



**Department of  
Job and Family Services**

Mike DeWine, Governor  
Kimberly Hall, Director

Office of Families  
and Children

# **Bureau of Foster Care Licensing**

## **Introduction to Ohio Certification and Licensing Management (OCALM) System**

**January 28, 2020**

# **WELCOME!**

## **☐ Welcome & Introduction**

- ✓ Presenters
- ✓ Participants-existing agencies only

## **☐ Overview of OCALM**

- ✓ PowerPoint presentation is attached to the webinar and will be emailed to all registrants

## **☐ Questions**

# Access to OCALM

## ODJFS collected login information to gain access

- ✓ Administrators
- ✓ Board President/Chairperson
- ✓ Other Role

## Each of these people was sent an email with login instructions

## Setting up password

## OCALM Link: [ODJFS.force.com/ocalm/s/](https://odjfs.force.com/ocalm/s/)

# Initial email to set up your account



noreply@salesforce.com on behalf of ODJFS - FCL <eden.brecht@publicis.sapient.com>

● Gall, Scott

11/1/2019

**Sandbox: Your new ODJFS - FCL password**

**i** This message was sent with High importance.

Hi Big Bird,

Your password has been reset for ODJFS - FCL. Go to:

[https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat-odjfs.cs32.force.com%2Ffcl%2Fsecur%2Fforgotpassword.jsp%3Fr%3D00Dr0000009142005r00000038lICcjwKMwoPMDBEcjAwMDAwMDA5MTQyEg8wMkd0MDAwMDAwMFR3MHgaDzAwNXIwMDAwMDAzOGxJQxjg0a544i0SENLu42fs5LsNgg8Vtm9G7ClADNnf\\_VlpEnWjElt0pyl5eQ0alvoTExt3IP4n9gGH00joZFq\\_AXa4rYDh7pLJpmUGg0ZBC9xYu4Hc7XrgFsVeSxCzhgn-Ndi%26display%3Dpage%26fpot%3D4587768c-cff6-4386-b355-c3f4c7f75d3039ce799c-dfd5-4be9-998b-3111cc498335&data=02%7C01%7Cscott.gall%40jfs.ohio.gov%7Cdaf4e3d725294141f27608d75ecace08%7C50f8fcc494d84f0784eb36ed57c7c8a2%7C0%7C1%7C637082097436551072&data=HnP29GrijbHFO1e0z0D4vkCDWTB8H%2BVX0%2FVrwRjEBO5c%3D&reserved=0](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fuat-odjfs.cs32.force.com%2Ffcl%2Fsecur%2Fforgotpassword.jsp%3Fr%3D00Dr0000009142005r00000038lICcjwKMwoPMDBEcjAwMDAwMDA5MTQyEg8wMkd0MDAwMDAwMFR3MHgaDzAwNXIwMDAwMDAzOGxJQxjg0a544i0SENLu42fs5LsNgg8Vtm9G7ClADNnf_VlpEnWjElt0pyl5eQ0alvoTExt3IP4n9gGH00joZFq_AXa4rYDh7pLJpmUGg0ZBC9xYu4Hc7XrgFsVeSxCzhgn-Ndi%26display%3Dpage%26fpot%3D4587768c-cff6-4386-b355-c3f4c7f75d3039ce799c-dfd5-4be9-998b-3111cc498335&data=02%7C01%7Cscott.gall%40jfs.ohio.gov%7Cdaf4e3d725294141f27608d75ecace08%7C50f8fcc494d84f0784eb36ed57c7c8a2%7C0%7C1%7C637082097436551072&data=HnP29GrijbHFO1e0z0D4vkCDWTB8H%2BVX0%2FVrwRjEBO5c%3D&reserved=0)

Username: [bigbird.smith@example.example](mailto:bigbird.smith@example.example)

Thanks,  
ODJFS

# Initial Password Setup



## Change Your Password

Enter a new password for  
**george.washington@jfs.ohio.gov.test**. Make sure to  
include at least:

- 10 characters
- 1 letter
- 1 number

\* New Password

\* Confirm New Password

Password was last changed on 8/29/2019 2:27 PM.

# Welcome to the Ohio Certification and Licensing Management (OCALM) system

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

## Foster Care Licensing

The Ohio Department of Job and Family Services (ODJFS) oversees Ohio's foster care and adoption providers and agencies. It licenses agencies to provide foster care, adoption and/or residential services for children, to make sure they are fit to provide care and fit to authorize others to provide care.

