

**Ohio Department of Job and Family Services  
Office of Families and Children  
Adult Protection Services**

**Policy and Practice Guidance Document #024  
Ohio Database for Adult Protective Services (ODAPS)  
User Access and Updates  
June 1, 2022**

**Background**

The purpose of this policy and practice guidance is to provide information regarding the elimination of Community roles and provide explanation for how the CDJFS and/or its designated agency is to request access, request revocation of access, or request a change to a user's role in ODAPS.

Per Ohio Administrative Code (OAC) 5101:2-20-02, access to the Ohio Database for Adult Protective Services (ODAPS) is granted by the Ohio Department of Job and Family Services (ODJFS) based upon the request of the county department of job and family services (CDJFS) or its designated agency. The CDJFS, or its designated agency, is to notify ODJFS of all personnel changes regarding staff access needs for ODAPS. ODAPS users must be assigned appropriate user roles and their information updated regularly to ensure that the system is being accessed and utilized properly.

**Procedures**

The following procedures should be followed when requesting access and/or revoking access to ODAPS, requesting a change in role, or requesting access be reactivated. Digital 7078s mentioned below are submitted to the county agency's Technical Point of Contact (TPOC); any questions related to the 7078 should be directed to the TPOC.

*Requesting access to ODAPS for staff:*

- 1) The worker's supervisor must submit a digital 7078 with the appropriate ODAPS role listed.
  - a. The digital 7078 can be accessed at <https://dx.myohio.gov/>
  - b. Click on "My Workspace"- Applications, and select "ODJFS Digital 7078"
  - c. In the search box, enter the name of the worker that needs access; select that person, and click submit
- 2) On the digital 7078 use the following values:
  - a. Click "Access Request"
  - b. Select "ODJFS-Office of Families and Children (OFC)" from the drop-down menu when asked for the Program Office

- c. Under “Additional request details,” type the ODAPS role required. (Please see the information below that defines the roles available)
- d. Select “ODAPS-Ohio Database for Adult Protective Services” from the drop-down menu under “Other Applications”

*Requesting access to ODAPS be revoked:*

Follow the same steps as requesting access; choose the “Access Revoke” button instead.

*Requesting a change in a user’s ODAPS role:*

- 1) Request that the old role be revoked as outlined above.
- 2) Request that the new role be granted as outlined above.

Once the 7078 has been completed for any of the situations listed above, the county designated APS contact is to send an updated ODAPS County Mandatory Information spreadsheet (please see sample below) to the APS mailbox at [APS\\_Mailbox@jfs.ohio.gov](mailto:APS_Mailbox@jfs.ohio.gov). *The spreadsheet must be received by ODJFS before the request will be approved. An electronic copy of the spreadsheet can be requested from the APS mailbox.*

### Sample ODAPS County Mandatory Information Spreadsheet

First Name	Last Name	Email	Username	County	Role	Profile	State User ID	Supervisor
Kathy	Caseworker	<a href="mailto:kathy.caseworker@jfs.ohio.gov">kathy.caseworker@jfs.ohio.gov</a>	caseworkk	Franklin	Caseworker	APS Caseworker	1234567	Serena Supervisor
Adam	Administrator	<a href="mailto:Adam.Admin@jfs.ohio.gov">Adam.Admin@jfs.ohio.gov</a>	admin11	Franklin	Administrator	APS Supervisor-Community	1234568	Debbie Director
Serena	Supervisor	<a href="mailto:Serena.Super@jfs.ohio.gov">Serena.Super@jfs.ohio.gov</a>	super11	Franklin	APS supervisor	APS Supervisor	1234569	Angela Administrator
Steven	Socialworker	<a href="mailto:Steven.Social1@jfs.ohio.gov">Steven.Social1@jfs.ohio.gov</a>	stevesc	Franklin	Caseworker	APS Caseworker-Community	1234570	Adam Administrator

### ODAPS User Roles

To support future enhancements within ODAPS, the following Community roles will be eliminated:

- APS Screener-Community
- APS Caseworker-Community
- APS Supervisor-Community

All ODAPS users will hold a Salesforce license. Individuals who are currently assigned as a Community Screener or Community Caseworker will be converted to a County Screener.

Individuals who are currently assigned as a Community Supervisor role will be contacted by Business Analysts Lesley Biesk and Brianne Perry to determine appropriate ODAPS access.

Counties will not need to do anything for the conversion as the Business Analysts for ODAPS will work directly with ODJFS Identity and Administration Management (IDAM) to complete the process. Further communication will be sent once IDAM determines the date of conversion.

### **Electronic 7078 Updates**

Community Roles will be eliminated from the 7078 when requesting access, requesting a change in role, or requesting that access be reactivated in ODAPS.

The following roles will be listed on the 7078:

- *APS Supervisor*: County users that have full access to their county cases, the ability to screen and transfer cases, and the ability to approve/reject tasks within a case and manage caseworkers. Supervisors can approve their own case work.
- *County Administrator*: County workers that need read access to county cases and ability to run reports. County Administrator can also assist by making approvals and rejections of tasks if necessary.
- *APS Caseworker*: County workers that need caseworker access to manage all aspects of a case from the investigation, assessment, case plan, to case notes, case closure and Ongoing case management. APS Caseworker can be given the permission to screen cases.
- *County Screener*: County workers that only need the ability to create referrals. They do not have the ability to make screening decisions. Screeners do not have the ability to complete an investigation in ODAPS. They can view existing cases but cannot view assessment or case plan data.

### **Contacts**

For information regarding the elimination of the Community Roles and or user access to ODAPS, please contact one of the following:

- Office of Families and Children's APS Mailbox, [APS\\_Mailbox@jfs.ohio.gov](mailto:APS_Mailbox@jfs.ohio.gov).
- Tia Goodlett, Policy Developer, ODJFS APS, [Tia.Goodlett@jfs.ohio.gov](mailto:Tia.Goodlett@jfs.ohio.gov).