

OCAF Initial Certification Review Tools Licensing Specialist



Knowledge Base Article

OCAF Initial Certification Review Tools Licensing Specialist

Table of Contents

Overview 3

Navigating to the Applications 3

Creating Review Tools..... 5

Completing Review Tools 7

 Details Tab 7

 New Staff Tool..... 9

 On-Site Resident Tool..... 11

 Additional Findings Tab 13

 Generate Documents Tab 17

 Approval History 17

 Related Tab..... 18

Compliance Summary..... 18

Mark Review Tools Complete 26

OCAF Initial Certification Review Tools Licensing Specialist

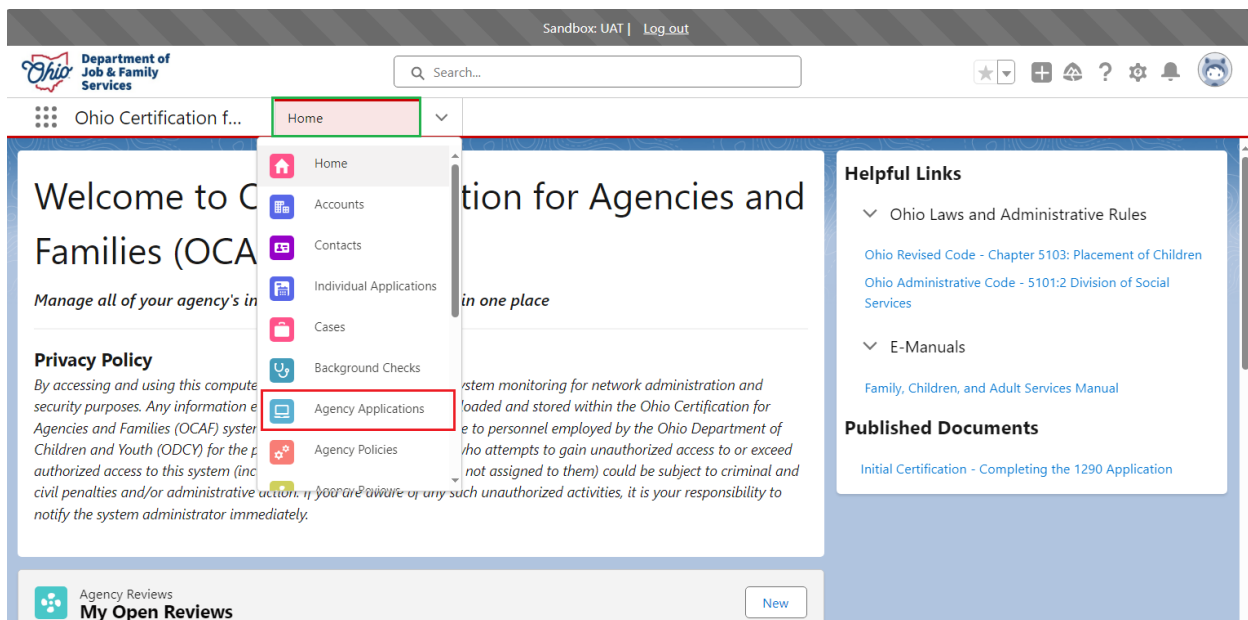
Overview

This User Guide describes how a Licensing Specialist creates Review Tools for the Certification Application within the Ohio Certification for Agencies and Families (OCAF) system.

Navigating to the Applications

From the **OCAF Home** tab:

1. Select **Agency Applications** from the dropdown menu.



The **Agency Applications** screen displays with the user's pinned list view.

2. Select **My Initial Certification Applications** from the dropdown menu.

OCAF Initial Certification Review Tools Licensing Specialist

Ohio Certification f... Agency Applications

Agency Applications
My Initial Certification Applications

5 items applicat

LIST VIEWS

All

1 All Initial Certification Applications

2 ✓ My Initial Certification Applications (Pinned list)

3 My Open Initial Cert Application

4 Recently Viewed

5 APP-0000... Happy Homes Exit Completed S... Initial Certificati... 12/5/2024 11:21 ... Lisa Licensing Sp... 11/21/2024 9:22 ...

Search this list...

Modified D... Created By Created Date

3/2024 12:2... Lisa Licensing Sp... 11/13/2024 12:2...

0/2024 11:4... Lisa Licensing Sp... 11/14/2024 11:0...

1/2024 9:14 ... Lisa Licensing Sp... 11/21/2024 8:47 ...

2/2024 12:00 ... Lisa Licensing Sp... 11/21/2024 8:51 ...

My Initial Certification Applications displays.

3. Select the appropriate **Application**.

Ohio Certification f... Agency Applications

Agency Applications
My Initial Certification Applications

5 items • Sorted by Application Number • Filtered by All agency applications - Record Type, Check if applications are owned • Updated 33 minutes ago


Search this list...








	Applica... ↑	Agency	Status	Record Type	Last Modified Date	Created By	Created Date
1	<input type="checkbox"/> APP-0000...	Together We Are S...	New	Initial Certificati...	11/13/2024 12:20 ...	Lisa Licensing Spec...	11/13/2024 12:20 ...
2	<input type="checkbox"/> APP-0000...	Testing Agency	In Progress	Initial Certificati...	11/20/2024 11:42 ...	Lisa Licensing Spec...	11/14/2024 11:06 ...
3	<input type="checkbox"/> APP-0000...	Happy Agency	In Progress	Initial Certificati...	11/21/2024 9:14 AM	Lisa Licensing Spec...	11/21/2024 8:47 AM
4	<input type="checkbox"/> APP-0000...	Happy Hearts	In Progress	Initial Certificati...	12/3/2024 12:00 PM	Lisa Licensing Spec...	11/21/2024 8:51 AM
5	<input type="checkbox"/> APP-0000...	Happy Homes	Application Accepted	Initial Certificati...	12/5/2024 11:21 AM	Lisa Licensing Spec...	11/21/2024 9:22 AM

The **Application Details** screen displays, defaulting to the Details screen.

OCAF Initial Certification Review Tools Licensing Specialist

Sandbox: UAT | [Log out](#)






Ohio Certification f...

Agency Applications

APP-000029 | Agenc...


 Agency Application
Happy Homes

Create Review Tools

Application Number
APP-000029

Record Type
Initial Certification

Status
Application Accepted

Owner
 [Lisa Licensing Specialist](#)

Details

Agency Information

Personnel

More

Application Information


Record Type
Initial Certification

Application Number
APP-000029

Is this an adoption agency?
☐

Return Reasons

Status
Application Accepted

Owner
 [Lisa Licensing Specialist](#)

Completed Date

Checklist

Activity

Initial Certification Checklist

Edit

General Agency Information

Function(s) - Branches and/or Facilities

Policies/Q RTP Checklist

Plans

Creating Review Tools

1. Click on the **Create Review Tools** button.

OCAF Initial Certification Review Tools Licensing Specialist

Sandbox: UAT | Log out

Ohio Department of Job & Family Services

Search...

Ohio Certification f... Agency Applications APP-000029 | Agenc...

Agency Application
Happy Homes

Create Review Tools

Application Number: APP-000029
Record Type: Initial Certification
Status: Application Accepted
Owner: Lisa Licensing Specialist

Details Agency Information Personnel More

Application Information

Record Type: Initial Certification
Application Number: APP-000029
Is this an adoption agency?
Return Reasons

Status: Application Accepted
Owner: Lisa Licensing Specialist
Completed Date

Checklist Activity

Initial Certification Checklist

Edit

General Agency Information

Function(s) - Branches and/or Facilities

Policies/QRTP Checklist

Plans

A **Create Review Tools** box displays.

2. Verify the **Agency** and **Review Type** is correct.
3. Select the **Available Review Tools** and click the **Arrow** to move the Review Tool to the Chosen box.
4. Click the **Save** button.

Create Review Tools

Agency: Happy Homes

Agency Application: APP-000029

Review Type: Initial Cert Review

Review Tools

Available: New Staff Tool, On-Site Residential Tool

Chosen:

Cancel Save

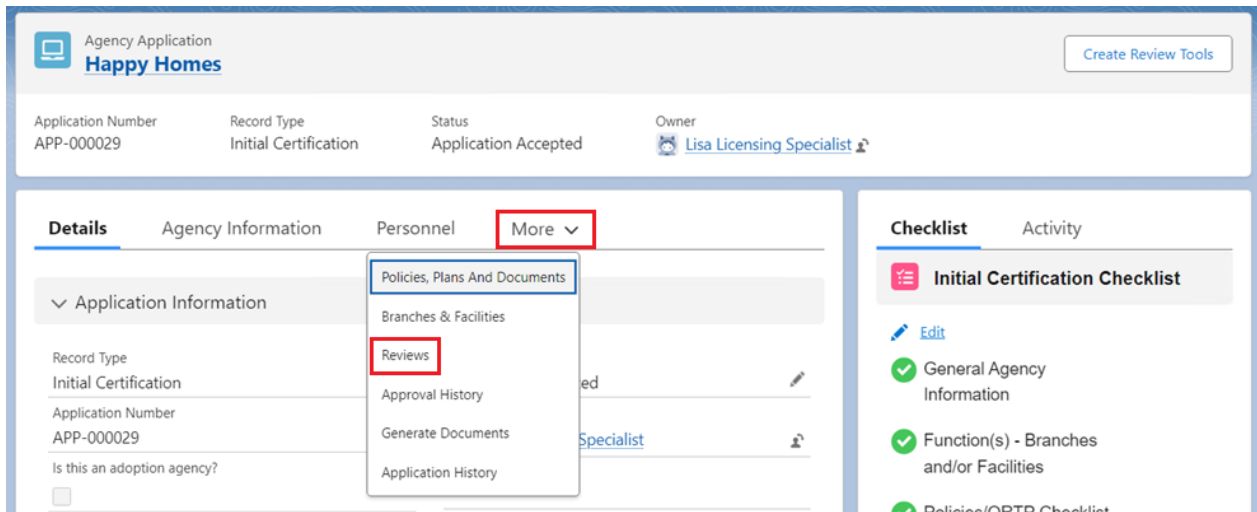
A message displays verifying the Agency Review was completed.

