

Initial Certification Review Findings Acknowledgement and Signature



Knowledge Base Article

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Initial Certification Review Findings Acknowledgement and Signature

Overview

This article reviews the process of an Agency Administrator reviewing, acknowledging, and signing the Initial Review findings for their Initial Certification Application.

Once a Licensing Specialist completes the Initial Review, the Agency Administrator will receive an email advising them what the next steps are. See below for an example of the email:

Sandbox: OCAF Exit Conference Completed



Do Not Reply <donotreply-sf@jfs.ohio.gov>

To



Wed 12/11/2024 1:01 PM

Hello James Dean,

Your Licensing Specialist has completed the Exit Conference information on your Initial Certification for Happy Homes. You will need to log into the Ohio Certification for Agencies and Families (OCAF) system to review this information, acknowledge its accuracy and provide your signature.

If you have any questions, speak with your Licensing Specialist Lisa Licensing Specialist @childrenandyouth.ohio.gov.

Thank you,

The Ohio Department of Children and Youth Team

Navigating to Application

1. Login to **OCAF** system.
2. From the Home screen, you can find the Status of the Initial Certification Application is listed as **Review Shared with Agency**.

Sandbox: UAT | Log out

Department of Job & Family Services

Search...

Ohio Certification f... Home

Welcome to Ohio Certification for Agencies and Families (OCAF)!

Manage all of your agency's information and certification in one place

Privacy Policy

By accessing and using this computer system, you are consenting to system monitoring for network administration and security purposes. All information entered into this system will be uploaded and stored within the Ohio Certification for Agencies and Families (OCAF) system. All information will be available to personnel employed by the Ohio Department of Children and Youth (ODCY) for the purposes of certification. Anyone who attempts to gain unauthorized access to or exceed authorized access to this system (including logging in with credentials not assigned to them) could be subject to criminal and civil penalties and/or administrative action. If you are aware of any such unauthorized activities, it is your responsibility to notify the system administrator immediately.

Agency

Happy Homes

Your Assigned Licensing Specialist

Lisa Licensing Specialist

@childrenandyouth.ohio.gov

Please use email to contact your Specialist

Helpful Links

- Ohio Laws and Administrative Rules
 - Ohio Revised Code - Chapter 5103: Placement of Children
 - Ohio Administrative Code - 5101:2 Division of Social Services
- E-Manuals
 - Family, Children, and Adult Services Manual

Published Documents

- Initial Certification - Completing the 1290 Application

Initial Certification Review Findings Acknowledgement and Signature

APP-000029 Initial Submitted Date: 12/3/2024, 10:43 AM
 Most Recent Submitted Date: 12/3/2024, 10:43 AM
 Submitted Count: 1
 Initial Certification Application
 Review Shared with Agency

3. To View the findings, select **Agency Reviews** from the dropdown menu.

Department of Job & Family Services
 Ohio Certification for Agencies
 Home | Accounts | Contacts | Individual Applications | Cases | Background Checks | **Agency Reviews** | Reports

The **Agency Reviews** screen displays defaulting to the user's Pinned List.

4. Select **All Reviews** from the dropdown menu.

Agency Reviews
All Reviews ▾
 LIST VIEWS
 ✓ All Reviews
 My Open Reviews
 Recently Viewed (Pinned list)

Owner ...	Created Date	Last Modified Date
llice	12/5/2024 10:53 AM	12/11/2024 12:56 PM

5. Select the appropriate **Review Number**.

Agency Reviews
All Reviews ▾
 1 item • Sorted by Review Number • Filtered by All agency reviews • Updated a few seconds ago

Review Nu...	Agency	Type of ...	Review Type	Status	Owner ...	Created Date	Last Modified Date
AR-00002534	Happy Homes	LPE	Initial Cert Review	Completed	llice	12/5/2024 10:53 AM	12/11/2024 12:56 PM

The **Initial Cert Review** screen displays defaulting to the Compliance tab.

