**Mental Illness Adjudication Reporting Instructions**

Important Notes:
1. In order to access the OCN portal, you must have a digital certificate installed on your computer. For more information, please contact your OCN Coordinator or the OCN help desk.
2. The OCN Portal works best in Internet Explorer, version 10 or higher. Some functions may not work correctly or be inaccessible in older versions or other browsers.

How to Get to the Portal
1. In your browser's address bar, type in https://ocn.ohiocourts.gov – you can also bookmark the site for easier access on future visits.
2. Click **OK** to confirm the certificate – if you do not get a popup asking you to confirm the certificate, and/or if you get an error 403: Forbidden Access Denied, you need a digital certificate – contact your OCN Coordinator or the OCN Help Desk for assistance.
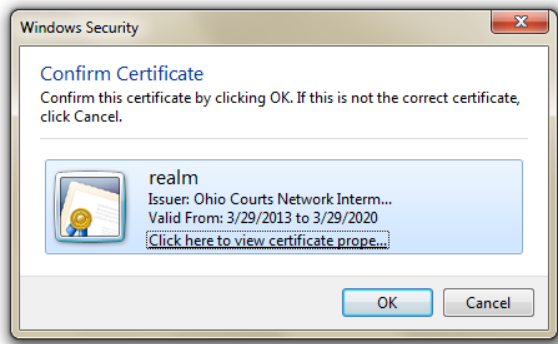
Logging In
1. Enter your username and password in the appropriate boxes. Please note that the password is case-sensitive, the username is not. Any announcements such as planned maintenance, etc. will appear in the area below the login boxes.


2. If you have forgotten your password or it has expired (passwords expire every 120 days whether or not you have logged in) and you have previously enrolled in
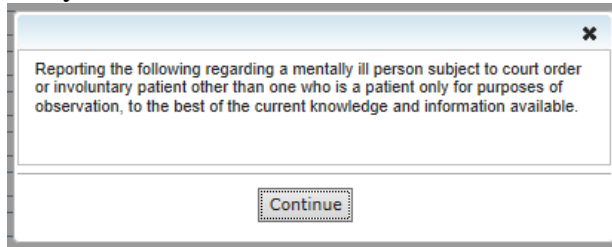
password recovery, click the **Forgot Password** link to answer your security questions and reset your password. If you have not enrolled in Password Recovery or cannot remember your security question answers, click the **Help Desk** link for assistance.

