email address
- Facility/Site(s) name – include all if requesting access to more than one location
- Facility/Site(s) address – include all if requesting access to more than one location
- Phone number
- Position

Once HSCPOA has received the information above, the contact will be reviewed, and if approved, they will be granted access to the Employer Directory. An email will be sent to the contact’s email address that was provided. Employer representatives are required to follow the steps outlined below:

### 1. Check your email account for an email with the following subject line:

From	Subject
<input type="checkbox"/> HSCPOA Info	Confirm your Alinity Account for HSCPOA Employer Directory Access

## 2. Open the email and click on “Complete registration”:



October 3, 2024

Dear Test ,

You have been invited to use Alinity™ to access HSCPOA's Employer Directory. Please click the link below and provide the required information to enable your login:

[Complete registration](#)

Alternatively, you can cut and paste the following URL:

<http://hscpoatest.alinityapp.com/account/userconfirmation/41742e628481ef118f470022483e6f88>

Sincerely,

**Registration Program**  
Health and Supportive Care Providers Oversight Authority  
Email: [registration@hscpoa.com](mailto:registration@hscpoa.com)  
Visit: [hscpoa.com](http://hscpoa.com)  
[Subscribe to receive 'HSCPOA News' & important information](#)

## 3. Set up a password according to the criteria and click “Save”:

### Complete your profile

Email address  
testemployer@mailinator.com

First name  
Test

Last name  
Employer

Rules


- Password must be 8 or more characters
- Password cannot contain white space
- Password cannot contain hash-symbols ("#").
- Password must contain at least one upper-case and one lower-case character.
- Password must contain at least one punctuation character

\* Password

\* Confirm password


## Logging in to the Portal

4. Once you have created and saved your password, you will then be taken to the Login page of the portal. Enter your login information (email address and password):

 Login

---

testemployer@mailinator.com

..... 

Login

Don't have an account? Please [Sign up](#)

or

[Forgot your password?](#)

Other login issues? Call 000-000-0000

- Please note that for security reasons, each time you login to a new device or periodically since you last logged into the portal on the same device, you will receive the message below. Please check your email for the verification code and

you will be logged in once the code is entered:

 We just want to make sure it's you

We have sent the code to your email address on file, if you don't receive it shortly please check your junk folders as well. Once you have the code enter it exactly as shown in the email to authorize this browser.

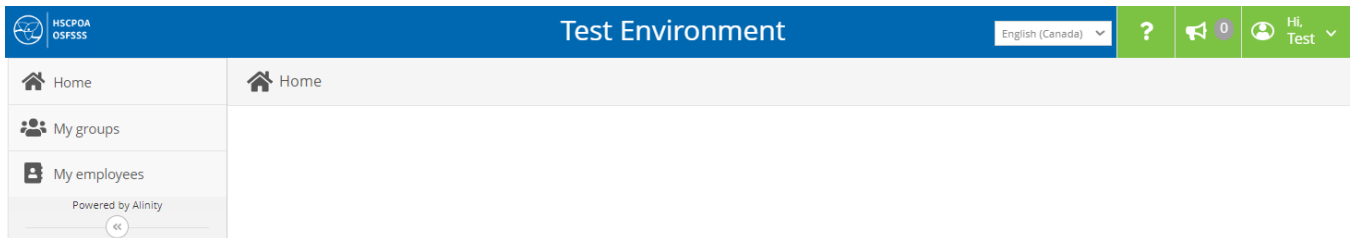
Validate

Send new code

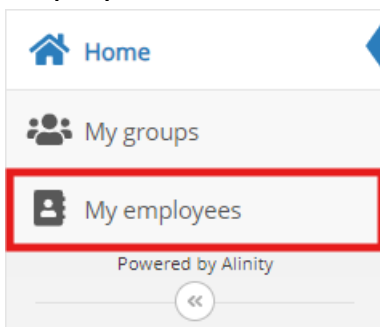
Other issues? Call 000-000-0000

## Accessing Employee Information

Once logged in to the portal, you will land on the main dashboard as displayed below:



From here, select **My employees** in the left menu pane to access the list of your employees:



This will generate a list of all your employees (test, not actual registrant records are shown below) that are registered with HSCPOA with an overview of general information (name, registration class, registration status, effective date of registration and expiry date of registration). Note: only registered PSWs with HSCPOA who have listed your organization as one of their employers will be included.

