

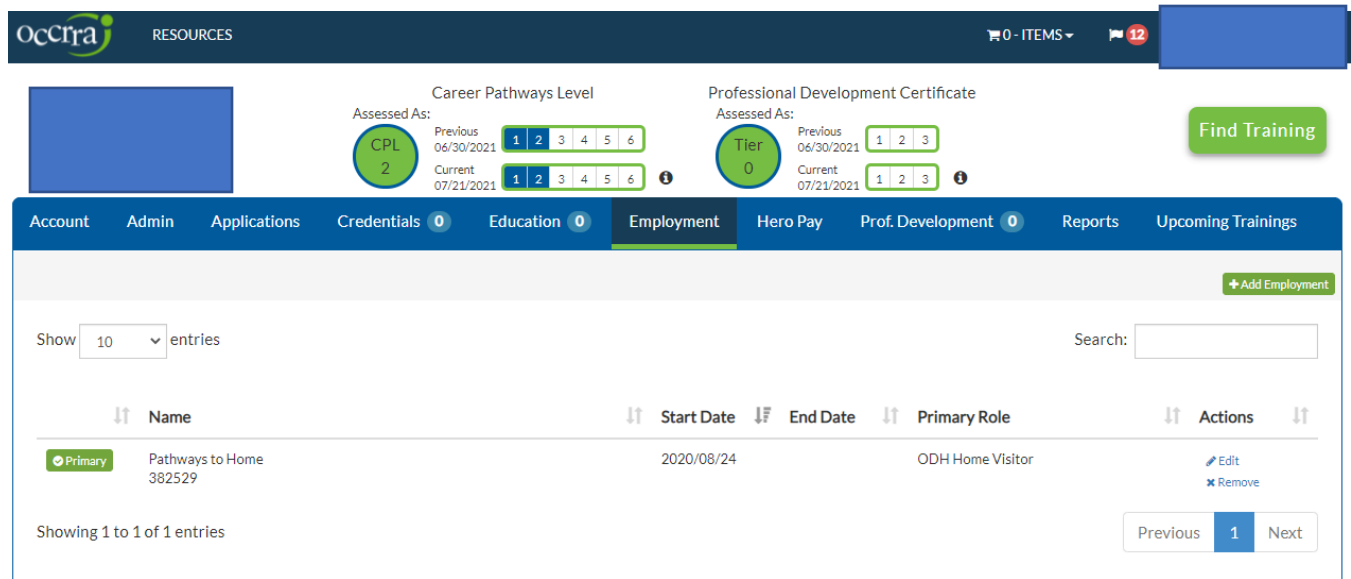
# Home Visiting Employment Update User Guide

The Ohio Professional Registry (OPR) has developed an Organization Dashboard for the Ohio Department of Health Home Visiting agencies. **To be included in the Dashboard, employment must be updated for each home visiting agency employee to link them to their Agency Dashboard.**

Please follow the steps below to end date the current employment record and to create a new employment record that will properly link the professional to the Organization Dashboard for that ODH Home Visiting Agency.

Log into your registry profile.

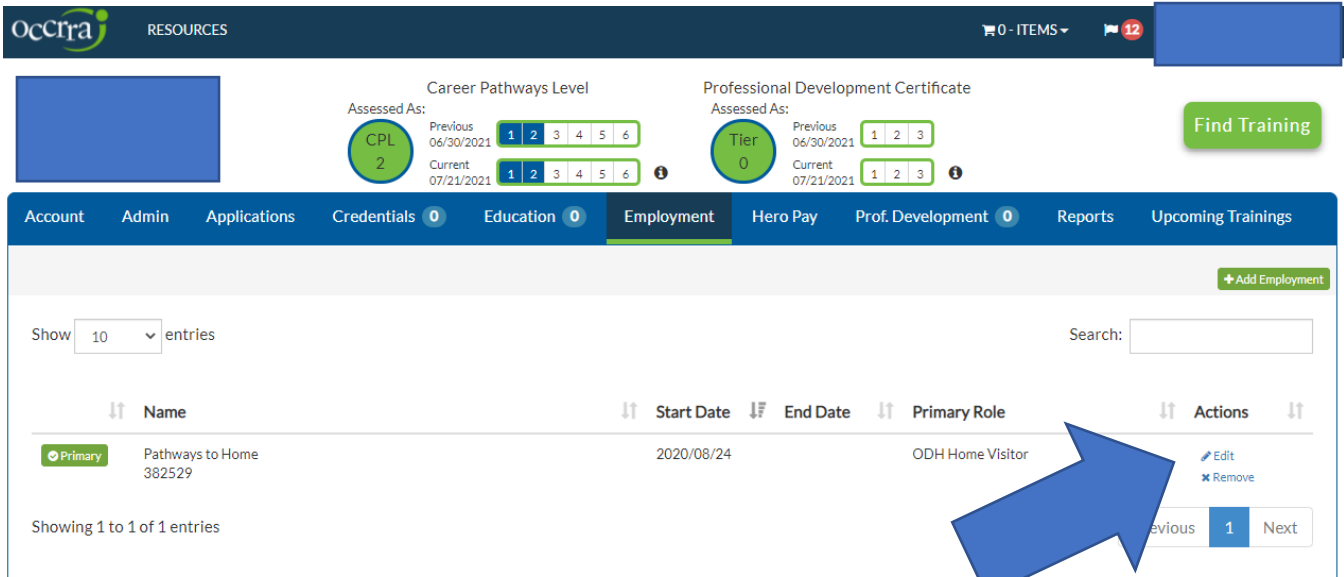
Navigate to the employment tab:



The screenshot shows the user interface of the Ohio Professional Registry. At the top, there is a navigation bar with the Occrra logo and 'RESOURCES' on the left, and '0 ITEMS' and a notification icon on the right. Below the navigation bar, there are two assessment sections: 'Career Pathways Level' and 'Professional Development Certificate'. The Career Pathways Level section shows 'Assessed As: CPL 2' with 'Previous' (06/30/2021) and 'Current' (07/21/2021) assessment progress bars. The Professional Development Certificate section shows 'Assessed As: Tier 0' with 'Previous' (06/30/2021) and 'Current' (07/21/2021) assessment progress bars. A 'Find Training' button is located to the right of these sections. Below the assessment sections is a main navigation menu with tabs: Account, Admin, Applications, Credentials (0), Education (0), **Employment**, Hero Pay, Prof. Development (0), Reports, and Upcoming Trainings. The 'Employment' tab is active. In the Employment section, there is a '+ Add Employment' button, a 'Show 10 entries' dropdown, and a search box. A table lists employment records with columns for Name, Start Date, End Date, Primary Role, and Actions. One record is shown: 'Pathways to Home 382529' with a 'Primary' tag, 'Start Date' of 2020/08/24, 'Primary Role' of 'ODH Home Visitor', and 'Actions' of 'Edit' and 'Remove'. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation buttons.

**First, each professional must provide an end date in the current record:**

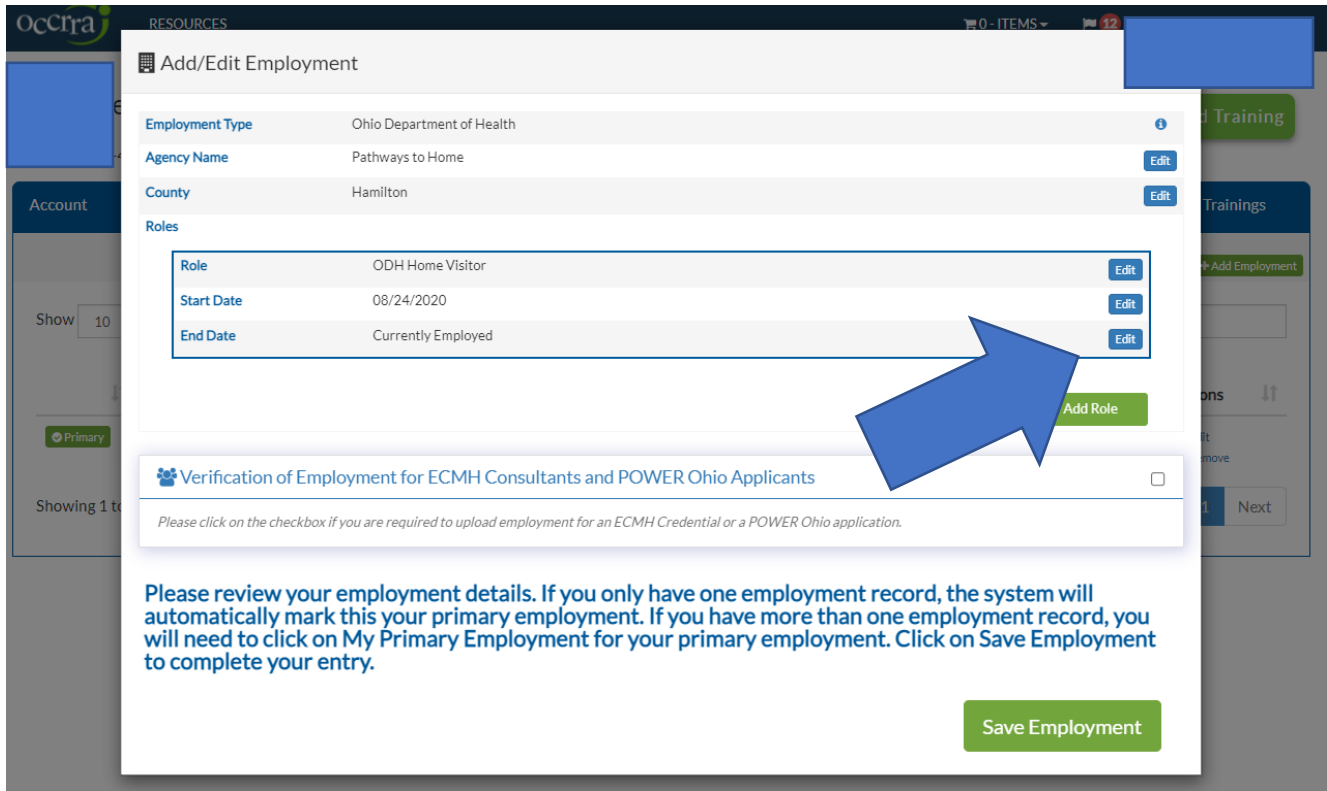
Select EDIT on the HV record in the profile.



