

Navigating ROM (Results Oriented Management)



Knowledge Base Article

Navigating ROM

ROM (Results Oriented Management)

This Knowledge Base Article discusses how to access ROM, how to navigate the My Home page in ROM and how to find the Online Help system in ROM.

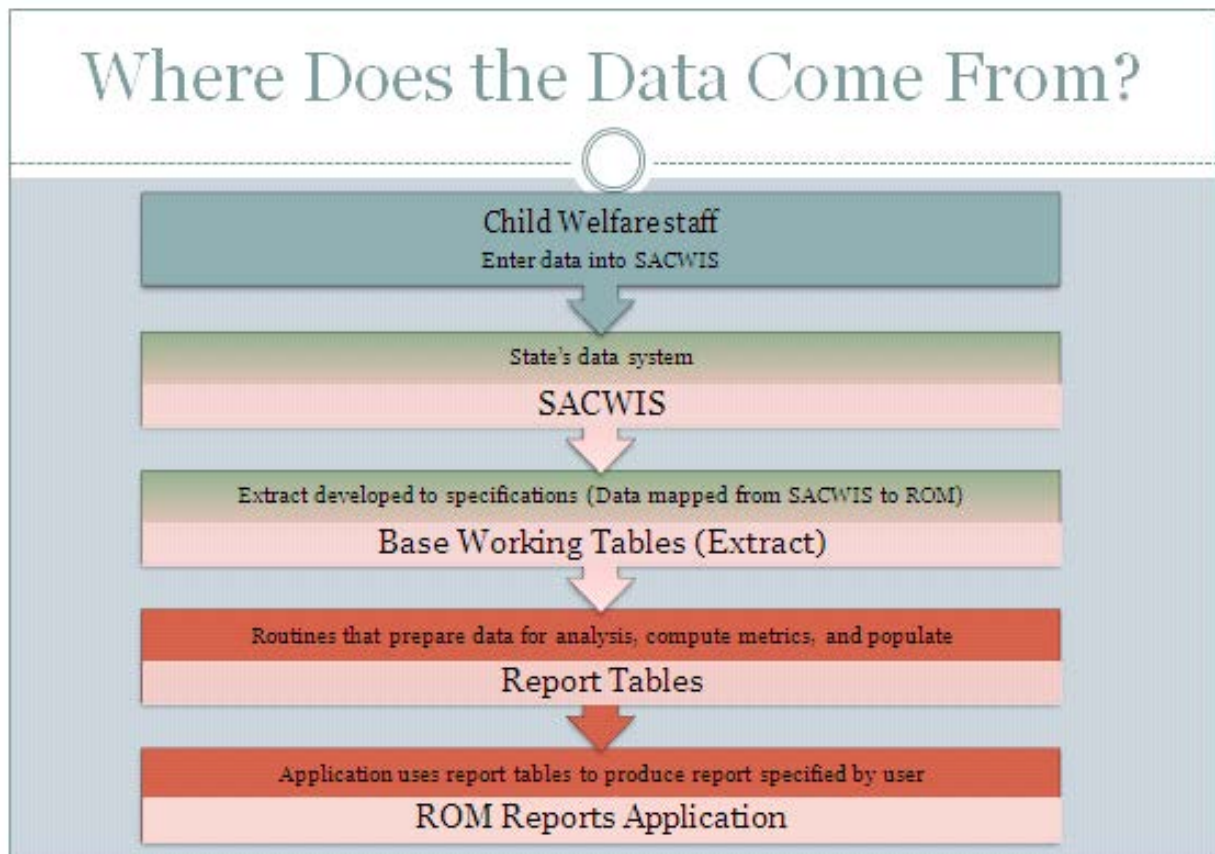
ROM is a web application being administered by ODJFS. The ROM data is pulled from the Ohio SACWIS system and updated nightly to the reporting system.

ROM Reports reside on a secure server managed by the State of Ohio ODJFS.

Important:

- In order to log into and access ROM, the user must be connected to the ODJFS network.

ROM history is a ten year rolling window.