OCAF Initial Certification Review Tools Licensing Specialist



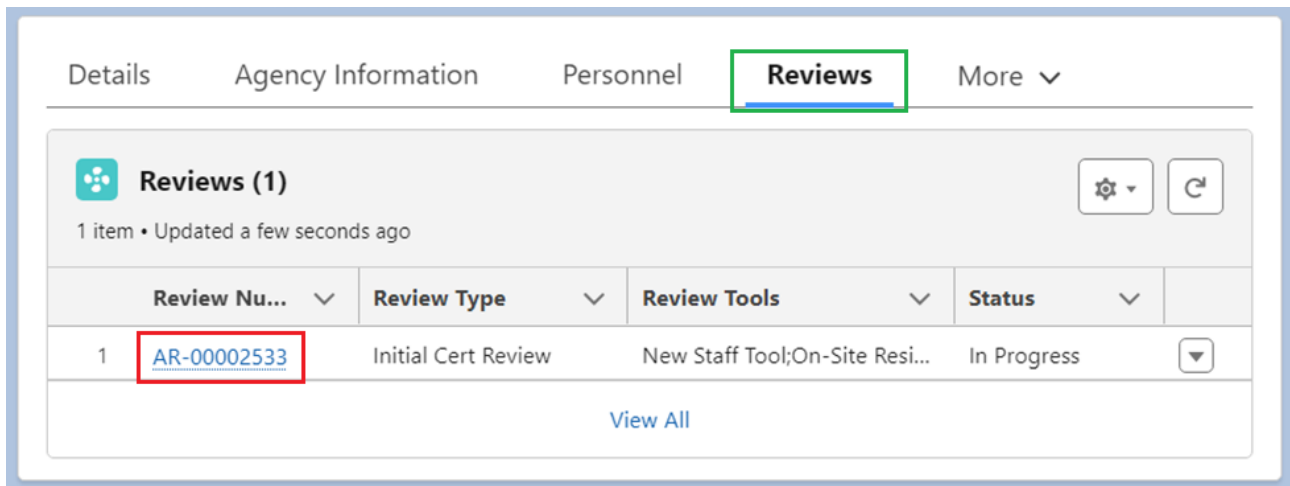
Completing Review Tools

1. From the **Application Details** screen, select **Reviews** from the More dropdown menu.



The Reviews screen displays.

2. Select the appropriate **Review Number**.



The **Initial Cert Review** screen displays. Defaulting to the Details tab.

Details Tab

OCAF Initial Certification Review Tools Licensing Specialist

1. Review the Details screen.

Ohio Certification f...

Agency Applications

APP-000029 | Agenc...

APP-000029 | Ag...

AR-0000...

Agency Review

Initial Cert Review

Calculate Compliance

Agency	Type of Agency	Review Number	Status	Owner
Happy Homes	LPE	AR-00002533	In Progress	Lisa Licensing Specialist

Details

New Staff Tool

On-Site Residential Tool

Additional Findings

Generate Documents

More

Review Configuration

Agency

[Happy Homes](#)

Review Type

Initial Cert Review

Agency Application

APP-000029

Review Tools

Review Tools

New Staff Tool;On-Site Residential Tool

Agency Information

Type of Agency

LPE

Agency Acronym

Number of Review Tools

Total New Staff Tools

0

Total On-Site Residential Tools

1

Total Additional Findings

0

Signature Information

T/A Agency Administrator Signature

T/A Signed By

T/A Signed Date

System Information

Created By

[Lisa Licensing Specialist](#), 12/5/2024 10:04 AM

Last Modified By

[Lisa Licensing Specialist](#), 12/5/2024 10:04 AM

Last Calculate Compliance Ran

Record Type

Agency Review

Converted from OCALM

☐

OCAF Initial Certification Review Tools Licensing Specialist

New Staff Tool

1. When finished reviewing the Details screen, click the **New Staff Tool** tab.

The screenshot shows the 'Initial Cert Review' interface. At the top, there's a header with 'Ohio Certification f...' and 'Agency Applications'. Below that, a sub-header shows 'APP-000029 | Agenc...'. The main content area has a 'Calculate Compliance' button. Below this, a table displays agency information: Agency (Happy Homes), Type of Agency (LPE), Review Number (AR-00002533), Status (In Progress), and Owner (Lisa Licensing Specialist). A tabbed interface is shown below the table, with 'Details' selected and 'New Staff Tool' highlighted with a red box. Other tabs include 'On-Site Residential Tool', 'Additional Findings', 'Generate Documents', and 'More'. Below the tabs, a 'Review Configuration' section is visible, showing 'Agency' as 'Happy Homes'.

The **New Staff Tool** screen displays.

2. Click the **+** button for Number of Records.
3. Click the **Generate Tool Questionnaire** button.

Note: The **Total New Staff Tool Reviews** will display the total. This will change as New Staff is added to the new staff tool. Shown in green below.

The screenshot shows the 'New Staff Tool' interface. At the top, there's a header with 'Agency Review' and 'Initial Cert Review'. Below that, a sub-header shows 'Calculate Compliance'. Below this, a table displays agency information: Agency (Happy Homes), Type of Agency (LPE), Review Number (AR-00002533), Status (In Progress), and Owner (Lisa Licensing Specialist). A tabbed interface is shown below the table, with 'Details' selected and 'New Staff Tool' highlighted with a green box. Other tabs include 'On-Site Residential Tool', 'Additional Findings', 'Generate Documents', and 'More'. Below the tabs, a 'Number of Records' section is visible, showing a spinner with '0' and a '+' button highlighted with a red box. Below the spinner, a 'Generate Tool Questionnaire' button is highlighted with a red box. To the right of the button, a 'Total New Staff Tool Reviews' field is highlighted with a green box, showing '0'.

The **Tool Questionnaire** displays.

OCAF Initial Certification Review Tools Licensing Specialist

Details **New Staff Tool** On-Site Residential Tool Additional Findings Generate Documents Approval History Related

Number of Additional Records Needed: 0 [Generate Tool Questionnaire](#) Total New Staff Tool Reviews: 1

[Mark Review Tools Complete](#) [Expand All](#) [Collapse All](#)

▼ [First Last](#) New

▼ Initial Hire ☐ All N/A

1. Is there a copy of the employee's application for employment? 5101:2-5-09(G)(1)

[Yes](#) [No](#) [T/A](#) [N/A](#)

Comments

Noncompliance Reason: Select

Note: The **First Last** link is editable. Click the icon to edit the label.

4. Click the **Expand All** link.
5. **All Questions** must be answered with **Yes, No, T/A (Technical Assistance) or N/A.**

Note: If No or T/A is selected, you must complete the **Comments box** and select a **Noncompliance Reason** from the dropdown menu.

Number of Additional Records Needed: 0 [Generate Tool Questionnaire](#) Total New Staff Tool Reviews: 1

[Mark Review Tools Complete](#) [Expand All](#) [Collapse All](#)

▼ [First Last](#) In Progress

▼ Initial Hire ☐ All N/A

1. Is there a copy of the employee's application for employment? 5101:2-5-09(G)(1)

[Yes](#) [No](#) [T/A](#) [N/A](#)

Comments

Note: If an entire section is considered N/A you may checkmark the **All N/A** box. Shown in green above.

If further guidance is needed on answering the Questionnaire, please refer to this demo video: [Review Tools Initial Certification Licensing Specialist](#)

OCAF Initial Certification Review Tools Licensing Specialist

Important: You can see the **Status** of the Questionnaire has changed from **New** to **In Progress**. Once all the questions are completed, it will change to **Ready for Review**. Shown below.

Details **New Staff Tool** On-Site Residential Tool Additional Findings Generate Documents Approval History Related

Number of Additional Records Needed: 0 [Generate Tool Questionnaire](#) Total New Staff Tool Reviews: 1

[Mark Review Tools Complete](#) [Expand All](#) [Collapse All](#)

[First Last](#) [Ready for Review](#)

[Initial Hire](#) ☒ All N/A

1. Is there a copy of the employee's application for employment? 5101:2-5-09(G)(1)

6. When completed, click the **On-Site Residential Tool**.

Details **New Staff Tool** **On-Site Residential Tool** Additional Findings Generate Documents Approval History Related

Number of Additional Records Needed: 0 [Generate Tool Questionnaire](#) Total New Staff Tool Reviews: 1

[Mark Review Tools Complete](#) [Expand All](#) [Collapse All](#)

[First Last](#) [Ready for Review](#)

[Initial Hire](#) ☒ All N/A

1. Is there a copy of the employee's application for employment? 5101:2-5-09(G)(1)

The **On-Site Residential Tool** screen displays.

On-Site Resident Tool

1. Click **Expand All**.

Details **New Staff Tool** **On-Site Residential Tool** Additional Findings Generate Documents Approval History Related

[Mark Review Tools Complete](#) [Expand All](#) [Collapse All](#)

[Test Facility](#) [New](#)

The **On-Site Residential Tool Questionnaire** expands.

2. **All Questions** must be answered with **Yes, No, T/A (Technical Assistance), or N/A**.

