

Reviewing Agency Certification Inquiry Background Checks in OCAF



**Department of
Children & Youth**

Knowledge Base Article

Reviewing Agency Certification Inquiry Background Checks in OCAF

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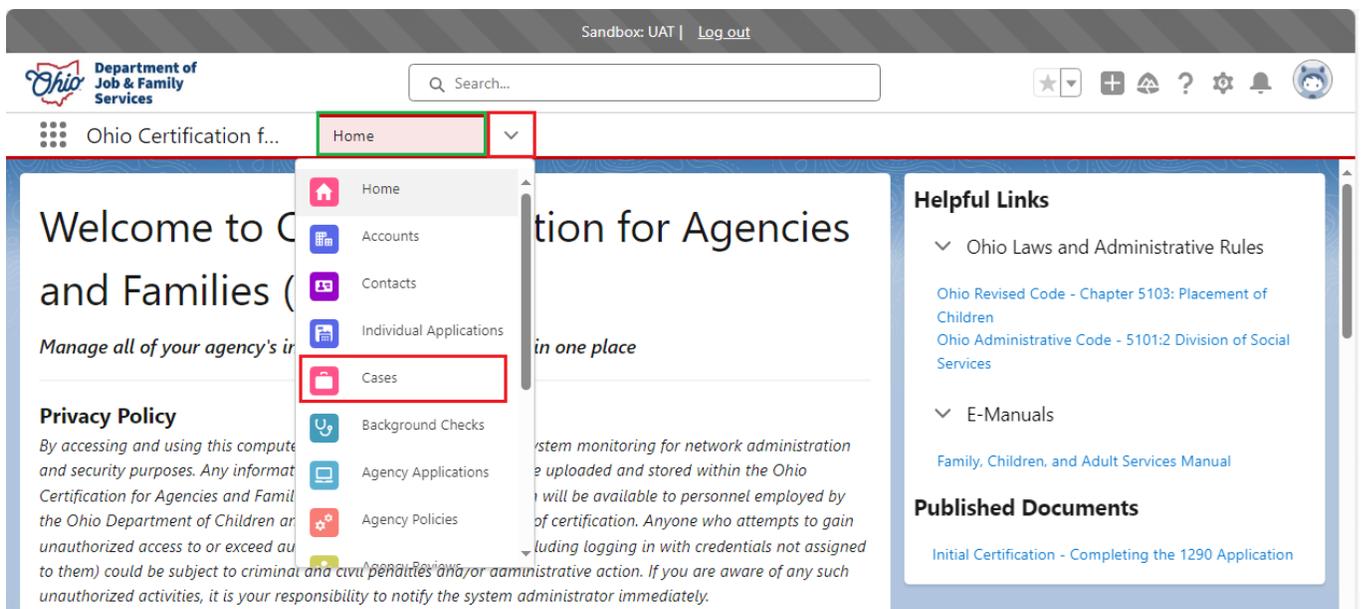
Overview

This User Guide describes how a Licensing Specialist reviews a background check during the Initial Inquiry for an Agency Certification process. If the Licensing Specialist needs to review a background check outside of the Initial Inquiry process, please refer to this User Guide: [Licensing Specialist Access to Background Checks OCAF](#).