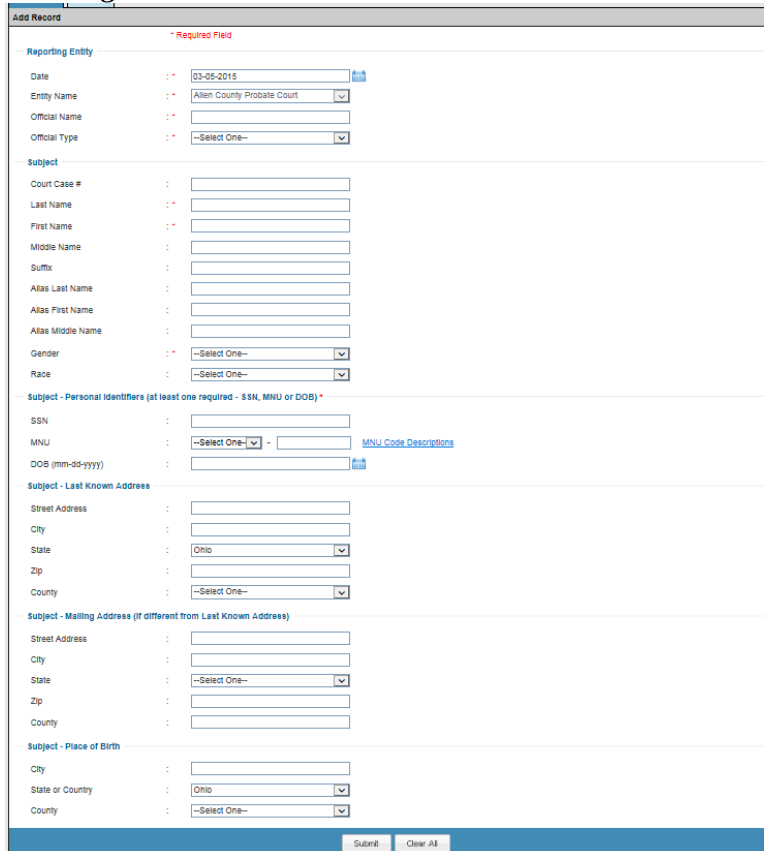### *Accessing the Mental Illness Form*

1. If you have access to other OCN searches, you will see the basic search screen by default each time you login. To access the mental illness form, click the **Mental Illness** tab:

| Create Search | Other Services | Custom Reports | Mental Illness |
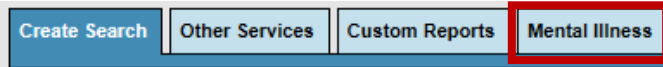
2. If you have access to the OCN only for mental illness adjudication reporting, you will automatically be directed to the form each time you login.

3. You must click **Continue** to agree to the terms of use each time you being using the system:

Reporting the following regarding a mentally ill person subject to court order or involuntary patient other than one who is a patient only for purposes of observation, to the best of the current knowledge and information available.

Continue

Entering New Forms

Add Record

* Required Field

Reporting Entity

Date	: *	03-05-2015
Entity Name	: *	Allen County Probate Court
Official Name	: *	
Official Type	: *	--Select One--

Subject

Court Case #	:	
Last Name	: *	
First Name	: *	
Middle Name	:	
Suffix	:	
Alias Last Name	:	
Alias First Name	:	
Alias Middle Name	:	
Gender	: *	--Select One--
Race	:	--Select One--

Subject - Personal Identifiers (at least one required - SSN, MNU or DOB) *

SSN	:	
MNU	:	--Select One-- - MNU Code Descriptions
DOB (mm-dd-yyyy)	:	

Subject - Last Known Address

Street Address	:	
City	:	
State	:	Ohio
Zip	:	
County	:	--Select One--

Subject - Mailing Address (if different from Last Known Address)

Street Address	:	
City	:	
State	:	--Select One--
Zip	:	
County	:	

Subject - Place of Birth

City	:	
State or Country	:	Ohio
County	:	--Select One--

Submit   Clear All

1. Starred fields are required, the remaining fields are optional.
2. **Date of Finding** is the date that the Judge or Chief Clinical Officer finds or declares the individual incompetent.
3. Your **Entity Name** is associated with your account and cannot be changed. If the entity name is incorrect, contact the OCN Help Desk immediately for assistance.
4. When you have completed all intended fields, click **Submit** at the bottom of the screen.
5. You will see a message that the system is waiting for a response while your information is submitted to BCI.

Add Record Confirmation			
Waiting for the response......			
Status	:	ARI (BCI)	:

6. When your submission is complete, you will see a confirmation. To see the content of your submission, click **View Detail**.

Add New	Search		BCI Response: 100% Completed
Add Record Confirmation			
Status	: SUCCESS	ARI (BCI)	: 290982
View Detail			

7. If there was a problem with your submission, you will receive an error and the option to **Edit & Resubmit**. Clicking will return you to the form so you can correct the appropriate field(s).