ODJFS licensing staff conduct announced and unannounced inspections of all licensed foster care agencies and facilities. They also inspect a sample of foster homes licensed by each agency. Several types of agencies require licensure:

- County public children services agencies (PCSAs).
- Residential programs and group homes operated by PCSAs.
- Private child-placing agencies, which accept temporary or permanent legal custody of children. These agencies may operate residential facilities – such as group homes, residential centers and crisis care facilities – or independent living programs. They recommend foster homes for certification and place children in foster and/or adoptive homes.
- Private noncustodial agencies, which provide many of the same services as private child-placing agencies but do not accept legal custody of children.
- Local public entities that are not PCSAs but operate residential programs (for example, juvenile courts).

## How to apply for certification

If you are interested in opening a licensed foster care/adoption agency, click the button below to inquire about the certification application

## Helpful Links

### **ODJFS Families and Children Website**

Discover initiatives, programs and publications provided by the Office of Families and Children for the state of Ohio.

### **ODJFS Foster Care Licensing Website**

Find more information for prospective agencies as well as links to partner agencies, reports, and regulations.

### **SACWIS Knowledge Base**

View current SACWIS issues; refer to articles with step by step instructions; find answers to frequently asked questions from Ohio SACWIS users; and watch instructional videos and webinars.

### **e-Manuals Foster Care Licensing**

Access the Family, Children and Adult Services Manual's Foster Care Licensing and Social Services sections that outline applicable Ohio Administrative Code rule requirements.

### **LAWriter Ohio Laws and Rules:**

[Ohio Revised Code - Chapter 5103: Placement of Children](#)

# Community Site view

## Welcome to the Ohio Certification and Licensing Management (OCALM) system

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New Amendment

Policy Revisions

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GodsGreatCreatures v2

123 Doda, Zipcity, Ohio 45069 • 📞 (513) 867-5309 • 📠 5555555555

Certified 04/11/2018 - 06/11/2020

Your Foster Care Licensing Specialist:

👤 **Scott Gall** 📞 937-264-5756



Please use the **Messages** tab or page to contact your Specialist.

javascript:void(0);

# Initial Entry - Recertification



## Application Details

Agency Information | Functions | Branches | Facility Information | Board Members | Policies, Plans and Documents | Licensing Agreement | Signature and Submission | Next

### Agency Information

Please enter the name for your agency. Please provide all information for the new administrator hired by your agency. Include a copy of the required educational degree and upload background checks via Kofax. Please ensure the new administrator signs the amendment application.

<b>Administrator Information</b>	
Admin Different than Applicant <input type="checkbox"/>	* Prefix --None--
* First Name <input type="text"/>	* Last Name <input type="text"/>
* Title <input type="text"/>	* Email <input type="text"/>
* Evening/Alternate Phone <input type="text"/>	
<b>Agency Information</b>	
* Name of Agency/Administrative Office <input type="text"/>	* Type of Agency --None--
Is this an adoption agency? <input type="checkbox"/>	* Agency Phone Number <input type="text"/>
Agency Fax Number <input type="text"/>	* Street Address <input type="text"/>
* City <input type="text"/>	* State <input type="text"/>

# Initial Entry - Policies & Plans

## Application Details



### Policies, Plans and Documents

After uploading your documents, please provide the most recent revision date for all policies and plans, as applicable. If your agency's policies are housed within one large document or manual, please identify which policy revisions may be found in the attached document, by checking the appropriate title and indicating the correct revision date(s)

Upload Files

Upload documents for all policies listed below. **Required**

- Behavior Intervention Policy 5101:2-5-13(A)(14)
- Use of Alcohol and Tobacco Policy 5101:2-5-13(A)(15)
- Residential Facility Admission Policy 5101:2-5-13(A)(16)
- Discharge Policy 5101:2-5-13(A)(17)
- Access to Administrator Policy 5101:2-5-13(A)(18)
- Maintenance of Records Policy 5101:2-5-13(A)(19)
- Confidentiality Policy 5101:2-5-13(A)(20)
- Human Research Projects Policy 5101:2-5-13(A)(21)
- Personnel Policies and Procedures 5101:2-5-13(A)(22)
- Use of Volunteers and College Interns Policy 5101:2-5-13(A)(23)
- Assurance of Child's Civil Rights Policy 5101:2-5-13(A)(24)
- Non-Discrimination Requirements for Foster Care And Adoptive Placements Policy 5101:2-5-13(A)(25)
- Standards of Conduct Regarding MEPA and Title VI Policy 5101:2-5-13(A)(26)
- Complaint Process Policy 5101:2-5-13(A)(27)
- Notification to Custodial Agency Of Incidents Policy 5101:2-5-13(A)(28)
- Adoption Services Policy 5101:2-5-13(A)(29)

