

Knowledge Base Article

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Overview

The Assessor Registry was designed to manage the assessor database in Ohio SACWIS. There are two security user groups associated with the Assessor Registry. Users with Staff Administrator or Private Agency-Security Admin user groups will be able to add or edit information within the Qualifications Tab specific to the Assessor Registry.

Add Assessor Registration Information

Assessor Registration Section

- 1. Go to the **Administration** Tab.
- 2. Select **Staff** in the Subsection.
- 3. Select **Maintain Staff** in the Blue Navigation bar on the left.

	Home	Intake	Case	Provider	Financial	Administration
	Staff Mainter	nance Security	Reports Trai	ning Utilities		
	< >	_				
Or	-Call Employee					
Ma	<u>iintain Staff</u>					
De	legate Assignment					

- 4. Enter the Employee ID or the Last Name, First Name in the Employee Search Criteria.
- 5. Click **Search**.



Home	Intake		Case	Provider	Financial	Administration
Staff Maintenance	Security	Reports	Training	Utilities		
< >						
On-Call Employee						
Maintain Staff	Employee Search C	riteria				
	Employee ID:			- 05	Last Name:	
				~ 04		
					First Name:	
					Middle Name:	
	L					
	County:				Language Proficient	cy:
				~		~
	Education Level:			~		
	Include Inactive	e				
	Name Match Precisio	n			Sort by:	
	Returns results match	ing entered name	s including AKA nam	es/nicknames	Relevance (Highest-Lowest)	~
	ŀ	+ AKA/Nicknames				
	Fewer Results			More Results		
	Search <u>Clea</u>	r Form				

- 6. Search results will populate.
- 7. Click the **edit** link for the selected employee.

Searc	ch Results					
Result(s	s) 61 to 75 of 144 / Page 5 of 10					
	Employee Name / <u>ID</u>	Email	Work Number	State / County	Supervisor	Unit
<u>edit</u>	Test, Employee / 1234			/ Test	Test, Sup	Administrative
	Managed Units:					

The Maintain Staff screen displays, defaulting to the Basics tab.

8. Select the **Qualifications** tab.



Administration»Staff»Maintain \$	Staff			
Basic	Job History	BCI	Demographics	Qualifications
Employee Name:	<u>Test, Employee</u>		Employee ID: 1234	
Employee Information				
Employee ID (County):			Email Address:	
Hire Date: *	06/05/2024		□ Termination	
Termination Date:				
🗆 On Leave Indicator			Supervisor Over-Ride	

 Click the Add Assessor Registration button; when selected, you will be routed to the Assessor screen.
 Note: If information has already been entered, an edit link will appear next to the Add Assessor Registration button.

dministration»Staff»Maintain Staff						
Basic	Job	History	BCI	Demo	ographics	Qualifications
Employee Name:	<u>Test, Employee</u>			Employee ID: 12	34	
Professional Licen	ses					
Name	Number	Туре	Start Date	End Date	Suspended	Revoked
Add License						
Assessor Registra	tion					
	Assessor Start Dat	e		Assessor	Status Expiration Date	
Add Assessor Reg	istration					

Assessor Screen

The Assessor screen is broken down into sections: General Information, Training Details, Assessor Status Information, Comments and Other Information.



Administration»Staff»Maintain Staff					
General Information					
Assessor Name: Test10, User	Personal Phone #:		Personal Email:		Employee ID:
Start Date	Phone # Email	Agency		Supervisor	Supervisor Phone #
01/01/2015		Dhio Department of Job and Family Services			
Training Details					
Status:	~ ~	Tier 1 Completion Date:		Tier 2 Extension Approval:	`
The 2 Completion Date.					
	Training Hours		Training	g Completion Date	
Training Hours:	~	Training Completion Date:		Add Training	
Assessor Status Information					
	Assessor Start Date		Assesso	r Status Expiration Date	
Assessor Start Date:	<u> </u>	Assessor Status Expiration Date:	#	Add Status	
Comments					
Comments:					
	Spell Check Clear				
Other Information			Vi i Vi Decil		
	JFS 1680 Verification Letter !	ient	Assessor Available Assessor Availabili	for Contract: v v v v v v v v v v v v v v v v v v v	
JFS 1680 Verification Letter Sent:	`	Add Letter Sent			
			Spell Check Clea	ar 300	A
			Available Counties:	Selected Cou	nties:
			Q Ar	Remove	Q
			Adams	<u> </u>	
			Ashland		
			Ashtabula		
			Athens		
			Auglaize		
			Belmont		
			Brown	•	
l					

Apply Save Cancel

Assessor Screen – General Information Section

- 10. General Information will display in the section heading.
- 11. The Assessor Name will be prepopulated (as view only).