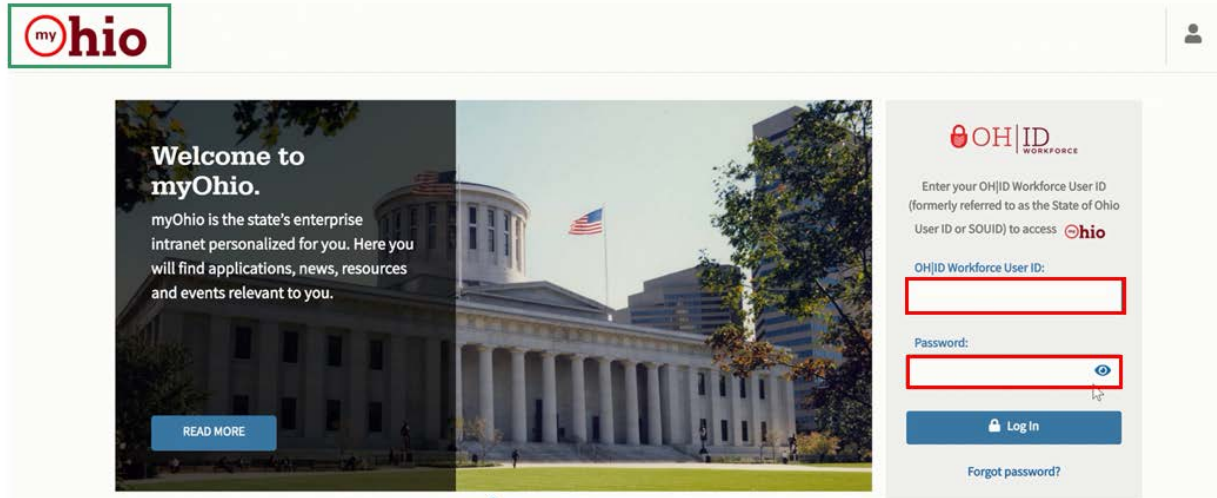
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Logging into ROM

There are three ways to log into ROM.

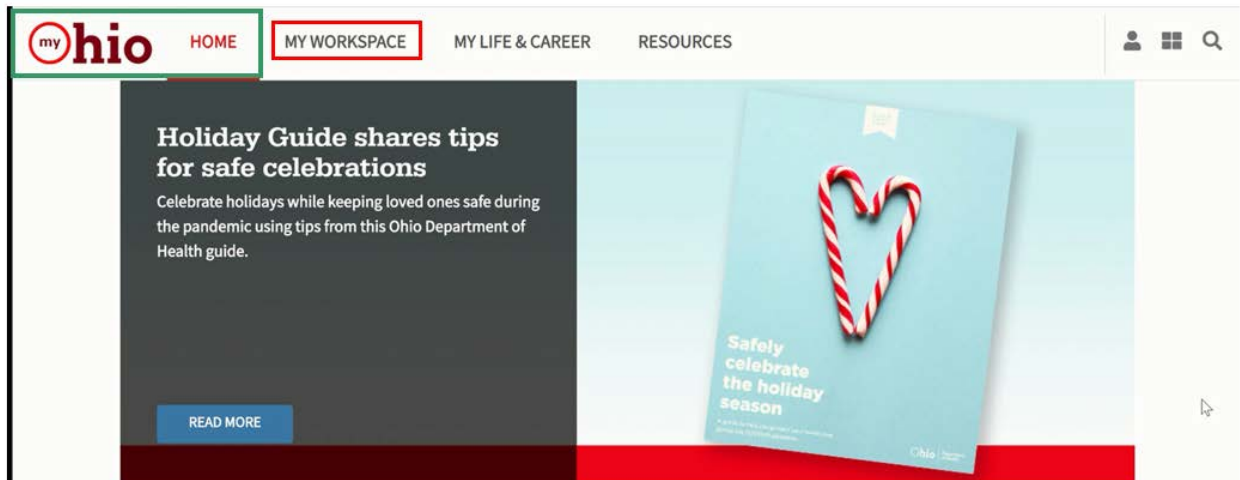
Logging in through myOhio.

1. Go to the **myOhio** site at www.myohio.gov
2. Enter your **OH|ID User ID**.
3. Enter your **Password**.
4. Click, **Log In**.



The **myOhio Home** screen appears.

