

TRAINING MANUAL

Ohio Department of Job and Family Services Foster Care and Adoption - Photolisting Website

October 30, 2019, Latest update March 16, 2020



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Background

Strength-based narratives for the Ohio Photolisting will allow youth to put their best foot forward. The narratives should engage potential adoptive parents and paint a picture of the youth in a positive light. You must include the youth, as developmentally appropriate, in the creation of the profile, allowing them to contribute ideas and thoughts. The youth must be aware of the information contained in the profile. Collaboration with the youth will allow them to understand and be supportive of the information being shared about them. Please always keep in mind that these profiles are easily accessible to all members of the public. Safety, respect, and integrity should be a top priority.

At this time, we will not be uploading photos of youth. Instead, we are asking that the child choose one of the pre-selected pictures available or they may choose another picture that has significant meaning to them. Pictures must not include people and must be appropriate for public posting. We will continue to review additional security measures for any future enhancements to the Photolisting. The safety of Ohio's most vulnerable children remains our top priority.

FCA Photolisting Application

URL: <https://photolisting.fosterandadopt.jfs.ohio.gov/>

Recommended Browser: Chrome (IE is not supported)

Single Sign On: Use your OH|ID username and password



The screenshot shows the login interface for OH|ID Workforce. At the top left is the logo with a red padlock icon and the text "OH|ID WORKFORCE". Below the logo, the text reads: "Enter your OH|ID Workforce User ID (formerly referred to as the State of Ohio User ID or SOUID) to access". Underneath is the "ohio" logo. The form contains two input fields: "OH|ID Workforce User ID:" with a text box containing a vertical bar and a small icon, and "Password:" with a text box containing a small icon and an eye icon. A blue "Log In" button with a lock icon is positioned below the fields. At the bottom, there is a link for "Forgot password?".

Home Page



Foster, Adoption
and Kinship Care

INDIVIDUAL CHILDREN

SIBLING GROUPS

LOG OUT

3

Individual Children

Select the dashboard to see individual profiles or expiring profiles. You may also add or browse profiles.

0 profiles to approve

0 expiring profiles

[GO TO DASHBOARD](#) 1

Sibling Groups

Select the dashboard to see sibling groups or expiring groups. You may also add or browse groups.

0 profiles to approve

1 expiring profiles

[GO TO DASHBOARD](#) 2

1. Individual Child Profiles
2. Sibling Group Profiles
3. Log Out- Website will time out when the OH|ID SSO times out

Dashboard – Individual Children

Home -> Individual Children

Ohio | Foster, Adoption and Kinship Care

INDIVIDUAL CHILDREN | SIBLING GROUPS | LOG OUT

Individual Children

1 **NEW PROFILE** 2 **BROWSE INDIVIDUAL PROFILES**

3 Profiles Waiting for Approval

Modified On	Photo	Child Name	DOB	Caseworker Name
2019-10-30		Child001 Child001	2015-01-01	John doe
2019-10-30		Demo2 October	2010-01-22	Ram

« 1 »

4 Expiring Profiles

Modified On	Photo	Child Name	DOB	Expires On
2019-10-31		Sukrit abc Adhikari	2015-01-12	2020-02-28
2019-10-30		Demo1 October	2019-10-29	2020-02-27
2019-10-30		demo3 November	2006-02-05	2020-02-27
2019-10-30		Demo5 Smith	2005-12-11	2020-02-27
2019-10-30		Demo7 November	2000-04-25	2020-02-27

« 1 2 »

1. Create a new 'Individual Child' profile
2. Browse all Individual Child profiles – Administrators may see all the profiles in the system
3. Table of profiles waiting for approval – Visible only to Administrators
4. Table of profiles that are about to expire from the system. Each profile needs updated every 90 days from the date of the last modification. Administrators can see all profiles that are about to expire.

Note: If the profile is not updated by the 120th day, the profile will be removed from the public site. The caseworker will need to log in and confirm the information contained in the profile is still accurate and submit the update through the system. An administrator will review and approve the updated profile to make it public once again.

Browse Individual Child Profiles

Home -> Individual Children -> Browse all profiles

Individual Profiles

All individual children currently active and seeking homes can be found below. Browse all or search using the filter.

NEW PROFILE

1 Search by Last Name / ID / DOB (E.g 12/25/2010) **SEARCH** Filter by **2** STATUS **4** Show 5 **4**

Modified On 3	Photo	Status	Child Name	DOB
2020-02-04		Approved	Sean Conner	06/09/2003
2020-02-03		Approved	Christine Jones	04/17/2004
2020-02-03		Approved	Tony Bridges	03/28/2005
2020-02-03		Approved	Christine Smith	08/04/2003
2020-02-03		Approved	Katie Houser	06/03/2005

◀ 1 2 ▶

Create New Profile

Click **NEW PROFILE** button to create new individual profile.

