Understanding the Assessor Registry

Knowledge Base Article

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Overview

The Assessor Registry was designed to maintain the database of qualified adoption assessors in Ohio SACWIS. Each PCSA, PCPA and PNA is to select two employees, at minimum, who will have access to add or edit information in the Assessor Registry. To request access, contact the DCY Customer Care Center. There are two security user groups that provide this access:

- Staff Administrator

- Private Agency -Security Admin

Entering Assessor Information:

1. Go to the **Administration** Tab.
2. Select **Staff** in the Subsection.
3. Select **Maintain Staff** in the Blue Navigation bar on the left.
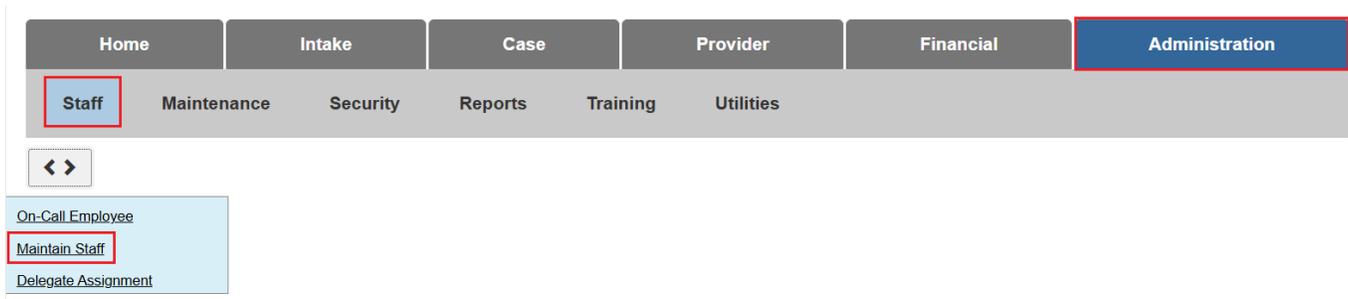
4. Enter the **Employee ID** or the **Last Name**, **First Name** in the **Employee Search Criteria**.
5. Click **Search**.

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6. Search results will populate.
7. Click the **edit** link for the selected employee.
   a. If multiple employee matches are found, click on the edit links and identify the employee that matches with the agency/supervisor, training dates, or other information listed on the DCY 01680.
   b. If no employee match is found, the PCSA, PCPA, PNA or entity entering this assessor information is to add the employee as staff in SACWIS, as outlined in the Knowledge Base Article, [Adding an Agency Employee to Ohio SACWIS](#)

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Maintain Staff screen will display, with tabs across the top; defaulting to the Basics tab.

8. Select the **Qualifications** tab.

9. 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.

Administration»Staff»Maintain Staff

Basic	Job History	BCI	Demographics	Qualifications

Employee Name: Test, Employee   Employee ID: 1234

Professional Licenses

	Name	Number	Type	Start Date	End Date	Suspended	Revoked	

Add License

Assessor Registration

	Assessor Start Date	Assessor Status Expiration Date	

Add Assessor Registration

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			Ohio Department of Job and Family Services		

Training Details

Status: [____ ▾]   Tier 1 Completion Date: [____]📅   Tier 2 Extension Approval: [▾]
Tier 2 Completion Date: [____]📅

Training Hours	Training Completion Date	
Training Hours: [▾]	Training Completion Date: [____]📅	Add Training

Assessor Status Information

Assessor Start Date	Assessor Status Expiration Date	
Assessor Start Date: [____]📅	Assessor Status Expiration Date: [____]📅	Add Status

Comments

Comments: [____]

Spell Check Clear 4000

Other Information

JFS 1680 Verification Letter Sent
JFS 1680 Verification Letter Sent: [____]📅 Add Letter Sent

Assessor Available for Contract: [▾]
Assessor Availability Comments: [____]
Spell Check Clear 300

Available Counties: Selected Counties:
🔍 Add   Remove 🔍
Adams
Allen
Ashland
Ashtabula
Athens
Auglaize
Belmont
Brown

Apply Save Cancel

Assessor Screen – General Information Section

1. General Information will display in the section heading.
2. The Assessor Name will be prepopulated (as view only).

Ohio Department of Children & Youth   Last Revised: 12/30/2025

3. 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.

   a. 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 Screen – Training Details Section

4. The Training Details section contains the Assessors Status, and Tier 1 and Tier 2 completion dates. o
   Available Statuses are: Civil Service Employee, Professional Counselor or Student.
5. For Tiered training, enter Tier 1 or Tier 2 completion dates from the DCY 01680.
   a. Tier 2 Extension Approval should remain blank unless a Tier 2 Extension was approved – only then should the value of 'yes' be selected.
   b. Tier 1 or Tier 2 completion dates cannot be future dated. oTier 2 completion date cannot be recorded without the Tier 1 date first being recorded.
   c. 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.
6. For Assessor Series training, add the completion date of the initial Series course into the Tier 1 Completion Date box and add the completion date of the entire Series into the Tier 2 Completion Date box.
7. For continuous or refresher training select 6 or 12 from the Training Hours Drop-down and then click Add Training – a new record should be added for each new set of training hours.
8. If a training is entered incorrectly the record can be deleted by using the trash can icon and then reentered.

Assessor Screen – Assessor Status Information Section

9. Once a Tier 1/Initial Series course date has been recorded, the assessor may have a start date added to begin assessor duties, while under the supervision off an active status assessor.
10. Once a Tier 2/Series completion date has been recorded, the assessor may have a start date added to begin assessor duties, without the supervision of an active status assessor.

11. An End Date is to be added when the Assessor terminates employment/contract or is no longer
qualified to complete work as an Active Assessor.
12. Multiple status records can be added to accurately document the dates the Assessor is active.
    a. Dates cannot be future dated, nor can any status record overlap another.

Assessor Screen – Comments Section

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

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

14. DCY 01680 Verification Letters are not required to be sent or have a date entered.
Proof of active assessor status is the completed and signed DCY 01680, with a copy to be
kept in the agency's assessor personnel record and with the assessor.

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.

15. To mark an Assessor as Available for Contract select **Yes** in the drop down.
16. 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)
17. 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)

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 non-custodial 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**.

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The Reports screen displays.

3. User selects **Generate Report**.

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.

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6. 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.

  o Current Agency displays the Public or Private agency name from county the office is located.
  o Assessor name and information pulls information from Assessor Registry.
  o 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.

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.

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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.

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

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