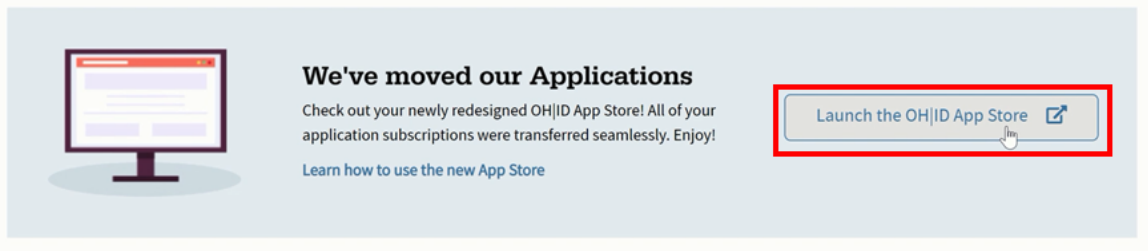
5. Click, **MY WORKSPACE**.



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The **MY WORKSPACE** screen appears.

6. Click, **Launch the OH|ID App Store**.



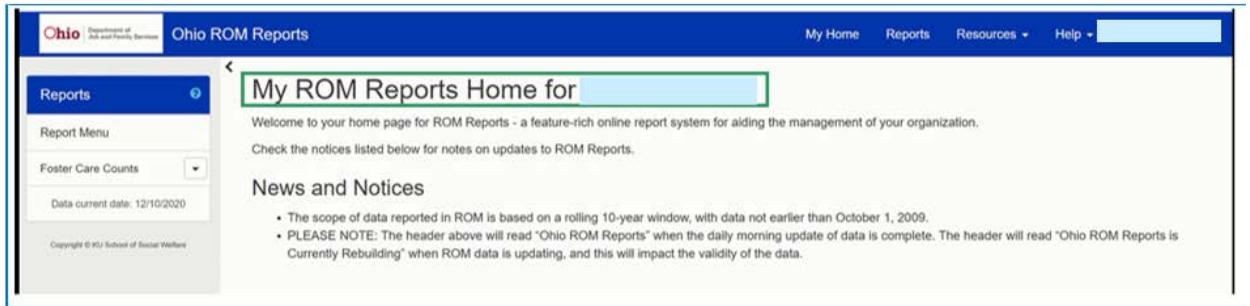
The **My Sites & Applications** screen appears.

7. Click the **ROM** icon (or the **Go To Site** link).



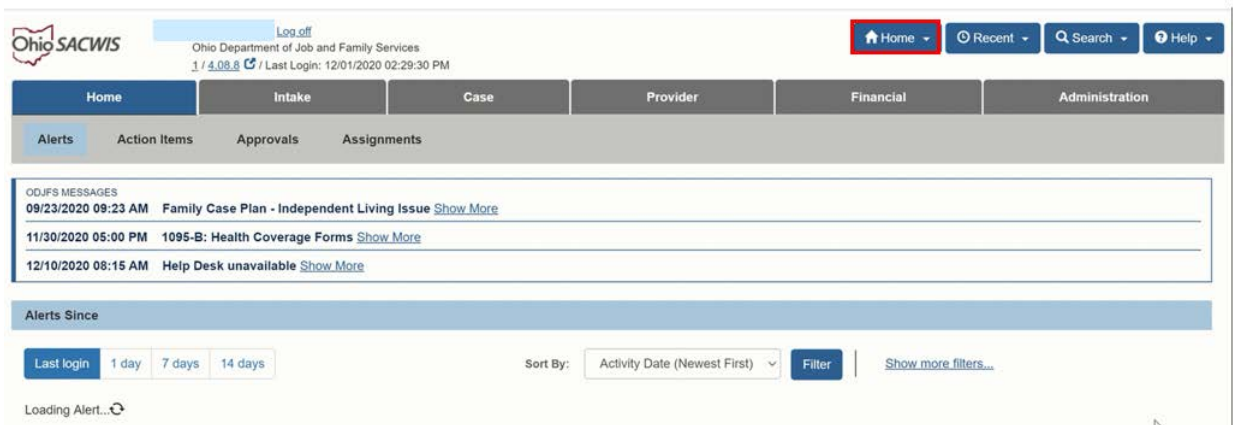
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The **Ohio ROM Reports Home** screen appears.



