



Ohio Database for Adult Protective Services (ODAPS) Steps to Adding New Staff, Request Changes in Roles and/or Profiles

Adding New Staff, Requesting Changes in Roles/Profiles within ODAPS

Per ORC section 5101:2-20-02 (C) (2), “The CDJFS or its designated agency shall notify ODJFS of any and all personnel changes in relation to staff access needs for ODAPS.”

Please follow the steps below when requesting additions or changes in staff access to ODAPS; when an employee will no longer require access to ODAPS, please notify us immediately.

A) Requesting Access for a New Employee

- The 7078 was completed and signed by the new caseworker
 - The completed and signed 7078 was sent to the designated APS contact at the county
 - The designated APS contact will send an updated ODAPS County Mandatory Information spreadsheet to the APS mailbox at 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.*
 - For information regarding user access to ODAPS, please contact:
 - Office of Families and Children’s APS Mailbox, APS_Mailbox@jfs.ohio.gov
- Tia Goodlett, Policy Developer, ODJFS APS, Tia.Goodlett@jfs.ohio.gov

1. Supervisors must update the county spreadsheet, highlighting the changes in red, and submit it to the APS mailbox at APS_Mailbox@jfs.ohio.gov
2. Supervisors must contact their county Technical Point of Contact (TPOC) and provide them with the information needed to make the changes. It is the TPOC that actually provisions employees and provides access to the ODAPS system.
3. Once the information is entered correctly into the InnovateOhio Platform (IOP) by the TPOC, state APS staff will be notified and will approve/deny the request.
4. County TPOC’s are then notified that the request has been approved/denied.
5. If necessary, state APS staff will follow up with the county regarding their request.



B. Requesting to Change a Role within ODAPS (e.g. Changing from an APS Worker to a Supervisor)

1. Supervisors must update the county spreadsheet, highlighting the changes in red, and submit it to the APS mailbox at APS_Mailbox@jfs.ohio.gov
2. Supervisors must contact their county Technical Point of Contact (TPOC) and provide them with the information needed to make the changes. It is the TPOC that actually provisions employees and provides access to the ODAPS system.
3. Once the information is entered correctly into the InnovateOhio Platform (IOP) by the TPOC, state APS staff will be notified and will approve/deny the request.
4. County TPOC's are then notified that the request has been approved/denied.
5. If necessary, state APS staff will follow up with the county regarding their request.

C. Requesting to Change a Community User to a Licensed User

1. Supervisors must update the county spreadsheet, highlighting the changes in red, and submit it to the APS mailbox at APS_Mailbox@jfs.ohio.gov
2. Supervisors must contact their county Technical Point of Contact (TPOC) and provide them with the information needed to make the changes. It is the TPOC that actually provisions employees and provides access to the ODAPS system.
3. Once the information is entered correctly into the InnovateOhio Platform (IOP) by the TPOC, state APS staff will be notified and will approve/deny the request.
4. County TPOC's are then notified that the request has been approved/denied.
5. If necessary, state APS staff will follow up with the county regarding their request.

D. Requesting a Change in Supervisors for an Employee

1. Supervisors must update the county spreadsheet, highlighting the changes in red, and submit it to the APS mailbox at APS_Mailbox@jfs.ohio.gov
2. If necessary, state APS staff will follow up with the county regarding their request.



E. Requesting for an APS Worker to have Screening Decision Capabilities

1. Supervisors should send an email to the APS mailbox at [APS Mailbox@jfs.ohio.gov](mailto:APS_Mailbox@jfs.ohio.gov) requesting the change.
2. If necessary, state APS staff will follow up with the county regarding their request.

If the TPOC should have questions regarding the process and how to enter information into the InnovateOhio Platform (also known as IDAM and ISIM), please ask them to contact the User Experience (UX) Team via email at County_UX_Team@jfs.ohio.gov (this email is to be used by the TPOC's only, and not county/designated agency staff).