Creating an Agency Recruitment Plan

Knowledge Base Article

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Department of Job & Family Services

Last Revised: 09/28/2023

Overview

This Knowledge Base Article describes how to enter Agency Recruitment Plans for Foster Homes and Adoptive Homes.

Security

For a User to have the ability to add a Recruitment Plan, they must have an assigned User Group of **Recruitment Planner** or **Private Agency –Recruitment Worker**.

Policy and Procedure Background

The mandates for an Agency Foster Recruitment Plan come from **OAC 5101:2-5-13:**

(2) An agency shall have a written plan describing strategies for foster caregiver recruitment that complies with the Multiethnic Placement Act, Oct. 20, 1994, P.L. 103-382, as amended by Section 1808 of the Small Business Job Protection Act of 1996, P.L. 104-188 (MEPA), and the Civil Rights Act of 1964 (Title VI), as it applies to the foster care process. If the PCSA, PCPA or PNA amends its recruitment plan, the agency shall be responsible for submitting the amended recruitment plan to ODJFS within ninety days following a plan change. This policy shall include:
 (a) A description of the characteristics of foster children served by the agency that shall include the following:
  (i) Ages.
  (ii) Developmental needs.
  (iii) Emotional needs.
  (iv) Physical needs.
  (v) Race, color and national origin backgrounds.
  (vi) Levels of care needed.
 (b) Diverse methods of disseminating general information regarding the children served by the agency.
 (c) Specific strategies to reach all parts of the community as defined by the agency.
 (d) Strategies for assuring that prospective foster caregivers have access to the application process, including the flexibility of service to the community served by the agency.
 (e) Strategies for training staff to work with diverse cultural, racial, ethnic and economic communities.
 (f) Strategies for dealing with linguistic barriers.
 (g) Procedures for a timely search for foster caregivers, including the use of interagency efforts, provided that such procedures ensure that placement of a child in an appropriate household is not delayed by the search for a same race or ethnic placement.
 (h)A statement of assurance that all foster caregiver recruitment activities and materials shall be in compliance with MEPA and Title VI, the Indian Child Welfare Act of 1978, 25 U.S.C. 1901 and the Adoption and Safe Families Act of 1997.

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Adoptive Recruitment plan mandates can be found in OAC 5101:2-48-05.

Navigating to Recruitment Plans

1. From the Home screen, click on the **Provider** tab.

2. Click on the **Recruitment** sub-tab

3. The system will default to the Recruitment **Plans** section.

4. The **view** link on the left-hand side of a record opens the recruitment plan record in read-only mode.

5. The **edit** link on the left-hand side of a record allows you to update a plan that has not been approved yet. The status of the record must be pending to have this link.

6. The **copy** link on the left-hand side of a record allows you to create a new copy of an existing record for editing.

7. The **report** link on the left-hand side of a record will generate the content for printing.

8. The **delete** link to the right-hand side of a record allows you to delete a recruitment plan that has not been approved yet.

9. The **Add Plan** button allows you to create a new recruitment plan.

Adding a Recruitment Plan

1. Click the Add Plan button.

2. The **Recruitment Plan Information** screen appears.

3. Select a **Plan Type** (Adoption, Foster Home or Other) – required.

4. Enter a **Plan Name** - required**.**

5. Enter in an **Effective Date** - required.

6. Enter **# of Planned Recruitment Events** - required

7. Enter **# of Families to be Approved/Certified -** required

8. The following fields are optional:

   a. **Expiration Date**

   b. **# of Projected Inquiries**

   c. **# of Children to be Placed**

9. Click **Apply** to retain the information and remain on the same page.

Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	KCCP Pre-Screening Tool

Recruitment Plan Information

Agency: Foster Care Agency of Ohio

Plan Type:*   Foster Home ⌄

Plan Name:*   FCA of Ohio's Foster Home Recruitment Plan

Effective Date: *   09/28/2023   Expiration Date: [   ]

# of Projected Inquiries: [   ]   # of Planned Recruitment Events: [   ]

# of Children to be Placed: [   ]   # of Families to be Approved/Certified: [   ]

Recruitment Plan Details

Plan Topic	Narrative

[Apply] [Save] [Cancel]

10. Upon clicking **Apply**, the **Recruitment Plan Details** section will appear.

11. Click on the **edit** link next to each **Plan Topic** and enter a narrative as required.

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		Plan Topic
view edit	Statement of Assurance	
view edit	Description of Recruitment Community and of Children in the Recruitment Community	
view edit	Community Outreach	
view edit	Methods to Disseminate Recruitment Information	
view edit	Access to the Home Study Process	
view edit	Responding to Inquiries	
view edit	Staff Training	
view edit	Linguistic Barriers	
view edit	Home Study & Pre-Service Training Strategies (Out of County)	
view edit	Agency Fee Structure	
view edit	Timely Search/Match Procedures	
view edit	Additional Comments	

12. Each plan topic will display prompts about what information should be included in the section.

Routing the Plan to Your Licensing Specialist

After completion of all Plan Topics, you may route your completed plan to your Licensing Specialist at the State.

1. Click on the Process Approval button at the bottom of the screen.

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view edit	Agency Fee Structure	test
view edit	Timely Search/Match Procedures	test
view edit	Additional Comments	test

Process Approval

Apply Save Cancel

The Process Approval screen appears.

2. Select an **Action** for the record (if sending to the State, select **Route** or a variation of this)

3. Enter any **Comments** as desired.

4. From the **Agency** drop down, select **Ohio Department of Job and Family Services** (listed as the first entry of the list, NOT in alphabetical order)

5. Select your Licensing Specialist's name from the resulting **Reviewers/Approvers**.

6. Click **Save**.

Process Approval

Work Item

ID:	1998478	Type:	RECRUITMENTPLAN	Reference:	FCA of Ohio's Foster Home Recruitment Plan
Task ID:	1998478	Task Type:	Recruitment Plan	Task Reference:	
				Task Status:	

Routing/Approval Action

Action: * [Reviewed and route ▼]

Comments: [   ]

Spell Check Clear 2000

Agency: [Ohio Department of Job and Family Services ▼]

Reviewers/ Approvers: [Cruse, Sara ▼]

Save Cancel

The status of your Recruitment Plan will now be listed as **Pending Approval**.

Helpful Hints

1. If you need to create both a **Foster Home** and **Adoption** recruitment plan, you may complete your **Foster Home** type, then use the **copy** feature which creates a new record and change the **Plan Type** to **Adoption** so that you do not need to re-enter all the Plan Topics narratives in their entirety, you can edit the narratives to match your new recruitment plan type.

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2. If you need to edit your recruitment plan after sending it to your Licensing specialist, proceed to the **Home** tab, **Approvals** sub-tab and select the **recall/reroute** link from the recruitment plan record. Select **Recall** and your name/agency to return it to a status of **In Progress**.

Home	Provider	Financial	Administration

Alerts	Action Items	Approvals	Assignments

Pending Approvals

☐ Recruitment Plan

Status	Task	
09/28/2023 Pending Approval	[1998478] [Recruitment Plan]FCA of Ohio's Foster Home Recruitment Plan - [1998478] [Recruitment Plan]	recall/reroute

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at SACWIS_HELP_DESK@jfs.ohio.gov .

Ohio **Department of Job & Family Services**