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Licensure and Certification Tracking System

LACTS

Bureau of Licensure and Certification

Bureau of Licensure and Certification Leadership Team

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Housekeeping

Use questions box to enter questions or comments.

We will answer questions throughout the presentation.

If we cannot answer a question, we will ask for your contact information so we can respond when we get the answer.



The Licensure and Certification Tracking System (LACTS) is an online application process that is used to submit the application for initial or renewal licensure or certification of facilities, programs, or behavioral health providers who are licensed or certified by OhioMHAS.



Applicants and currently licensed Behavioral Health Providers and licensed Residential Facilities will use this system to view the status of any current activity or existing licenses and/or certificates, to communicate with OhioMHAS, and to update existing licenses or certificates.



The Licensure and Certification Tracking System (LACTS) is required for the following entities to apply for initial or renewal licensure or certification:

- Community Behavioral Health Agency, including SUD residential and prevention
- Opioid Treatment Program (OTP) Provider
- Driver Intervention Program
- Private Psychiatric Inpatient Hospital
- Residential Facility (Class 1, Class 2, Class 3 Facilities)



The following entities should complete an “Application for Certification” [either a deemed or non-deemed status application]:

- Outpatient mental health and/or addiction treatment provider
- SUD residential and/or withdrawal management provider
- Prevention provider
- Driver Intervention Program
- Opioid Treatment Program (OTP) Provider (unless already currently certified)
- Class One residential facility (unless already currently certified)



The following entity type should complete an "Application of Intent" (Initial only) for an Opioid Treatment Program (OTP) Provider and an "Application for Opioid Treatment Program (OTP) Licensure":

- Opioid Treatment Program (OTP) Provider

The following entity type should complete an "Application for Private Psychiatric Hospital Licensure":

- Private psychiatric hospital provider



The following entities should complete an “Application for Residential Facility Licensure”: Class One, Class Two, & Class Three residential facilities (non-SUD)

Class One: Class one facilities provide accommodations, supervision, personal care services, and mental health services for one or more unrelated adults with mental illness or one or more unrelated children or adolescents with severe emotional disturbances.

Class Two: Class two facilities provide accommodations, supervision, and personal care services to any of the following: one or two unrelated persons with mental illness; one or two unrelated adults who are receiving residential state supplement payments; or three to sixteen unrelated adults

Class Three: Class three facilities provide room and board for five or more unrelated adults with mental illness.





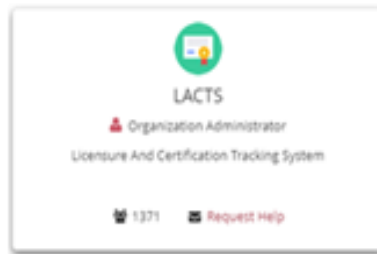
**How am I
going to
figure
this out?**

1. In a web browser, open <https://apps.mha.ohio.gov/iPortal/User/LoginTiles>
2. Click on the tile “Ohio Citizens Login”.



Once you create an [OH | ID](#), you will be brought back to I-portal

In I-portal, you may see the LACTS tile, if your email address is already registered



If you do not see the LACTS tile, you must use the drop down menu and request access to LACTS, which will take you to the LACTS registration page

To request LACTS access, you must have an EIN (Federal Employee Identification Number)

I do not know if I have an EIN. How do I find out or where do I get one?

First check to see if you have one:

<https://apps.mha.ohio.gov/LACTS/Registration/OrganizationLookup>





Licensure and Certification Tracking System

What Organization Do You Work For?

Lookup your organization by Federal Employee Identification Number (EIN) 

*This is the same number that you use for your taxes

Federal Tax ID # : * 

(e.g. 123456789) Federal TaxId is required.