Search/Browse Kids Profile

1. Search by Last Name / ID (6 characters alphanumeric Photolisting ID) / Date of Birth
2. Filter by Status – Inactive, Published, Rejected, Waiting Approval
3. Sort by Last Modified Date, Status, Child Name or Date of Birth
4. Show five, ten, or twenty-five profiles per page.

Individual Profile Form

Home -> Individual Children -> Create New Profile

Individual Profile

Strength-based narratives for the Ohio Photolisting will allow youth to put their best foot forward. The narratives should engage potential adoptive parents and paint a picture of the youth in a positive light. You must include the youth in the creation of the profile, allowing them to contribute ideas and thoughts. The youth must be aware of the information contained in the profile. Collaboration with the youth will allow them to understand and be supportive of the information being shared about them. Please always keep in mind that these profiles are easily accessible to all members of the public. Safety, respect, and integrity should be a top priority.

ID *

R3G7E7

First Name *

E.g. Charles

Last Name *

E.g. Smith

DOB

Month *

Select Month

Day *

Select Day

Year *

Select Year

Gender

- Female
- Male

Race *

City *

E.g Columbus, Toledo

County *

Please fill in all fields accordingly.

Recommended Photo size:
500x350, less than 1 MB

Contact Person:

Please fill in the caseworker's information (Caseworker Name, Phone & Email)

Note:

Caseworkers will submit the profile for approval to ODJFS. Administrators at ODJFS will review the profile for spelling, grammar, negativity or safety concerns. The administrator will publish the profile or reject the profile. If a profile is rejected the caseworker will receive an email explaining the reason for the rejection.

Photo

At this time, we will not be uploading photos of youth. Instead, we are asking that the child choose one of the pre-selected pictures available using the Stock Photos links below or they may choose another picture that has significant meaning to them. Pictures must not include people and must be appropriate for public posting. We will continue to review additional security measures for any future enhancements to the photolisting. The safety of Ohio's most vulnerable children remains our top priority.

Stock Photos

Click on the links below to view each photo. To choose one, please save it to your computer and upload below.

- [All Sports, Art, Beach, Books, Burger and Fries](#)
- [Camping, Cooking, Flowers, Game Night, Heart and Headphones](#)
- [Horses, Makeup, Movie Night, Music, Paw Prints](#)
- [Pizza, Social Media, Sporting Event, Sunset, Technology](#)

File Name	Size
Drop files to attach, or browse	

About

What to include:

- First name
- Positive personality traits
- Hobbies and interest
- What they like about school
- What makes them laugh
- Things that are important to them
- Interesting quotes from the child

What not to include:

- Last name or other identifying information
- Information about past abuse or neglect
- Behavior challenges
- Placement information
- Medical information
- Painful or embarrassing information
- Negative information or beliefs
- Fears or anxieties
- Specifics that might limit potential families
 - specifically wants the information shared with the public
 - is aware of the potential impact of sharing the information
- Sexual orientation or gender identity, unless the youth
 - specifically wants the information shared with the public
 - is aware of the potential impact of sharing the information

Child Profile

Desired Family

Contact Person

Contact Person Name *

Contact Person Phone *

Contact Person Email *

SUBMIT

CANCEL

Please choose from one of the twenty pre-selected pictures. You must save the picture to your computer to upload the picture.

You may use another picture that the youth has selected if the youth and caseworker feel it better represents them and provides no safety concerns. Please note that the picture cannot be of the youth or any other person.

Recommended Photo size:

500x350, less than 1 MB

Individual Profile Detail Page

Foster, Adoption and Kinship Care

INDIVIDUAL CHILDREN

SIBLING GROUPS

LOG OUT

← BACK TO LISTING

1

✎ EDIT

2

🗑 DELETE

3

4

Profile Approved. This profile has been published on the public website.

⊙ DEACTIVATE

Meet Christine

(Profile Preview) - Expires 2020-06-02
 ID Number: T3T4U2
 Age: 15
 Gender: Female
 Race: Black/African American

About

Christine goes by Chris. Chris loves to watch makeup tutorials on YouTube. She is also into clothing and fashion. She recently took a jewelry making class and is very proud of her pieces. She thinks she may want a career in fashion one day. Chris loves to watch movies, her favorite movie is Black Panther, she is a huge Marvel fan. Chris can be quiet and reserved, and loves to listen to music with her headphones on.

Desired Family

Chris wants a family that is open and accepting. Chris is good with animals and children. She needs a family willing to help her navigate the world and be supportive of her dreams.