12. A personal phone number and email address can be added to the assessor information – this information should be the email address or phone number the assessor would like to be contacted at regarding their assessor status or contracting inquiries. ○ This section will also list all active SACWIS employment records for the Assessor. Each job will display the employee's start date, phone & email, Agency, Supervisor, and the Supervisor's phone number.

Assessor Name: Test10, User Per				
	sonal Phone #:	Personal I	mail:	Employee ID:
Start Date Phone #	Email	Аделсу	Supervisor	Supervisor Phone #
01/01/2015		Ohio Department of Job and Family Services		

Assessor Screen – Training Details Section

- 13. The Training Details section contains the Assessors Status, and Tier 1 and Tier 2 completion dates. Available Statuses are: Civil Service Employee, Professional Counselor or Student.
 - Tier 2 Extension Approval should remain blank unless a Tier 2 Extension was approved only then should the value of 'yes' be selected.
 - $_{\odot}$ Tier 1 or Tier 2 completion dates cannot be future dated. $_{\odot}$ Tier 2 completion date cannot be recorded without the Tier 1 date first being recorded.
 - Once a Tier 1 or Tier 2 completion date has been entered the date cannot be removed, it can only be changed to a different date.
- 14. Training hours can be recorded by selecting 6 or 12 from the Training Hours Drop-down and then clicking Add Training a new record should be added for each new set of training hours.
- 15. If a training is entered incorrectly the record can be deleted by using the trash can icon and then reentered.

Training Details					
Status: Tier 2 Completion Date:	· · · · · · · · · · · · · · · · · · ·	Tier 1 Completion Date:		Tier 2 Extension Approval:	~
	Training Hours		Trainin	g Completion Date	
11					
Training Hours:	~	Training Completion Date:		Add Training	

Assessor Screen – Assessor Status Information Section

- 16. Once at least a Tier 1 date has been recorded, click Add Status.
- 17. The Start Date should be the date the Assessor is first available to complete work as an Active Assessor.

- 18. An End Date can be added when the Assessor terminates employment or is no longer completing work as an Active Assessor.
- 19. Multiple status records can be added to accurately document the dates the Assessor is active.
 - Dates cannot be future dated nor can any status record overlap another.

Assessor Status Information					
	Assessor Start Date		A	ssessor Status Expiration Date	
Assessor Start Date:	``` `	Assessor Status Expiration Date:	<u> </u>	Add Status	
1		1			
/					

Assessor Screen – Comments Section

20. The Comments field can be used to document information regarding this assessor (status, training,

etc.)		
Comments		
Comments:		
*		
	Spell Check Clear (1000)	

Assessor Screen – Other Information Section - JFS 1680 Verification Letter Sent

21. State Registry Staff are responsible for adding the JFS 1680 Verification Letter Sent. This information should not be recorded by Staff Administrators or Private Agency – Security Admins.

JF\$ 1680 Verification Letter Sent	Assessor Available for Contract:	v)
JFS 1680 Verification Letter Sent:	Spell Chack Clear 300 Available Counties: Q Add Adams Allen Ashtand Ashtabula Athens Auglaize Beimont Brown	Selected Counties:

Apply Save Cancel



Assessor Screen – Other Information Section -Assessor Available for Comment

The Assessor Available for Contract section allows an Assessor to provide information regarding their availability to contract for other agencies.

- 22. To mark an Assessor as Available for Contract select Yes in the drop down.
- 23. The **Comments** field should be used to provide any useful information to agencies looking for assessors to contract. (**Note:** If comments are recorded the Assessor Available for Contract drop-down must have a value selected)
- 24. The **Available Counties** pusher box should be used to select Counties the assessor is available to contract in. (**Note:** If Assessor Available for Contract is Yes then at least one County must be selected)

Other Information	
JF \$ 1680 Verification Letter Sent	Assessor Available for Contract:
JFS 1680 Verification Letter Sent: Mit Add Letter Sent	
	Spell Check Clear 100
	Available Counties: Selected Counties:
	Q Add Remove Q
	Ada Alien
	Ashland
	Ashtabula
	Athens
	Auglaize
	Belmont
	Brown

Apply Save Cancel

Assessor Registry Report

The Assessor Registry Report is accessed through Administration > Reports. This report can be generated by any user with Administration Access that is from public or private agency and is generated in Excel.

