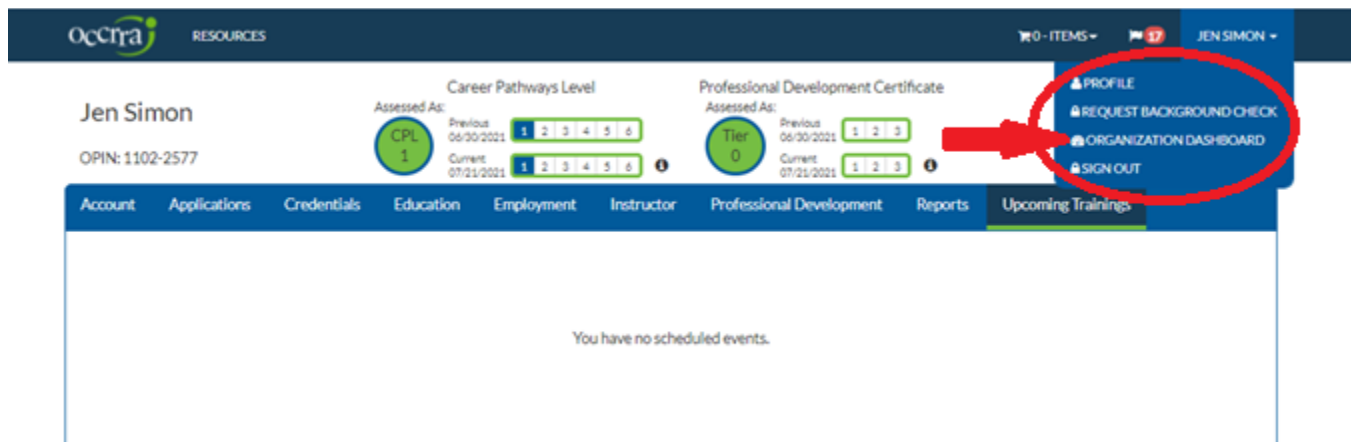


# ODH Home Visiting Organization Dashboard

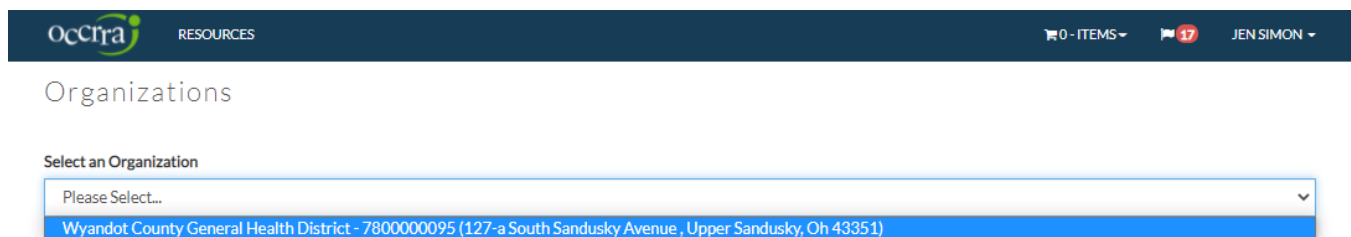
The ODH Home Visiting Organization Dashboard is an Ohio Professional Registry (OPR) management tool. The dashboard supports management of the Home Visiting Agency staff. Supervisors and Agency Managers can view all Home Visitors, Supervisors, credentialing model, current credential status with expiration dates, additional licensure, Infant Mental Health Credential status, view Professional Development completion, run reports, and access their staff's OPR.

Access to the dashboard is permissions based. Only Supervisors, Program Managers, and ODH Consultants will be provided permission to the applicable agency dashboard. OCCRA will provide the permissions and any requests for changes in permission can be sent to [credential@occrra.org](mailto:credential@occrra.org).

To access the program's Organization Dashboard, the professional must start by clicking on their name in the upper right-hand corner of their registry profile. Select Organization Dashboard from the dropdown menu.



On the Organizations screen, you will select your organization that you have permission to manage. If you have permission to more than one agency, they will all be listed here. Select the agency you are wanting to manage.





Selecting the program opens up the Organization Dashboard. If you have access to more than one dashboard, you can navigate between them from this front screen by clicking on Change Org.