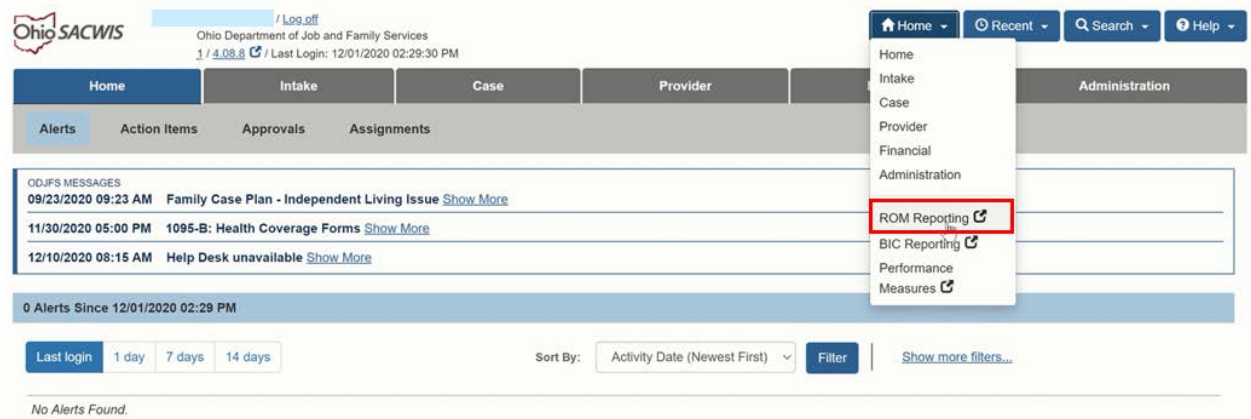
Logging into ROM from SACWIS:

1. Click the **Home** button located in the right corner of the screen.



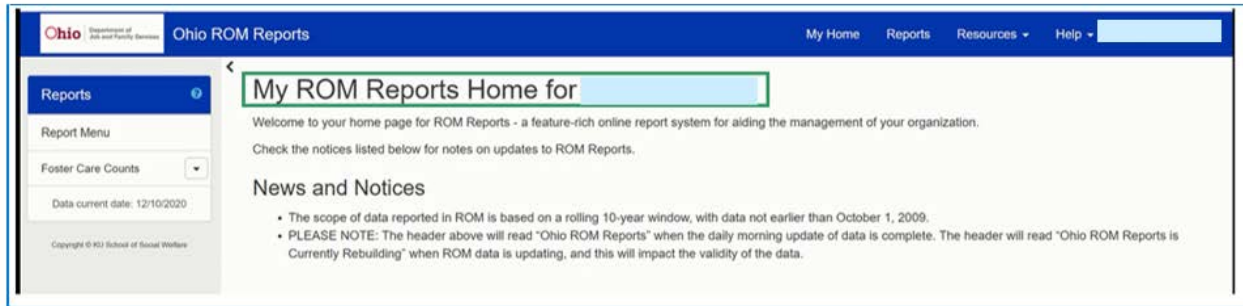
The Home button will expand to display a drop-down menu.

2. Select **ROM Reporting** from the drop-down menu.



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The **Ohio ROM Reports Home** screen appears.