This report lists all individuals registered as an assessor who are employed, appointed by, or under contract with a court, public children services agency, private child placing agency, or private noncustodial agency and meet the requirements of an assessor.

- 1. From Home Screen in Ohio SACWIS, User clicks on Administration, then clicks on Reports.
- 2. Locate, Assessor Registry Reports.



	Home	Intake	Case	Provider	Financial	Administration	
St	aff Maintenance	Security Re	eports Training	Utilities			
Report	Filter Criteria						
Report	Category:	Administration 🗸		Report Type:	Agency 🗸		
Filter							
Report	S						
Result(s) 1 to 25 of 58 / Page 1 of 3						_
			Title		c	ategory Type	
Ì	AFCARS Exception Summary	Report			Administratio	n Agency	
ĩ	AWOL Report				Administratio	n Agency	
Ì	Activity Log Audit Report				Administratio	n Agency	
Ì	Adoption Finalization Report				Administratio	n Agency	
ĩ	Agency Safety Plan Contacts	Report			Administratio	n Agency	
ĩ	Agency Safety Plan Report				Administratio	n Agency	
Ì	Agency Temporary License Re	eport			Administratio	n Agency	
ĩ	Assessor Registry Report				Administratio	n Agency	
ĩ	Bridges Comprehensive Repo	<u>ort</u>			Administratio	n Agency	

The Reports screen displays.

3. User selects Generate Report.

Administration»Reports			
Report Details			
Report Category:	ADMINISTRATION	Report Title:	Assessor Registry Report
Report Type:	AGENCY		
Report History			
JD.	Date Created	Employee <u>ID</u>	Name
, QI	Date Created	Employee ID	Name
ID Document History	Date Created	Employee ID	Name

- 4. On parameter page of the Assessor Registry, the user selects **single** or **multiple counties**, or **Statewide**, then clicks **Add**. The counties selected move into the Selected box.
- 5. User selects Generate Report for report.



sors Available for Contr	act in Selected Counties: *				
Available:			Selected: *		
٩	Add All	Add	Remove	Remove All	۹
Adams					
Allen					
Ashland					
Ashtabula					
Athens					
Auglaize					
Belmont					
Brown		*			

- Report contains columns titled: Current Agency, Name, Phone #, Email, Assessor Start Date, Assessor End Date, Tier 1 Completion Date, Tire 2 Completion Date, Six (6) Hour Training Completion Date, 12 Hour Training Completion Date, Available For Contract/Hire, Counties Available to Work In, and Comments.
 - Current Agency displays the Public or Private agency name from county the office is located.
 - Assessor name and information pulls information from Assessor Registry.
 - Report can be filtered by selecting all rows containing column names, go to top of Excel and select Sort & Filter, select Filter. Then user can filter columns for specific information.