Navigating to Open Agency Inquiries - Licensing Specialist

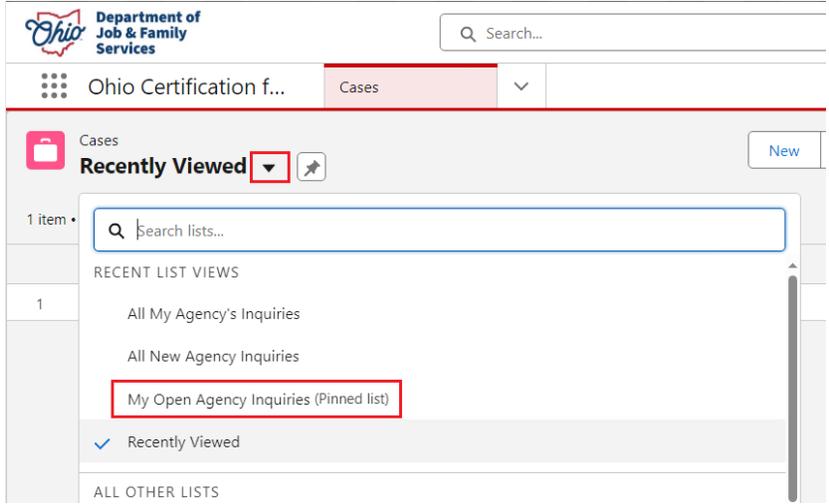
From the **Licensing Specialist OCAF Home** screen:

1. Select **Cases** from the dropdown.

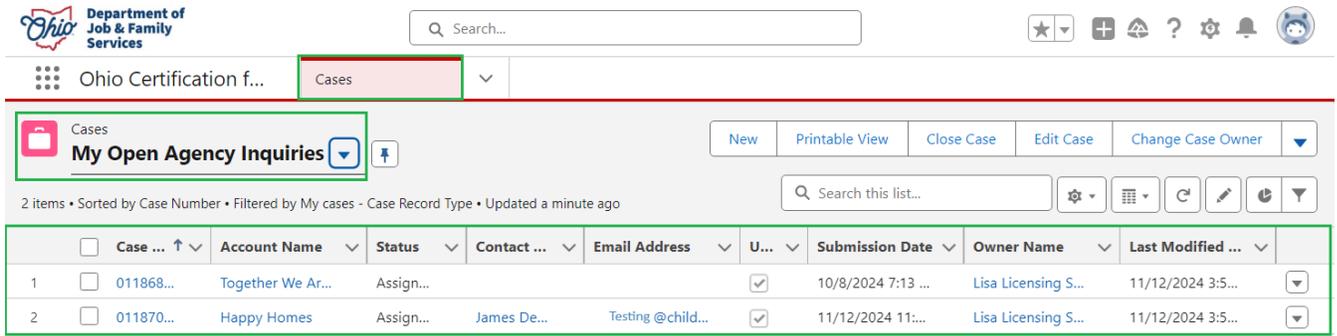


2. Select **My Open Inquiries** from the dropdown menu.

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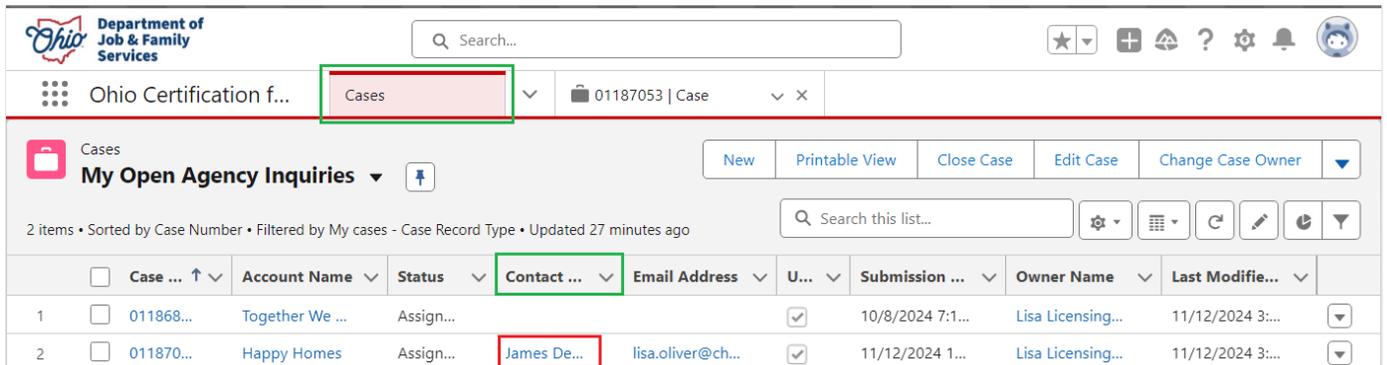
The **My Open Agency Inquiries** screen appears. The Inquires listed here are assigned to you.