My employees

First Name  Last Name  Registration Number

Employer Name

Search: 3 registrant(s) found

Registrant	Class	Status	Effective	Expires	Other Important Information	Discipline Committee Outcomes
Barton, Clint (5086)	Personal Support Worker	Active	27-Sep-2024	30-Nov-2024		<input type="button" value="Details &gt;"/>
Rogers, Steve (5085)	Personal Support Worker	Active	27-Sep-2024	30-Nov-2024		<input type="button" value="Details &gt;"/>
Romanoff, Natasha (5087)	Personal Support Worker	Active	27-Sep-2024	30-Nov-2024		<input type="button" value="Details &gt;"/>

## EXPORTING DATA REPORT

One of the main functions of the Employer Directory is to provide the employer with timely information about registered PSW employees. You can use the *Search* function to search for specific employees within your organization by **First Name**, **Last Name** and/or **Registration Number**. Note: only registered PSWs with HSCPOA who have listed your organization as one of their employers will be listed.

The **Employer Name** field can be used to search for employees at a specific location if an organization has multiple locations across Ontario that you have been granted access to:

My employees

First Name  Last Name  Registration Number

Employer Name

You can export data from the database by selecting the export button as shown below:

My employees

First Name  Last Name  Registration Number

Employer Name

Search: >> 3 registrant(s) found

Registrant	Class	Status	Effective	Expires	Other Important Information	Discipline Committee Outcomes
Barton, Clint (5086)	Personal Support Worker	Active	27-Sep-2024	30-Nov-2024		<a href="#">Details &gt;</a>
Rogers, Steve (5085)	Personal Support Worker	Active	27-Sep-2024	30-Nov-2024		<a href="#">Details &gt;</a>
Romanoff, Natasha (5087)	Personal Support Worker	Active	27-Sep-2024	30-Nov-2024		<a href="#">Details &gt;</a>

The **Data source** and **File format** fields will be automatically populated for ease of use. You may choose to change the file format of the data report; currently the other file format options are **Comma Separated Values (Text)** and **XML Document**. Please note that you are not able to change the data source.

Export 3 records with the following options

\* Data source: Registrant-EmployerDirectoryExport

\* File format: Microsoft Excel (version 2007+)

Description  
This data source provides details on member profiles for exports from the Employer Directory interface. This will result in 1 record for each registrant selected.



To provide flexibility with generating the data report, you have the option to select which data fields are populated on the report.

The screenshot displays a user interface for selecting data fields. It is divided into two main sections: 'Available fields' on the left and '\* Included fields' on the right. The 'Available fields' section features a search bar with the placeholder text 'Enter part of the name to filter...'. Below the search bar is a list of 15 fields, each in a blue bar with a white plus sign icon to its right. The fields are: ApplicationUserSID, CommonName, Conditions, CurrentDate, CurrentEffectiveDate, ExpiryTime, FirstName, FirstRegistrationDate, LastName, ONPSWEducation, PublicDirectoryComment, ReasonName, RegistrantNo, and RegistrationStatus. At the top right of the 'Available fields' section is a green button with a white plus sign and the text '+ All'. The '\* Included fields' section is currently empty and has a red button with a white minus sign and the text '- All' at its top right.

Select the **+ All** button to move all fields over to the **Included Fields** view; this will ensure the generated report includes all fields:

Available fields + All

Enter part of the name to filter...

\* Included fields - All

- ApplicationUserSID
- CommonName
- Conditions
- CurrentDate
- CurrentEffectiveDate
- ExpiryTime
- FirstName
- FirstRegistrationDate
- LastName
- ONPSWEducation
- PublicDirectoryComment
- ReasonName
- RegistrantNo
- RegistrationStatus

- Alternatively, you can manually add single fields to be include in the report by selecting the + icon on the respective field:

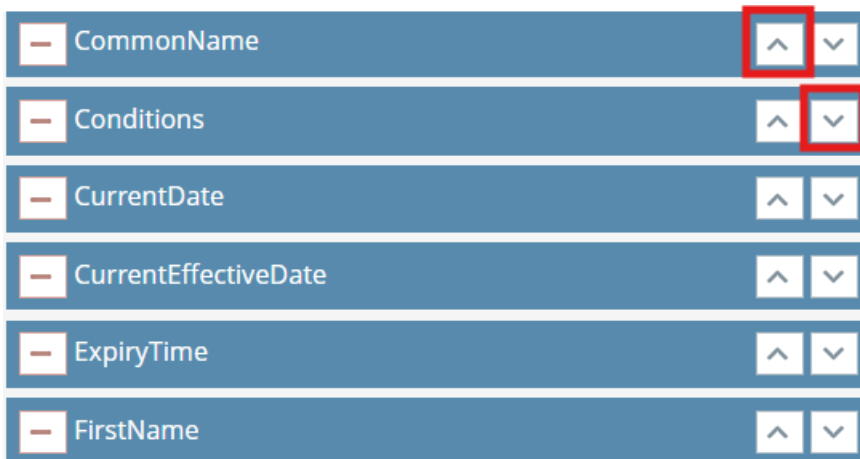
ApplicationUserSID +

- You can also manually remove single fields from the report by selecting the - icon on the respective field:

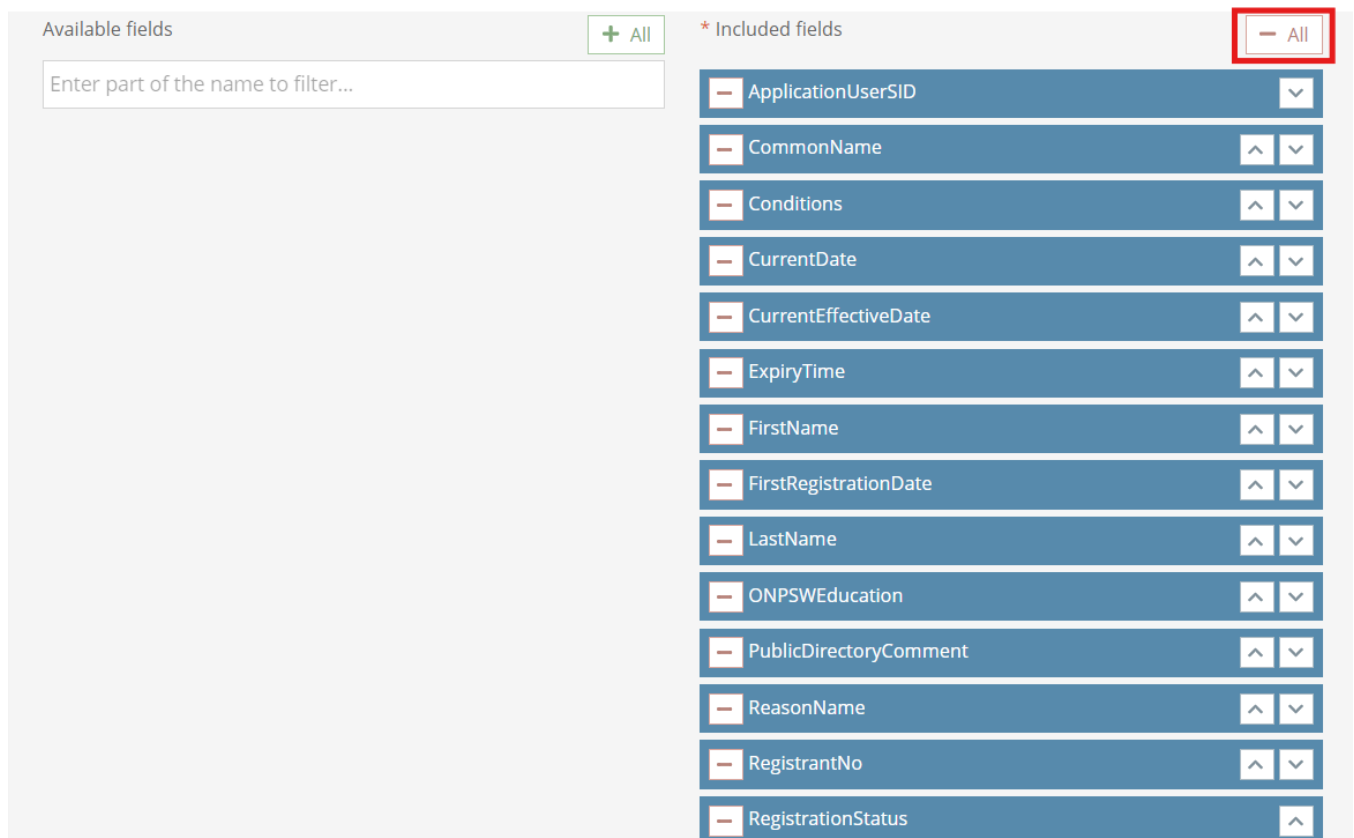
- ApplicationUserSID v

- You also have the option of changing the order of how the fields are viewed on the report by using the ascending and descending arrows associated with each field:

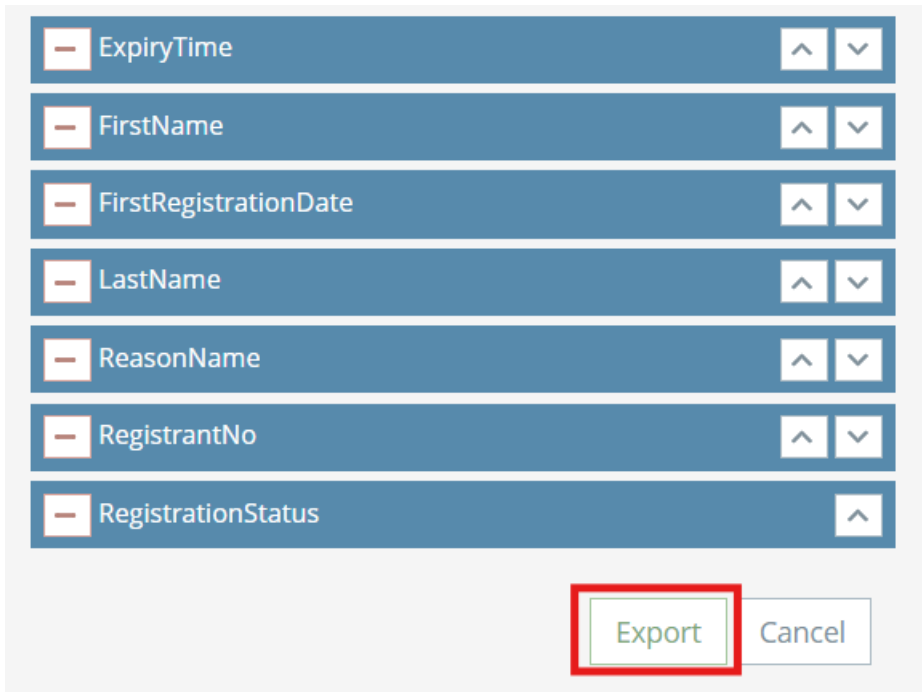
○



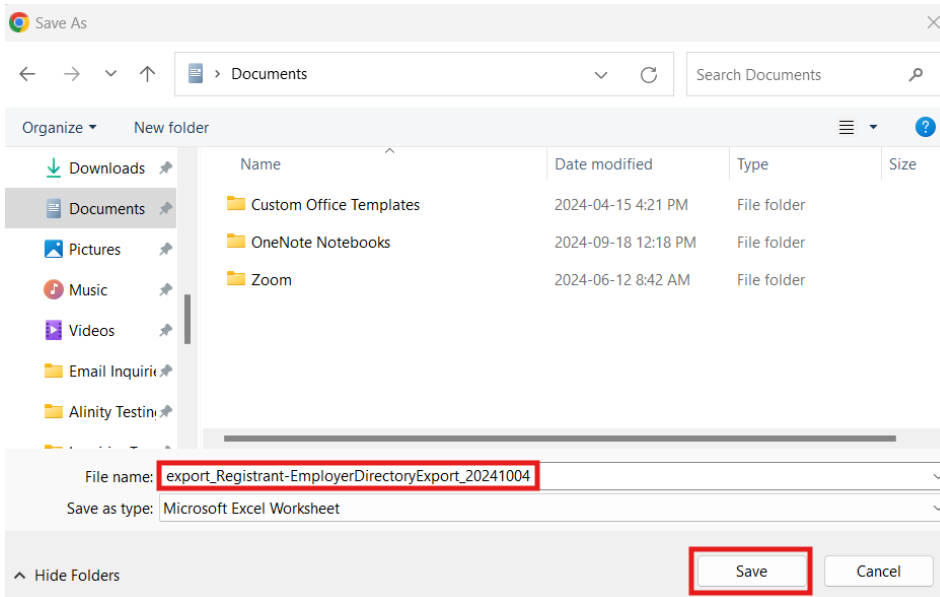
If you wish to remove all fields from the Included Fields view, select the - **All** button to move all fields back over to the **Available Fields** window:



Once you have selected the fields to be included in the report, download a copy of the report to your device using the **Export** button:



- A pop-up window will appear which allows you to select the location where you want to save the report. Navigate to your preferred folder and select **Save** to download the report using your preferred naming convention:



**For questions, please email: [registration@hscpoa.com](mailto:registration@hscpoa.com)**