



Ohio Administrative Code

Rule 5101:2-20-02 Ohio database for adult protective services.

Effective: [October 17, 2026](#)

The purpose of this rule is to outline the access, use, and maintenance of the Ohio database for adult protective services (ODAPS).

(A) What is the purpose of ODAPS?

The purpose of ODAPS is for each county department of job and family services (CDJFS) to collect and submit data to the Ohio department of job and family services (ODJFS) concerning the implementation of sections 5101.60 to 5101.73 of the Revised Code.

(B) Who has access to the data in ODAPS?

(1) Access to and use of data in ODAPS is limited to the extent necessary to carry out the adult protective services (APS) program.

(2) Access is granted by ODJFS based on the request of the CDJFS.

(C) What is the responsibility of the CDJFS regarding personnel changes and ODAPS access?

The CDJFS is to notify ODJFS of any personnel changes in relation to staff access needs for ODAPS.

(D) What is needed for access to ODAPS?

Personnel having access to ODAPS will be:

(1) Trained in the confidentiality of ODAPS.

(2) Informed of all penalties related to the misuse and abuse of ODAPS.

(3) Trained in security procedures.

(4) Signed the JFS 07078 "Code of Responsibility."

(5) Completion of ODAPS user training.

(E) What is the responsibility of the CDJFS regarding unauthorized ODAPS access?

The CDJFS is to monitor access to and use of ODAPS to prevent and identify unauthorized use.

(F) What are the penalties for unauthorized access to or disclosure of data in ODAPS?



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In addition to the criminal penalty provision listed in section 5101.99 of the Revised Code, the CDJFS may impose administrative penalties up to and including dismissal from employment.

(G) How is the confidentiality of data in ODAPS maintained?

Data entered in ODAPS is confidential and dissemination of any adult protective services case information is to be in accordance with rule 5101:2-20-05 of the Administrative Code.

(H) What information is to be entered into ODAPS by the CDJFS?

The CDJFS is to enter all case record information in ODAPS.

(I) What is the timeline for entering and updating information in ODAPS?

Case record information is to be entered in ODAPS no later than three working days after the occurrence of an event or as the information becomes available.