Central Registry Notice

Knowledge Base Article

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Central Registry Notice

Overview

This document outlines the process of determining if a Central Registry Notice was previously issued and how to resend a notice within the Ohio SACWIS system.

Security Requirements

The following Ohio SACWIS security user group is needed for this functionality:

Print Center Administrator – This will permit the user to resend the Central Registry Notice to the Print Center.

Navigating to the Print Center

From the Ohio SACWIS Home page:

1. Click on the **Administration** tab.
2. Click the **Maintenance** tab.
3. Click the **Print Center** link on the side navigation menu.

The **Print Center Notice Search Criteria** screen displays.

Department of Children & Youth

Viewing and Resending a Notice

1. Enter the appropriate search criteria into the fields as needed OR select **Central Registry Notice** from the **Notice Type** dropdown menu.

2. Click the **Search** button.

The **Central Registry Notices** that have been sent from the Print Center will display within the **Print Center Notice Search Results** grid. While you are not able to view the actual notice the worker does have the ability to resend a notice that may have been lost.

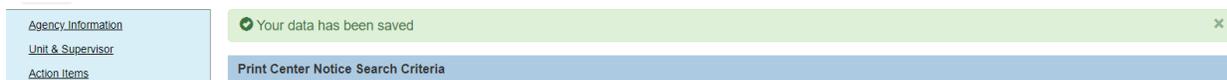3. Click, **Resend Link** on the appropriate **Notice ID**.

A **Pop-Up box** displays verifying if the user wants to proceed.

4. Click the **Ok** button.

Note: If the user does not want to send the notice to the Print Center, click the **Cancel** button.

If Ok is clicked, a notification will display verifying your data has been **Saved**.

Central Registry Notice

The Notice that was resent, will now display a status of **Resend Notice Requested**.

	Notice ID	Person ID / Last Name, First Name	Case ID / Last Name, First Name	Agency	Notice Type	Date Notice Sent	Status
	0000001234	123456 / Sacwis, Susie	121212 / Sacwis, Scott	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Resend Notice Requested
Resend Link	0000001235	131313 / Robertson, Robert	123412 / Robertson, Peter	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Sent to Print Center
	0000001236	123456 / Sacwis, Susie	121212 / Sacwis, Scott	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Resend Notice Requested

Note: If a Notice has more than one Notice ID, this means this Notice has been sent to the print center multiple times. See an example below of an **Associated Notice Number ID**.

Notice ID	Person ID / Last Name, First Name	Case ID / Last Name, First Name	Agency	Notice Type	Date Notice Sent	Status
0000001234	123456 / Sacwis, Susie	121212 / Sacwis, Scott	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Resend Notice Requested
0000000004 Associated Notice: 0000000003	131313 / Robertson, Robert	123412 / Robertson, Peter	Test County Children Services Board	Central Registry Notice	08/05/2024	Resend Notice Requested

Note: The **Notice ID** is the unique ID for each notice.

If you have additional questions pertaining to this Deployment Communication, please contact the Customer Care Center.

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