The screenshot shows the OCCRA profile page with the 'Employment' tab selected. The page displays a table of employment records. A blue arrow points to the 'Edit' button in the 'Actions' column of the first record.

Name	Start Date	End Date	Primary Role	Actions
Pathways to Home 382529	2020/08/24		ODH Home Visitor	Edit Remove

Select EDIT on the End Date field



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### Add/Edit Employment

Employment Type	Ohio Department of Health	
Agency Name	Pathways to Home	Edit
County	Hamilton	Edit

Roles

Role	ODH Home Visitor	Edit
Start Date	08/24/2020	Edit
End Date	Currently Employed	Edit

Add Role

Verification of Employment for ECMH Consultants and POWER Ohio Applicants

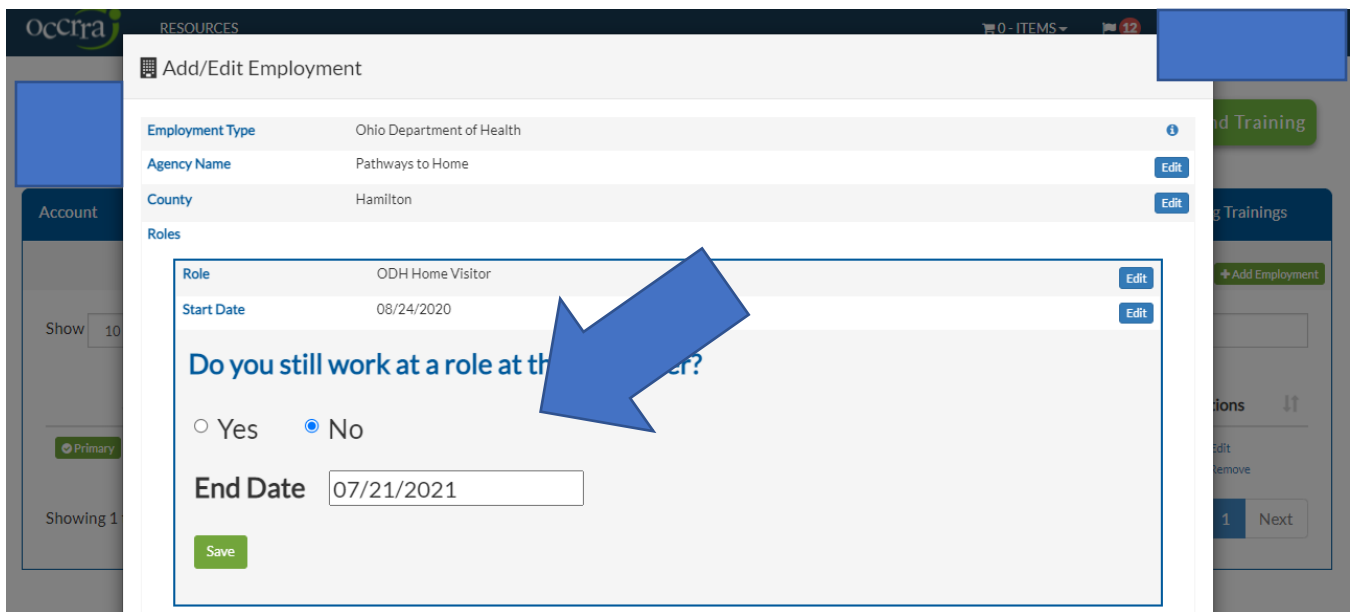
Please click on the checkbox if you are required to upload employment for an ECMH Credential or a POWER Ohio application.