Background Check Review

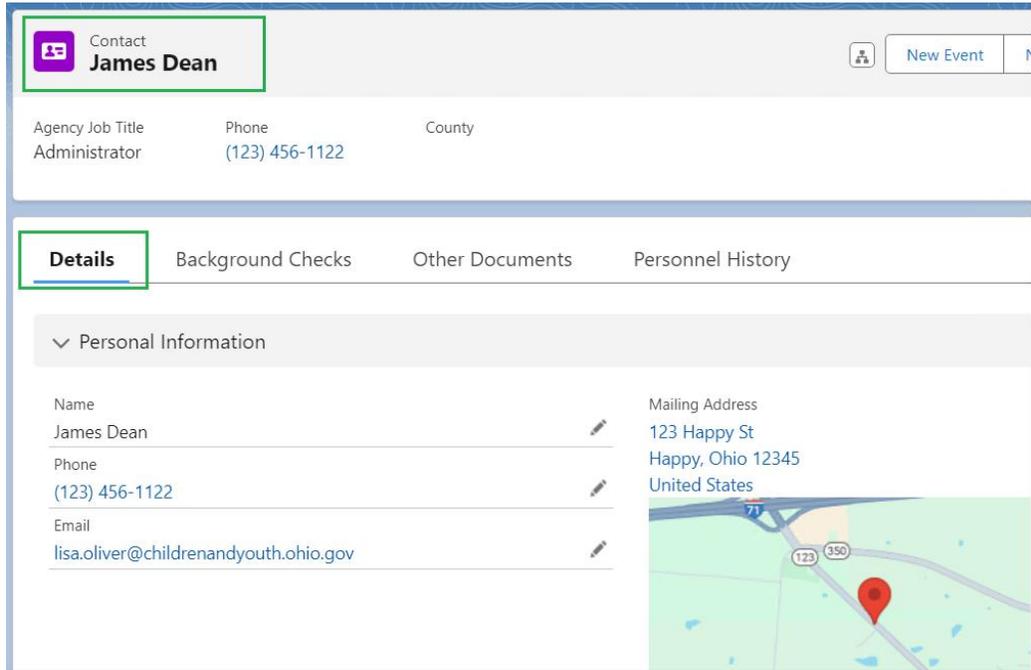
From the **My Open Agency Inquiries** screen:

1. Click on the **Contact Name** for the appropriate inquiry.



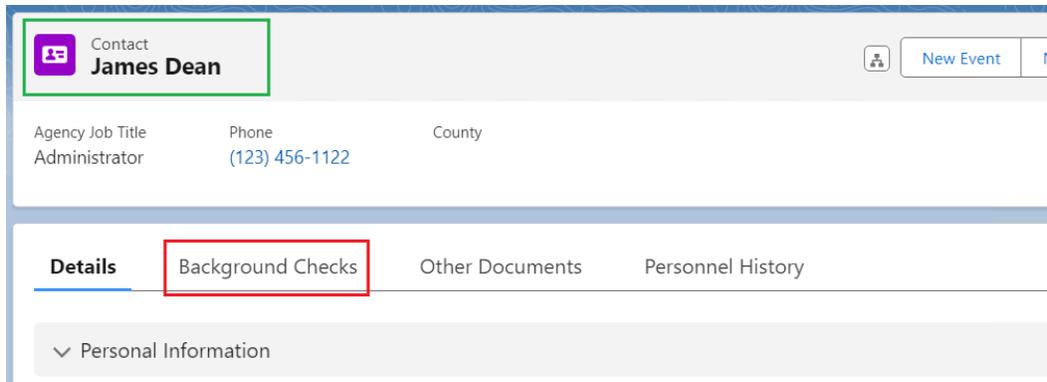
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The **Contact Details** screen displays, defaulting to the **Details** tab.



