Home Visiting Organization Dashbord User Guide

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, and run reports.
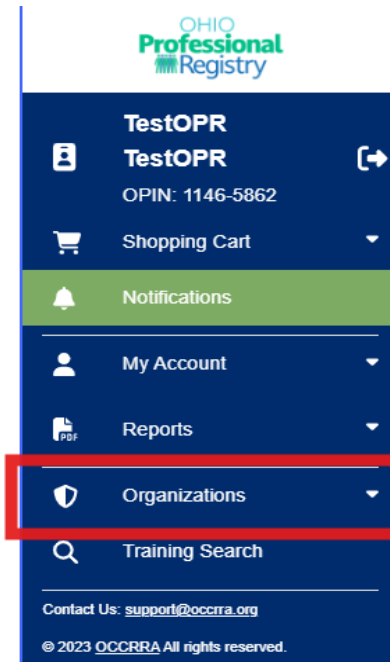
Access to the dashboard is permissions based. Only Supervisors, Program Managers, and ODH Consultants will be provided with permission to the applicable agency dashboard. To request access, email hvtraining.childrenandyouth.ohio.gov and provide your name, OPIN, agency, and role at the agency.

This document provides guidance and instructions for accessing and managing the Organization Dashboard and each tab within the dashboard. Click on any item below to view the guidance.
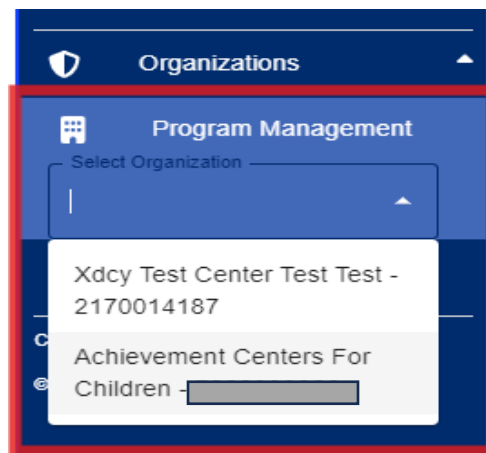
- [Access](#) the Organization Dashboard
- [Employee](#) Information – current, pending, verify and/or end date, manage/view credential
- View and Print [Reports](#)
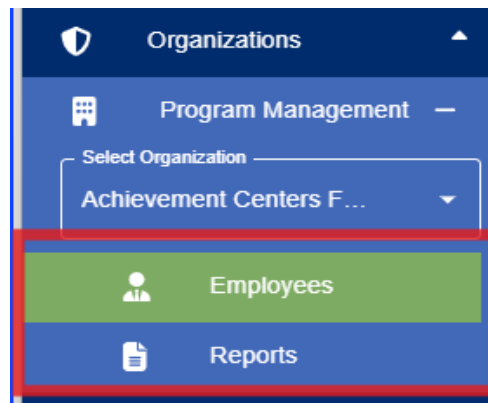
Accessing the Organization Dashboard

To access the program's Organization Dashboard, click the Organizations carrot from the left-hand side menu to expand the Organizations options.

Click inside of the Program Management "Select Organization" box and select the program you want to manage.
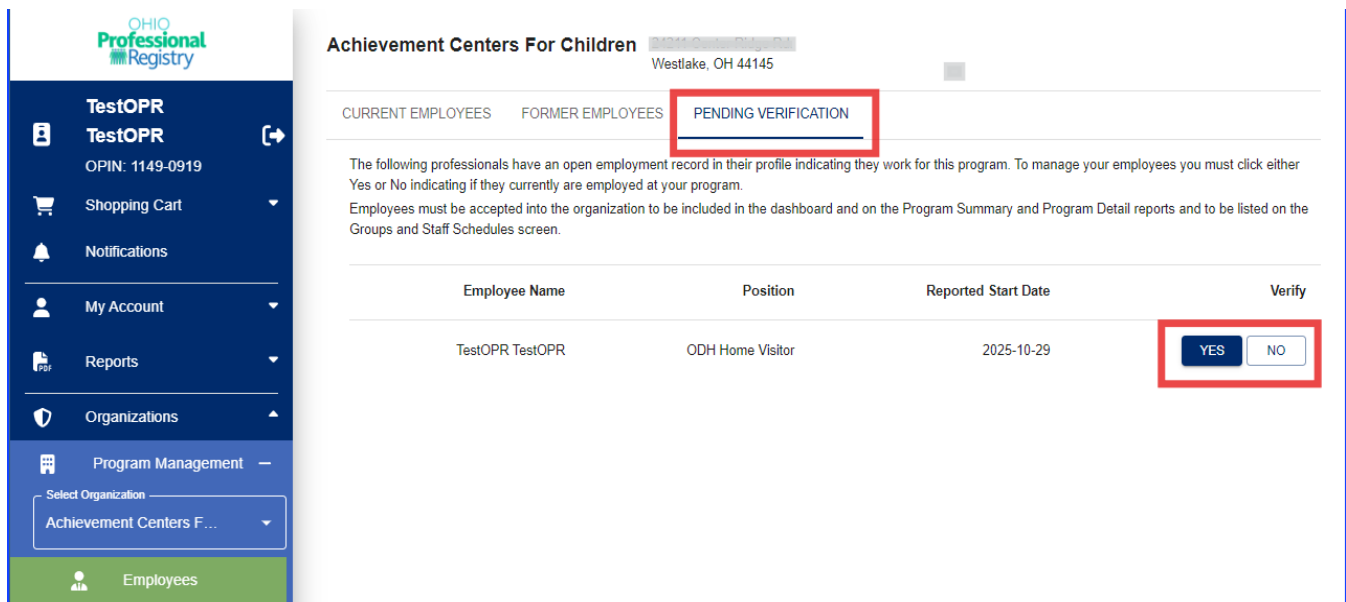
The Organization Dashboard tabs are now visible in the left-hand menu (outlined below)

Pending Employees - If there are Employees that are pending verification, it will be the first page you see. If the professional is currently working at this program, select Yes. If there are no employees that need verified, you'll be taken directly to the Current Employees tab.

