



## OhioMeansJobs System Certification Phase One Instructions

*(The entire OhioMeansJobs System Certification process is paperless.)*

### A. Preparation for Certification

Beginning January 4, 2016, an OhioMeansJobs (OMJ) operator may request Phase One certification for one comprehensive, full service facility within that operator's workforce development area.

**Prior to the certification request, if a recent ADA Checklist has been completed, the OMJ operator must obtain written approval from the ODJFS Bureau of Civil Rights (BCR) confirming approval of the plan and checklist. This approval completes Sections 1.1 and 1.2 of the Phase One Checklist and Step One below. The contact from BCR to obtain approval is: [shanna.bagner@jfs.ohio.gov](mailto:shanna.bagner@jfs.ohio.gov)**

**Step One:** The OMJ operator must complete a current Amendment to Americans with Disabilities Act Plan Checklist. The checklist can be found at:

<http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf>

The ADA Plan can be found at:

<http://www.odjfs.state.oh.us/forms/file.asp?id=51&type=application/pdf>

Upon completion, an electronic copy of the completed ADA Checklist is sent to:

[shanna.bagner@jfs.ohio.gov](mailto:shanna.bagner@jfs.ohio.gov) with the following in the subject line:

ADA Checklist – Phase One Cert – (*comprehensive site name*)

**Step Two:** The Phase One Certification request must be in writing (via e-mail) to the area's Local Workforce Development Board (LWDB). The request must include the following and must be sent electronically:

- The name and address of the comprehensive site to be certified and the hours of operation for the site
- The contact information for the person at the comprehensive site who will respond to the LWDB on certification activities
- A copy of the confirmation from the Ohio Department of Job and Family Services Bureau of Civil Rights confirming receipt and approval of the comprehensive site's ADA Plan Checklist
- A copy of the most current local area Memorandum of Understanding
- A copy of the most current local area Standard Operating Policies and Procedures
- A copy of the most current local area Limited English Proficiency Plan (LEP)

The LWDB notifies the Ohio Department of Job and Family Services of the request and initiation of the certification process via e-mail to: [OWDPOLICY@jfs.ohio.gov](mailto:OWDPOLICY@jfs.ohio.gov) with the following in the subject line: OMJ Phase One Certification Request – (*comprehensive site name*)

## **B. Formation and Activities of the Local Certification Review Team**

The local certification review team is responsible for managing the certification process through desk and on-site reviews of the local system, completing the Phase One Measures Checklist (available at: <http://jfs.ohio.gov/owd/WIOA/implementation.stm> ), and making a recommendation to the board regarding certification. The LWDB has discretion in forming the review team as far as size and membership. Suggestions for a review team composition are:

- Selecting individuals with the following backgrounds: (1) a representative from the LWDB; (2) a workforce professional in the local area; (3) a representative from business; and (4) a peer workforce professional reviewer from another local area.
- or-
- Contracting out the services of an independent third party with workforce development knowledge and experience

When selecting individuals for the review team the board should consider individuals who may also be able to conduct the Phase Two certification the following year as the experience gained in the first phase will provide consistency and continuity throughout the certification process.

A representative from the LWDB should be identified as the primary contact person for the OMJ operator to coordinate certification activities and head up the review team. A LWDB should consider making available a peer reviewer to another local area if requested.

Training for local certification review teams is provided by ODJFS. The training is available via viewable media on the ODJFS website at: <http://jfs.ohio.gov/owd/WIOA/implementation.stm>

The LWDB contact person will provide the Certification Review Team with the OMJ operator's request and electronic materials to begin a desk review. The review team members should familiarize themselves with the materials provided as these will be helpful during the on-site reviews. The LWDB is responsible for the certification process and activities, however the following recommendations are provided:

- The desk review should be completed within thirty (30) days of the request and an on-site visit should be scheduled and conducted within sixty (60) days of the request.
- An exit interview with the OMJ operator and relevant staff should be conducted within two (2) weeks of the on-site visit. The exit interview should note any outstanding practices by the OMJ system and any areas of the Phase One Measures that were not met.

- For measures not met the OMJ operator should provide the review team with a solution and time line for meeting the measure(s).
- A second review will be scheduled (as needed) to complete certification.

The on-site reviews can be conducted using an electronic tablet as the Measures Checklist is in a fillable PDF format, includes hyperlinks to reference material and information, and can be saved easily and shared among team members.

The Certification process must be concluded by June 30, 2016 and the comprehensive center must meet all of the measures. If extenuating circumstances arise, the certification period can be extended to September 30, 2016 and the circumstances must be noted on the certification Measures Checklist.

### **C. Certification Acknowledgement**

The LWDB will review the recommendation from the review team regarding certification of the comprehensive site and determine if in agreement. If in agreement, the LWDB will issue a written notice (via e-mail) to the OMJ operator of meeting OMJ Phase One Certification. If not in agreement, the LWDB will issue a written reason for non-certification and the actions expected from the OMJ operator to become certified. The review team will follow up with the OMJ operator to ensure activities are completed to become certified and will report back to the LWDB.

The LWDB notifies the Ohio Department of Job and Family Services upon successful certification of the comprehensive center by sending the completed Measures Checklist to: [OWDPOLICY@jfs.ohio.gov](mailto:OWDPOLICY@jfs.ohio.gov) with the following in the subject line:

OMJ Phase One Certification Completion – *(comprehensive site name)*

*Note: Technical assistance for OMJ System Certification is available through the Ohio Department of Job and Family Services, Office of Workforce Development.*

*Requests may be sent to: [OWDPOLICY@jfs.ohio.gov](mailto:OWDPOLICY@jfs.ohio.gov)*