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1	A	В	6	0	E	r	6			J	~	L	
	Ohio Department of Joh & Family Penvises												•[.
2	one bepartment of out a Panny services												
3	Ohio Assessor Registry Report												
4													
5	Selected Counties: Statewide												
6	As of Date: 04/12/2021												
7	Eurrent Agency	Name	Phone #	Email	Assessor	Assessor	Tier 1	Tire 2	Six (6) Hour	12 Hour	Available	Counties	Comments
8					Start Bate	End Bate	Completion Bate	Completion Bate	Training	Training	For	Available to	(
9									Completion Date	Completion Date	Contract/Hire	Work In	
10		-	(513) 559-3190		09/01/2015		09/07/2015	12/03/2015	0.014 4 10.040	#100000.0#7			
11	Sandusky County Department of Job and Family Services	-	(413) 334-8708	-	05/24/2001		05/29/2001	03/20/2002	05/14/2019	1/08/2017			
12	The I were of Uhio, Inc.		(330)837-3555		04/21/2012		04/2//2012	03/26/2013	11/16/2018				
13	Clark County Department of Job and Family Dervices		(337) 327-1300	-	06/25/2019		06/25/2013	10/01/2013					<u> </u>
14	Champagn County Department of 300 and Family Services		(337) 327-1380		06/25/2015		06(25)/2015	10/01/2013					
15	Haniton County Department or Job and Family Services		(513) 396-2282		08/07/2014	OF MUSCUE	08/07/2019	05 47 10040	0.410000045				
17	Excess County Uniden Services		(413) (20-3100 (419) 726, E100	-	09/12/2012	05/182015	03/12/2012	05/11/2013	04002015				
10	Loanduside Lourne Legatiment of Job and Family Dervices		(410) 726-5100 (410) 726 E100		09/12/2012	05/182015	03/12/2012	05/1//2010	04002015				
10	Adopt America Ivew on:		(913) 728*3100	-	0512012	USF 11/2015	05/2/2012	02/24/2004	0980072010				
20	Transin County Unider Settles Solato		(937) 278-1897	-	05/30/2003		05/30/2003	1922/2019	U3i10/2016				
20	(Monigomery Lound) Job of Pamay Dervices		[513] 349-5533	-	1023/2007	08/17/2019	11/23/2007	06/17/2008	10/2//2018				
22	Parises for Kida Ison	-	16141934-3101	-	06/15/2007	001112010	06//5/2007	04/01/2009	09/09/2019				
23	Canaging for Hote, and		(330) 379-1973	-	10/07/2016		10/07/2016	1917/2017	08/09/2019				
24	Sugniti Cauta Dildan Senicez		(330) 379-1973	-	10/07/2016		10/07/2016	1917/2017	08/09/2019				
25	Clark Cruzity Denatment of Job and Family Services		(937) 327-1854	-	03/13/2019		03/13/2019	10/01/2019	0010012010				
26	Basch Brook		(330) 998-2402	-	04/24/2000		04/24/2000	06/24/2002	08/03/2018				
27	Summit County Children Services		(330) 996-1060	-	11/07/2001		11/07/2001	09/19/2002	03/07/2018				
28			(937)276-1610		03/10/2015		03/10/2015						
29			(937)484-1500		11/08/2016		11/08/2016	08/03/2018					
30	Summit County Children Services		(419)610-8242		01/17/2019		01/17/2019						
31	Caring for Kids, Inc.		[419] 610-8242		01/17/2019		01/17/2019						
32	Dhia Mentor, Inc.		(440) 465-3640		02/04/2020		02/04/2020						
33			(740) 772-7635		10/14/2016		10/14/2016						
34	Montgomery County Job & Family Services		(937) 276-1884		05/02/2017		05/02/2017	10/18/2017		04/24/2019			
35	Sandusky County Department of Job and Family Services		(419) 334-8708		03/14/2001		03/14/2001	04/17/2003	07/17/2013				

7. Report can be filtered by selecting all rows containing column names, go to top of Excel and select Sort & Filter, from drop down select Filter.



