

## Foster Care Recruitment & Retention Agency Create Account Guidance Document

## Foster Care Recruitment & Retention Licensing Agency Designee

In order to access the Ohio Professional Registry (OPR) to complete the Foster Care Recruitment & Retention Funding Application, it is required to have access to the OPR and be provided specific permissions. The first step is creating a profile to create your account in the OPR. The next step will be assigning permission for you to access the applications.

Follow these steps to create your profile and enter an employment record. **Once that is complete, please e-mail** the Ohio Professional Registry at <u>support@occrra.org</u> with your name, OPIN number, and program name/SACSWIS Agency ID so that the Foster Care Recruitment & Retention application dashboard permission can be granted. Once permission is granted, you will follow the directions in the Organization Dashboard – Foster Care Application User Guide for guidance on accessing the dashboard and for completing the applications.

- 1. Create Profile
  - a. Go to <u>www.occrra.org/</u> and click "Create Profile" on the top right of the page.
  - b. Enter the required information
  - c. Your user name will automatically generate
  - d. Enter a password
  - e. IMPORTANT: Please document your OPIN number and password and keep for future sign in use.
  - f. Click "Create Profile" button.
  - g. An email will be sent to the email address you entered. Follow the prompt in the confirmation email to verify your account. If you do not receive the email in your inbox, be sure to check your junk mail and spam folders.
  - h. Your Ohio Professional Identification Number or OPIN will be assigned to you and is provided in the confirmation email. Please keep your OPIN with your password.
- 2. Sign in to your Profile
  - a. Go to <u>www.occrra.org/</u> and click "Sign In" on the top right of the page.
  - b. Using the fields provided, enter OPIN or Email Address.
  - c. Enter Password



d. Click "Sign in" button

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Occiraj resources	CREATE PROFILE SIGN IN
O Use the form below to sign in to your Ohio Professional Registry account. If you don't have a	one, you can register here.
SIGN IN Username, OPIN, or Email Address Password	The OPR performs best when using Google Chrome (preferred browser) or Mozilla Firefox, using a desktop or laptop computer. Using Internet Explorer, Edge, Safari, cellphones, or tablets may prevent successful completion of portions of this site. A user's experience may also be impacted by their equipment and internet speed. If you would like to download Google Chrome or Mozilla Firefox, please click the browser icon.
Sign In Create Profile Forgot Username Reset Password	

- e. IMPORTANT: Upon your first sign in, the system will require you to complete one employment record.
- 3. Employment Entry
  - a. The Foster Care Recruitment & Retention programs have been added to the system as a program type under Ohio Department of Job & Family Services agency. A specific role has been added for Foster Care Licensing Agency, and following these steps will finish the creation of your profile. This is a one time process.

Note: If your agency also participated in the QRTP Menu of Services or Incentive Project and you have an account in the OPR, do not create a new account in the OPR, you only need to add an employment record. You will add the Foster Care Recruitment & Retention employment record to your existing profile to access the Foster Care Recruitment & Retention Project. Follow these directions to complete your additional employment role. Users can have multiple employment records in the OPR.



b. When you log in the first time, a pop-up will appear that an employment record is required to be entered.

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	Career Pathways Level	Professional Development Certificate Assessed As: Periodic allocations Constant and an
Account Employment		
		+ Add Employment
Show 10 v entries		Search
	IT N	Start End Primary ame    Date    Date    Role    Actions
	No data available in table	
Showing 0 to 0 of 0 entries		Previous Next
	Add Employment	
	Your profile does not contain an employment record. Pleas create an employment record to continue in the system. Yo must use a desktop or laptop computer with Chrome or Firel as your browser while using the Chin Professional Registr website.	e M Kax Y
	Add Employment	

c. Click on Add Employment

Rud/Euro Employment	
re you	
A Child Care Provider This employment section is for prof Ohio Department of Job and Ohio Department of Educatio Youth Development Closed child care program Out of state early childhood After school program	essionals that work/previously worked at one of the following types of programs: amily Services (IOD/FS) licensed center; type a or type b home n(ODE) licensed program
Employed at/Funded by/Cre This engloyment section is for prot Ohio Department of Develop Ohio Department of Educati Ohio Department of Job & Fa Ohio Department of Job & Fa Ohio Department of Montal Child Care Resource & Refer	dential or Cartificate Issaud by a State Agency extraits but work at partner with we coduntialed by or haded by one the following Ohio State Agencies: In In mith Services Bickuling County Department of Job & Family Services) walth & Addition Services 8 Serf

d. Select Ohio Department of Job & Family Services





e. Next, enter agency name

mployment Type	Obio Department of Job S. Family Services (including County Department of Job S. Family Services)	
прюутенстуре	On to Department of Job et anny Services (inclosing County Department of Job et anny Services)	
	and the second sec	
What agency do	o you work for or are credentialled with?	
What agency do	o you work for or are credentialled with?	
What agency do	o you work for or are credentialled with?	
What agency do	o you work for or are credentialled with?	
What agency do	o you work for or are credentialled with?	
What agency do	o you work for or are credentialled with?	

f. Select the county where the agency is located



g. Enter your role on the next screen. Foster Care Licensing Agency employment type and Foster Care Licensing Agency Designee role have been created specifically for this project. Choose the specific role highlighted below:



oloyment Type	Ohio Department of Job & Family Services (including County Department of Job & Family Services)	
ncy Name	Foster Care	
inty	Hamilton	
es		
What role d	id/do you hold when you started here?	
Only one role ca enter an additio	n be selected. If you have multiple roles with this employer there will be a chance to nal role later.	
Children Ser	vices	
Adoptive careg	lver	
Foster caregive	r	
Kinship caregiv	er	
Other		
Private Agency	Foster Care and/or Adoption Worker	
Residential staf	f	
County JFS	or PCSA	
Administrator/	Director	
Adult Protectiv	e Services Staff	
Children Servic	es Supervisor or Caseworker/Assessor	
County Licensin	ng Specialist	
County Staff		
County Supervi	sor	
Other		
Public Assistan	ce Supervisor or Caseworker	
Title IV-E Court	Staff	
Court Syste	m	
Court System E	mployee	

## h. System will ask for your date of hire.



i. System will ask if still employed at this employer.

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ipioyitient type	Ohio Department of Job & Family Services (including County Department of Job & Family Services)	
ency Name	Foster Care	
unty	Hamilton	
les		
Role	Foster Care Licensing Agency Designee	Edit
Start Date	01/30/2022	Edit
		Back
Do you still	work at a role at this employer?	
0 Vec	° No	
105	110	
Next		

j. On the final screen, Select Save Employment and your employment record is complete.

ency Name	Onio Department or Job & Pamily Services (Including County Department or Job & Pamily Services)	
unty	Hamilton	
les		
Role	Foster Care Licensing Agency Designee	Edit
Start Date	01/30/2022	Edit
End Date	Currently Employed	Edt

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4. Please e-mail the Ohio Professional Registry at <a href="mailto:support@occrra.org">support@occrra.org</a> with your name, OPIN number, and Foster Care Licensing Agency name and SACWIS license number (if available). OCCRRA staff will grant the permission needed to access the application dashboard. Once permission is granted, you will have access to the Agency Organization Dashboard and funding application. Please refer to the Organization Dashboard User Guide for further instructions.