Don't have an EIN? - [Click here to get one](#)

Need additional help? - [Watch Training Videos!](#)



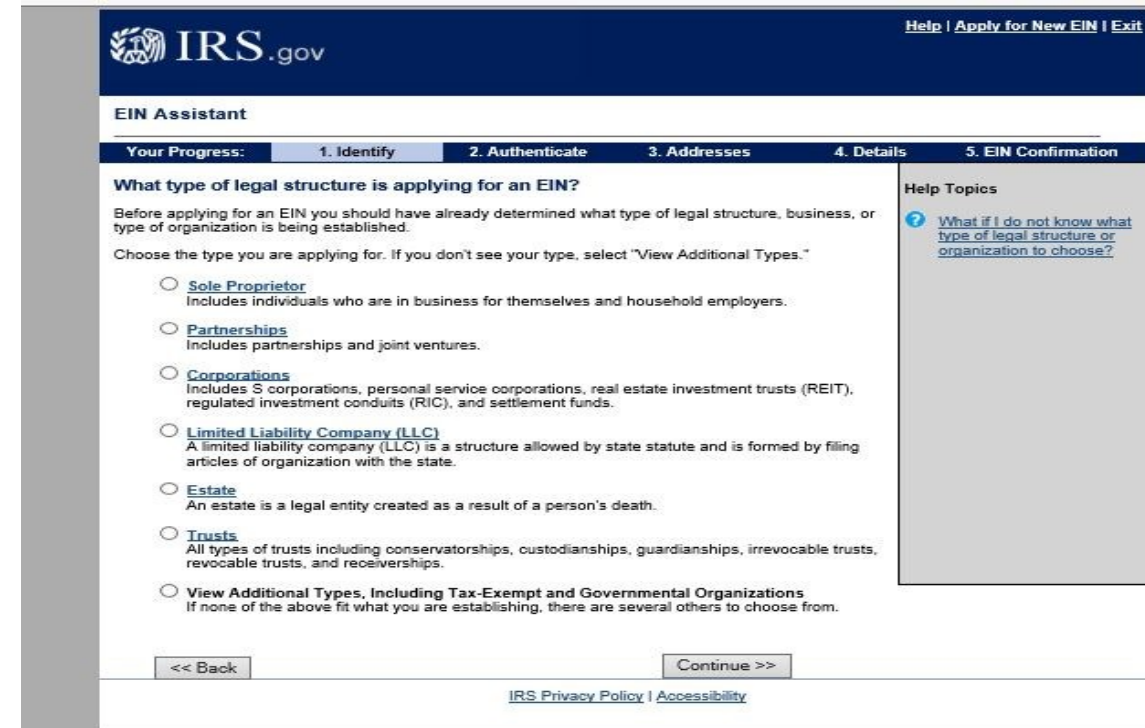
I do not have an EIN, now what?

Apply for one here: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

You must have a valid taxpayer identification number and you can use your SS#

You must know your business structure:

- Sole Proprietor
- Partnership
- Corporation
- Limited Liability Corp (LLC)
- Estate
- Trust



The screenshot shows the IRS.gov EIN Assistant interface. At the top, it says 'EIN Assistant' and 'Your Progress: 1. Identify 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation'. The main heading is 'What type of legal structure is applying for an EIN?'. Below this, it says 'Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established. Choose the type you are applying for. If you don't see your type, select "View Additional Types."'.

The options listed are:

- Sole Proprietor**
Includes individuals who are in business for themselves and household employees.
- Partnerships**
Includes partnerships and joint ventures.
- Corporations**
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- Limited Liability Company (LLC)**
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- Estate**
An estate is a legal entity created as a result of a person's death.
- Trusts**
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- View Additional Types, Including Tax-Exempt and Governmental Organizations**
If none of the above fit what you are establishing, there are several others to choose from.

At the bottom, there are '<< Back' and 'Continue >>' buttons. In the top right corner, there is a 'Help Topics' section with a link: 'What if I do not know what type of legal structure or organization to choose?'.



Great, now I have an EIN, what's next?

You need to contact the **OhioMHAS Help Desk** and request a LACTS account:
Contact: 614-466-1483 or MHAhelpdesk@mha.ohio.gov

You will need to provide the following:

- Email address
- First and Last Name
- Request access to LACTS
- Name of your organization/facility and EIN

You will receive an email with the account information within 48 to 72 hours.



