

Central Registry Notice



Knowledge Base Article

Central Registry Notice

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Central Registry Notice

Overview

This document outlines the process of determining if a Central Registry Notice was previously issued and how to resend a notice within the Ohio SACWIS system.

Security Requirements

The following Ohio SACWIS security user group is needed for this functionality:

Print Center Administrator – This will permit the user to resend the Central Registry Notice to the Print Center.

Navigating to the Print Center

From the Ohio SACWIS Home page:

1. Click on the **Administration** tab.
2. Click the **Maintenance** tab.
3. Click the **Print Center** link on the side navigation menu.



The **Print Center Notice Search Criteria** screen displays.

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Viewing and Resending a Notice

1. Enter the appropriate search criteria into the fields as needed OR select **Central Registry Notice** from the **Notice Type** dropdown menu.
2. Click the **Search** button.

The screenshot shows the 'Print Center Notice Search Criteria' form. On the left is a sidebar with navigation links: Agency Information, Unit & Supervisor, Action Items, Notifications, Lookup Data, Action Items Dismissal, Broadcast Message, Court Information, Tribe Information, KCCP Eligibility Income Limits, and **Print Center** (highlighted with a blue box). The main form area has a title bar 'Print Center Notice Search Criteria'. It contains several input fields: 'Person ID:', 'Person Last Name:', 'Person First Name:', 'Case ID:', 'Case Last Name:', and 'Case First Name:'. There are '~ OR ~' labels between the Person and Case fields. Below these are 'Notice Type:' (dropdown menu with 'Central Registry Notice' selected, highlighted with a red box), 'Notice Status:' (dropdown menu), and 'Notice Send Date Span:' (date range selector with 'From Date:' and 'To Date:' labels, each with a calendar icon). At the bottom, there is an 'Agency:' dropdown menu, a 'Search' button (highlighted with a red box), and a 'Clear Form' button.

The **Central Registry Notices** that have been sent from the Print Center will display within the **Print Center Notice Search Results** grid. While you are not able to view the actual notice the worker does have the ability to resend a notice that may have been lost.

3. Click, **Resend Link** on the appropriate **Notice ID**.

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Search Clear Form

Print Center Notice Search Results

Result(s) 1 to 13 of 13 / Page 1 of 1

	Notice ID	Person ID / Last Name, First Name	Case ID / Last Name, First Name	Agency	Notice Type	Date Notice Sent	Status
	0000001234	123456 / Sacwis, Susie	121212 / Sacwis, Scott	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Resend Notice Requested
Resend Link	0000001235	131313 / Robertson, Robert	123412 / Robertson, Peter	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Sent to Print Center
Resend Link	0000001236	123456 / Sacwis, Susie	121212 / Sacwis, Scott	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Sent to Print Center
Resend Link	0000001237	131313 / Robertson, Robert	123412 / Robertson, Peter	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Sent to Print Center
	0000001238	123456 / Sacwis, Susie	121212 / Sacwis, Scott	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Resend Notice Requested
	0000000004 Associated Notice: 0000000003	131313 / Robertson, Robert	123412 / Robertson, Peter	Test County Children Services Board	Central Registry Notice	08/05/2024	Resend Notice Requested

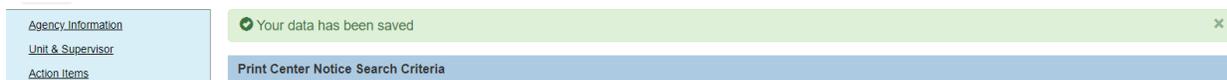
A **Pop-Up box** displays verifying if the user wants to proceed.

4. Click the **Ok** button.



Note: If the user does not want to send the notice to the Print Center, click the **Cancel** button.

If Ok is clicked, a notification will display verifying your data has been **Saved**.



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The Notice that was resent, will now display a status of **Resend Notice Requested**.

Print Center Notice Search Results

Result(s) 1 to 13 of 13 / Page 1 of 1

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Resend Link	0000001235	131313 / Robertson, Robert	123412 / Robertson, Peter	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Sent to Print Center
	0000001236	123456 / Sacwis, Susie	121212 / Sacwis, Scott	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Resend Notice Requested

Note: If a Notice has more than one Notice ID, this means this Notice has been sent to the print center multiple times. See an example below of an **Associated Notice Number ID**.

Print Center Notice Search Results

Result(s) 1 to 13 of 13 / Page 1 of 1

	Notice ID	Person ID / Last Name, First Name	Case ID / Last Name, First Name	Agency	Notice Type	Date Notice Sent	Status
	0000001234	123456 / Sacwis, Susie	121212 / Sacwis, Scott	Test County Department of Job and Family Services	Central Registry Notice	08/27/2024	Resend Notice Requested
	0000000004 Associated Notice: 0000000003	131313 / Robertson, Robert	123412 / Robertson, Peter	Test County Children Services Board	Central Registry Notice	08/05/2024	Resend Notice Requested

Note: The **Notice ID** is the unique ID for each notice.

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