**Please review your employment details. If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Primary Employment for your primary employment. Click on Save Employment to complete your entry.**

Save Employment

Answer No to “Do you still work at this employer?”

Enter today’s date in the end date field. Select Save.



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### Add/Edit Employment

Employment Type	Ohio Department of Health	
Agency Name	Pathways to Home	Edit
County	Hamilton	Edit

Roles

Role	ODH Home Visitor	Edit
Start Date	08/24/2020	Edit

**Do you still work at a role at this employer?**

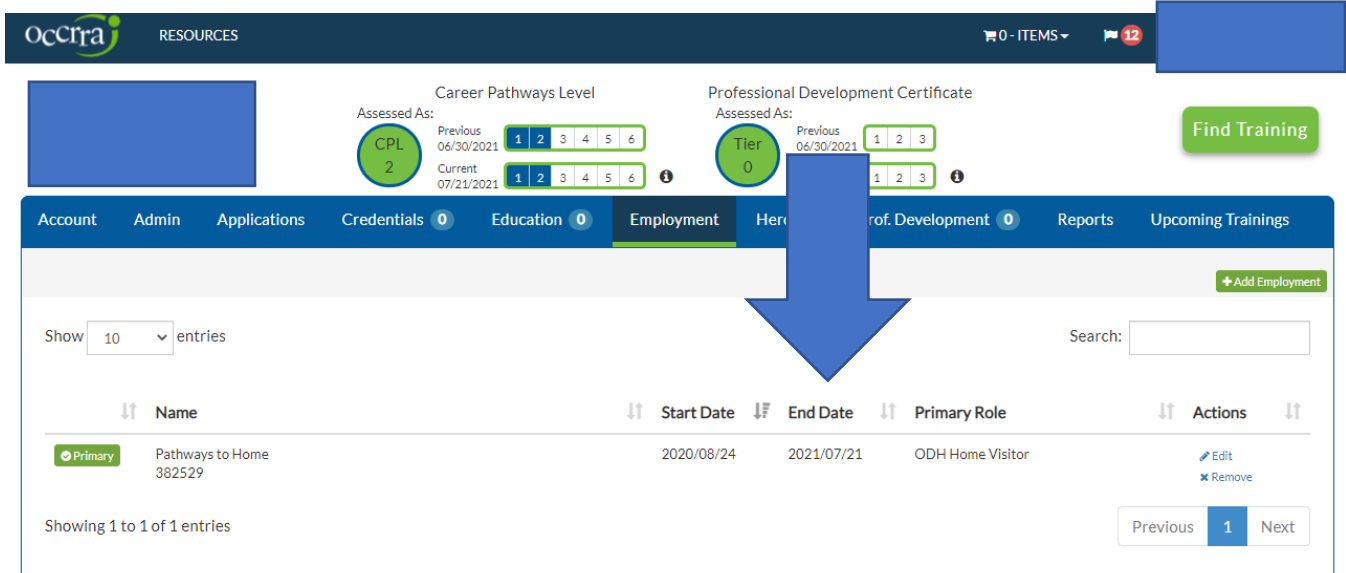
Yes  No

End Date

Save

### Select Save Employment

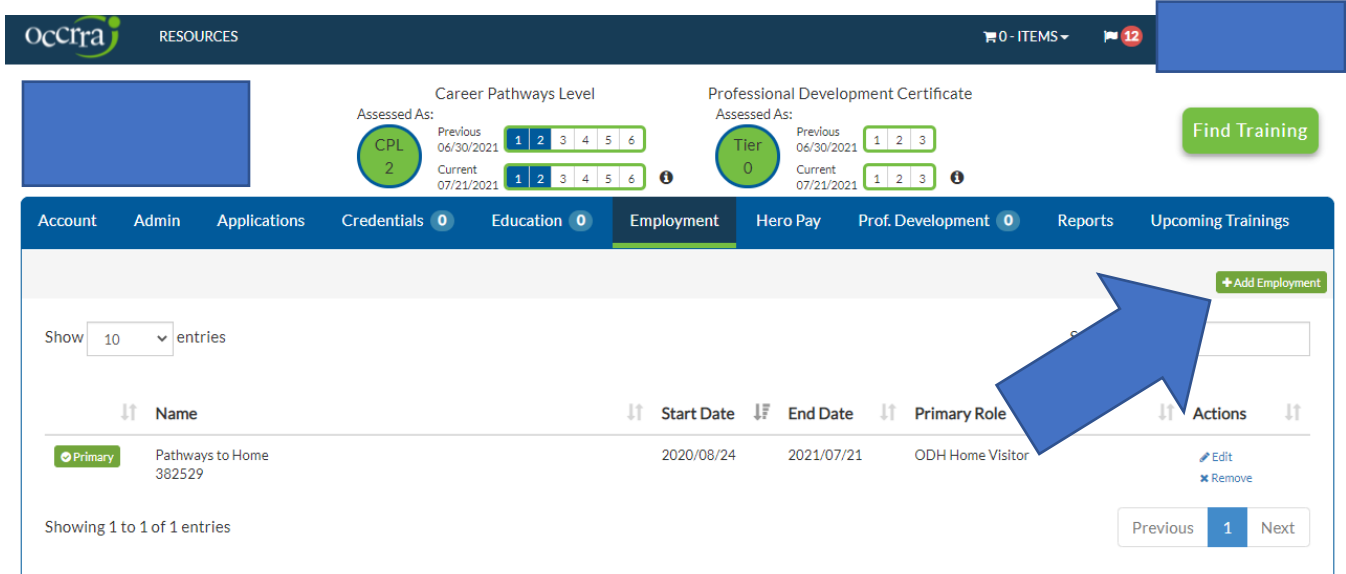
You will get a verification message that states you successfully saved the record. Click OK.



The screenshot shows the OCCrra interface with the 'Employment' tab selected. A large blue arrow points to the '+ Add Employment' button in the top right corner of the main content area. The interface includes a navigation bar with 'Account', 'Admin', 'Applications', 'Credentials', 'Education', 'Employment', 'Hero Pay', 'Prof. Development', 'Reports', and 'Upcoming Trainings'. Below the navigation bar, there are sections for 'Career Pathways Level' (CPL 2) and 'Professional Development Certificate' (Tier 0). A table lists employment records, with one entry for 'Pathways to Home 382529' from 2020/08/24 to 2021/07/21, with the role 'ODH Home Visitor'. The table has columns for Name, Start Date, End Date, Primary Role, and Actions (Edit, Remove). A search bar and pagination controls are also visible.