The screenshot shows the 'Contact Details' screen for James Dean. At the top, there is a header with a purple contact icon, the name 'James Dean', and a 'New Event' button. Below the header, there is a table with columns for 'Agency Job Title', 'Phone', and 'County'. The 'Agency Job Title' is 'Administrator', the 'Phone' is '(123) 456-1122', and the 'County' is blank. Below the table, there are four tabs: 'Details', 'Background Checks', 'Other Documents', and 'Personnel History'. The 'Details' tab is selected and highlighted with a green box. Below the tabs, there is a section titled 'Personal Information' with a dropdown arrow. This section contains two columns of information. The left column has 'Name' (James Dean), 'Phone' ((123) 456-1122), and 'Email' (lisa.oliver@childrenandyouth.ohio.gov). The right column has 'Mailing Address' (123 Happy St, Happy, Ohio 12345, United States) and a map showing the location. Each field has a small edit icon to its right.

2. Click the **Background Checks** tab.



This screenshot is identical to the one above, but the 'Background Checks' tab is now selected and highlighted with a red box. The 'Details' tab is no longer highlighted.

The **Background Checks** screen appears.

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Contact
James Dean

Agency Job Title: Administrator | Phone: (123) 456-1122 | County:

Details | **Background Checks** | Other Documents | Personnel History

Background Checks (2)
2 items • Sorted by Created Date • Updated a few seconds ago

Background Check Number	Criminal Record Check Type	Date of Background Check	Status
1 BGC-0127	BCI Only	11/1/2024	Pending
2 BGC-0128	FBI Only	11/1/2024	Pending

[View All](#)

3. To view the Background Checks, click the blue hyperlink under **Background Check Number**.

Contact
James Dean

Agency Job Title: Administrator | Phone: (123) 456-1122 | County:

Details | **Background Checks** | Other Documents | Personnel History

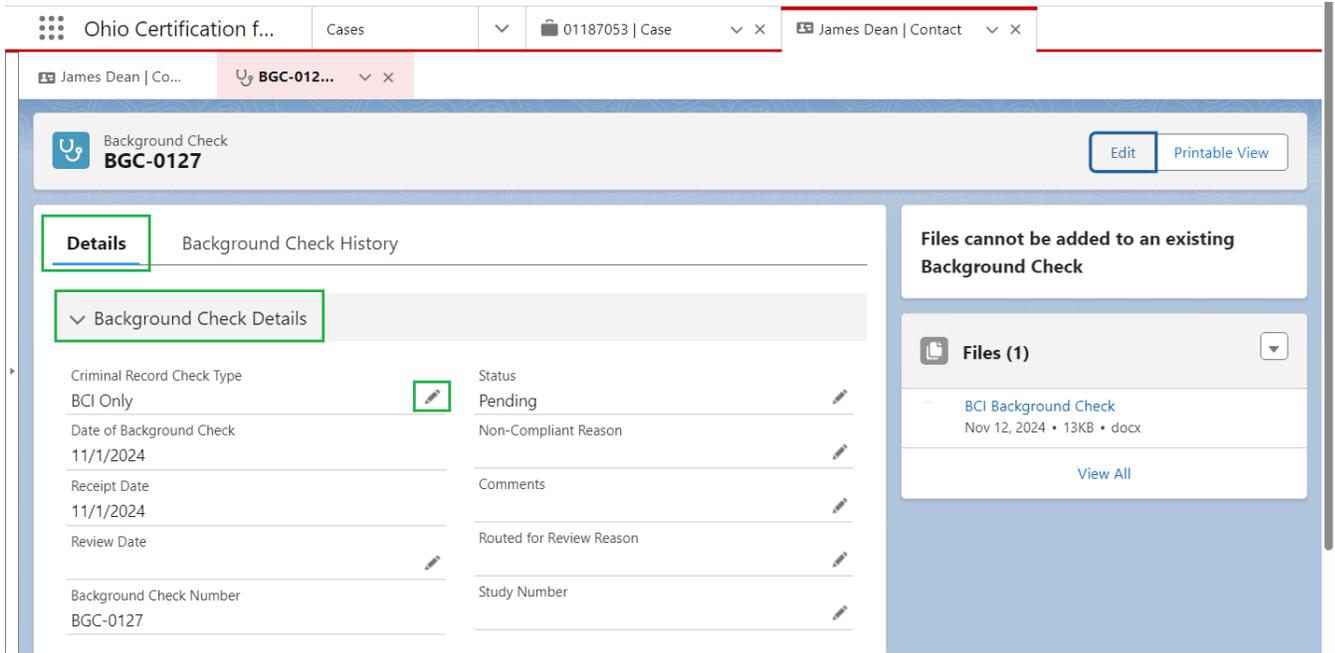
Background Checks (2)
2 items • Sorted by Created Date • Updated a few seconds ago