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### Wyandot County General Health District [Change Org](#)

**Dashboard** | Current Employees | Former Employees | Reports

#### Agency Information

Wyandot County General Health District

**Address** 127-a South Sandusky Avenue , Upper Sandusky, Oh 43351

**Director** [REDACTED]

#### Employees Pending Verification

The following professionals have an open employment record in their profile indicating they work for this agency. To manage your employees you must click either Yes or No indicating if they currently are employed at your agency. Employees must be accepted into the agency to be included in the dashboard and in all reports.

Employee Name	Position	Reported Start Date	Verify
Lisa Percy	ODH Home Visitor	2021-06-27	<input checked="" type="radio"/> Yes <input type="radio"/> No
Teresa Blooms	Contract Manager	2021-07-06	<input checked="" type="radio"/> Yes <input type="radio"/> No
Amy Counts	ODH Home Visitor Supervisor	2018-12-17	<input checked="" type="radio"/> Yes <input type="radio"/> No
Abby Tester	ODH Home Visitor	2021-06-28	<input checked="" type="radio"/> Yes <input type="radio"/> No
Ann Supervisor	ODH Home Visitor Supervisor	2021-06-28	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Components of the ODH Organization Dashboard:

#### Toolbar:

The toolbar provides tabs for the four screens in the dashboard:

- Agency Information/Employees Pending Verification
- Current Employees
- Former Employees
- Reports

#### Agency Information:



The agency information provided to OCCRRRA from ODH. This is the parent Home Visiting Agency that may cover multiple counties or regions. Only the parent agency is provided a dashboard.

### Employees Pending Verification:

This screen is visible if there are any employees pending acceptance to the agency dashboard. When a new Home Visitor or agency employee creates their employment record for the agency, they are automatically added to this screen. All employees will have to be verified as confirmation that they work at this agency and should be included in the Current Employees screen. If someone has mistakenly entered their employment for the agency, and they are not a current employee, clicking No moves them from the screen to the Former Employees Screen and they never reach the Current Employees Screen.

Dashboard | Current Employees | Former Employees | Reports

Agency Information

Wyandot County General Health District

Address: 127-a South Sandusky Avenue, Upper Sandusky, Oh 43351

Director: Jamie Crawford

Employees Pending Verification

The following professionals have an open employment record in their profile indicating they work for this agency. To manage your employees you must click either Yes or No indicating if they currently are employed at your agency. Employees must be accepted into the agency to be included in the dashboard and in all reports.

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Teresa Blooms	Contract Manager	2021-07-06	<input checked="" type="radio"/> Yes <input type="radio"/> No
Amy Counts	ODH Home Visitor Supervisor	2018-12-17	<input checked="" type="radio"/> Yes <input type="radio"/> No
Abby Tester	ODH Home Visitor	2021-06-28	<input checked="" type="radio"/> Yes <input type="radio"/> No
Ann Supervisor	ODH Home Visitor Supervisor	2021-06-28	<input checked="" type="radio"/> Yes <input type="radio"/> No

After all employees have been added to the current employee screen or moved to former employee screen, the employees pending verification section will not be displayed. The next time there are new employees pending, the screen will re-appear and populate with the names, position and reported start date for verification.

### Current Employees Screen:



The current employees screen will provide a detailed list of verified employees for the agency. Each employee accepted from the front screen will appear on this list. This is the management screen where each employee's information is displayed. This screen also provides a link to each person's Professional Development (PD), a print version of their PD record and the ability to end their employment upon separation from the agency.

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Wyandot County General Health District [Change Org](#)

Dashboard **Current Employees** Former Employees Reports

### CURRENT EMPLOYEES

Name	Position(s) Role	Start	End	Current HV Credential(s) Type	Awarded	Expires	IMH Credential	Other Credential(s)	Actions
Simon, Jen	Program Manager	08/10/2020	Present						<a href="#">View Professional Development</a> <a href="#">Print Professional Development</a> <a href="#">End Date Employment</a>
Jones, Sue	ODH Home Visitor	06/28/2021	Present	Parents as Teachers Home Visitor Provisional	07/21/2021	07/20/2022			<a href="#">View Professional Development</a> <a href="#">Print Professional Development</a> <a href="#">End Date Employment</a>
Smith, Janie	ODH Home Visitor	06/04/2018	Present	Supervisor of Early Childhood Home Visitors Early Childhood Home Visitor	12/01/2020 05/01/2021	11/30/2022 04/30/2023	Ohio Infant Family Affiliate Level I (OIFA-I)	Ohio Professional Teaching License	<a href="#">View Professional Development</a> <a href="#">Print Professional Development</a> <a href="#">End Date Employment</a>
Samuels, Pam	ODH Home Visitor	03/04/2019	Present	Nurse Family Partnership Home Visitor Full	07/01/2021	06/30/2023	Ohio Infant Family Affiliate Level I (OIFA-I)	Nursing	<a href="#">View Professional Development</a> <a href="#">Print Professional Development</a> <a href="#">End Date Employment</a>