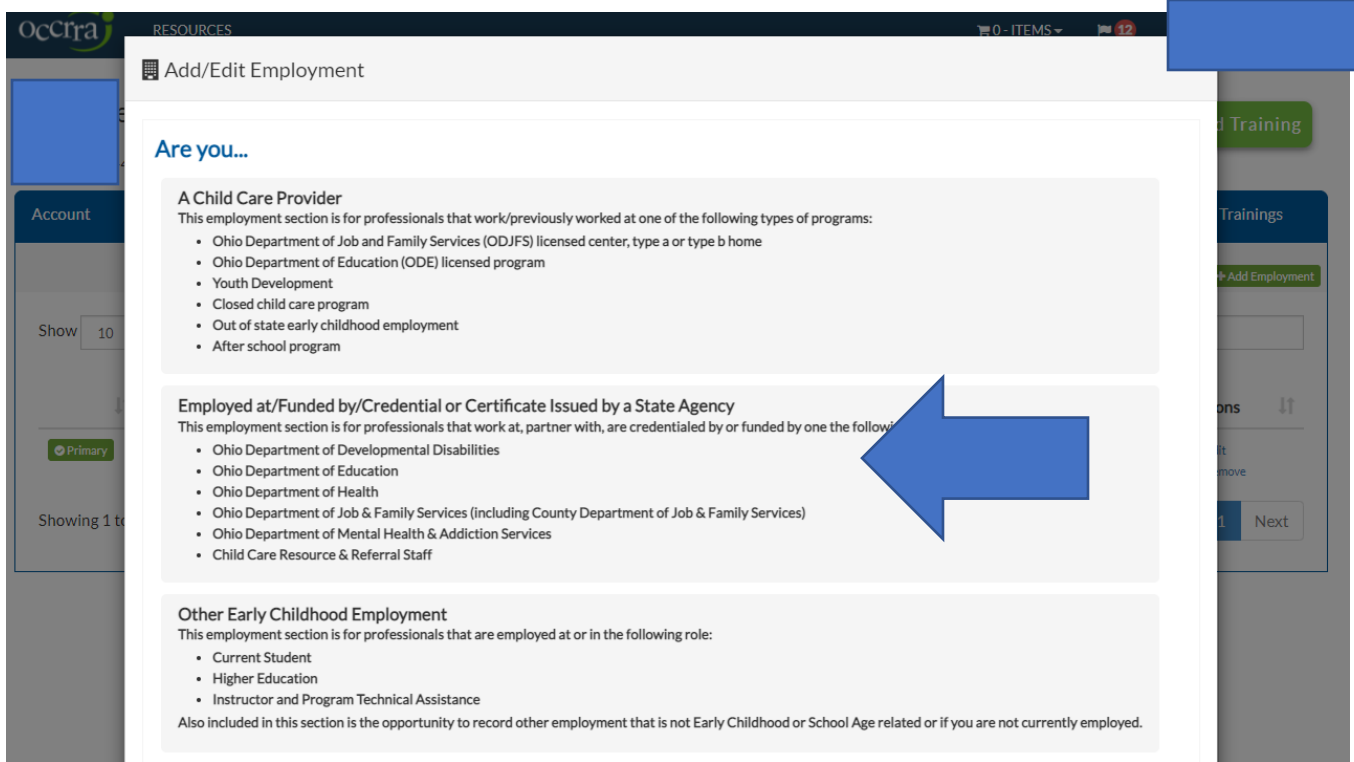
### Second, each professional must add a new record linking them to the Organization Dashboard:

#### Select Add Employment



This screenshot is identical to the one above, showing the OCCrra 'Employment' tab. A large blue arrow points to the '+ Add Employment' button in the top right corner of the main content area. The interface elements, including the navigation bar, credential sections, and the employment table, are the same as in the previous screenshot.

Select “Employed at/Funded by/Credential or Certificate issued by a State Agency”



**Are you...**

**A Child Care Provider**  
This employment section is for professionals that work/previously worked at one of the following types of programs:

- Ohio Department of Job and Family Services (ODJFS) licensed center, type a or type b home
- Ohio Department of Education (ODE) licensed program
- Youth Development
- Closed child care program
- Out of state early childhood employment
- After school program

**Employed at/Funded by/Credential or Certificate Issued by a State Agency**  
This employment section is for professionals that work at, partner with, are credentialed by or funded by one the following:

- Ohio Department of Developmental Disabilities
- Ohio Department of Education
- Ohio Department of Health
- Ohio Department of Job & Family Services (including County Department of Job & Family Services)
- Ohio Department of Mental Health & Addiction Services
- Child Care Resource & Referral Staff

**Other Early Childhood Employment**  
This employment section is for professionals that are employed at or in the following role:

- Current Student
- Higher Education
- Instructor and Program Technical Assistance

Also included in this section is the opportunity to record other employment that is not Early Childhood or School Age related or if you are not currently employed.

Select “Ohio Department of Health- Home Visitor Provider”

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Add/Edit Employment

Back

### Which agency are you with?

**Ohio Department of Developmental Disabilities**  
This employment section is for professionals that work/worked at, are credentialed by or funded by the Ohio Department of Developmental Disabilities (DODD).

Examples:

- Early Intervention Service Coordinator
- Developmental Specialist
- DODD State Agency Staff

**Ohio Department of Education**  
This employment section is for professionals that work/worked at or funded by the Ohio Department of Education (ODE).

Examples:

- ODE Licensing Specialists
- State Support Team
- ODE State Agency Staff

**Ohio Department of Health**  
This employment section is for professionals that work/worked at, are credentialed by or funded by the Ohio Department of Health (ODH).


Examples:

- Health Educator
- Registered Dietitians
- Local department of Health staff
- ODH state agency staff

**Ohio Department of Health - Home Visitor Provider**  
This employment section is for Home Visitor Providers credentialed by or funded by the Ohio Department of Health (ODH).