Background Check Number	Criminal Record Check Type	Date of Background Check	Status
1 BGC-0127	BCI Only	11/1/2024	Pending
2 BGC-0128	FBI Only	11/1/2024	Pending

[View All](#)

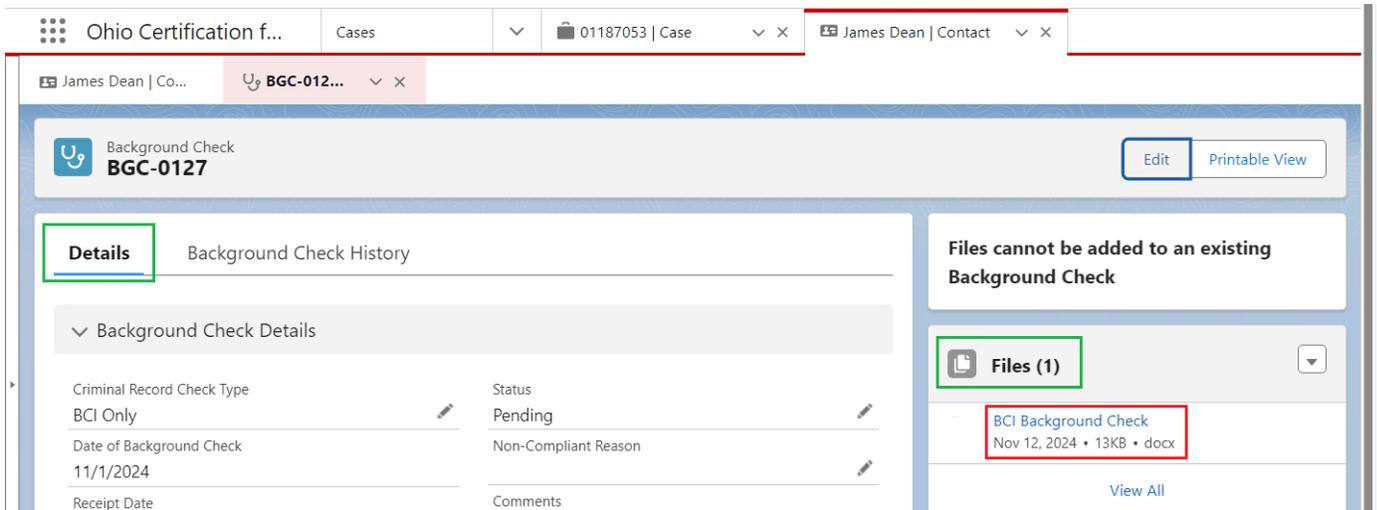
The **Background Check Details** screen appears. This tab displays the information entered by the agency, such as: **Criminal Record Check Type**, **Date of Background Check**, **Receipt** and **Personnel Name**. All these fields with the **Edit Icon** next to them are **Editable**.