5

Caseworker Information

Contact: Tara Shook
 Phone: 330-555-5555
 Email: Tara.Shook@jfs.ohio.gov

1. Back to Browse All Profiles page
2. Edit this profile
3. Delete this profile
4. Profile Status
5. Contact Person Detail

Individual Profile Workflows

Profile Status and Visibility in public site.

STATUS	Description	Visible in Public Site
Approved	Approved by administrator	Yes
Inactive	Temporary hold from public site	No
Rejected	Profile needs to be updated by caseworker	No
Expired	Profile needs to be updated by caseworker	No

Administrators have permission to publish, reject, activate, deactivate, and delete a profile.

Caseworkers can send profiles for approval, edit, deactivate, and delete a profile.

Browse Sibling Group Profiles

Home -> Sibling Groups -> Browse all profiles



Foster, Adoption and Kinship Care

INDIVIDUAL CHILDREN

SIBLING GROUPS

LOG OUT

Sibling Profiles

All sibling children currently active and seeking homes can be found below. Browse all or search using the filter.

[NEW PROFILE](#)

Search by Name / ID Filter by STATUS 5

Modified On <input type="button" value="v"/>	Photo	Status	Group Name
2019-10-31		Approved	Ram & Uday
2019-10-30		Waiting Approval	Brother & Sister

1

Create New Profile

To create a sibling group, the children must first be entered as individual profiles. Once they are in the system as individual children, you can click on new profile to combine them and create a new sibling group.

Search/Browse Profiles

1. Search by Group Name / ID (6 characters alphanumeric Photolisting ID)
2. Filter by Status – Inactive, Published, Rejected, Waiting Approval
3. Sort by Last Modified Date, Status or Group Name
4. Show five, ten, or twenty-five profiles per page

Sibling Group Profile Form

Home -> Sibling Group -> Create New Profile

Sibling Profile

Strength-based narratives for the Ohio Photolisting will allow youth to put their best foot forward. The narratives should engage potential adoptive parents and paint a picture of the youth in a positive light. You must include the youth in the creation of the profile, allowing them to contribute ideas and thoughts. The youth must be aware of the information contained in the profile. Collaboration with the youth will allow them to understand and be supportive of the information being shared about them. Please always keep in mind that these profiles are easily accessible to all members of the public. Safety, respect, and integrity should be a top priority.

Photo

At this time, we will not be uploading photos of youth. Instead, we are asking that the child choose one of the pre-selected pictures available using the Stock Photos links below or they may choose another picture that has significant meaning to them. Pictures must not include people and must be appropriate for public posting. We will continue to review additional security measures for any future enhancements to the photolisting. The safety of Ohio's most vulnerable children remains our top priority.

Stock Photos

Click on the links below to view each photo. To choose one, please save it to your computer and upload below.

- [All Sports, Art, Beach, Books, Burger and Fries](#)
- [Camping, Cooking, Flowers, Game Night, Heart and Headphones](#)
- [Horses, Makeup, Movie Night, Music, Paw Prints](#)
- [Pizza, Social Media, Sporting Event, Sunset, Technology](#)

File Name	Size
Drop files to attach, or browse	

Group Id *

D9P9T9

Sibling Group Selection

Sibling Children *

Sibling Count

Please fill in all fields accordingly.

Recommended Photo size:
500x350, less than 1 MB

Contact Person:

Please fill in the caseworker's information (Caseworker's Name, Phone & Email)

Note:

- You can select only approved Individual Profiles that are not part of a sibling group.
- Caseworkers will submit the profile for approval. Administrators will review the profile for spelling, grammar, negativity or safety concerns. The administrator will publish the profile or reject the profile. If a profile is rejected the caseworker will receive an email explaining the reason for the rejection.

About

What to include:

- First name
- Positive personality traits
- Hobbies and interest
- What they like about school
- What makes them laugh
- Things that are important to them
- Interesting quotes from the child

What not to include:

- Last name or other identifying information
- Information about past abuse or neglect
- Behavior challenges
- Placement information
- Medical information
- Painful or embarrassing information
- Negative information or beliefs
- Fears or anxieties
- Specifics that might limit potential families
- Intellectual ability
- Sexual orientation or gender identity, unless the youth
 - specifically wants the information shared with the public
 - is aware of the potential impact of sharing the information

Group Profile

Desired Family

Contact Person

Contact Person Name *

Contact Person Phone *

Contact Person Email *

SUBMIT & PUBLISH

CANCEL

Please fill in all fields accordingly.

Recommended Photo size:
500x350, less than 1 MB

Contact Person:

Please fill in the caseworker's information (Caseworker's Name, Phone & Email)

Note:

- You can select only approved Individual Profiles that are not part of a sibling group.
- Caseworkers will submit the profile for approval. Administrators will review the profile for spelling, grammar, negativity or safety concerns. The administrator will publish the profile or reject the profile. If a profile is rejected the caseworker will receive an email explaining the reason for the rejection.