Examples:

- Contract Manager
- Home Visitor
- Home Visitor Supervisor
- Program Manager



Begin typing your Agency name. This would be your lead agency name. For example: Catholic Charities Corporation has several locations across multiple counties, however there is only one selection in the OPR, as this is the lead agency that should be selected. Once you begin typing, the search below will begin to filter through the options, leaving only a short list of options to choose from. Select the lead agency name.

Add/Edit Employment

Employment Type Ohio Department of Health - Home Visitor Provider

Which program are you with?

Search: cath

Program Name	Program Number	County	Program Type
Catholic Charities Corporation 7911 Detroit Ave. Cleveland, Oh 44102	7800000041	Cuyahoga	HVProvider

Select your employment role.

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Add/Edit Employment

Employment Type Ohio Department of Health - Home Visitor Provider

Program Number 7800000041

Program Name Catholic Charities Corporation - 7800000041

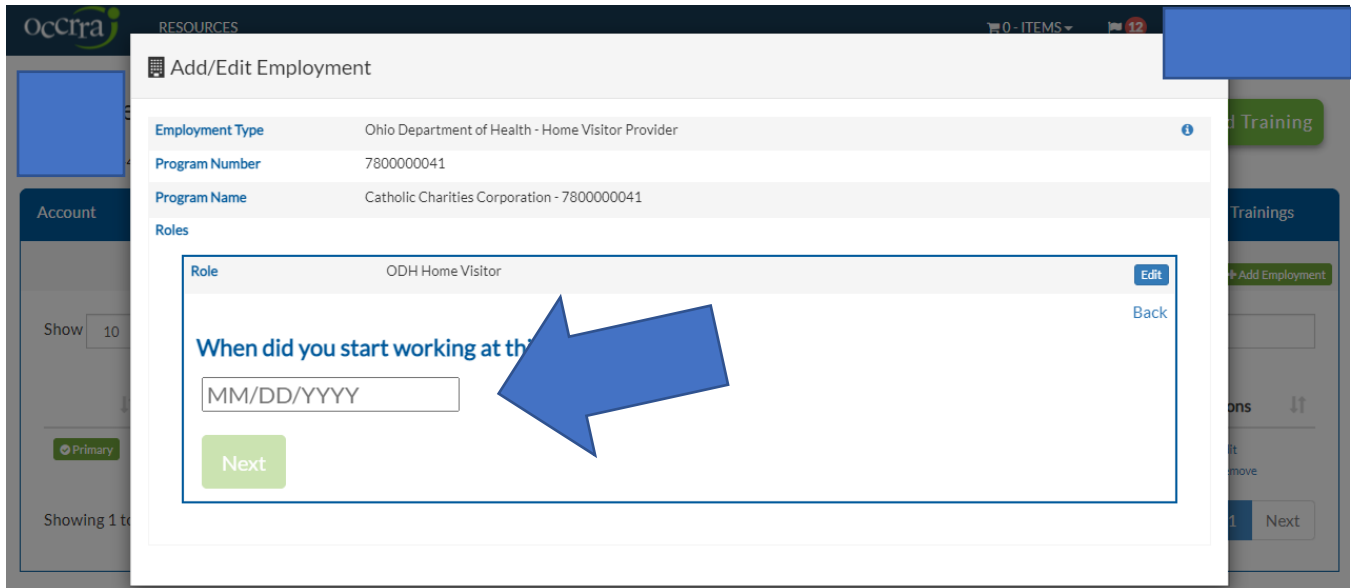
Roles

What role did/do you hold when you started here?

Only one role can be selected. If you have multiple roles with the employer there will be a chance to enter an additional role later.

- Contract Manager
- ODH Home Visitor
- ODH Home Visitor Supervisor
- Program Manager

Enter your original start date, backdate the start date to match your original date of employment. When completed, select next.



Select Yes to “Do you still work at this employer?”

The next questions are optional, however, ODH is looking at the data to support reporting on the Home Visiting work.

Enter your number of hours worked per week. Click next.

Select the number of months per year you work.

Enter your hourly wage. The data provided in your profile for wages is never identified to a person, it is pulled and used as aggregate data to provide information on the Home Visiting professionals. It is recommended provide wage data. This information is not included in the Organization Dashboard.

