Deployment Communication
Ohio Certification for Agencies and Families (OCAF)
Agency Certification

Who will this impact?
Any user who contributes to the certification of a recommending agency.

What problem are we trying to solve?
Currently, there are three systems that contain certification information. The Ohio Department of Children and Youth (DCY) is working to improve the certification process for both agencies and homes by implementing a streamlined system that integrates with the children services system on record, Ohio Statewide Automated Child Welfare Information System (SACWIS) in a phased approach. This phase will move all certification activities from Ohio Certification and Licensing Management (OCALM) system into OCAF reducing the need for duplicate entry into Ohio SACWIS as well as increasing transparency for agencies going through the process.

What can you expect?
After December 22, 2024, **stop working** in OCALM. On January 1, 2025, **start working** in OCAF.

OCALM will not be turned off at the end of the day, December 22, 2024, but any information entered into OCALM beginning at midnight on December 23, 2024, the user will have to duplicate the information into OCAF.

OCAF will contain the following functionality:
- Agency inquiries
- Agency applications
- Agency information
- Agency personnel
- The initial certification process
- Agency Policies, Plans, and Documents
- Full and focused Reviews
- Compliance Summary, findings, and Corrective Action Plans (CAP)
- Additional Visits
- Complaints

Data will be converted from OCALM into OCAF to ensure data is not lost. Some information that was pending as of December 23, 2024, will need further review to ensure the information is still applicable to the new format as not all fields transferred 1 to 1.

The information related to certification of agencies created or edited in OCAF will be sent to Ohio SACWIS automatically. The information sent to Ohio SACWIS from OCAF will be read only fields in Ohio SACWIS.

Agency records will be created or updated in Ohio SACWIS when the following occurs in OCAF:
- Upon submission of an agency application
- When an agency inquiry has been accepted by the licensing specialist
- When an initial certification application status is approved by the bureau chief
- Changes are made post certification
- Amendments

Specific fields in Ohio SACWIS that will become read only:
- QRTP compliance spans
- Changes to an agency's functions
- Changes to the facility information
- Agency name
- Facility type, status – active/inactive
- Effective date
- End date
- Agency address, phone, and/or fax
- Addition/deletion of a facility
- Living unit changes
- Agency contract name
- Residential provider name
- Residential provider address

The user will be notified in real time if there is an error with sending the information to Ohio SACWIS.

How can you prepare?

DCY will be completing a conversion of documents from the previous system, OCALM, into OCAF. This will take place starting on December 23, 2024. This is why users must stop work in OCALM as of December 22, 2024. Please plan to have your work completed in OCALM by this date.

Starting in January, users will begin working in OCAF to complete necessary steps to become an agency, become certified, maintain certification, and complete other steps to maintain their agency.

DCY is hosting a second training for users on January 7, 2025, at 9 AM. The training from December 2, 2024 and the January 7th training will be recorded and posted on the [Knowledge Base site](). Registration for the trainings can be completed [here.]()

If you do not have access to OCAF, it is recommended you begin requesting access now. Directions on requesting access can be found here: [SACWIS Knowledge Base - Accessing OCAF]().

Knowledge base articles are available to assist with the transition and use of OCAF are found [here.]()

The [DCY Continuous Certification and OCAF Information - Home]() site has many resources, as well as frequently asked questions documents.

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