Initial Certification Review Findings Acknowledgement and Signature

Acknowledge and Sign

6. Review the **Compliance** tab.

The screenshot shows a software interface with a navigation bar at the top containing tabs: Compliance (highlighted with a red box), Summary, New Staff Tool, On-Site Residential Tool, and Additional Findings. Below the tabs is a section titled 'Summary of Technical Assistance' with a dropdown arrow. Underneath, there is an 'Additional Finding' section with a count of '1'. The finding text reads: 'Isolation, Seclusion and Restraint Physical restraint and isolation shall only be used in accordance with written approval of a certified or licensed health care professional and a certified or licensed practitioner of behavioral science.' Below this is a 'Record 1' table with columns for 'Technical Assistance', 'Reason', and 'Comments'. The table contains one row with 'Other' under 'Reason' and 'Testing' under 'Comments'.

7. When completed, click the **Summary** tab.

8. **Review** the records.

9. Click the **Arrows** to expand, **Compliance Summary of Additional Findings**, **Compliance Summary of New Staff Tool**, and **Compliance Summary of On-Site Residential Tool**.

The screenshot shows the 'Summary' tab selected in the navigation bar (highlighted with a red box). The interface displays three sections, each with a table of records:

- On-Site Residential Tool** (highlighted with a green box):

Record	Name
Record 1	Test Facility
- New Staff Tool** (highlighted with a green box):

Record	Name
Record 1	Testing Worker
- Additional Finding** (highlighted with a green box):

Record	Name
Record 1	Additional Finding 1

Below these tables are three expandable sections, each with a right-pointing arrow (highlighted with a red box) and a label:

- > Compliance Summary of Additional Finding
- > Compliance Summary of New Staff Tool
- > Compliance Summary of On-Site Residential Tool

10. When completed, click the **Compliance** tab.

11. Click the **Acknowledge and Sign** button.

Initial Certification Review Findings Acknowledgement and Signature

Agency Review
Initial Cert Review

Agency Happy Homes	Type of Agency LPE	Review Number AR-00002534	Status Completed	Owner Lisa Licensing Specialist
---------------------------------------	-----------------------	------------------------------	---------------------	--

Compliance | Summary | New Staff Tool | On-Site Residential Tool | Additional Findings

Summary of Technical Assistance

Additional Finding 1
Isolation, Seclusion and Restraint Physical restraint and isolation shall only be used in accordance with written approval of a certified or licensed health care professional and a certified or licensed practitioner of behavioral science.

Record 1

Technical Assistance	Reason	Comments
	Other	Testing

[Acknowledge & Sign](#)

12. Provide your **Signature** as acknowledgement of the present findings.
13. Click **Save Signature**.

Additional Finding 1
Isolation, Seclusion and Restraint Physical restraint and isolation shall only be used in accordance with written approval of a certified or licensed health care professional and a certified or licensed practitioner of behavioral science.

Record 1

Technical Assistance	Reason	Comments
	Other	Testing

Please provide your signature below as acknowledgement of the present findings:

[Save Signature](#) [Cancel](#) [X Clear Signature](#)

A message displays that the signature has been saved.

Initial Certification Review Findings Acknowledgement and Signature

Summary of Technical Assistance

Additional Finding 1

Isolation, Seclusion and Restraint Physical restraint and isolation shall only be used in accordance with written approval of a certified or licensed health care professional and a certified or licensed practitioner of behavioral science.

Record 1

Technical Assistance	Reason	Comments
	Other	Testing

Agency Signature of Acknowledgement

Yes

Note: On the OCAF Home screen, the Initial Certification Application is now displaying as **Agency Acknowledged**.

 **APP-000029** Initial Submitted Date: 12/3/2024, 10:43 AM

Initial Certification Application Most Recent Submitted Date: 12/3/2024, 10:43 AM

Agency Acknowledged Submitted Count: 1

At this time, the Licensing Specialist receives a notification that the Agency Administrators signature has been provided. They will review any documents received and proceed with the approval process.

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).