



Procedure Letter 41

TO: Children Services Stakeholders

FROM: Kara B. Wente, Director

DATE: February 3, 2026

SUBJECT: Adoption Assessor Registry – New Entry and Documentation Process

Background

In accordance with section 3107.014 of the Revised Code, the Department of Children and Youth (DCY) maintains the Assessor Registry. The registry lists individuals who meet the requirements to serve as an adoption assessor and are actively employed by, appointed by, or under contract with a Public Children Services Agency (PCSA), a Private Child Placing Agency (PCPA), a Private Noncustodial Agency (PNA), or a court.

Under the prior process, agencies and courts verified that assessors met all qualifications and training requirements, but DCY served as an additional step for entering and confirming assessor information in the registry. This additional step created delays in adding qualified assessors to the registry and was not necessary to ensure compliance or data accuracy.

Purpose

DCY is streamlining the Assessor Registry process to improve timeliness, efficiency, and accountability by placing control with the entity that employs or appoints the assessor and verifies the assessor's qualifications. This approach aligns responsibility for verification, documentation, and data entry with the entity closest to the assessor's employment. As a result, unnecessary administrative steps are removed while assessor information remains accurate, current, and compliant with statutory requirements.

Beginning **March 1, 2026:**

- PCSAs, PCPAs, and PNAs will create and update assessor records directly in Ohio's State Automated Child Welfare System (SACWIS).
- Courts will submit assessor information by email using the required DCY 01680 form – Verification of Assessor Qualifications.



- DCY will no longer issue verification letters, as assessor training records and agency verification provide sufficient documentation of assessor qualifications.
- The Assessor-Registry@childrenandyouth.ohio.gov email will be discontinued.

Who is Responsible

The supervising PCSA, PCPA, PNA, or court is responsible for ensuring that assessor information in the Assessor Registry is accurate, complete, and up to date.

Training Requirements

- Assessor Series and Refresher training must be completed through the Child & Adult Protective Services Learning Management System (CAPS LMS) within the Ohio Child Welfare Training Program (OCWTP).
- Ongoing training may be completed through CAPS LMS or another qualified training source.
- Assessors must provide training certificates to their supervising agency or court for verification.

Procedures for PCSAs, PCPAs, and PNAs

- Identify at least two staff to serve as Assessor Registry administrators or designees.
- Assign these staff the Assessor Registrar role in Ohio SACWIS.
- Verify assessor training and complete DCY 01680 – Verification of Assessor Qualifications.
- Provide a copy of DCY 01680 to the assessor and retain a copy in personnel records.
- Enter the verified information from DCY 01680 into Ohio SACWIS.

Procedures for data entry and running the Assessor Registry report are available in the Ohio SACWIS Knowledge Base. For SACWIS assistance, contact the Customer Care Center at <https://ohdcy.my.site.com/CustomerCareCenter/s/>.

Procedures for Courts

- Verify assessor training and complete DCY 01680.
- Provide a copy to the assessor and retain a copy in court personnel records.
- Submit the completed DCY 01680 by email to CourtAdoptionAssessor@childrenandyouth.ohio.gov.



- DCY Regional Training Center staff will enter court assessor information into Ohio SACWIS on behalf of the court. Contact information can be found here: [RTCs – Ohio CAPS](#).

Documentation of Active Adoption Assessor Status

The following serve as proof of active assessor status:

- The completed DCY 01680, and
- The Adoption Assessor Registry report from Ohio SACWIS.

Training Opportunities

DCY is offering the following dates to demonstrate the procedure for **PCSAs, PCPAs, and PNAs**.

- February 18, 2026, 10:30 a.m. - 12:00 p.m.
- February 26, 2026, 1:00 p.m. - 2:30 p.m.
- To register, click here: <https://forms.office.com/g/4LeGT5y1bk>

DCY is offering the following dates to demonstrate the procedure for the **Courts**.

- February 18, 2:30 p.m. - 4:00 p.m.
- February 26, 10:30 a.m. - 12:00 p.m.
- To register, click here: <https://forms.office.com/g/bZr3Eb4tmN>

Questions

For information regarding the Assessor Registry, contact DCY at info@childrenandyouth.ohio.gov.

Rules/Forms

The chart indicates the impacted Ohio Administrative Code (OAC) rules and/or required forms.

OAC Rules	DCY Forms
5180:2-48-06	DCY 01680 “Verification of Assessor Qualifications”