OCAF Initial Certification Review Tools Licensing Specialist

Note: If No or T/A is selected, you must complete the **Comments box** and select a **Noncompliance Reason** from the dropdown menu.

The screenshot shows the 'On-Site Residential Tool' interface. The top navigation bar includes 'Details', 'New Staff Tool', 'On-Site Residential Tool' (highlighted with a green box), 'Additional Findings', 'Generate Documents', 'Approval History', and 'Related'. A 'Mark Review Tools Complete' button is visible. Below the navigation bar, the 'Test Facility' section is expanded, showing a 'General Maintenance & Safety' subsection. A question is displayed: '1. Does the residential facility permit the children to swim only when there is a person who has completed training in lifesaving or water safety present? 5101:2-9-18(D) and does the pool meet local and state codes?'. Below the question, four buttons are shown: 'Yes', 'No', 'T/A', and 'N/A', which are highlighted with a red box. Below these buttons is a 'Comments' text area and a 'Noncompliance Reason' dropdown menu.

Note: If an entire section is considered N/A you may checkmark the **All N/A** box. Shown in green below.

If further guidance is needed on answering the Questionnaire, please refer to this demo video: [Review Tools Initial Certification Licensing Specialist](#)

Important: You can see the **Status** of the Questionnaire has changed from **New** to **In Progress**. Once all the questions are completed, it will change to **Ready for Review**. Shown below.

The screenshot shows the 'On-Site Residential Tool' interface. The top navigation bar includes 'Details', 'New Staff Tool', 'On-Site Residential Tool' (highlighted with a green box), 'Additional Findings', 'Generate Documents', 'Approval History', and 'Related'. A 'Mark Review Tools Complete' button is visible. Below the navigation bar, the 'Test Facility' section is expanded, showing a 'General Maintenance & Safety' subsection. A question is displayed: '1. Does the residential facility permit the children to swim only when there is a person who has completed training in lifesaving or water safety present? 5101:2-9-18(D) and does the pool meet local and state codes?'. Below the question, four buttons are shown: 'Yes', 'No', 'T/A', and 'N/A'. To the right of the question, there is a status indicator 'In Progress' (highlighted with a green box) and an 'All N/A' checkbox (highlighted with a green box).

3. When completed, click the **Additional Findings** tab.

OCAF Initial Certification Review Tools Licensing Specialist

Details New Staff Tool On-Site Residential Tool **Additional Findings** Generate Documents Approval History Related

Mark Review Tools Complete Expand All Collapse All

Test Facility

General Maintenance & Safety ☒ All N/A

1. Does the residential facility permit the children to swim only when there is a person who has completed training in lifesaving or water safety present? 5101:2-9-18(D) and does the pool meet local and state codes?

Yes No T/A N/A

Comments

The **Additional Findings** tab displays.

Details New Staff Tool On-Site Residential Tool **Additional Findings** Generate Documents Approval History Related

Number of Records: 0 Total Additional Finding Records: 0

Additional Findings Tab

1. Click the **+** button for **Number of Additional Records Needed**.
2. Click the **Generate Tool Questionnaire** button.

Note: The **Total New Staff Tool Reviews** will display the total. This will change as Additional Records are added. Shown in green below.


Details New Staff Tool On-Site Residential Tool **Additional Findings** Generate Documents Approval History Related

Number of Additional Records Needed: 0 Total Additional Finding Records: 1

Mark Review Tools Complete Expand All Collapse All

Additional Finding 1

The **Additional Record** displays.

Note: The **Additional Finding 1** name link is editable. Click the  icon to edit the label.

OCAF Initial Certification Review Tools Licensing Specialist

3. Click the **Additional Findings** button.

The screenshot shows the 'Additional Findings' tab selected in a navigation bar. Below the navigation bar, there are two input fields: 'Number of Additional Records Needed' with a value of 0 and a 'Generate Tool Questionnaire' button, and 'Total Additional Finding Records' with a value of 1. To the right, there are buttons for 'Mark Review Tools Complete', 'Expand All', and 'Collapse All'. At the bottom, there is a list of findings, with 'Additional Finding_1' highlighted and a red box around the 'Additional Finding' button next to it. A 'New' button is also visible.

The **Additional Findings** box displays.

The screenshot shows a dialog box titled 'Additional Finding'. It has a search bar labeled 'Search for a Rule Number' with a magnifying glass icon and a close button. Below the search bar is a large empty text area. At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'.

4. Enter the appropriate **Rule Number**.
5. **Select the Rule Number** needed by clicking the **Cite** button.

OCAF Initial Certification Review Tools Licensing Specialist

Additional Finding

Search for a Rule Number

	Rule Number	Type	Rule Name	Rule Text
Cite	5101:2-9-22(A)	Foster Care Licensing	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.
Cite	5101:2-9-22(B)	Foster Care Licensing	Isolation, Seclusion and Restraint	Physical restraint and isolation shall only be used in emergency circumstances when less restrictive interventions have been determined to be ineffective and only to ensure the immediate physical safety of the child, a staff member or others.
Cite	5101:2-9-22(C)(1-3)	Foster Care Licensing	Isolation, Seclusion and Restraint	The use of physical restraint and isolation shall be limited to the following emergency situations: (1) For protection of the child. (2) To protect another person from a child. (3) For Self Protection.
Cite	5101:2-9-22(D)	Foster Care Licensing	Isolation, Seclusion and Restraint	A residential facility shall isolate residents only in accordance with the facility's written policy which has received the prior approval of the Ohio department of job and family services (ODJFS).
Cite	5101:2-9-22(E)	Foster Care Licensing	Isolation, Seclusion and Restraint	Isolation shall only be used by a residential facility with an isolation room approved by ODJFS that meets the requirements of this rule.
Cite	5101:2-9-22(F)	Foster Care Licensing	Isolation, Seclusion and Restraint	Only one child shall be placed in an isolation room at a time.
	5101:2-9-	Foster Care		A child shall not be isolated longer than fifteen

Page 1 of 2

[Previous](#)
[Next](#)

A message displays verifying the Rule Number was saved successfully and the Rule Number now displays on the screen.

Ohio Certification f...

APP-000029 | Ag...

Agency Applications

AR-0000...

Success Rule cited successfully.

Agency Review

Initial Cert Review

[Calculate Compliance](#)

Agency
[Happy Homes](#)

Type of Agency
LPE

Review Number
AR-00002533

Status
In Progress

Owner
[Lisa Licensing Specialist](#)

Details New Staff Tool On-Site Residential Tool **Additional Findings** Generate Documents Approval History Related

Number of Additional Records Needed: [Generate Tool Questionnaire](#) Total Additional Finding Records: 1

[Mark Review Tools Complete](#) [Expand All](#) [Collapse All](#)

Testing

> 5101:2-9-22(A)

6. Click the **Rule Number** to expand the questionnaire.
7. Select **No** or **T/A** for the question.

OCAF Initial Certification Review Tools Licensing Specialist

8. Provide a **Comment**.
9. Make a selection from the **Noncompliance Reason** dropdown menu.

Details New Staff Tool On-Site Residential Tool **Additional Findings** Generate Documents Approval History Related

Number of Additional Records Needed: 0 Total Additional Finding Records: 1

Generate Tool Questionnaire

Mark Review Tools Complete Expand All Collapse All

Testing

5101:2-9-22(A)

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.

No T/A

Comments

Noncompliance Reason: Select

In Progress

Note: When completed, the **Status** changes to **Ready for Review**. You can delete this Additional Finding by clicking the trashcan icon.

Details New Staff Tool On-Site Residential Tool **Additional Findings** Generate Documents Approval History Related

Number of Additional Records Needed: 0 Total Additional Finding Records: 1

Generate Tool Questionnaire

Mark Review Tools Complete Expand All Collapse All

Testing

5101:2-9-22(A)

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.

No T/A

* Comments: TEST

* Noncompliance Reason: Other

Ready for Review

10. When completed, click the **Generate Documents** tab.

OCAF Initial Certification Review Tools Licensing Specialist

The screenshot shows the 'Generate Documents' tab selected in the top navigation bar. Below the navigation bar, there are two input fields: 'Number of Additional Records Needed' with a value of 0 and a 'Generate Tool Questionnaire' button, and 'Total Additional Finding Records' with a value of 1. To the right of these fields are buttons for 'Mark Review Tools Complete', 'Expand All', and 'Collapse All'. Below these buttons, there is a section for 'Testing' with a dropdown menu showing '5101:2-9-22(A)' and a 'Ready for Review' button. At the bottom, there is a text box containing the text: '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.'

The **Documents** screen displays.

Generate Documents Tab

You can Generate the OCAF Agency Compliance Report through this tab. For the purpose of this User Guide, we will generate the report from a different screen, once the Compliance Summary has been completed. Please see below for an example of the Generate Documents screen while completing the Review Tools.

The screenshot shows the 'Generate Documents' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Generate Compliance Report' with a 'DocGen Package' dropdown menu. The dropdown menu shows a list of documents, including 'OCAF Agency Compliance Report' with a description: 'Generate compliance reports for OCAF Agency Full/Focused/TA/initial Cert reviews.' To the right of the dropdown menu is a 'Generate Documents' button. Below the dropdown menu, there is a section titled 'Agency Files (0)'.

1. Click the **Approval History** tab.

The **Approval History** tab displays.

Approval History

This tab will display the **Approval History** for this applicant.

The screenshot shows the 'Approval History' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Approval History (0)'.