Select next. You will then see this screen:

### Do you have any additional roles at this employer?

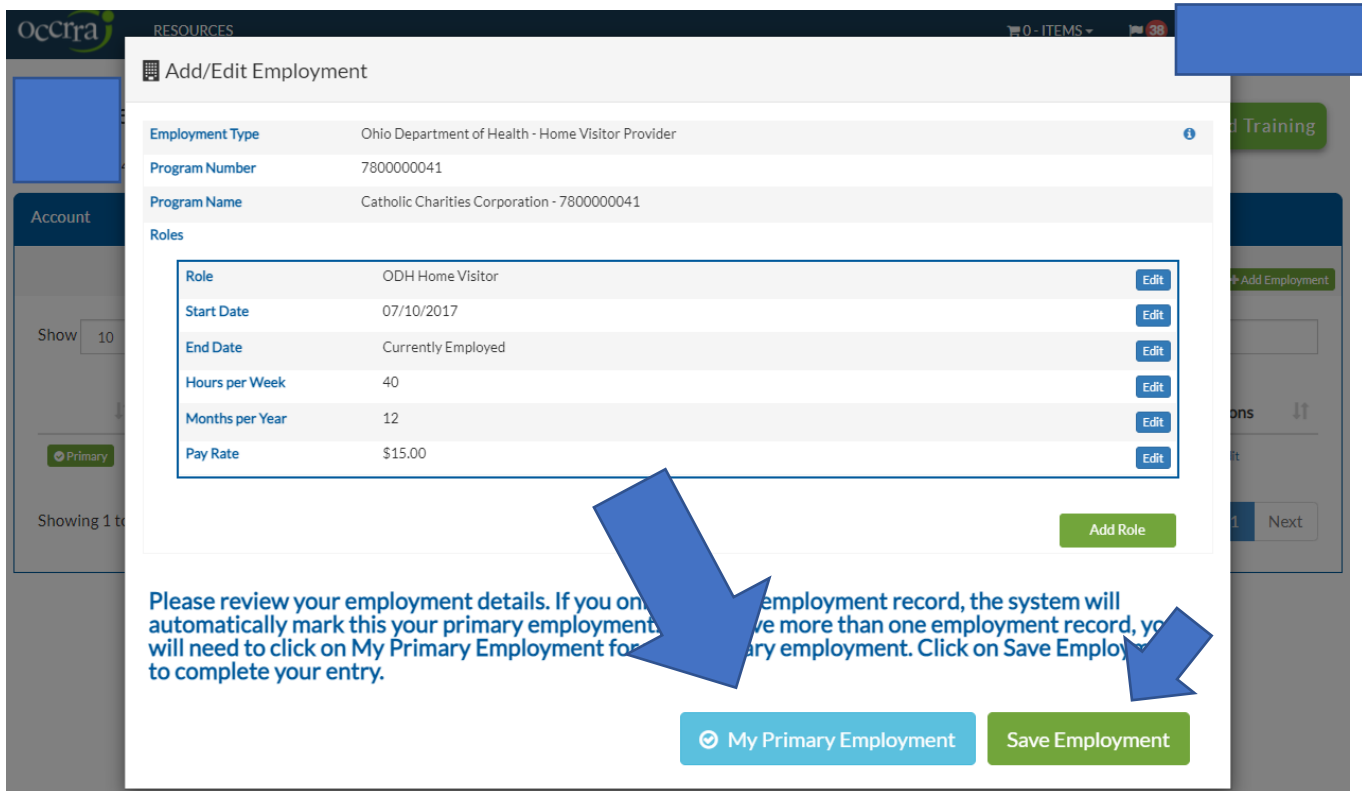
Yes, add another role

No, complete employment

Select “No, complete employment” if this is your only role at this agency. If you have two roles, such as Home Visitor and Home Visitor Supervisor, select the appropriate response and complete the additional role information. Once complete all roles and you select **No, complete employment** you will see the below screen:



Select “My Primary Employment”



**Add/Edit Employment**

Employment Type: Ohio Department of Health - Home Visitor Provider

Program Number: 7800000041

Program Name: Catholic Charities Corporation - 7800000041

**Roles**

Role	ODH Home Visitor	Edit
Start Date	07/10/2017	Edit
End Date	Currently Employed	Edit
Hours per Week	40	Edit
Months per Year	12	Edit
Pay Rate	\$15.00	Edit

Add Role

Please review your employment details. If you only have one employment record, the system will automatically mark this your primary employment. If you have more than one employment record, you will need to click on My Primary Employment for your primary employment. Click on Save Employment to complete your entry.

My Primary Employment    Save Employment

Select “Save Employment”

You will get a verification message that states you successfully saved the record. Click OK.

You have now successfully linked yourself to the ODH Home Visiting Agency’s Organization Dashboard. Any questions can be sent to [credential@occrra.org](mailto:credential@occrra.org).