Dear Administrator,

The following individual has requested access to LACTS:

Applicant Name: Ritik Singh

Applicant e-mail address: rs9925886@gmail.com

Organization name/address: Empowering Integrated Care Solutions, LLC, 23215 Commerce Park Rd., Suite 306

Organization phone: (546) 545-6465

The Organization Administrator's User Guide contains instructions for verifying the identity of the applicant and assigning him/her the appropriate role within LACTS (Licensure and Certification Tracking System).

Click [Here](#) to access the Administrator's User Guide: Administrator's User Guide.

Click [Here](#) to assign role.



Should you need assistance, please contact the OhioMHAS help desk at (614) 466-1483 or MHAHelpdesk@mha.ohio.gov.

Thank you,



Please do not reply to this e-mail, as this is an automated account which is not monitored.



I received an email that I have access to Iportal, what is next?

You next need to set up and log into your Iportal Account.

Watch a training video located here:

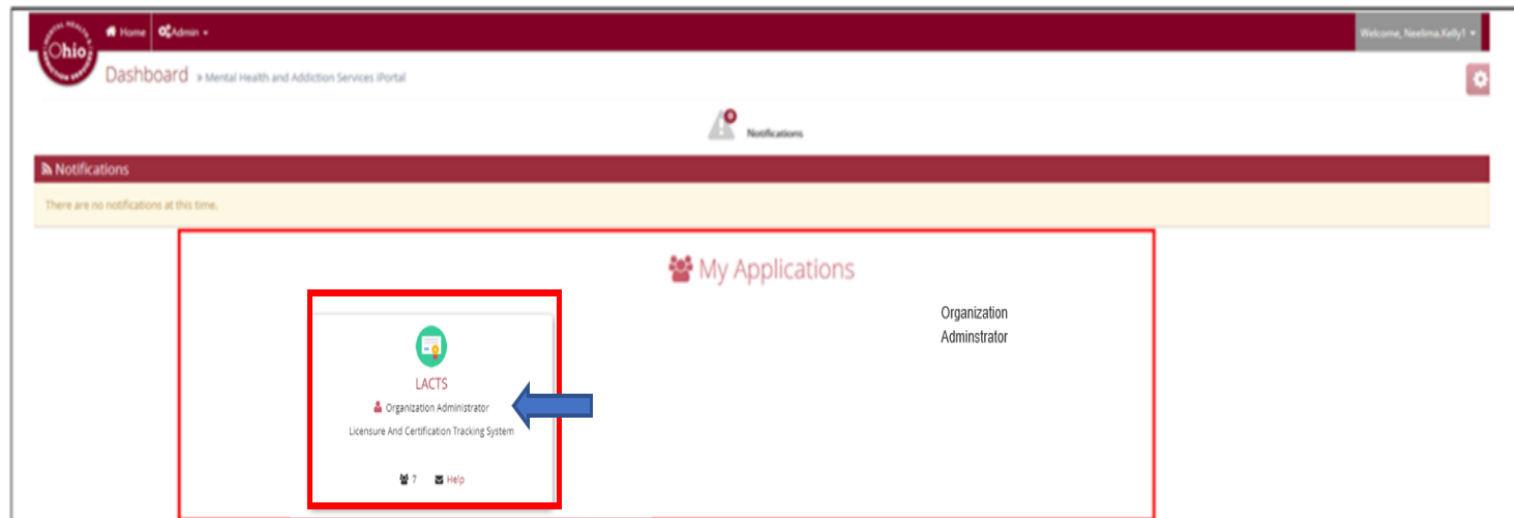
<https://www.youtube.com/watch?v=7oL5A-iZcJ0&feature=youtu.be>

