

Employment Entry User Guide for Children Services

Entering an Employment Entry

1. If you do not already have an OPR profile, and need assistance with creating one, view our [Create OPR Profile Resources](#) webpage for additional details. Do not create duplicate profiles.
2. If this is your first time signing in, an employment record is required to move forward in your profile. You will be taken directly to the 'Add Employment' screen (below). If you have an existing profile, you can sign in, click on My Account, click on Employment, and then click on "Add Employment" button in the top right corner.
3. Select DCY Certified Foster Care Agency

Click on the box that best describes your employment or employer.

Early Care and Education Professionals

Examples include employment at one of the following types:

- Ohio Dept. of Children and Youth (DCY)
 - Child Care Center
 - Family Child Care Home (Type A or B)
 - School-Based Preschool
 - School-Based School-Age
 - Day Camp
 - In-Home Aide
- Youth Development (not licensed by DCY)
- Closed Early Care and Education Program
- Out-of-State Early Childhood Employment

Help Me Grow Professionals

Examples include employment at one of the following types:

- Home Visitor / Home Visiting Supervisor
- Early Intervention Service Coordinator
- Early Intervention Supervisor
- Developmental Specialist

DCY Certified Foster Care Agency

Examples include employment at one of the following types:

- DCY Certified Group Home
- DCY Certified Children's Residential Center
- DCY Certified Foster Care Recommending Agency
- Other DCY Certified Agency

Workforce Support Staff

Examples include employment at one of the following types:

- Child Care Resource & Referral Agencies (CCR&R)
- State Support Team (SST)
- Infant and Early Childhood Mental Health Professional (IECMH)
- State/County Agency Staff (ODCY, ODEW, ODODD, ODH, ODJFS, ODBH, ODM)

Other Options

Examples include employment at one of the following types:

- Current Student (including Career Tech)
- Foster Care Family
- Higher Education
- Instructor / Program Technical Assistance
- ODBH Certified/Licensed Agency
- Ohio Association of Community Health Centers (Federally Qualified Health Centers)
- Service Provider (OT, PT, SLP)
- Other

4. Select which provider type:

Which provider are you with?

DCY Certified Group Home

Examples:

- Group Home Owner, Administrator, Board President or Board Officer
- Group Home Volunteer, contract employee, or college intern
- Group Home Employee

DCY Certified Children's Residential Center

Examples:

- CRC Owner, Administrator, Board President or Board Officer
- CRC Volunteer, contract employee, or college intern
- CRC Employee

DCY Certified Foster Care Recommending Agency

Examples:

- Foster Care Agency Owner, Administrator, Board President or Board Officer
- Foster Care Agency Volunteer, contract employee, or college intern
- Foster Care Agency Employee

Other DCY Certified Agency

Examples:

- Agency Owner, Administrator, Board President or Board Officer
- Agency Volunteer, contract employee, or college intern
- Agency Employee

5. You will be prompted to search for your program. Type in the name of your agency. Once you start typing, selections will begin to appear, and filter based on the data you are entering. Select the program where you work.

✓ 1 Choose Employer Type
2 Choose Program
3 Add Role(s)

Employment Type: DCY Certified Group Home

Select the organization with the correct program type

You may only select one program type per employment record.

Employer Name	License Number	County
1 Trust Group Home, LLC	80000000001	Montgomery
BDM Sisters Group Home, LLC.	80000000522	Montgomery
Bridge of Care Group Home LLC	80000000552	Montgomery

6. Select Add Role

✓ 1 Choose Employer Type
✓ 2 Choose Program
3 Add Role(s)

Employment Type: DCY Certified Group Home
Employer Name: GEMS Group Home Inc. - 80000000529
County: Montgomery
License Number: 80000000529

ADD ROLE

PREVIOUS

7. Add role details such as role type, start date, etc.
 - Click inside the “Select Facility Name” box and select your facility from the list
 - Click in the “Select a Role” box and select your role from the list.
 - Enter your start date or click on the calendar icon to select your start date
 - Check the box next to Primary Employment
 - Save Employment.

The screenshot shows a form titled "Add Role". At the top, there are three input fields: "Select Facility Name" (a dropdown menu), "Select a Role" (a dropdown menu), and "Start Date" (a text field with a calendar icon). Below these fields is a horizontal line, followed by the text "Please review your employment details and select if this is your primary role." Underneath this text is a checkbox labeled "Primary Employment". A small note below the checkbox reads: "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." At the bottom right of the form are two buttons: "CANCEL" and "SAVE EMPLOYMENT".

8. Select Save Employment when you are finished entering that role.
9. Review the information on the confirmation page. If the information is correct, select 'Confirm'. To make changes, select 'Cancel'. Once a role is created, it cannot be removed.

The screenshot shows a dialog box titled "Confirm Role Details". It lists the following information:
Role: Assistant Teacher
Start Date: 08/17/2023
End Date: Present
Hours per week: 40
Months per year: 12
Hourly wage: 12
Age groups: Infant
Estimated Yearly Income: \$24,940.8
At the bottom right of the dialog box are two buttons: "CANCEL" and "CONFIRM". The "CONFIRM" button is highlighted with a red rectangular box.

Contact support@ocrra.org for questions.