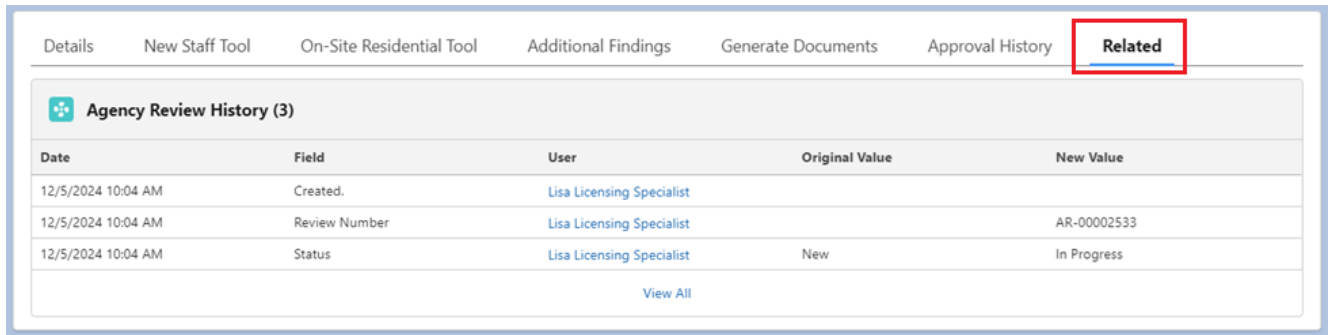
OCAF Initial Certification Review Tools Licensing Specialist

1. Click the **Related** tab.

The **Related** tab displays.

Related Tab

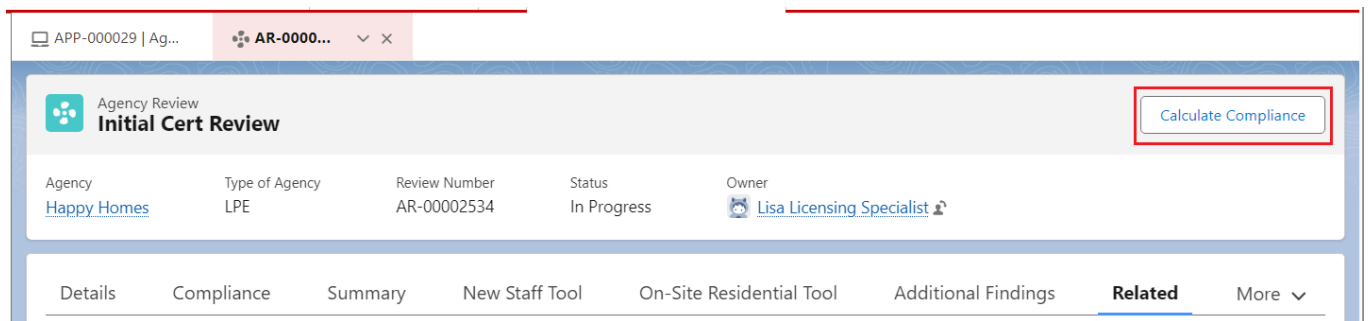
The Related tab displays the **Agency Review History**.



Details	New Staff Tool	On-Site Residential Tool	Additional Findings	Generate Documents	Approval History	Related
Agency Review History (3)						
Date	Field	User	Original Value	New Value		
12/5/2024 10:04 AM	Created.	Lisa Licensing Specialist				
12/5/2024 10:04 AM	Review Number	Lisa Licensing Specialist		AR-00002533		
12/5/2024 10:04 AM	Status	Lisa Licensing Specialist	New	In Progress		
View All						

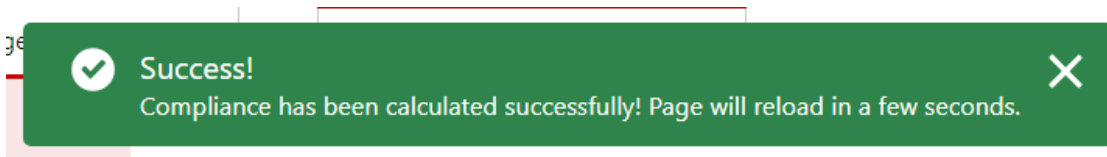
Compliance Summary

When done reviewing all the Review Tool tabs, click the **Calculate Compliance** button.



APP-000029 Ag...	AR-0000...	×					
Agency Review Initial Cert Review							
Agency Happy Homes	Type of Agency LPE	Review Number AR-00002534	Status In Progress	Owner Lisa Licensing Specialist			
Details	Compliance	Summary	New Staff Tool	On-Site Residential Tool	Additional Findings	Related	More ▾

A message displays confirming the compliance was completed.



The system reloads the **Initial Cert Review** screen, defaulting to the Details tab, displaying two new tabs for the Licensing Specialist to review: **The Compliance and Summary tabs**.

OCAF Initial Certification Review Tools Licensing Specialist

Ohio Certification f...

Agency Applications

APP-000029 | Agenc...

APP-000029 | Ag...

AR-0000...

Agency Review

Initial Cert Review

Calculate Compliance

Agency

Happy Homes

Type of Agency

LPE

Review Number

AR-00002533

Status

In Progress

Owner

Lisa Licensing Specialist

Details

Compliance

Summary

New Staff Tool

On-Site Residential Tool

Additional Findings

Generate Documents

More

Review Configuration

Agency

Happy Homes

Review Type

Initial Cert Review

Agency Application

APP-000029

Review Tools

Review Tools

New Staff Tool;On-Site Residential Tool

Agency Information

1. Click the **Compliance** tab.

The **Compliance** tab displays, showing compliance records completed with review tools.

Details

Compliance

Summary

New Staff Tool

On-Site Residential Tool

Additional Findings

More

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

No

2. When done reviewing, click the **Summary Tab**.

The **Summary tab** displays, displaying an overview of the review tools completed.

OCAF Initial Certification Review Tools Licensing Specialist

Details
Compliance
Summary
New Staff Tool
On-Site Residential Tool
Additional Findings
Generate Documents
More ▾

On-Site Residential Tool

Record	Name
Record 1	Test Facility

New Staff Tool

Record	Name
Record 1	First Last

Additional Finding

Record	Name
Record 1	Testing

> Compliance Summary of Additional Finding

> Compliance Summary of New Staff Tool

> Compliance Summary of On-Site Residential Tool

- To view the Compliance Summary of Additional Finding, New Staff Tool, and On-Site Resident Tool, select the arrows next to each to expand.

Details
Compliance
Summary
New Staff Tool
On-Site Residential Tool
Additional Findings
Generate Documents
More ▾

On-Site Residential Tool

Record	Name
Record 1	Test Facility

New Staff Tool

Record	Name
Record 1	First Last

Additional Finding

Record	Name
Record 1	Testing

▾

Compliance Summary of Additional Finding

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.

Y

N

N/A

T/A

Compliance %

0

1

0

0

0.00%

When done reviewing the compliance and Summary tabs, click the **Generate documents** tab.

OCAF Initial Certification Review Tools Licensing Specialist

On-Site Residential Tool	
Record	Name
Record 1	Test Facility

The **Generate Documents** screen displays.

- Click the **OCAF Agency Compliance Report** button.

Generate Compliance Report

DocGen Package

OCAF Agency Compliance Report
Generate compliance reports for OCAF Agency Full/Focused/TA/Initial Cert reviews.

Run DocGen Package

The screen expands.

- Click the **Delivery Option** section.

Generate Compliance Report

DocGen Package

OCAF Agency Compliance Report

Contact

None

Document Selection

Delivery Option

REQUIRED

Run DocGen Package

- Select the **OCAF Agency Compliance Report**.
- Click the **Run DocGen Package** button.

OCAF Initial Certification Review Tools Licensing Specialist

DetailsComplianceSummaryNew Staff ToolOn-Site Residential ToolGenerate DocumentsMore

Generate Compliance Report

> DocGen PackageOCAF Agency Compliance Report

> ContactNone

> Document Selection

> Delivery Option

OCAF Agency Compliance Report

Run DocGen Package

The system processes the request, shown below.

DetailsComplianceSummaryNew Staff ToolOn-Site Residential ToolGenerate DocumentsMore

Generate Compliance Report

> DocGen PackageOCAF Agency Compliance Report

> ContactNone

> Document Selection

> Delivery OptionOCAF Agency Compliance Report

40%

acquiring data

A message displays verifying the request has been completed.

DetailsComplianceSummaryNew Staff ToolOn-Site Residential ToolGenerate DocumentsMore

Generate Compliance Report

DocGen Package Complete

Success! Your request has been completed.

Start OverModify RunRe-run DocGen Package

Agency Files (1)

1 item • Sorted by Last Modified Date • Updated 8 minutes ago

Agency File Number	Account	Type of Document	Released t...	Created Date
1AF-0000028	Happy Homes	Compliance Report		12/5/2024 12:08 PM

View All

OCAF Initial Certification Review Tools Licensing Specialist

- To View the **Compliance Report**, click the **Agency File Number** under Agency Files.

Note: Once the compliance report has been completed, the user may have to refresh the tab for the report to display in the Agency Files. It may take a moment to appear.

Details Compliance Summary New Staff Tool On-Site Residential Tool **Generate Documents** More ▾

Generate Compliance Report

DocGen Package Complete

✓ Success! Your request has been completed.

[Start Over](#) [Modify Run](#) [Re-run DocGen Package](#)

Agency Files (1) 1 item • Sorted by Last Modified Date • Updated 11 minutes ago

	Agency File Number ▾	Account ▾	Type of Document ▾	Released t... ▾	Created Date ▾
1	AF-0000028	Happy Homes	Compliance Report	<input type="checkbox"/>	12/9/2024 12:01 PM

[View All](#)

The **Agency Files** screen displays.