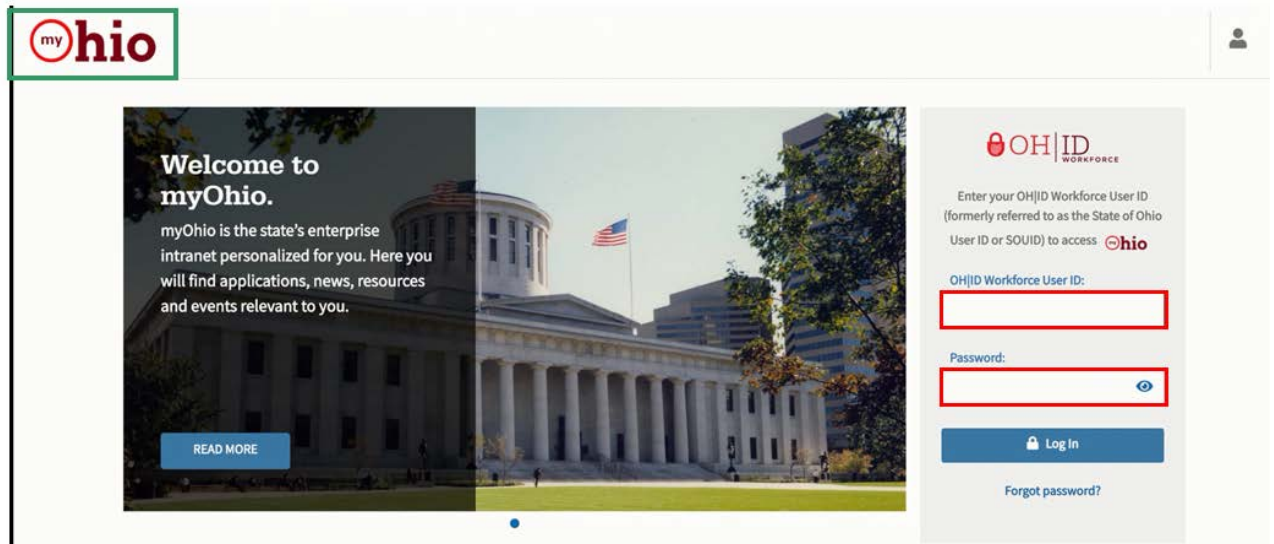


Logging In Using the ROM URL

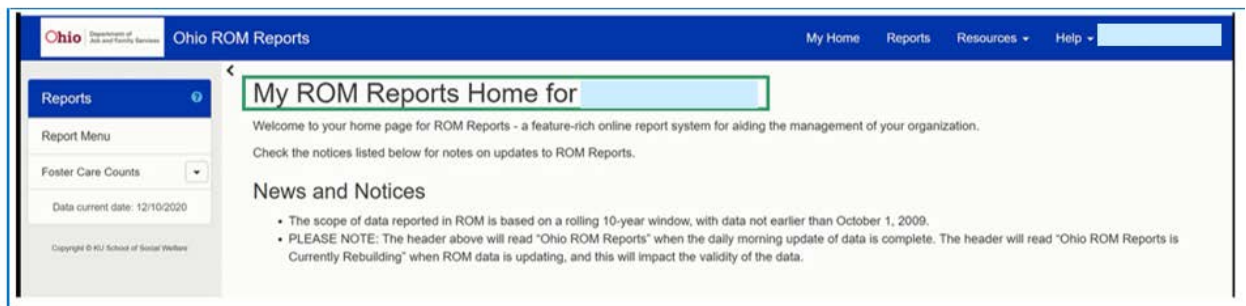
1. Enter the following URL in your browser: <https://rom.jfs.ohio.gov/>.

The **myOhio** screen appears.

2. Enter your **OH|ID Workforce User ID**.
3. Enter your **Password**.



The **Ohio ROM Reports Home** screen appears.



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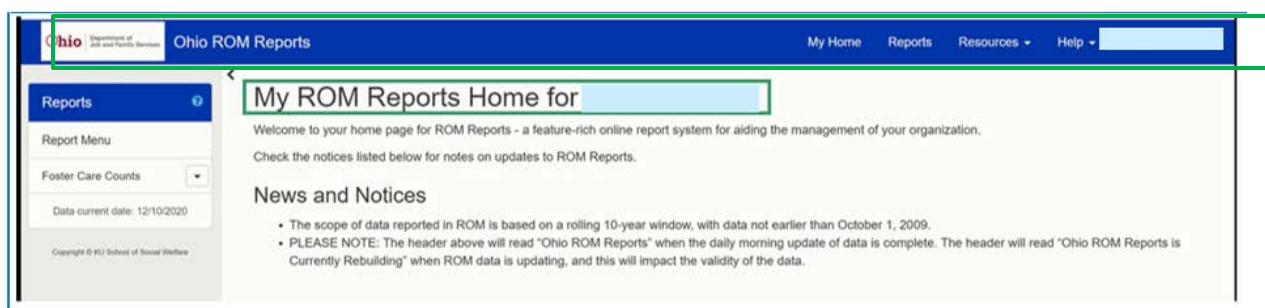
Reviewing the My ROM Reports Home Screen

After logging in, the following information displays on the screen:

- Your Name and a Welcome message.
 - **News and Notices:** This section presents system information from the state administrator regarding: Changes in Reports
 - New Reports or Features
 - Agency Announcements, such as:
 - ✓ Messages from the Director
 - ✓ Reaching Benchmarks or Goals
 - ✓ Training Information

In the report header (blue banner at the top), the following information appears:

- **State logo/report system name**
- **My Home button**
 - This button will take you to the My Home screen from anywhere in ROM.
- **Reports button**
 - This button will take you to the Report Menu page, which provides a menu of report measures/types.
- **Resources**
 - This button provides a list of various such as the ROM Data Dictionary.
- **Help**
 - This button provides links to ROM's Online Help system which consists of report definitions, written guides, and videos that explain how to use ROM.
- **User name**



If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.