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Here is where the Licensing Specialist and/or Supervisor will **Review** the **Received Background Check**. See Below:

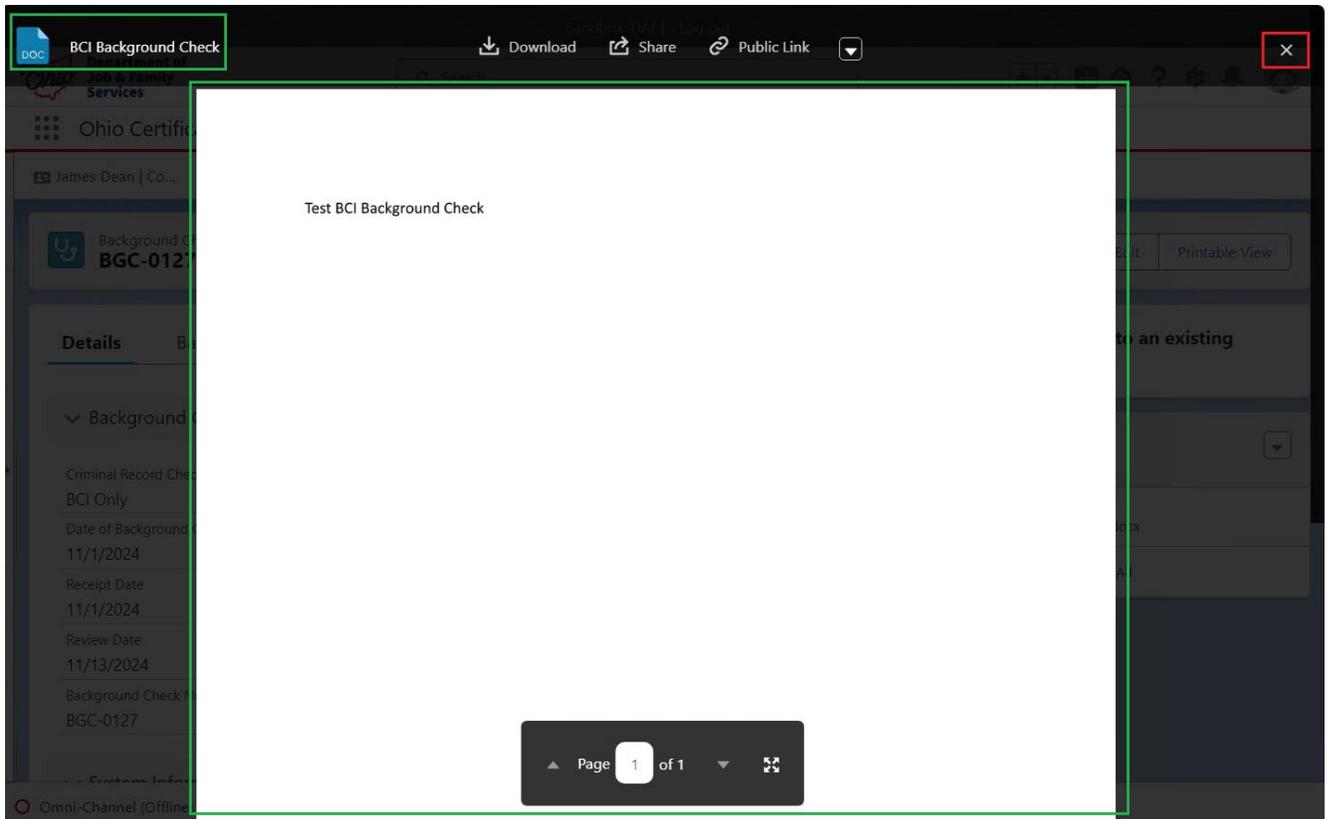
4. Click the **BCI Background Check** blue hyperlink under **Files**.