- Click the **Compliance Report** hyperlink on the right side of your screen.

Ohio Certification f... Agency Applications ▾ APP-000029 | Agenc... ▾ ×

APP-000029 | Ag... AR-00002... ▾ × **AF-0000... ▾ ×**

Agency File AF-0000028 Edit Delete Sharing

Details

Agency File Number
AF-0000028

Type of Document
Compliance Report

Agency Review
[AR-00002534](#)

Released to Agency
☐

Account
[Happy Homes](#)

Agency Application

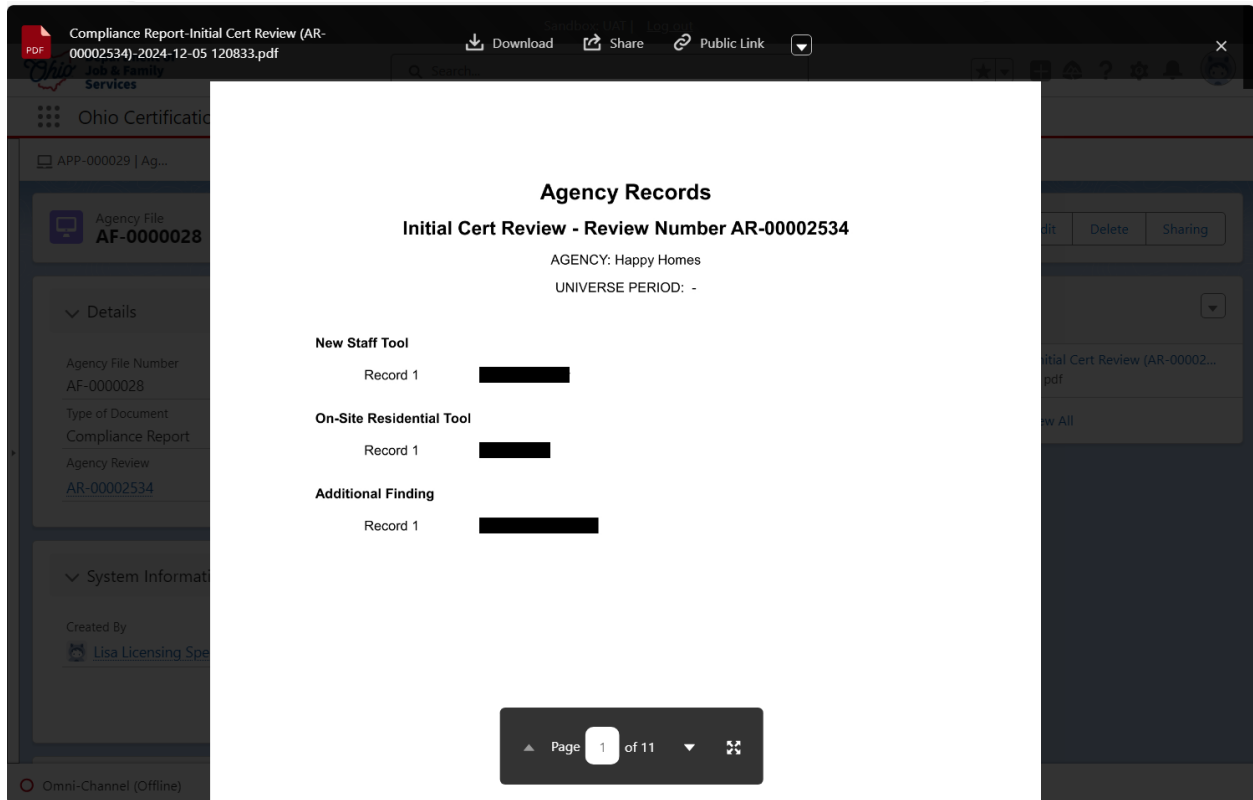
Files (1)

Compliance Report-Initial Cert Review (AR-0000...
Dec 5, 2024 • 506KB • pdf

[View All](#)

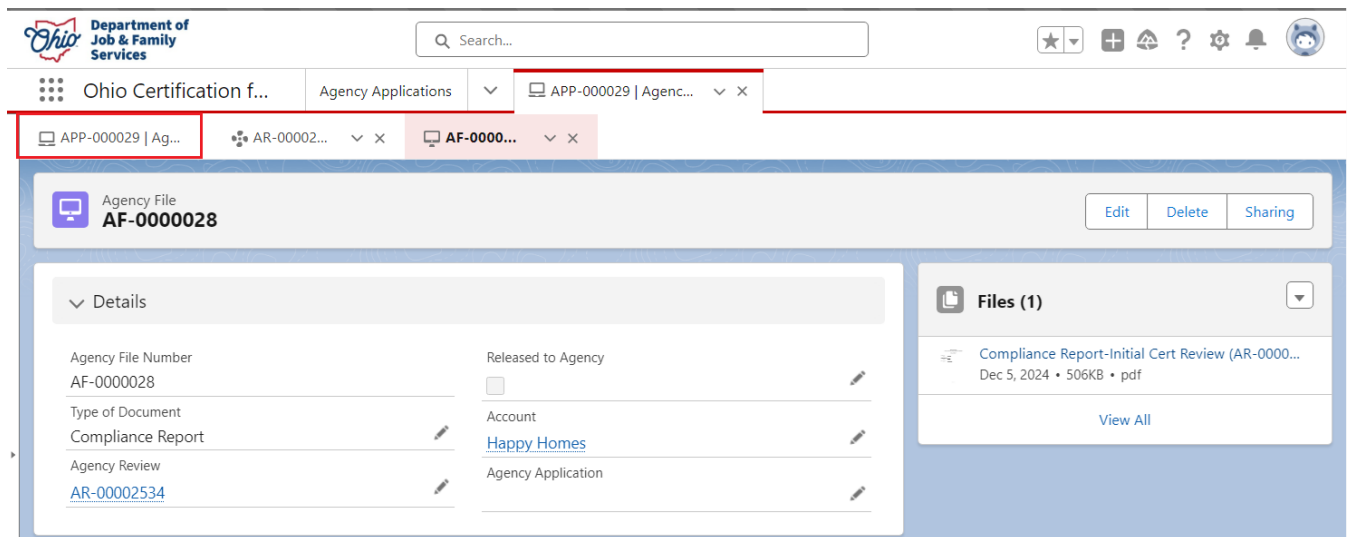
The **Compliance Report** displays.

OCAF Initial Certification Review Tools Licensing Specialist



10. Click the **X** to exit out of the Compliance Report.

11. Click the **Application Tab** to return to the application details screen.



The **Application Details** tab displays.

12. Click the **Status** edit button.

OCAF Initial Certification Review Tools Licensing Specialist

Ohio Certification f... Agency Applications APP-000029 | Agenc... x

APP-000029 | A... AR-00002... x

Agency Application
Happy Homes Create Review Tools

Application Number: APP-000029
Record Type: Initial Certification
Status: Application Accepted
Owner: Lisa Licensing Specialist

Details Agency Information Personnel Policies, Plans And Documents More v

Application Information

Record Type: Initial Certification
Application Number: APP-000029
Is this an adoption agency? ☐
Return Reasons

Status: Application Accepted
Owner: Lisa Licensing Specialist
Completed Date

Checklist Activity

Initial Certification Checklist

- General Agency Information
- Function(s) - Branches and/or Facilities
- Policies/QRTP Checklist
- Plans

13. Select **Exit Completed Specialist** from the dropdown menu.

14. Click the **Save** button.

Details Agency Information Personnel Policies, Plans And Documents More v

Application Information

Record Type: Initial Certification
Application Number: APP-000029
Is this an adoption agency? ☐
Return Reasons

Status: Exit Completed Specialist
Owner: Lisa Licensing Specialist
Completed Date

Submission Information

Cancel Save

The Application for Certification has now been sent to the Licensing Specialist Supervisor Queue for review.

For further guidance on Review Tools please refer to this demo video: [Review Tools Initial Certification Licensing Specialist](#)

OCAF Initial Certification Review Tools Licensing Specialist

Review Tools Status

After the Supervisor reviews and approves the compliance summary, the Licensing Specialist will return to the Reviews screen.

1. From the **Applications Details** screen, select **Reviews** from the More dropdown menu.

Agency Application
Happy Homes

Application Number: APP-000029 | Record Type: Initial Certification | Status: Exit Approved | Owner: Lisa Licensing Specialist

Details | Agency Information | Personnel | **More** ▾

- Application Information
- Record Type: Initial Certification
- Application Number: APP-000029
- Is this an adoption agency? ☐
- Return Reasons

More ▾

- Policies, Plans And Documents
- Branches & Facilities
- Reviews**
- Approval History
- Generate Documents
- Application History

Checklist | Activity

Initial Certification Checklist

- [Edit](#)
- ✓ General Agency Information
- ✓ Function(s) - Branches and/or Facilities
- ✓ Policies/Q RTP Checklist

2. Select the appropriate **Review Number**.

Details | Agency Information | Personnel | **Reviews** | More ▾

Reviews (1)

1 item • Updated a few seconds ago

Review Num...	Review Type	Review Tools	Status
1	Initial Cert Review	New Staff Tool; On-Site Resident...	In Progress

[View All](#)

The Initial Cert Review screen displays, defaulting to the Details tab.