Watch : Creating a Password and Logging in



Iportal Dashboard

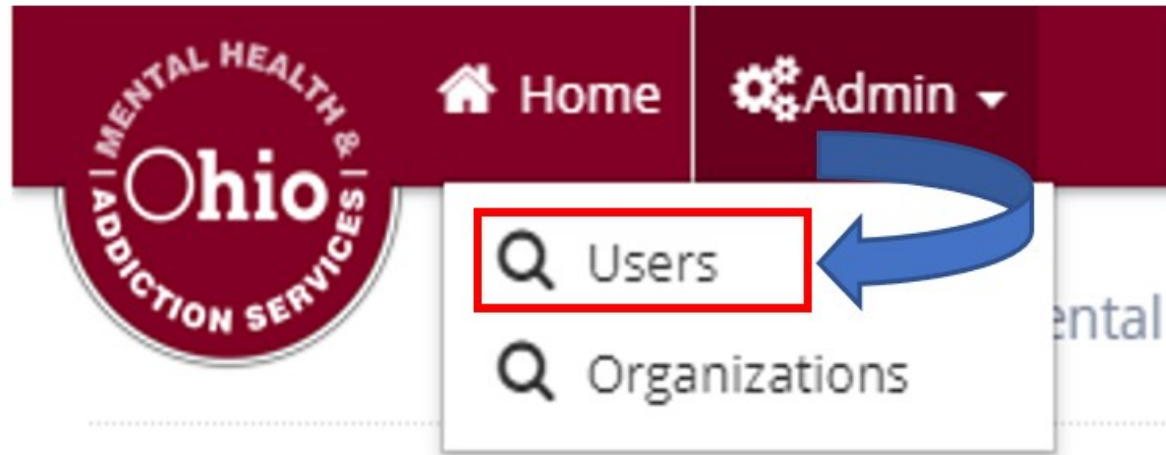
1. After logging in, you will see the IPortal Dashboard.
2. Select the LACTS (Organization Administrator) icon under "My Applications" label of the I-Portal Dashboard



Portal Dashboard

3. Click the "Admin" menu tab.

Select the "Users" option in the drop-down. The system directs you to the "Users" screen



Portal "User" Screen

1. Enter at least one search criteria for search users. In the snapshot below, an email address (the same email address that is captured in the email you received) is entered in the search criteria.
2. Select the Search button. The 'List of Users' table appears in the Search Results.
3. Select the 'Assign Role' link. The system navigates you to the 'Assign Role' screen.



Enter at least one search criteria to search users

State of Ohio User Name:

First Name:

Application Name:

Organization Name:

Email:

Last Name:

Search Clear Search

Search Results

List of Users						
Action	First Name	Last Name	Title	Email	User Type	Is Active
<input checked="" type="checkbox"/> Assign Role	Ritik	Singh		rs9925886@gmail.com	NonStateUser	True

Portal "Assign Role" Screen

1. In the 'Application' drop-down, select the 'LACTS' application. The organization drop-down appears.
2. Now, select the organization (same organization name and address mentioned in the email you received) in the drop-down. The system prompts you to select the role.
3. Mark the checkbox for the 'Applicant' role.





Application: *

LACTS

Organization: *

Empowering Integrated Care Solutions, LLC, 23215 Commerce Park Rd., Suite 306

Roles:

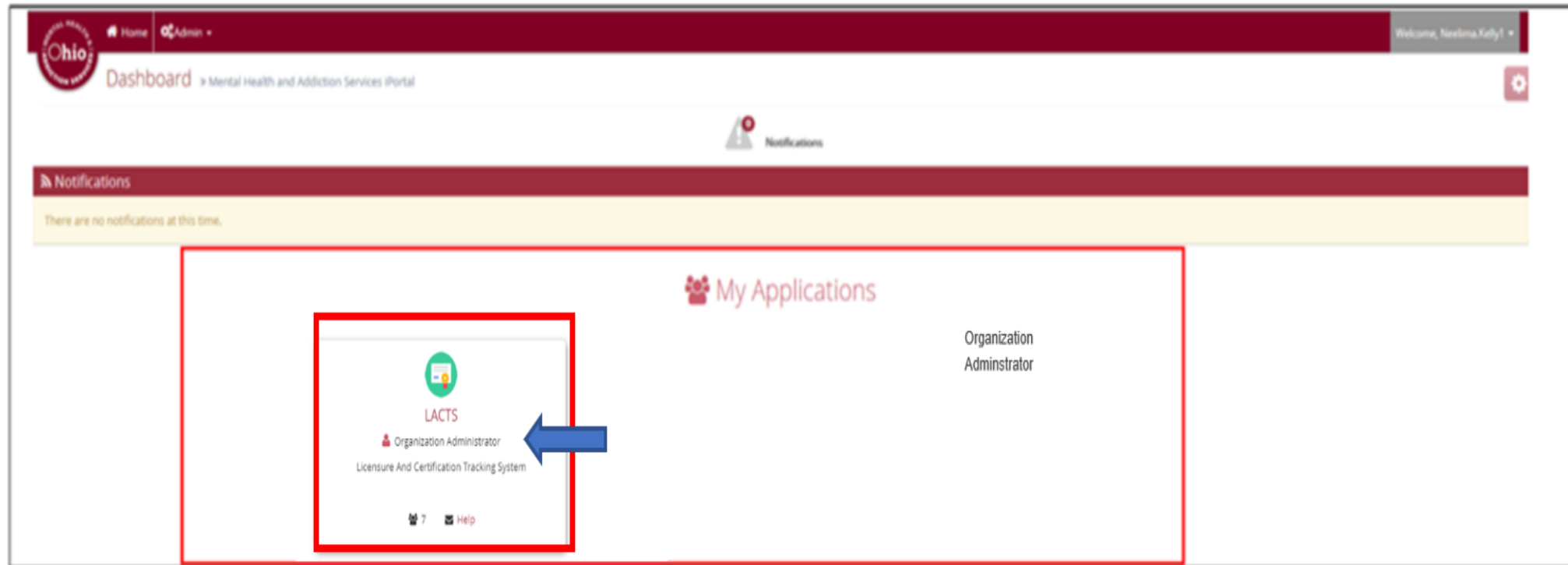
- Applicant
- Surveyor
- System Administrator
- Organization Administrator
- Trainee Surveyor
- Supervisor
- State Ombudsman
- State Opioid Treatment Authority

Cancel

Submit



Click the Submit button. You will be navigated back to the IPortal Dashboard.



How to Complete the Attestation Page

ONLY the Organization Administrator (Owner/Executive Director/CEO/President) can attest the application (confirm it is accurate and submit it)

Users not identified as Owner/Executive Director/CEO/President in Provider Information page of the application may not complete the attestation

Owner/Executive Director/CEO/President must ensure that contact information is identical to the OH|ID registration

If the person is registered as Jane Doe-

Do not include an abbreviation, i.e. J. Doe

Do not add a middle name, i.e. Jane Ann Doe

Do not add a title in the contact information, i.e. Jane Doe, Esq., that differs from the OHID

Owner/Executive Director/CEO/President must login with the email address registered for his/her OHID

Owner/Executive Director/CEO/President should select, “Check for Errors” to view any missing items that need completed



Can I still send in a paper application?

After **May 3, 2021**, all applications must be filed electronically using LACTS and OhioMHAS will not accept an application using a method other than electronically via LACTS; however, those providers will receive notification that the application must be filed using LACTS.

As of **June 30, 2021**, applications submitted by email, fax, or mail will be considered as incomplete in accordance with the relevant Ohio Administrative Code provisions and will be returned to the provider.





I cannot do this.
Why can't I still
send in a paper
application?

Online Applications cannot get lost in the mail.

Online Applications can be accessed by you and your surveyor at any time, day or night.

Online Applications stay in the system, so when you reapply the next time you only have to enter information that has changed.

Online Applications can be reviewed and processed quicker than an application that is mailed in. Surveyors have immediate access to the application when you submit it.



There will be a single account sign-in and if you have multiple licenses/certificates you can manage all of them with the one account.

You see the status of your applications and communicate with your surveyor.



I have logged into lportal and have access to LACTS, now what?

Go to the training video on how to submit an application and follow the steps

<https://www.youtube.com/watch?v=5QoxPfEFC1E&feature=youtu.be>

I need more help, are there written instructions somewhere?

Yes, there is a User Guide Located here: <https://mha.ohio.gov/Health-Professionals/Licensure-and-Certification/LACTS-Updates>



I have completed my application, how do I pay the fee? Can I mail a check or do I have to pay by credit card?

- Watch the video below on how to make payments
- <https://www.youtube.com/watch?v=IVDzl9A00L8&feature=youtu.be>



I have sent in the application and the payment, now what happens?