Sibling Profile Detail Page

← BACK TO LISTING **1** **2** EDIT **3** DELETE

4

Profile Approved. This profile has been published on the public website. DEACTIVATE

Meet Michael & David

(Profile Preview) - Expires 2020-06-03
ID Number: Q2P1H5

5

About
Michael and David love to laugh together while watching movies. The boys also enjoy comics and sports.

Desired Family
Michael and David had been separated but are now living together again. They are thrilled to be in the same family and are looking for an adoptive family who can ensure they never have to lose one another again.

Caseworker Information
Contact: Rebecca Holmes
Phone: 216-555-5555
Email: RebeccaH@cuyahoga.com

1. Back to Browse All Sibling Group Profiles page
2. Edit the sibling profile
3. Delete the sibling profile
4. Profile Status
5. Contact Person Detail
6. Go to Child's Profile Page to edit child's profile
7. Go to Child's Profile Page to edit child's profile

Michael Smith (Profile Preview)

Child's Detail
Expires 2020-06-03
ID Number: L3H6J1
Age: 15
Gender: Male
Race: Black/African American

About the Child
Michael loves to read comic books. DC comics are his favorite and he is a huge fan of the Batman movies. Michael also collects Hotwheel cars and has since he was seven years old. His foster father reports that due to his interest in cars he often helps his father foster with car repairs. His foster father reports that Michael is very helpful and learns quickly.

Desired Family
Michael likes to help others and would like to be part of a family that loves helping others. Michael wants a family who will love him and care for him now and in the future: "I'd like a family who can help me accomplish my dreams. I know I can go far!"

VIEW PROFILE **6**

David Smith (Profile Preview)

Child's Detail
Expires 2020-06-03
ID Number: J3Q9C2
Age: 14
Gender: Male
Race: Black/African American

About the Child
David is on the honor roll at school, where his favorite subjects are biology and language arts. In biology, he just finished a section on cell division, and he loves to share what he's learned with others. His teachers report that he's a pleasure to have in class. David also loves sports, his favorite team is the Cleveland Cavaliers. David also likes watching football and baseball on television.

Desired Family
David wants a family that will encourage and participate in his love of science and sports. He hopes to have a family to watch sports with and cheer on his favorite team.

VIEW PROFILE **7**

Sibling Group Profile Workflows

Profile Status and Visibility in public site.

STATUS	Description	Visible in Public Site
Approved	Approved by administrator	Yes
Inactive	Temporary hold from public site	No
Rejected	Profile needs to be updated by caseworker	No
Expired	Profile needs to be updated by caseworker	No

Administrators have permission to publish, reject, activate, deactivate, and delete profiles.

Caseworkers can send profiles for approval, edit, deactivate, and delete profiles.

Deleting Profiles from the Photolisting

The Ohio Photolisting will provide an opportunity to gather statewide data on adoption outcomes. When a profile is deleted from the Photolisting the caseworker will be prompted to select from sixteen reasons for deleting the profile.

Delete Confirmation

This will delete Sean's entire profile from the system. It will be unrecoverable once it is deleted and will require all information be reentered for him/her to appear in photolisting again.

Deletion Comment *

- Make Selection
- Adopted in Ohio - with foster family
- Adopted in Ohio - with relative or kin
- Adopted in Ohio - with non-relative
- Adopted in Ohio - Unknown
- Adopted outside Ohio - with foster family
- Adopted outside Ohio - with relatives or kin
- Adopted outside Ohio - with non-relative
- Adopted outside Ohio - Unknown
- Withdrawn - Child reached age of majority
- Withdrawn - Child AWOL
- Withdrawn - Transfer to another agency
- Withdrawn - Legal custody / guardianship to relative
- Withdrawn - Legal custody / guardianship to non-relative
- Withdrawn - Change of goal from adoption
- Withdrawn - Death of child
- Withdrawn - Other

Caseworkers must choose the comment that best matches the reason for deleting the profile. Accurate data collection is critical for future work around the Photolisting as well as adoption in Ohio.

Adding/Removing System Users and Transferring Profiles

Please email one of the following ODJFS staff to request a user be added/removed or profiles to be transferred to another caseworker.

Shelene Williams	Shelene.Williams@jfs.ohio.gov
Jennifer Kobel	Jennifer.Kobel@jfs.ohio.gov
Kelly McMullen	Kelly.McMullen2@jfs.ohio.gov
Rebekah Murray	Rebekah.Murray@jfs.ohio.gov
Tara Shook	Tara.Shook@jfs.ohio.gov