le <u>Home</u> Insert D	Draw Page Layout Fo	rmulas Data	Review View Help	Acrobat T	eam								🖻 Sh <mark>r</mark> e	Se co ne
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Ohio Department of Job 8 Ohio Assessor Registry Report	A & Family Services		Т	8	с	D E	F	G	н	I.	cells. Then, click the header to name Tell me m	arrow in the col ow down the dat	umn ta.	Reapply
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Dhio Department of Job 8 Dhio Assessor Registry Report Selected Counter: Survide As of Date: 04/12/2021	A & Family Services t Current Agency		N	B	C Phone *	D E Email Assessor Start Date	F Assessor End Date	G Tier 1 Completion Date	H Tire 2 Completion Date	Six (6) Hour Training Completion Date	cells. Then, click the header to name (?) Tell me m 12 Hour Training Completion Date	Available For Contract/fire	Counties Available to Work in	Com
Dhio Department of Job 8 Dhio Assessor Registry Report Selected Counties: Superide ts of Date: Ort20021	à & Family Services t Current Agency		N	ame [5	C Phone • 5	D E Email Assessor Start Date 03/04/2015	F Assessor End Date	G Tier 1 Completion Date 03/09/2015	H Tire 2 Completion Date 12/03/2015	Sis (5) Hour Training Completion Date	cells. Then, click the header to name (2) Tell me m Training Completion Date	e arrow in the col ow down the dat hore Available For Contract/Hire	Counties Available to Work In	Com
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Ohio Department of Job 8 Dilo Assessor Registry Report Selected Counties: Susovide As of Date: Del'D2021 Sandurity County Department of Job a In Trailer of Dito, Inc.	A & Family Services t Current Agency and Family Services		N	B	C Phone F F S31553-3130 S134-6708 S1032-480	D E Email Assessor Start Date 0930/2075 09524/2001 0427/2012	F Assessor End Date	G Tier 1 Completion Date 050/02015 05/24/2001 04/27/2012 04/27/2012	H Tire 2 Completion Date 12/02/07/8 09/20/2002 09/20/2002 09/20/2002	Six (6) Hour Training Completion Date 09/14/2019 11/18/2018	cells. Then, click the header to narm (7) Tell me m Training Completion Date 1008/2017	arrow in the colore down the dat	Counties Available to Work In	Com
Ohio Department of Job J Ohio Assessor Registry Report Selected Counties: Steroide As of Date: 001/2021 Sandary Coury Teparmert of Job a Tear Cours of Doub Sec.	A & Family Services Current Agency and Famb Sences and Famb Sences		N	B	C Phone * [] [3] 553-3150 [3] 334-8708 30 837-3555 77] 327-3900	D E Email Assessor Start Date 05/4/2015 06/27/2012 06/25/2019 06/25/2019	F Assessor End Date	G Tier 1 Completion Date (59/24/201 09/27/2012 09/27/2012 09/27/2019	H Tire 2 Completion Date 12/02/2015 09/20/2015 10/02/2015	Sisc (6) Hours Training Completion Date 06/H2019 11/H2018	cells. Then, click the header to narre (2) Tell me m 12 Hour Training Completion Date 100/2017	Available For Contraot/Tire	Counties Available to Work in	Comi
Ohio Department of Job / Ohio Assessor Registry Report Selected Counties: Superiod in a Date. OrtHODOL Second y Courry Department of Ab ab The Tracked Of Doc. Call Courty Oppartment of Abb and F	A & Family Services Current Agency and Family Services and Family Services			B	C Phone E 33553-3790 3334-8708 301837-5555 771327-7800 771327-7800 371327-7800 371327-7800	D E Email Assessor Start Date 05242001 042712012 06252019 06252019 06252019 06257019 060772014	F Assessor End Date	G Tier 1 Completion Date 050/02015 0524/2001 04/27/2012 06255/2019 06255/2019 06255/2019 06255/2019	H Tire 2 Completion Date 12/02/018 09/20/2019 19/02/019 10/02/019 10/02/019	Sile (0) Hour Training Comelection Date 05H/2019 1/FR2018	Cells. Then, click the header to nam (?) Tell me m 12. Hour Training Completion Date 1008/2017	Available For Contraot/Fire	Counties Available to Work In	Com
Ohio Department of Job & Dia Assessor Registry Report Becened Countres Staroote As of Date: 04/12/2021 Dia Cong Opparement of Main Tangang Cong Opparement of Main Tangang Congr Opparement of Main Ta	A & Family Services Current Agency and Family Services and Family Services and Family Services		N	B S 4 6	C Phone Phone Si 334-8708 Si 334-8708 Si 334-8708 Si 337-880 Si 33546-2262 Si 33946-2262 Si 7322-7380 Si 7322-730 Si 7322-722 Si 732 Si	D E Email Assessor Start Date 0524/2001 0425/2019 0425/2019 0425/2019	F Assessor End Date	G Tier 1 Completion Date (26/24/201 06/2	H Tire 2 Completion Date 2/00/2015 05222/2013 05222/2013 05222/2013 05272/2013 05272/2013	Six (6) Hour Training Completion Date 06/14/2013 19/16/2013 19/16/2015	cells. Then, click the header to name (?) Tell me m 12 Hour Training Completion Date HOB/2017	Available For Contractifier	Counties Available to Work In	Com
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Ohio Department of Job / Ohio Assessor Registry Report Beard Country - Devoting As of Date: 04/10021 Stradius/Courty/Department of Ab Despage Courty Department of Ab Despage Courty Department of Ab Used Courty Optimiser Stradius Court Department of Ab	A & Family Services Current Agency and Family Services and Family Services and Family Services and Family Services		N	B (5) (4) (3) (3) (3) (3) (4) (4) (4) (4) (4) (4)	C France	О Е Етааl Assessor Start Date (540/200 (522)	F Assessor End Date 05/11/2015 05/11/2015	G Tier 1 Completion Date (300/2015 (5624/2001 0642/2001 0642/2001 0642/2001 0640/2001 0640/2001 0610/2001 0910/200 0910/20	H Tire 2 Completion Date 280/2016 08420/2002 08420/2003 180/2016 08420/2003 08420/2003 08470/2018 08470/2018 08470/2018 08470/2018	Six (6) Hour Training Completion Date 06/14/2013 10/16/2013 04/03/2015 04/03/2015	cells. Then, click the header to narry (?) Tell me m <u>12 Hour</u> <u>Training</u> <u>Completion Date</u> <u>TNOR2017</u>	Available For Contract/Hire	Counties Available to Work In	Com