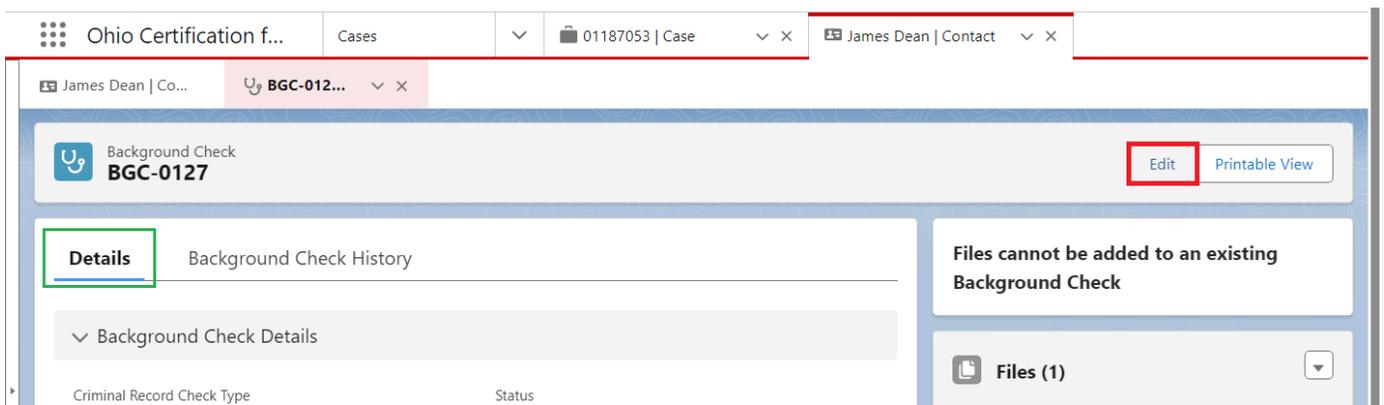
The **Background Check** displays in a separate window.

5. Click the **X** button when finished Reviewing the Background Check.

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6. Once done reviewing, click the **Edit** button.



An Edit box appears allowing the user to **Edit** the status of the Background Check.

7. Make a selection from the **Status** dropdown menu.
8. Select a **Review Date**.
9. Click **Save**.

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Edit BGC-0127

* = Required Information

Background Check Details

*Criminal Record Check Type
BCI Only

Date of Background Check
11/1/2024

Receipt Date
11/1/2024

Review Date
11/13/2024

Background Check Number
BGC-0127

*Status
Compliant

Non-Compliant Reason
--None--

Comments

Routed for Review Reason
--None--

Study Number

System Information

Cancel Save

Note: If the Background Check is **Non-Compliant** or needs corrected, please refer to this User Guide for further instruction: [Licensing Specialist Access to Background Checks OCAF](#).

A message will display verifying the Background Check has been saved.



The **Status** now shows as Compliant on the **Background Check** screen.

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Details Background Check History

Background Check Details

Criminal Record Check Type	Status
BCI Only	Compliant
Date of Background Check	Non-Compliant Reason
11/1/2024	
Receipt Date	Comments
11/1/2024	
Review Date	Routed for Review Reason
11/13/2024	
Background Check Number	Study Number
BGC-0127	

The **Status** also shows Complaint on the **Contact Details** screen, **Background Check** tab.

Contact **James Dean**

Agency Job Title: Administrator | Phone: (123) 456-1122 | County:

Details **Background Checks** Other Documents Personnel History

Background Checks (2)

2 items • Sorted by Created Date • Updated 2 minutes ago

Background Check Number	Criminal Record Check Type	Date of Background Check	Status
1 BGC-0127	BCI Only	11/1/2024	Compliant
2 BGC-0128	FBI Only	11/1/2024	Pending

[View All](#)

If you need additional information or assistance, please contact the JFS DCY Customer Care Center at <https://odifs2.my.site.com/CustomerCareCenter> .