3. Click the **New Staff Tool** tab.

OCAF Initial Certification Review Tools Licensing Specialist

Agency Review
Initial Cert Review

Calculate Compliance

Agency
[Happy Homes](#)

Type of Agency
LPE

Review Number
AR-00002534

Status
In Progress

Owner
 [Lisa Licensing Specialist](#)

Details

Compliance

Summary

New Staff Tool

On-Site Residential Tool

Additional Findings

More ▾

Review Configuration

Agency
[Happy Homes](#)

The **New Staff Tool** tab displays.

4. Click the **Mark Review Tools Complete** button.

Details

Compliance

Summary

New Staff Tool

On-Site Residential Tool

Additional Findings

More ▾

Number of Additional Records Needed

0

Generate Tool Questionnaire

Total New Staff Tool Reviews

1

Mark Review Tools Complete

Expand All Collapse All

> [Testing Worker](#)

Ready for Review

A Note box appears verifying you want to continue.

5. Click the **Confirm** button.

NOTE:

Once you mark the tools as complete, the tools will be locked and no further changes are permitted.
Please confirm to continue.

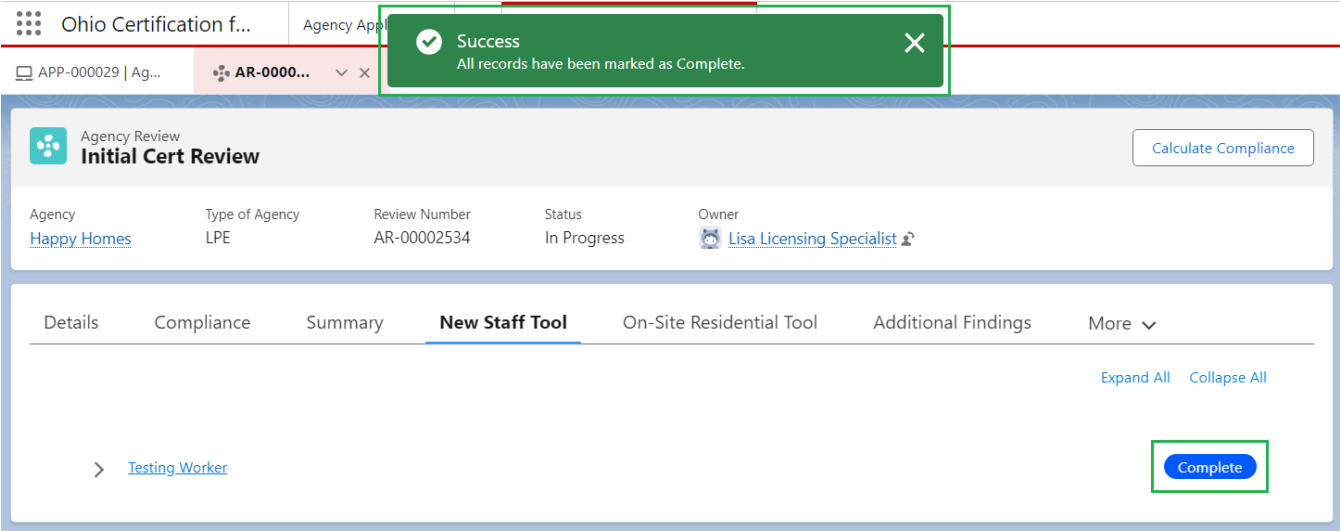
Cancel

Confirm

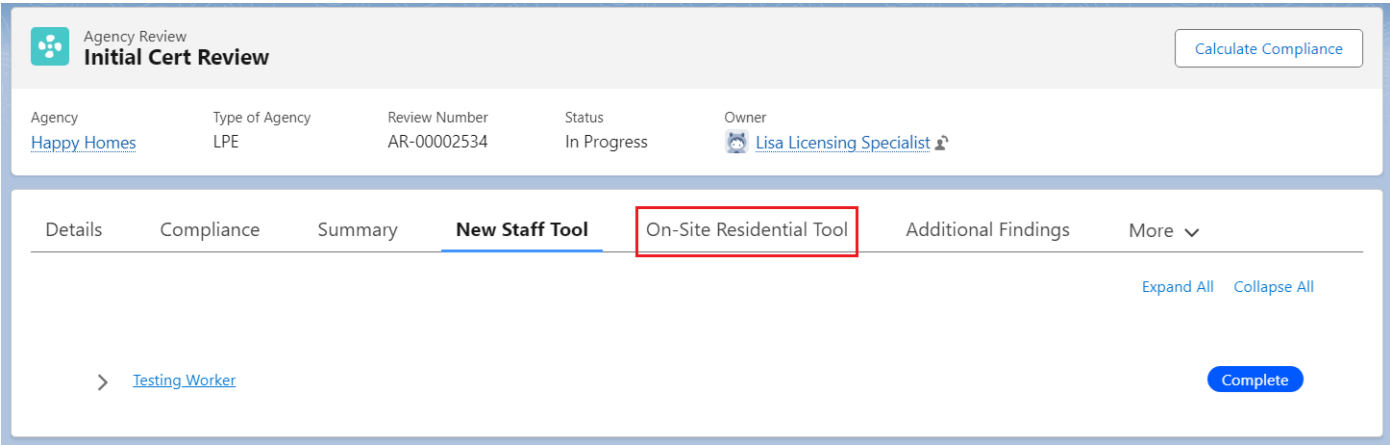
A message displays verifying the records were saved as complete.

Note: The New Staff Tool is now showing **Complete**, shown in green below:

OCAF Initial Certification Review Tools Licensing Specialist

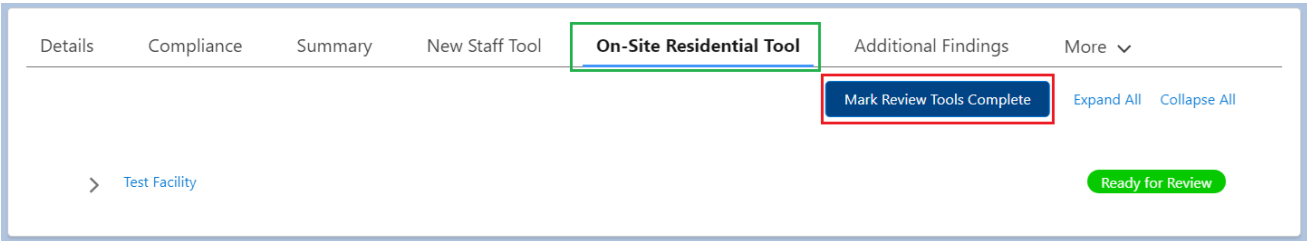


6. Click the **On-Site Residential Tool** tab.



The **On-Site Residential Tool** screen displays.

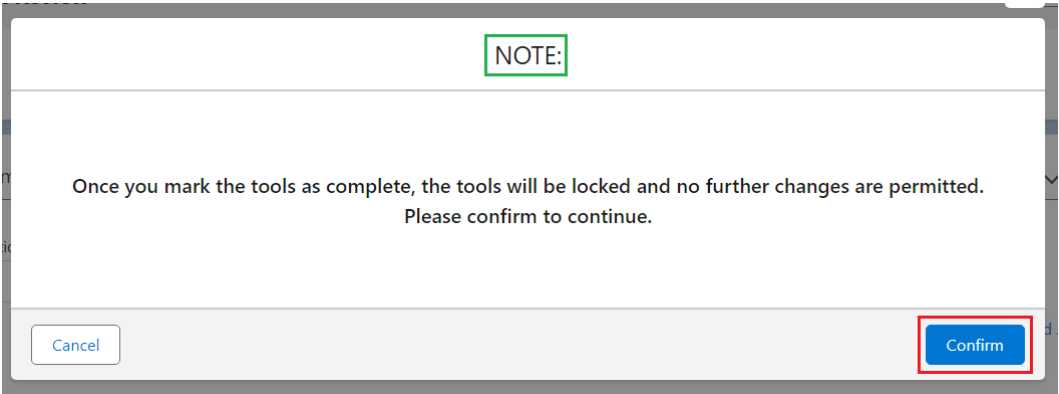
7. Click the **Mark Review Tools Complete** button.



A Note box appears verifying you want to continue.

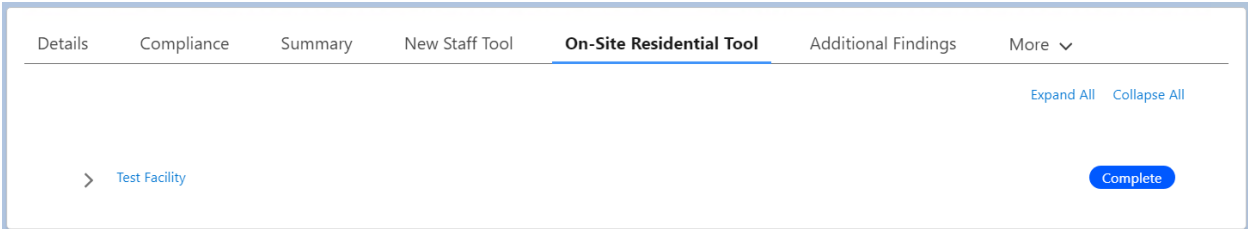
8. Click the **Confirm** button.