8. Filters will appear on top right side of each column name. Then user can click on the filter button to sort or filter columns for specific information.

A	В		С	D	E	F	G	н		J	к	L/	м
1	/												
Ohio Department of Job & Family Services													
Ohio Assessor Pagistry Papart													
	*												
5 Selected Lounties: Statevide													
7 Comment Base av	Nama	×	Ohana #	Emr	0	0	Ties 1 v	Tite 2	Sin (6) Manual V	12 Marris 7	funitable v	Counting 7	Comment
R Calencegelloy	name		Fighe .	Line	Start Date	End Date	Completion Date	Completion Date	Training	Training	For	Available to	Comment
9									Completion Date	Completion Date	Contract/Hire	Werk In	1 1
10			(513) 559-3190	-	09/01/2015		09/01/2015	12/03/2015					
11 Sandusky County Department of Job and Family Services			(419) 334-8708		05/24/2001		05/24/2001	09/20/2002	06/14/2019	11/08/2017			
12 The Tvielve of Ohio, Inc.			(330) 837-3555	_	04/27/2012		04/27/2012	09/26/2013	11/16/2018				
13 Clark County Department of Job and Family Services			(937) 327-1980		06/25/2019		06/25/2019	10/01/2019					
14 Champaign County Department of Job and Family Services			(937) 327-1980		06/25/2019		06/25/2019	10/01/2019					
15 Hamilton County Department of Job and Family Services			(513) 946-2282		08/07/2014		08/07/2014						
15 Lucas County Children Services			(419) 726-5100		03/12/2012	05/11/2015	09/12/2012	05/17/2013	04/09/2015				
17 Sanducky County Department of Job and Family Services			(419) 726-5100		09/12/2012	05/11/2015	09/12/2012	05/17/2013	04/09/2015				
18 Adopt America Network			(419) 726-5100		09/12/2012	05/11/2015	09/12/2012	05/17/2013	04/09/2015				()
19 Franklin County Children Services Board			(614)229-7047		05/30/2003		05/30/2003	02/24/2004	03/16/2018				
20 Montgomery County Job & Family Services			(937) 276-1897		05/28/2019		05/28/2019	11/22/2019					
21			(513) 349-5533		1W23/2007	08/17/2019	11/23/2007	06/17/2008	10/24/2018				L
22 Caring for Kids, Inc.			(614)834-3101	-	06/15/2007		06/15/2007	04/01/2008	09/09/2019				
23 Adoption Circle			(330) 379-1973	_	10/07/2016		10/07/2016	11/17/2017	08/09/2019				<u> </u>
24 Summit County Unildren Services			(330) 379-1973	-	10/07/2016	-	10/07/2016	11/17/2017	08/09/2019				└─── ┦
25 Clark County Department of Job and Pamily Services			(337) 327-1854	-	03/13/2019		03/13/2019	10/01/2019	0010010040				└─── ┦
20 Deech Diock			(330) 338-2402	-	09724/2000		04/24/2000	U072442U0Z	0000312016				└─── ┦
2 [Summit County Children Services			13301336-1060	+	11/07/2001		11/0 //2001	08/19/2002	03/07/2018				└─── ┦
28			(937) 276-1610		03/10/2015		03/10/2015						1

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