Add Record Confirmation	
Status	: FAILED
Note	: BCI HAS FAILED TO PROCESS THE REQUEST. BCI VALIDATION ERROR(S). ▸ THE SOCIAL SECURITY # FIELD IS INVALID.
Edit & Resubmit	

8. Once you have successfully submitted your form and clicked **View Detail**, the details of your submission should appear as you entered them.

| Record Detail					
NRI (NICS)	:	ARI (BCI)	: 290982	Date	: 03/05/2015
Official Name	: JUDGE GLENN H. DERRYBERRY	Official Type	: PROBATE JUDGE		
Entity Name	: ALLEN COUNTY PROBATE COURT	Entity Type	: COUNTY		
County	: ALLEN	Address	: 301 NORTH MAIN STREET, LIMA, OH, 45805		
Subject					
Name	: JAMES SNOOK	Alias	:	Court Case #	:
DOB	: 09/17/1979	SSN	:	MNU	:
Gender	: MALE	Race	:		
County (Residence)	:	Address (Residence)	:		
County (Mailing)	:	Address (Mailing)	:		
County of Birth	:	Place of Birth	:		
	Create Form	Add New	Modify	Delete	

9. To modify the information you submitted, click the **Modify** button at the bottom of the screen. This will return you to the form, where you can edit your submission. Clicking **Cancel** on the form while you are editing will return you to the submission detail screen without making changes.

10. To delete your submission, click the **Delete** button at the bottom of the screen. You will be asked to confirm or cancel the deletion before the record is irrevocably deleted.
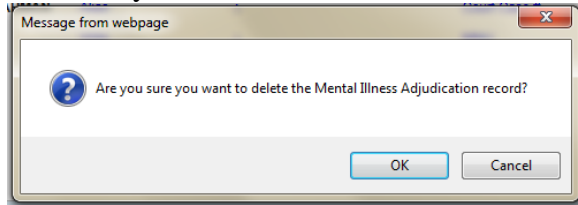
11. To begin entry of a new form pre-populated with the information you entered in this submission, click the **Add New** button.
12. To create a PDF version of the form to print or save to your computer, click the **Create Form** button.

Searching Your Submitted Forms

1. You can search for all forms that your court or hospital has submitted through the portal – you cannot search or view mental illness adjudication forms from other courts or hospitals.
2. To search, click the **Search** tab.

3. It is not necessary to complete all fields to perform your search – you can locate your record by searching by date range, NRI, or ARI. Note: The ARI is assigned by BCI when the form is submitted. The NRI is assigned by NICS once they have accepted the record. The reporting entity cannot be changed – if the entity that appears is not correct, please contact the OCN Help Desk immediately for assistance.

4. Your search results will appear in a grid. You can sort the grid by any column by clicking on the column title.

Date	Reporting Entity	First Name	Middle Name	Last Name	DOB	SSN	MNU	NRI (NICS)	ARI (BCI)
2015/03/05	ALLEN COUNTY PROBATE COURT	JAMES		SNOOK	1979/09/17				290982
2015/03/05	ALLEN COUNTY PROBATE COURT	VIOLETTA		DEVEREAUX			DL-RL55567		290983
2015/03/05	ALLEN COUNTY PROBATE COURT	ZAKARIYYA	ABDUL	RAHMAN	1950/05/11				290984

View Detail | New Search | Create Summary Report « ‹ Page 1 of 1 › » Rows 1 to 3 of 3

5. To view a record, highlight it by clicking anywhere in the row and click the **View Detail** button at the bottom of the grid.
6. From the detail screen, you can create a new form, begin a new search, return to your search results, or modify or delete the selected record.

| Create Form | New Search | Search Results | Modify | Delete |
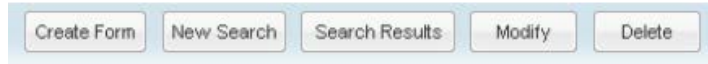
7. To create a printable report of your search results, click the **Create Summary Report** button. Your report will open in a new browser window or tab. You can export your report as a PDF, Word, Excel, or CSV file for saving or printing by clicking on the small disk icon at the top of the report.

PDF
Word
Excel
CSV (comma delimited)
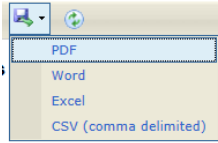
Questions? Call the OCN Help Desk at (614) 387-9980 or e-mail ocnhelp@sc.ohio.gov