OCAF Initial Certification Review Tools Licensing Specialist

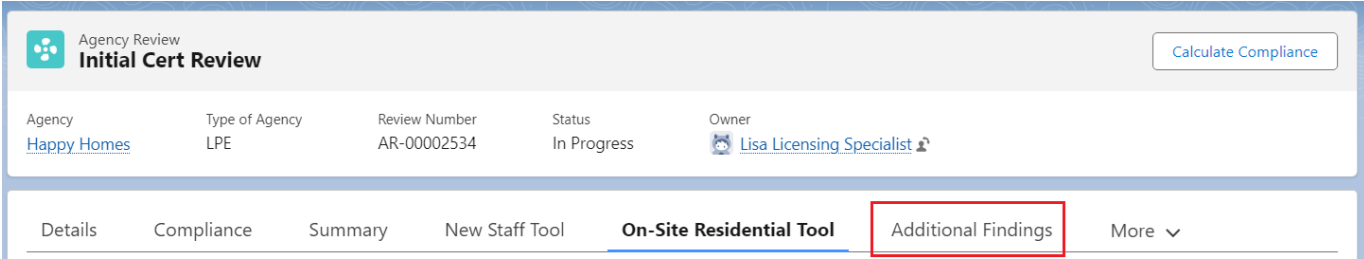


A message displays verifying the records were saved as complete.

Note: The **On-Site Residential Tool** is now showing **Complete**.



9. Click the **Additional Findings** tab.



The **Additional Findings** screen displays.

10. Click the **Mark Review Tools Complete** button.

OCAF Initial Certification Review Tools Licensing Specialist

A Note box appears verifying you want to continue.

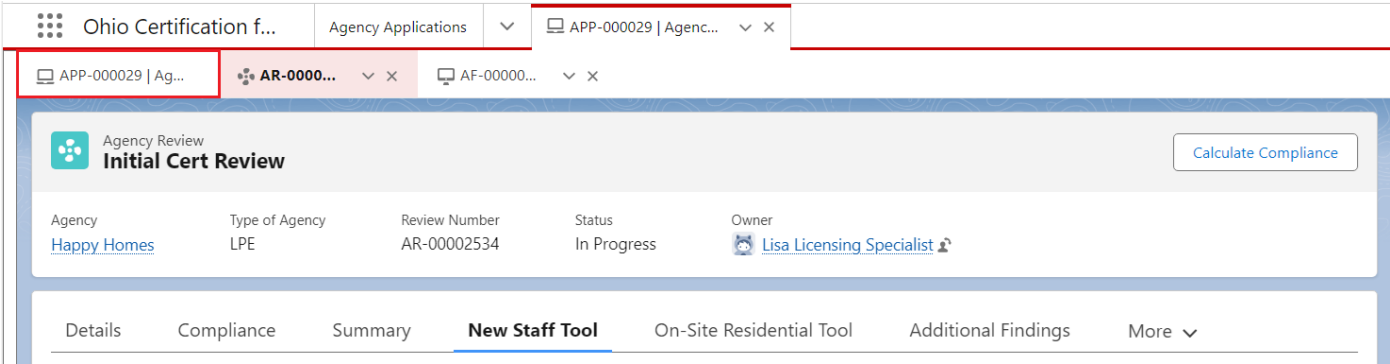
11. Click the **Confirm** button.

A message displays verifying the records were saved as complete.

Note: The Additional Findings is now showing **Complete**, shown in green below:

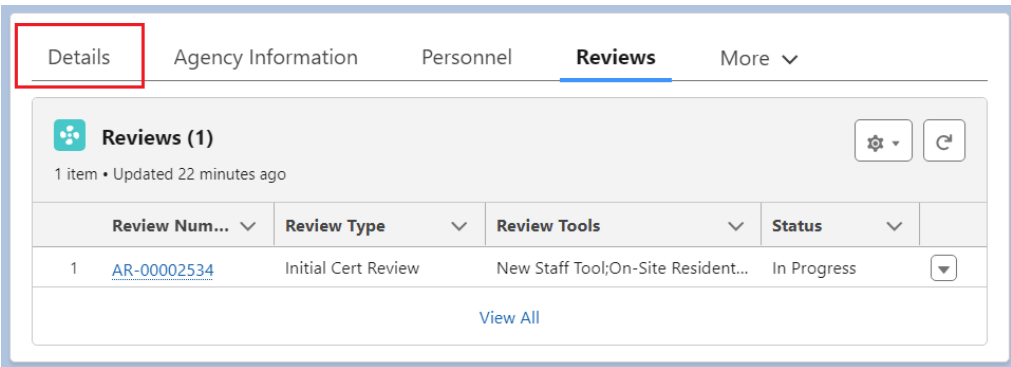
12. When Review Tools are marked completed, return to the application by clicking the **Agency Application** tab.

OCAF Initial Certification Review Tools Licensing Specialist



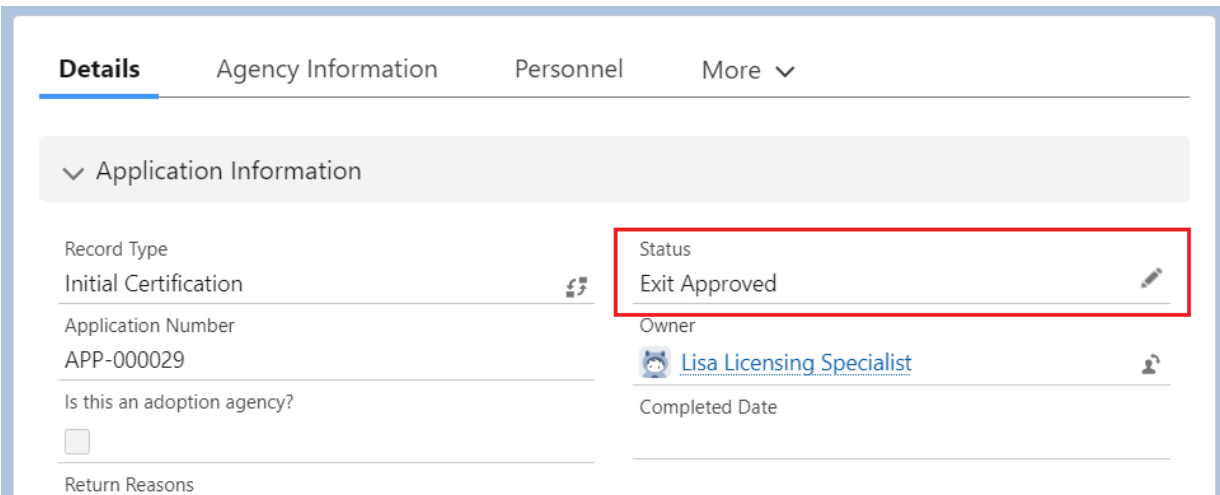
The **Application Details** screen displays, defaulting to the Reviews tab.

13. Click the **Details** tab.



The **Details** screen displays.

14. Click the **Status Edit** button.



15. Select **Review Shared with Agency** from the status dropdown menu.

OCAF Initial Certification Review Tools Licensing Specialist

16. Click the **Save** button.

The screenshot shows a web application interface for OCAF Initial Certification Review Tools. The 'Details' tab is active, with sub-tabs for 'Agency Information', 'Personnel', and 'More'. The 'Application Information' section is expanded, showing fields for 'Record Type' (Initial Certification), 'Application Number' (APP-000029), 'Is this an adoption agency?' (unchecked), and 'Return Reasons' (empty text area). The 'Status' dropdown menu is highlighted with a red box and shows 'Review Shared with Agency'. The 'Owner' field shows 'Lisa Licensing Specialist'. The 'Completed Date' field is empty. At the bottom right, the 'Save' button is highlighted with a red box, next to a 'Cancel' button. The 'Submission Information' section is partially visible at the bottom.

The Agency Administrator will receive an email detailing the findings and will then proceed to Acknowledge and Sign to move forward with the application process.

Once the Agency Administrator completes this step, the Licensing Specialist receives a notification that the Agency Administrators signature has been provided. Proceed with this User Guide to mark the **Review Completed**.

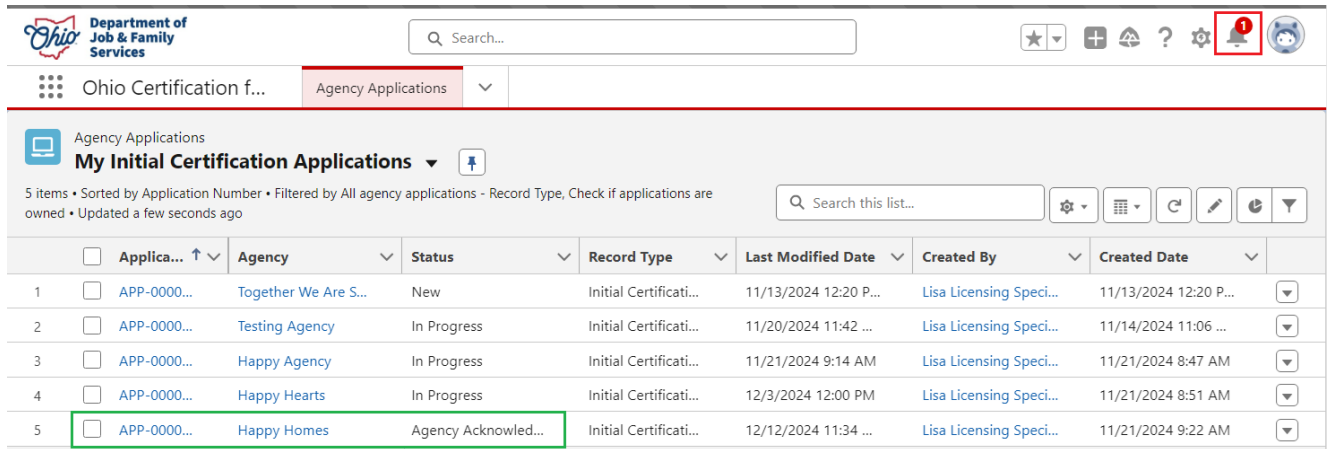
Review Completed

Once the Agency Administrator acknowledges and signs the Review Finding, the Licensing Specialist receives an alert within the OCAF system.

