



## **Department of Children and Youth Memo 25-061**

**TO:** Public Children Services Agencies (PCSAs) and Private Network Agencies who complete Agency Certification activities

**FROM:** Brittaney Carter, Chief Information Officer

**DATE:** August 19, 2025

**SUBJECT:** Deployment Communications for the Upcoming August 2025 Release for Ohio Certification for Agencies and Families (OCAF)

### **What problem are we trying to solve?**

Since the deployment of OCAF Agency Certification, the Department of Children and Youth (DCY) has been resolving issues and enhancing the application. The items prioritized for the August OCAF deployment are:

- The Foster and Adoption Application was showing an incorrect validation message to caregivers as a result of the Date of Marriage field clearing out prior to submission. Due to this being a required field, the application was unable to be submitted.
- Enhancements to improve the data quality of Critical Incident Reports (CIRs).

### **What can you expect?**

The following changes will be made within OCAF:

- The Date of Marriage is no longer clearing out allowing caregivers to submit their application.
- Additional fields have been added to CIR functionality to capture more information around incident reports that are for Absent Without Leave (AWOL) along with the ability to mark a child as Returned from AWOL. These fields include:
  - Circumstances of the child's disappearance
  - Date the child was last seen
  - Time the child was last seen
  - Child's demographic information including:



- Age
- Height and Weight
- Sex
- Race and ethnicity
- Complexion
- Hair color and eye color
- Birth marks, tattoos and piercings
- Clothing worn
- Glasses or contact use
- Nickname(s)
- Child has Braces?
- Shoe size
- Youth's cell phone number, email address, and social networking contacts
- Endangerment information such as:
  - Pregnant
  - Prescribed medications and any medical condition(s)
  - Suicidal or homicidal tendencies
  - Description of who may have abducted the child
  - Vulnerable to being trafficked (sex or labor)
- Other health or risk factors, any factual, biographical or historical information, including health or behavioral health concerns that may assist with locating the missing child.
- Added a Created Date to the CIR screens.

**How can you prepare:**

The OCAF User Guides have been updated and can be found here: [Knowledge Base - OCAF](#)

**Deployment Details:**

The August deployment with the above referenced items is scheduled for deployment on 8/28/2025.

**Who to contact?**

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).