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Displaying 4 of 4 Records

**Name:** Each employee is listed with their name and OPIN number.

**Position(s) Role:** Each employee's ODH Home Visiting Role is displayed with the position start and end date.

**Current HV Credential(s):** This column displays the currently valid Home Visiting Credential(s), the model, and awarded and expiration date.

**IMH Credential:** This column will display Infant Mental Health Credential Level for employees with a currently valid IMH credential. If the credential has expired, it will drop off of the display.

**Other Credential(s):** ODH has identified the requirement to display verified Ohio Teaching License, Social Work License, and Nursing License for Home Visitors. Currently valid, verified licenses will display in this screen.

**Actions:**

**View Professional Development:** From the Actions column, each employee’s PD record in their profile is viewable in the dashboard. Click on View PD to be taken to a view of all PD in the OPR, verified, submitted, unable to be verified.

**PROFESSIONAL DEVELOPMENT**

Smith, Janie - 11064343

Training	Contact Hours	Instructor	Date	Status	Approvals
Supporting Families and Caregivers of Infants & Toddlers with Complex Needs	2.00	Grace Schoessow	2021/07/01	Expires 2021/07/31	OA-L3
Why Place Matters in Infant Mental Health Outcomes.	1.50	John Kinsel	2021/07/01	Expires 2021/07/31	OA-L3
The Effects of Infant Mental Health on Cognition, Growth, & Development	2.00	Ross Nunamaker	2021/07/01	Expires 2021/07/31	OA-L2
Assessment and Early Intervention for Infants and Toddlers	2.00	Ross Nunamaker	2021/07/01	Expires 2021/07/31	OA-L3
It's Time to Take Care of You!	1.00	Kimberly Shibley	2021/07/01	Expires 2021/07/31	OA-L2
Sensory, Creative Arts, and Science Experiences for Infants & Toddlers	1.50	Kelly Slade	2021/07/01	Expires 2021/07/31	OA-L1
Ohio's Overview of Child Development	3.00	Kimberly Shibley	2021/07/01	Expires 2021/07/31	OA-L1
Implementation Training	21	HFA	2021/06/04	Verified	Non-OA
Growing Great Kids Remap	15	Zoe Lemme	2021/02/05	Verified	Non-OA
Child Abuse and Neglect; Part 1	1	IAFSP	2021/01/22	Verified	Non-OA
Bystanders Protecting Children from Boundary Violations and Sexual Abuse	0		2020/10/14	Unable to Verify	
Talking with Children About Safety from Sexual Abuse	0		2020/10/07	Unable to Verify	
Supporting Your Team During COVID-19	3	ADAMHS Board of Cuyahoga County	2020/05/22	Verified	Non-OA
The Impact of Ohio's Opioid Crisis on Young Children: A Practical Guide	2.00	Stephanie Weber	2020/05/20	Verified	OA-L1

**Status Definitions:**

Expires with date indicates that the user has registered for a training in the OPR learning management system and they have not completed the training.

Verified – indicates the training is complete and verified. This status is for documents uploaded for approval as well as for training completed through the OPR.



Unable to Verify – there is a note included with all Unable to Verify status items in the OPR. The icon indicates there is a note and the hover over allows the message to be read while viewing the screen.

Submitted – will display a document that has been submitted and is pending review for verification.

**Print Professional Development:**

This action provides a CSV file with all verified training completed by the employee. It provides the training name, instructor, number of hours, date completed and approval type for Ohio Approved (OA) or Non OA.

