Ohio	Department of Job and Family Services	Home	My Agency 🗸	My Certification \checkmark	Messages	Q Search	🐥 🧕 Mike Jones
1	Welcome t	o the (Ohio Cert	ification a sys	nd Licensing M tem	lanagement (OCAI	.M)
		M	anage your ag	ency's informatio	n and certification all in	one place.	5 100
	New Amendment		Policy Revisions			Helpful Links	
						ODJFS Families and Children Website	
						Discover initiatives, programs and publications provide Families and Children for the state of Ohio.	d by the Office of
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						ODJFS Foster Care Licensing Website	
						Find more information for prospective agencies as well	as links to partner
						agencies, reports, and regulations.	

1. Log in and Click on Policy Revisions

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			On the following page please	upload your policy documents.		Next

2. Click the Next Button

DIFICIES, Cans and Documents ruploading your docu ints, please provide the most recent revisior pund in the attached document, by checking the appropriate title and	date for all policies and plans, as applicat indicating the correct revision date(s)	ole. If your agency's policies are housed within one large o	locument or manual, please identify which policy revisions may
Upload Files			
Upload docuper its for all policies listed below. Requ	ired		
required Policies/Documents			
Discipline Policy 5101:2-5-13(A)(1)			
Notifying Caregiver or Recommending Agency that Child is A	Available for Adoption Policy 5101:2-5-1	3(A)(7)	
Behavior Intervention Policy 5101:2-5-13(A)(14)			
Use of Alcohol and Tobacco Policy 5101:2-5-13(A)(15)			
Residential Facility Admission Policy 5101:2-5-13(A)(16)			
Discharge Policy 5101:2-5-13(A)(17)			
Access to Administrator Policy 5101:2-5-13(A)(18)			
Human Research Projects Policy 5101:2-5-13(A)(21)			
Use of Volunteers and College Interns Policy 5101:2-5-13(A)(23)		
Assurance of Child's Civil Rights Policy 5101:2-5-13(A)(24)			
Non-Discrimination Requirements for Foster Care And Adop	tive Placements Policy 5101:2-5-13(A)(2	5)	
Standards of Conduct Regarding MEPA and Title VI Policy	5101:2-5-13(A)(26)		
Complaint Process Policy 5101:2-5-13(A)(27)			
Notification to Custodial Agency Of Incidents Policy 5101:2-	5-13(A)(28)		
Private, Non-Profit Therapeutic Wilderness Camp (PNTWC) F	Policies 5101:2-5-13(A)(30)		
Food Service License 5101:2-9-30(A) 5101:2-9-40(R)(6)			
Disaster Preparedness Plan 5101:2-5-13.1			
Approved Emergency/Disaster Evacuation Plan 5101:2-9-07	(A)		
Medical Emergency Plan 5101:2-9-09(A)			
Supervision Plan for Group Activition 5101-2.0.19/01			
Community Engagement Plan 14326 54306			
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Mission Statement 5101:2-5-08(I)			
Articles of Incorporation and any Amendments 5101:2-5-08(C)		
Description of Programs 5101:2-5-08(I)			
Job Descriptions 5101:2-5-09(A)			
Administrator Qualifications 5101:2-5-09 (C)			
Approved Variances Pursuant to 5101:2-5-18 43815.54306			
Approval for Well Water Test 5101:2-9-04(D)			
Approved Fire Inspection 5101:2-9-08(A)			
Farming Conforms to Regulations 5101:2-9-20(E)			
Resident and Family Handbook 5101:2-9-15(A)			
Map of Private, Non-profit, Therapeutic Wilderness Camp (Pl	NTWC) 5101:2-9-40(C)		
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3. Click on the Upload Files button

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4. Click the upload files button and locate the documents on your computer where you had saved them.

NOTE- You likely have more than one file for these requirements (one for each of the required checks please scan docs one document for each applicable position) so before uploading you can save the multiple files into a zipped folder and then upload the zipped folder.

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Policies, Plans and Document	S 	
be found in the attached document, by checking the appropriate	revision date for an policies and plans, as applicable. In your agency's policies are noused within one large document or manual, please identity which policy revision title and indicating the correct revision date(s)	
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Upload documents for all policies listed below.	Required	
Other non-required Policies/Documents		
Discipline Policy 5101:2-5-13(A)(1)	Upload Files	
Notifying Caregiver or Recommending Agency that		
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Use of Alcohol and Tobacco Policy 5101:2-5-13(A)(1		
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5. Click the Done button

+ Articles of Incorporation and any Amendments	Revision Date
Description of Programs stot2=000	Revision Date
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Administrator Ctc fication	Revision Date Mar 12, 2020
Approvation funces Pursuant to 5101:2-5-18	Revision Date
+ Approval for Well Water Test	Revision Date
+ Approved Fire Inspection	Revision Date
+ Farming Conforms to Regulations	Revision Date
+ Resident and Family Handbook	Revision Date
+ More rester, Non-profit, Therapeutic Wilderness Camp (PNTWC)	Revision Date
Save Upload	
	Previous Next

- 6. Scroll through the list of policies shown and find Administrator Qualifications. Click the box with the plus sign in it so it will then link your uploaded file to this policy requirement.
- 7. Enter a revision date. This can be the current date or the date the checks were completed.
- 8. Then Click the Save Upload button.

Complaint Process Policy 5012-5-13/A/(27) Votification to Custodial Agency Of Incidents Policy 51012-5-13/A/(30) Votimes Non-Profit Therapeutic Wildenness Camp (PKTWC) Policies 51012-5-13/A/(30) Vood Service Licenses 5012-2-93/A/S1012-940/R/(6) Visas Non-Profit Therapeutic Wildenness Camp (PKTWC) Policies 51012-5-13/A/(30) Vood Service Licenses 5012-2-93/A/S1012-940/R/(6) Visaster Preparedness Plan 51012-5-13.1 Upproved Emergency/Disaster Evacuation Plan 51012-9-07/A) tedical Emergency Plan 51012-9-08/A upproved Emergency/Disaster Evacuation Plan 51012-9-08/C) community Engagement Plan 1305-5408/F islos of Statement Folici 1-2-9-08/F tislos Of Statement 51012-5-08(F) tislos of Statement 51012-5-08(F) tislos of Incorporation and any Amendments 51012-5-08(C) vescription of Programs 51012-5-08(F)	513(A)(30)
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Map of Private, Non-profit, Therapeutic Wilderness Camp (PNTWC) 5101.2-9-40(C)	-40(C)

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9. Scroll down to the bottom of the page and you should see something similar to what is circled above with the file you uploaded (at the bottom of the page). Click the Next button.

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10. Answer this question "Yes" and then click the next button.

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