Current Employees - list of all employees that have listed your agency in the Employment tab of their OPR profile and have been verified by an organization administrator in the dashboard.

Former Employees – list of employees who have an end date for a record at that program.

Current Employees

The current employees' section of the Organization Dashboard shows all active **verified** employees at that program. If your employees are not listed in the dashboard as pending or current, this indicates that they have not added the agency to the Employment tab of their OPR profile.

Here, you can view the employee's name, employment dates, position/role, current Home Visiting Credential, date awarded and expired, IMH credential if applicable, and Actions.

Click the three dots in the Actions column, to display a menu of options.

CURRENT EMPLOYEES	FORMER EMPLOYEES	PENDING VERIFICATION						
Employee Name	Employment	Position	Current HV Credential(s) Type	Awarded	Expires	IMH Credent	Other Credential(s)	Actions
	2022-09-19 to Present	ODH Home Visitor	Healthy Families Americ...	09/01/2025	08/31/2027			•••
								VIEW PD
								VIEW PD PLAN
								HV ASSESSMENT
	2023-09-05 to Present	ODH Home Visitor	Healthy Families Americ...	09/01/2024	08/31/2026			PRINT PD REPORT
								END DATE EMPLOYMENT

- View PD – opens a screen to view the employee's verified/completed professional development in their OPR profile
- View PD Plan – if your agency completes a PD Plan, it can be viewed here
- HV Assessment – if required, can be viewed here
- Print PD Report - print a report of the employee's completed professional development
- End Date Employment – select and complete for employees who are no longer employed
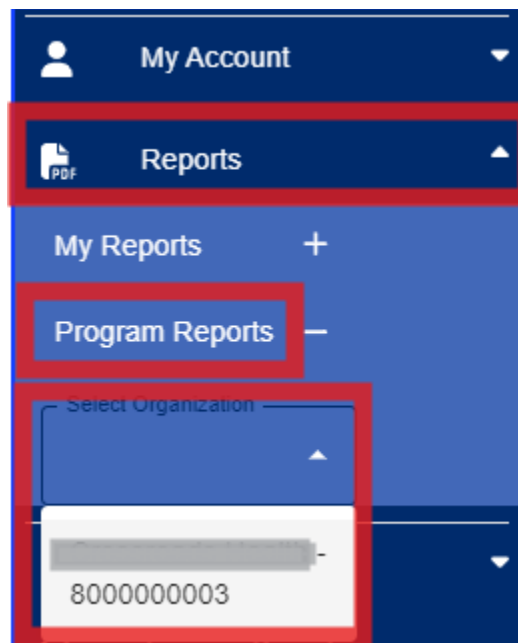
Reports Tab

Three reports are available to the agency managers and supervisors.

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1. Agency Summary Report
2. Home Visitor Professional Development (PD) Report
3. Home Visitor Registry Transcripts Report

How to access Reports:

1. Sign in to your OPR profile
2. Select the Reports tab from the menu panel on the left
3. Select Program Reports
4. Click inside of the "Select Organization" box and select your agency

Agency Summary Report -displays the data on all current verified employees from their OPR profile, including employment role, credential type with awarded date and expiration date, as well as verified education.

Achievement Centers For Children
Westlake, OH 44145

Program Reports

AGENCY SUMMARY REPORT | HOME VISITOR/SUPERVISOR PROFESSIONAL DEVELOPMENT REPORT | HOME VISITOR REGISTRY TRANSCRIPT(S) (SELECT ONE OR ALL EMPLOYEES WITH HV CREDENTIAL(S))

Agency Summary Report

ⓘ Notice: This report may take a while to generate.

[PDF REPORT]

Home Visitor/Supervisor PD Report - provides a CSV report of all PD completed an employee. This report allows managers and supervisors to filter the information to support tracking PD completion and PD needs for the agency employees.

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Program Reports

AGENCY SUMMARY REPORT | HOME VISITOR/SUPERVISOR PROFESSIONAL DEVELOPMENT REPORT | HOME VISITOR REGISTRY TRANSCRIPT(S) (SELECT ONE OR ALL EMPLOYEES WITH HV CREDENTIAL(S))

Home Visitor/Supervisor Professional Development Report

ⓘ Notice: This report may take a while to generate.

Select Employee

[CSV REPORT]

Home Visitor Registry Transcripts Report - provides a PDF report of all PD completed. This report can be downloaded and/or printed.

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Program Reports

AGENCY SUMMARY REPORT   HOME VISITOR/SUPERVISOR PROFESSIONAL DEVELOPMENT REPORT   **HOME VISITOR REGISTRY TRANSCRIPT(S) (SELECT ONE OR ALL EMPLOYEES WITH HV CREDENTIAL(S))**

Home Visitor Registry Transcript(s) (select one or all employees with HV Credential(s))

ⓘ   Notice: This report may take a while to generate.

Select Employee

PDF REPORT