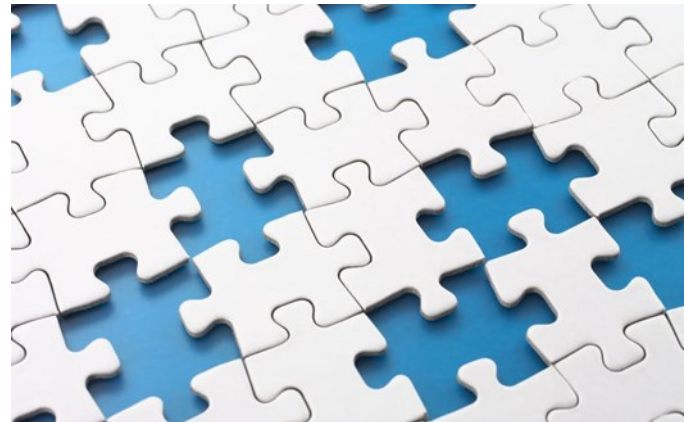
- You will receive an email that your application has been assigned to a surveyor with the surveyor name and email.
- The surveyor will review the application to see if it is complete and compliant/correct and contact you if information is needed.



-
- An application is correct if the information meets rule requirements: example- fire inspection that has no violations and is completed within one year.
 - Providers will receive an email from the surveyor if additional information is needed that explains what needs to be submitted.



-
- An application is complete if it contains all of the requested information- example: fire inspection is submitted.
 - Providers will receive an email from the surveyor if additional information must be submitted that explains what needs to be submitted



I got an email that my application is incomplete or incorrect and need to respond to my surveyor who is requesting more information, how do I do that?

Go to the training video on how to respond to my surveyor follow the steps

<https://www.youtube.com/watch?v=IVDzl9A00L8&feature=youtu.be>

How do I find my surveyor contact information?

This information is in the same video above about communicating with your surveyor. If you cannot locate your surveyor, send an email to liccert@mha.ohio.gov and request the name and contact information for your surveyor, be sure to include the name of your facility or agency.



How will I know when my survey is scheduled?

When the application is complete and correct/compliant the surveyor will contact you to schedule the survey.

You will receive an email from LACTS stating the date and time the survey will be conducted.

You will receive an email from your surveyor if there is additional items needed for the onsite survey.



I did everything right!

I followed all of the instructions!

I cannot get into Iportal!

I completed my Application and
now it will not let me submit it!



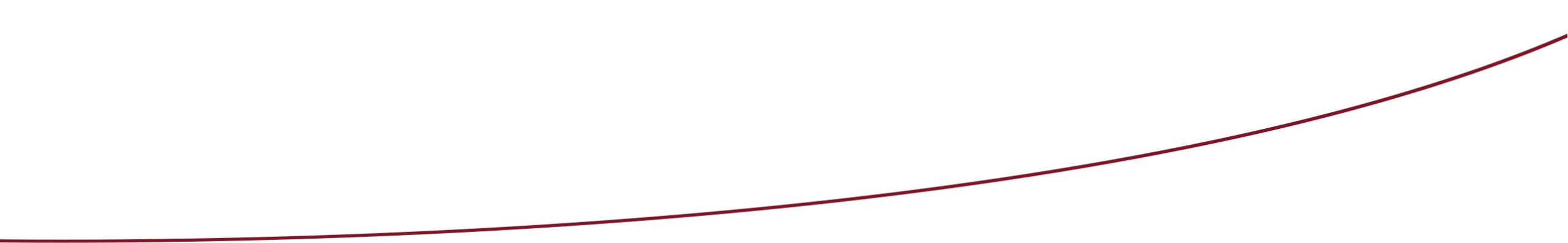


You need to contact the OhioMHAS Help Desk:

Contact: 614-466-1483 or MHAhelpdesk@mha.ohio.gov

Licensing and Certification: liccert@mha.ohio.gov or 1-614-752-8880

Contact your assigned Behavioral Health Surveyor





<http://mha.ohio.gov/>

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for all of the latest updates**