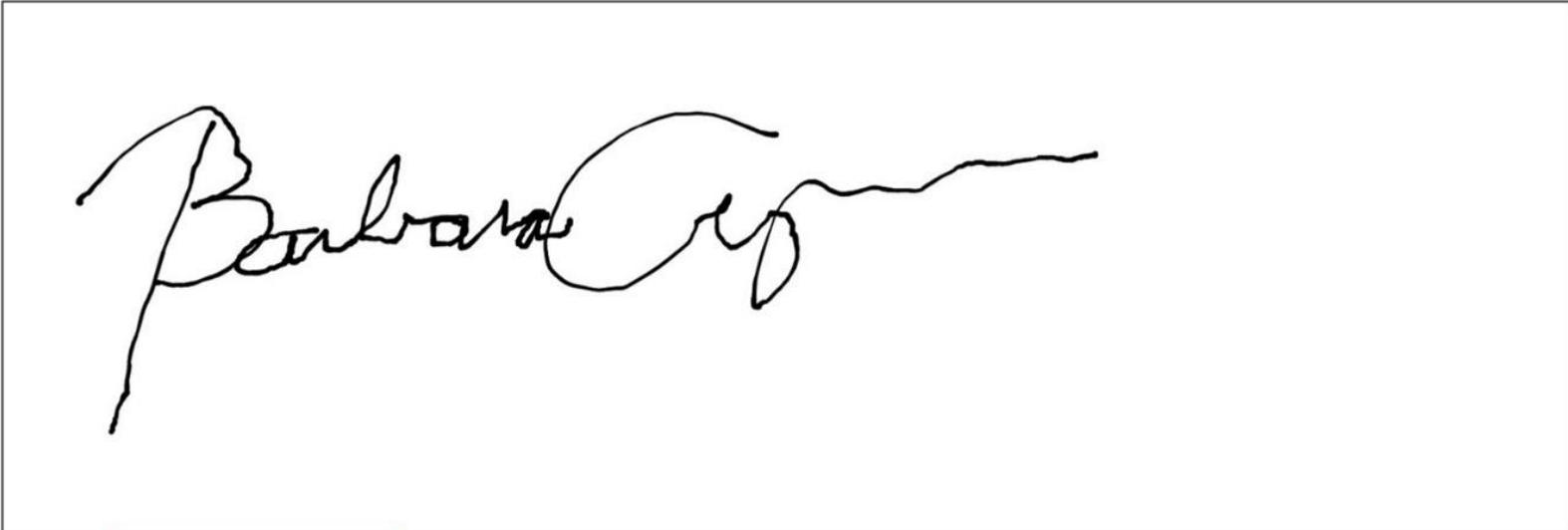
# Signatures and Submitting



## Signature and Submission

Before signing, review all affirmations and assurances for important information. Be sure the entire application is complete. An application is not considered complete until all required policies, plans and other documents required by applicable Ohio Administrative Code rules pertaining to an agency's certified function(s) have been submitted to ODJFS.

Signature of Agency Administrator



Clear Signature

Save Agency Admin Signature

# **You've submitted, now what?**

- Licensing Specialist will Review in OCALM**

  - ✓ Technical Assistance may be offered

- OCALM has a chatter function that will allow communication with your licensing specialist. Communication about the status of your submission will be on your homepage.**

# Chatter/Email

New Amendment

Policy Revisions

**GodsGreatCreatures v2** 123 Ohio Ave, Ohio 45678 • (614) 557-8300 • 5555555555

Certified: 04/11/2018 - 09/14/2020

Your Foster Care Licensing Specialist

**Scott Gall** 614.264.5730 Please use the Messages tab or page to contact your Specialist

Open Items **Messages**

**Post**

**To:**

**Scott Gall (ODJFS)**

To this account

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**LAWNet Ohio Laws and Rules:**  
[Ohio Revised Code - Chapter 5103 - Placement of Children](#)  
[Ohio Administrative Code - 5101.2 Division of Social Services](#)

### Published Documents

[Statewide List of All Certified Agencies](#)  
[FCL Quarterly Compliance Reports](#)

**Questions?**