1. Click the **Notification** icon.

Note: The Application status is now showing as **Agency Acknowledged**. Shown in green below.

OCAF Initial Certification Review Tools Licensing Specialist



Ohio Certification f... Agency Applications

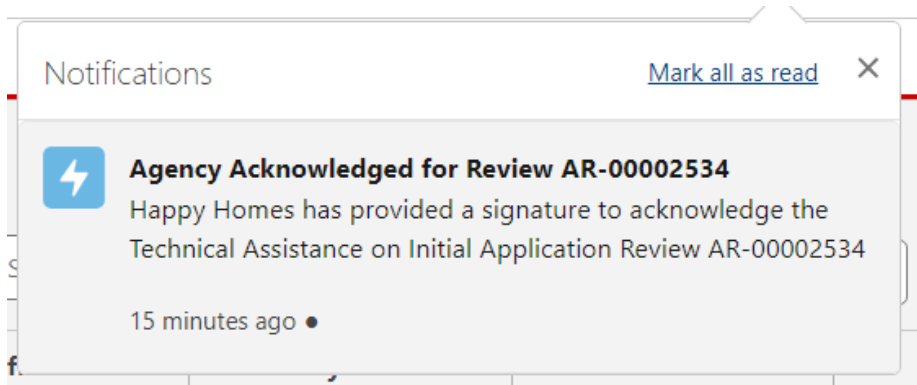
Agency Applications
My Initial Certification Applications

5 items • Sorted by Application Number • Filtered by All agency applications - Record Type, Check if applications are owned • Updated a few seconds ago

Search this list...

	Applica... ↑ ↓	Agency	Status	Record Type	Last Modified Date	Created By	Created Date
1	<input type="checkbox"/> APP-0000...	Together We Are S...	New	Initial Certificati...	11/13/2024 12:20 P...	Lisa Licensing Speci...	11/13/2024 12:20 P...
2	<input type="checkbox"/> APP-0000...	Testing Agency	In Progress	Initial Certificati...	11/20/2024 11:42 ...	Lisa Licensing Speci...	11/14/2024 11:06 ...
3	<input type="checkbox"/> APP-0000...	Happy Agency	In Progress	Initial Certificati...	11/21/2024 9:14 AM	Lisa Licensing Speci...	11/21/2024 8:47 AM
4	<input type="checkbox"/> APP-0000...	Happy Hearts	In Progress	Initial Certificati...	12/3/2024 12:00 PM	Lisa Licensing Speci...	11/21/2024 8:51 AM
5	<input type="checkbox"/> APP-0000...	Happy Homes	Agency Acknowled...	Initial Certificati...	12/12/2024 11:34 ...	Lisa Licensing Speci...	11/21/2024 9:22 AM

The **Notification** displays.

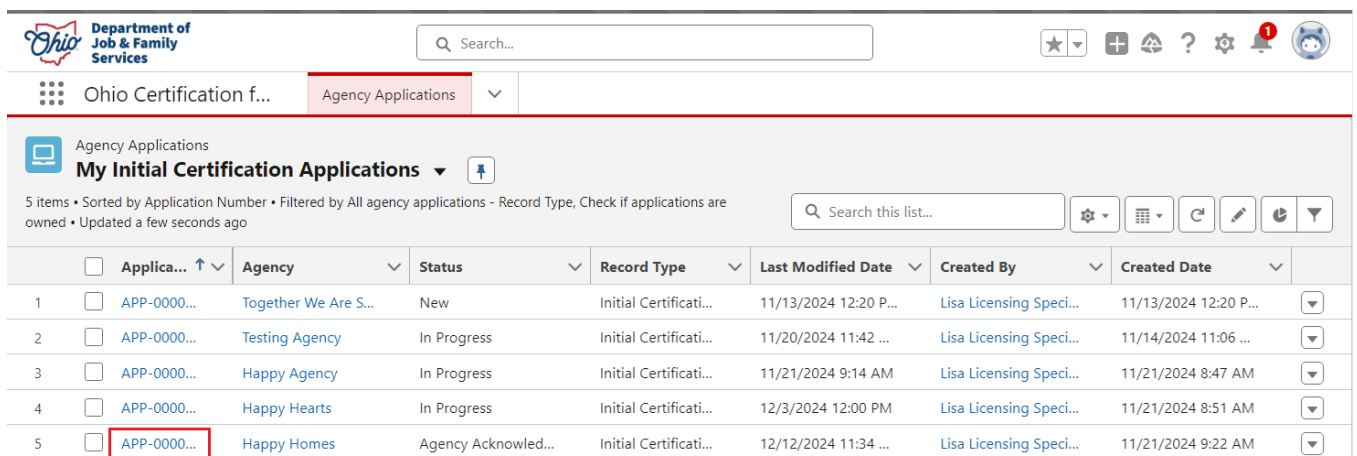


Notifications [Mark all as read](#) X

Agency Acknowledged for Review AR-00002534
Happy Homes has provided a signature to acknowledge the Technical Assistance on Initial Application Review AR-00002534

15 minutes ago

2. Select the **Agency Acknowledged** application from the My Initial Certification Applications list.



Ohio Certification f... Agency Applications

Agency Applications
My Initial Certification Applications

5 items • Sorted by Application Number • Filtered by All agency applications - Record Type, Check if applications are owned • Updated a few seconds ago

Search this list...

	Applica... ↑ ↓	Agency	Status	Record Type	Last Modified Date	Created By	Created Date
1	<input type="checkbox"/> APP-0000...	Together We Are S...	New	Initial Certificati...	11/13/2024 12:20 P...	Lisa Licensing Speci...	11/13/2024 12:20 P...
2	<input type="checkbox"/> APP-0000...	Testing Agency	In Progress	Initial Certificati...	11/20/2024 11:42 ...	Lisa Licensing Speci...	11/14/2024 11:06 ...
3	<input type="checkbox"/> APP-0000...	Happy Agency	In Progress	Initial Certificati...	11/21/2024 9:14 AM	Lisa Licensing Speci...	11/21/2024 8:47 AM
4	<input type="checkbox"/> APP-0000...	Happy Hearts	In Progress	Initial Certificati...	12/3/2024 12:00 PM	Lisa Licensing Speci...	11/21/2024 8:51 AM
5	<input type="checkbox"/> APP-0000...	Happy Homes	Agency Acknowled...	Initial Certificati...	12/12/2024 11:34 ...	Lisa Licensing Speci...	11/21/2024 9:22 AM

The **Application Details** screen displays, defaulting to the Details tab.

3. Select **Reviews** from the More dropdown menu.

OCAF Initial Certification Review Tools Licensing Specialist

Agency Application
Happy Homes

Application Number: APP-000029 Record Type: Initial Certification Status: Agency Acknowledged Owner: Lisa Licensing Specialist

Details Agency Information Personnel More ▾

▼ Application Information

Record Type: Initial Certification

Application Number: APP-000029

Is this an adoption agency? ☐

Policies, Plans And Documents

Branches & Facilities

Reviews

Approval History

Generate Documents

Application History

The **Reviews** screen displays.

4. Select the appropriate **Review Number**.

Details Agency Information Personnel **Reviews** More ▾

Reviews (1) ⚙️ ↻

1 item • Updated a few seconds ago

Review Num...	Review Type	Review Tools	Status
1 AR-00002534	Initial Cert Review	New Staff Tool; On-Site Resident...	Completed

[View All](#)


The **Initial Cert Review** screen displays.

5. You can view the **Agency Administrators** signature under the Signature Information section.


OCAF Initial Certification Review Tools Licensing Specialist

Signature Information

T/A Agency Administrator Signature



T/A Signed By


 James Dean

T/A Signed Date


12/12/2024

System Information

Created By

 Lisa Licensing Specialist, 12/5/2024 10:53 AM

Last Modified By

 James Dean, 12/12/2024 11:34 AM

Last Calculate Compliance Ran

12/9/2024 11:36 AM

Record Type

Agency Review


Converted from OCALM

☐

6. When completed reviewing any additional information or documentation the Agency Administrator provided, return to the Agency Details page by clicking the **Agency Application** tab.

Ohio Certification f... Agency Applications APP-000029 | Agenc... AR-000029 | Ag... AR-0000...

Agency Review Initial Cert Review

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

Details Compliance Summary New Staff Tool On-Site Residential Tool Additional Findings More

Review Configuration

The **Reviews** tab displays.

7. Click the **Details** tab.

Details Agency Information Personnel **Reviews** More

Reviews (1)

1 item • Updated 6 minutes ago

Review Num...	Review Type	Review Tools	Status
---------------	-------------	--------------	--------

The **Details** tab displays.

OCAF Initial Certification Review Tools Licensing Specialist

8. Click the **Status Edit** button.
9. Select **Specialist Review Completed** from the dropdown menu.
10. Click the **Save** button.

Note: The review is now locked, and edits cannot be made.

The screenshot displays the 'Details' tab of the OCAF Initial Certification Review Tools interface. The 'Application Information' section is expanded, showing fields for Record Type (Initial Certification), Application Number (APP-000029), and a checkbox for 'Is this an adoption agency?'. The 'Status' dropdown menu is highlighted with a red box and set to 'Specialist review completed'. Below the status field, the 'Owner' is listed as 'Lisa Licensing Specialist'. At the bottom right, the 'Save' button is highlighted with a red box, next to a 'Cancel' button and an information icon. The 'Submission Information' section is partially visible at the bottom.

The Initial Review moves to the Supervisor Review Queue. The Licensing Specialist has now completed their portion of the Initial Review.

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