A	B	C	D	E	F	G	H	I	J	K
Opin	Last Na	First Na	Training	Hours	Instructor	Date	Status	Approv	Highest Education	Major
11064343	Smith	Janie	Child Outcomes Summary Form (COSF)	1	ODH-BEIS	3/10/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Parents as Teachers:Born to Learn	30	Parents as Teachers	4/5/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	ASQ & ASQ:SE	1	ODH-BEIS	5/3/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Ohio HMG Training Institute	15	Beth Swallow	5/4/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Home Observation and Measurement of the Environment (HOME)	1	ODH Webinar	7/12/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Individualized Family Service Plan (IFSP) OnLine Training	1.5	ODH-BEIS	7/26/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Home Visiting Forms/Tools Online Training	1	ODH-BEIS	8/8/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Home Visiting Orientation Online Training	2	ODH-BEIS	8/10/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Edinburgh Postnatal Depression Scale	1	ODH-BEIS	12/3/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Connect the Dots:Transition at Age 3 Online Training	1	ODH-BEIS	12/3/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Home Visiting Program Evaluation	0.5	ODH-BEIS	12/21/2010	Verified	Non-OA	Bachelor's Degree	Education
11064343	Smith	Janie	Early Intervention System of Payment (EISOP) Application Proce:	1	ODH-BEIS	12/21/2010	Verified	Non-OA	Bachelor's Degree	Education

**End Date Employment:**


This functionality allows the supervisor or manager to end date the employee’s employment. Click on End Date Employment and this screen pops-up.

**CURRENT EMPLOYEES**

Name	Position(s) Role	Start	End	Current HV Credential(s) Type	Awarded	Expires	IMH Credential	Other Credential(s)	Actions
Simon, Jen 11022577	Program Manager	08/10/2020	Present						<a href="#">View Professional Development</a> <a href="#">Print Professional Development</a> <a href="#">End Date Employment</a>
Jones, Sue 11065652	ODH Home Visitor	06/28/20							<a href="#">View Professional Development</a> <a href="#">Print Professional Development</a> <a href="#">End Date Employment</a>
Smith, Janie 11064343	ODH Home Visitor	06/04/20					ment Family level I	Ohio Professional Teaching License	<a href="#">View Professional Development</a> <a href="#">Print Professional Development</a> <a href="#">End Date Employment</a>
Samuels, Pam 11297397	ODH Home Visitor	03/04/20		Home Visitor Full			ment Family Affiliate Level I (OIFA-I)	Nursing	<a href="#">View Professional Development</a> <a href="#">Print Professional Development</a> <a href="#">End Date Employment</a>

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Displaying 4 of 4 Records



### End Date Employee

Please enter the end employment date.

Cancel
Remove

Click on the date open box and a calendar appears for selection of the date. Entering the date ends the employment by moving the employee to the Former Employees Screen and end dates the employment in the employee’s profile in the OPR. This action is final and closes out the employment record.

**Former Employees Screen:**

This screen displays a list of all former employees with their name, position and end date.

## Wyandot County General Health District

[Change Org](#)

- Dashboard
- Current Employees
- Former Employees
- Reports

### FORMER EMPLOYEES

Show  entries Search:


Name	Opin	Position	End Date
Richardson, Becky	11057946	ODH Home Visitor Supervisor	Jul 20, 2021
Smith, Kevin	11087487	ODH Home Visitor	Jul 21, 2021

Showing 1 to 2 of 2 entries Previous **1** Next

### Reports Screen:

Three reports are available to the agency managers and supervisors.

**Agency Summary Report** - displays all data on the current employees from the current employees screen and also includes each employee's verified education. This report is only available in PDF.

	<h3>ODH AGENCY REPORT: SUMMARY</h3>	<p><b>Wyandot County General Health District</b> 127-a South Sandusky Avenue County: Wyandot</p>							
Name	Position(s)			Current HV Credentials(s)			IMH Credential	Other Credential(s)	Highest Verified Degree
	Role	Start	End	Type	Awarded	Expires			
Simon, Jen 11022577	Program Manager	08/10/2020	Present						
Jones, Sue 11065652	ODH Home Visitor	06/28/2021	Present	Parents as Teachers Home Visitor Provisional	07/21/2021	07/20/2022			Bachelor's Degree - Child Development
Smith, Janie 11064343	ODH Home Visitor	06/04/2018	Present	Supervisor of Early Childhood Home Visitors	12/01/2020	11/30/2022	Ohio Infant Family Affiliate Level I (OIFA-I)	Ohio Professional Teaching License	Bachelor's Degree - Education
Samuels, Pam 11297397	ODH Home Visitor	03/04/2019	Present	Nurse Family Partnership Home Visitor Full	07/01/2021	06/30/2023	Ohio Infant Family Affiliate Level I (OIFA-I)	Nursing	Bachelor's Degree - Nursing


**Home Visitor/Supervisor PD Report** (select one or all employees) provides a CSV report of all PD completed by one or all employees. This report allows managers and supervisors to filter the information to support tracking PD completion and PD needs for the agency employees.





