

Issue Requiring Correction	Required Documentation
Intake	
Deleting Duplicate Intake	1671
Intake Modifications	1671
Unlinking Intake not linked to work items	N/A
Moving completed work items from Case A to Case B	1671
Changing Intake Disposition (data entry errors)	1671
Editing data in approved CAPMIS tool (Assessments)	1671
Removing approval from CAPMIS tool	1671
Removing AR Flag from In Progress Family Assessment	N/A
Editing or Deleting Safety Plan	1671
Editing or Deleting Justification/Waiver	1671
Editing or Deleting Pathway Switch Information	1671
Editing Child Fatality/Near Fatality Records	1671
Editing ICPC/ICAMA/NEICE Records	N/A
Case	
Deleting Activity Logs	1671
Completing Draft Activity Logs from former employees	N/A
Correct Case Owning Agency	N/A
Edit Case Member/Associated Person History	N/A
Attorney Communication	1671
Editing Substance Abuse Screening Tool	N/A
Editing or Deleting Case Service	N/A
Editing Legal Actions	N/A
Editing Legal Episode/Status	N/A
Adding/Editing/Deleting Living Arrangements	N/A
Adding/Editing/Deleting Initial Removal	N/A
Adding/Editing/Deleting Placement	N/A
Editing ICCA Records	N/A
Editing Independent Living Plans	N/A
Editing/Deleting Approved Case Plan	1671
Removing Case Plan Approval	1671
Editing/Deleting Approved Case Review Tools	1671
Removing Case Review Tools Approval	1671
Editing Child Visitation Plan	N/A
Editing Family Team Meeting	N/A
Editing/Deleting/Moving Case Conference Note	N/A
Deleting Case Closure(Reopening Case)	1671
Editing Case Closure Date/Time	N/A
Adoption	
Editing Child Recruitment Plan	N/A
Editing Pre-Adoptive Staffing	N/A
Editing Matching Conference	N/A
Editing Pre-Finalization Adoption Assessment	N/A
Editing Finalization Checklist	N/A
Case Closure where Case Plan was never completed	1671
Provider	
Editing Provider Type/Status	N/A
Editing Deleting Provider Addresses/Contacts	N/A
Editing Provider Members	N/A
Editing Provider Activity Logs	N/A
Editing/Creating in Error Inquiry	N/A
Correcting Training Type (Pre-Placement/Continuing)	N/A
Deleting Training Session	N/A
Editing Training Participant	N/A
Home Study Corrections (Foster/Adopt/1692/Large Family Assess/Kinship)	N/A
Editing/Deleting Approval/Certification Records	N/A
Editing Provider Contracts	N/A
Editing Service Credential Dates	N/A
Editing Rule Violations	N/A
Editing Waivers	N/A
Financial	
Editing Medicaid Spans	Send to JFS_Medicaid_TA@jfs.ohio.gov
Editing Eligibility/Reimbursability Records	N/A
Editing Adoption Subsidy/NonRecurring/PASSS Records	N/A
Editing KPIP Records	N/A
Editing Child Support Referral/Information Records	N/A
Stop Payments	Stop Payment Spreadsheet
4280/4281 Corrections	N/A
Administration	
Edit Employee Records	N/A
Edit Unit & Supervisor Records	N/A
Bridges	
Editing/Deleting Bridges Intakes	N/A
Editing Bridges Application/VPA	N/A
Editing Bridges Assessment	N/A
Editing Bridges Plan	N/A
Editing Bridges Review	N/A
Editing Bridges Housing/Service Tier	N/A
RTIS	
Remove Approval from Discharge Plan/Review	N/A