07	11064343	Smith	Janie	Preventing Child Abuse TLC Module 5	3	HFA	4/16/2020	Verified	Non-OA	Bachelor's Education
08	11064343	Smith	Janie	Trauma Informed Family Engagement	6	Misty Cole	5/19/2020	Verified	OA-L3	Bachelor's Education
09	11064343	Smith	Janie	The Impact of Ohio's Opioid Crisis on Young Children: A Practical Guide	2	Stephanie	5/20/2020	Verified	OA-L1	Bachelor's Education
10	11064343	Smith	Janie	Supporting Your Team During COVID-19	3	ADAMHS	5/22/2020	Verified	Non-OA	Bachelor's Education
11	11064343	Smith	Janie	Child Abuse and Neglect; Part 1	1	IAFSP	1/22/2021	Verified	Non-OA	Bachelor's Education
12	11064343	Smith	Janie	Growing Great Kids Remap	15	Zoe Lemm	2/5/2021	Verified	Non-OA	Bachelor's Education
13	11064343	Smith	Janie	Implementation Training	21	HFA	6/4/2021	Verified	Non-OA	Bachelor's Education
14	11297397	Samuels	Pam	Heroin Use in America: Identification, Treatment and Prevention	3	Shirley Ay	7/14/2017	Verified	Non-OA	Bachelor's Nursing
15	11297397	Samuels	Pam	Panic Disorder: Anxiety at Its Worst	3	Shirley Ay	10/25/2017	Verified	Non-OA	Bachelor's Nursing
16	11297397	Samuels	Pam	Nursing: Intimate Partner Violence	2	Shirley Ay	10/27/2017	Verified	Non-OA	Bachelor's Nursing
17	11297397	Samuels	Pam	Human Trafficking in the United States: Modern-Day Slavery	4	Shirley Ay	10/31/2017	Verified	Non-OA	Bachelor's Nursing
18	11297397	Samuels	Pam	Overdose: Pain Pills, Heroin, Fentanyl and Beyond	4	Shirley Ay	9/30/2019	Verified	Non-OA	Bachelor's Nursing
19	11297397	Samuels	Pam	Ages and Stages Questionnaire-3 (ASQ)	1.25	ODH	7/8/2020	Verified	Non-OA	Bachelor's Nursing

**Home Visitor Registry Transcript(s)** select one or all employees with HV credential(s) – provides a copy of the Home Visitor Registry Transcript for each employee with a Home Visiting Credential. This report is available in each person’s own profile. It is a transcript that provides a listing of all training completed since the issue date of one or more currently valid Home Visiting Credentials. This report supports the Home Visitor and the agency in tracking completion of the required 20 hours of PD needed to renew the credential.

Name: Janie Smith (OPIN # 1106-4343) Address: 4889 Charles Ct. North Ridgeville, OH 44039 Phone: H. (440) 258-4661 Email: jillian.vezdos@achievementctrs.org	 Ohio Child Care Resource & Referral Association
This report includes all verified trainings since award date for Home Visitor Credential(s)	

Supervisor of Early Childhood Home Visitors: Awarded 2020-12-01 Expires 2022-11-30			
TITLE	COMPLETED	INSTRUCTOR	HRS.
Child Abuse and Neglect; Part 1	2021-01-22	IAFSP	1
Growing Great Kids Remap	2021-02-05	Zoe Lemme	15
Implementation Training	2021-06-04	HFA	21

Early Childhood Home Visitor: Awarded 2021-05-01 Expires 2023-04-30			
TITLE	COMPLETED	INSTRUCTOR	HRS.
Implementation Training	2021-06-04	HFA	21

Note the dates of each credential and the tracking of the completed PD for Janie in the above example.

Please utilize OCCRA’s resources for any additional information. Any questions can be directed to [credential@occrra.org](mailto:credential@occrra.org)