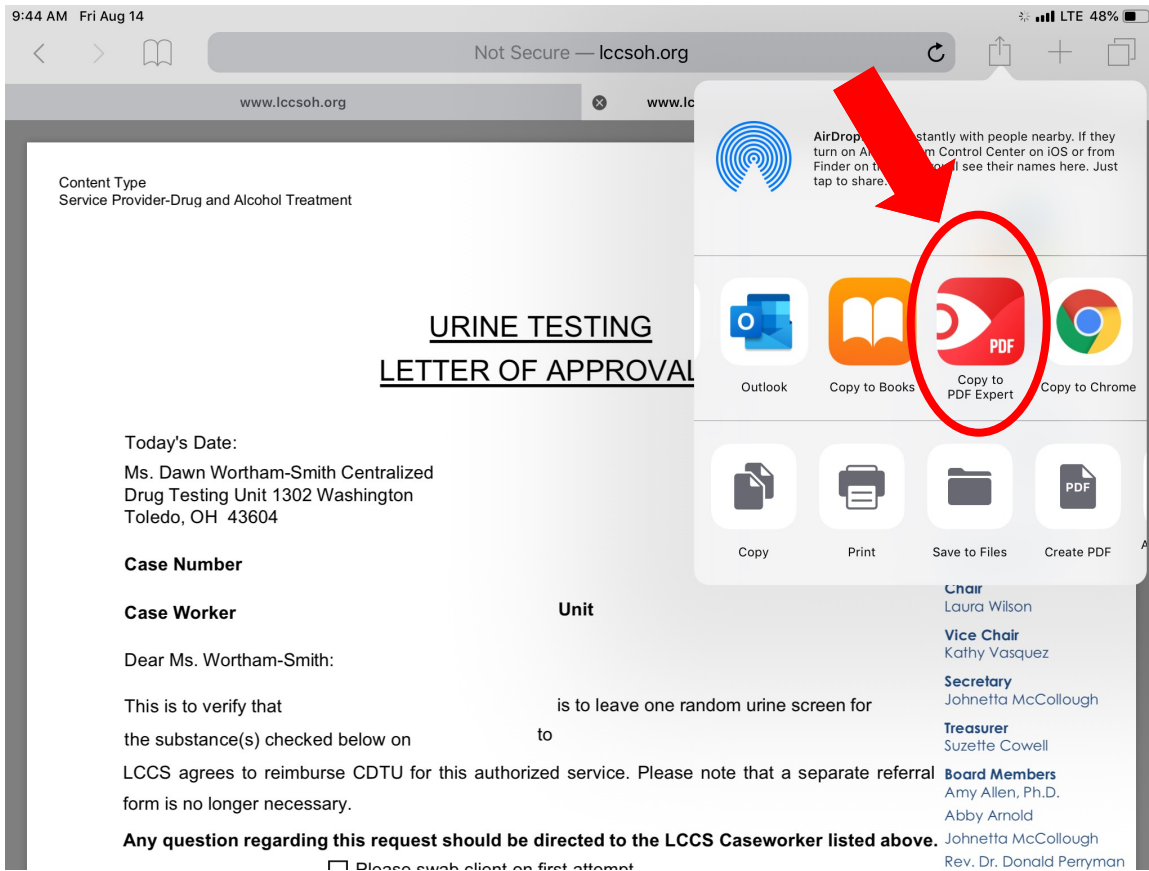


This will open some options for you to choose from. There are three lines of options, from the middle set of icons, scroll over until you see the icon that says Copy to PDF Expert and pick that one.



The PDF will then open in PDF Expert and you will be able to fill in the fields. Just click on the field that you want to type in and you will see a cursor appear for you to be able to start typing.



Content Type
Service Provider-Drug and Alcohol Treatment



URINE TESTING LETTER OF APPROVAL

Today's Date:

Ms. Dawn Wortham-Smith Centralized
Drug Testing Unit 1302 Washington
Toledo, OH 43604

Case Number

Case Worker Unit

Dear Ms. Wortham-Smith:

This is to verify that is to leave one random urine screen for
the substance(s) checked below on to

LCCS agrees to reimburse CDTU for this authorized service. Please note that a separate referral
form is no longer necessary.

705 Adams St.
Toledo, OH 43604

P: 419.213.3200
F: 419.327.3291
TDD: 419.327.3559

Executive Director
Robin Reese

Chair
Laura Wilson

Vice Chair
Kathy Vasquez

Secretary
Johnetta McCollough

Treasurer
Suzette Cowell

Board Members
Amy Allen, Ph.D.
Abby Arnold

You can copy and paste the email addresses from the bottom of the letter to your email to make things easier. To do this just click on the word "email" above the email addresses. (Please do not click on the email addresses, you will get an error message.)

6551-Crim...s-Check-6 > URINE-TESTING-7 x URINE-TE...ING-7 copy x 1422-Daily-Mileage x URINE-TESTING-9 x
John Schinnari

Amphetamines Cocaine
 Barbiturates Methadone
 Benzodiazepines Suboxone
 Cannabinoid Opiate
 Oxycodone Heroin
 Ethyl Alcohol (if consumed within 8-10 hours) Fentanyl
 EtG (only choose if alcohol is a specific case concern)

****CLIENT MUST PRESENT PICTURE I.D. OR PROOF OF IDENTITY AT CDTU****

A separate form with client description will follow this request.

*****PLEASE DEFAULT TO SWAB TEST IF CLIENT IS UNABLE TO PRODUCE URINE**

Copy Note Highlight Underline Strikeout Define Speak Share

Please send email to the following addresses:
 schapman@co.lucas.oh.us; dmcclain@co.lucas.oh.us; hbaldwin@co.lucas.oh.us;
 dwsmith@co.lucas.oh.us; Lucaskids-drug-screen@jfs.ohio.gov;

Attach to email Clear

COA
COUNCIL ON ACCREDITED SERVICES
PROVIDER
ACCREDITED

REVISED 7/2020

Once you have email highlighted, you can drag the highlight area to cover all of the email addresses. Use the blue circles to drag the highlighted area to include all of the email addresses. Change the beginning of the highlight to start with the beginning of the email addresses. Your highlighted area should look like the example below. Once highlighted, click the Copy button.

6551-Crim...s-Check-6 > URINE-TESTING-7 x URINE-TE...ING-7 copy x 1422-Daily-Mileage x URINE-TESTING-9 x
John Schinnari

Amphetamines Cocaine
 Barbiturates Methadone
 Benzodiazepines Suboxone
 Cannabinoid Opiate
 Oxycodone Heroin
 Ethyl Alcohol (if consumed within 8-10 hours) Fentanyl
 EtG (only choose if alcohol is a specific case concern)

****CLIENT MUST PRESENT PICTURE I.D. OR PROOF OF IDENTITY AT CDTU****

A separate form with client description will follow this request.

*****PLEASE DEFAULT TO SWAB TEST IF CLIENT IS UNABLE TO PRODUCE URINE**

SAMPLE***

Copy Note Highlight Underline Strikeout Define Speak Share

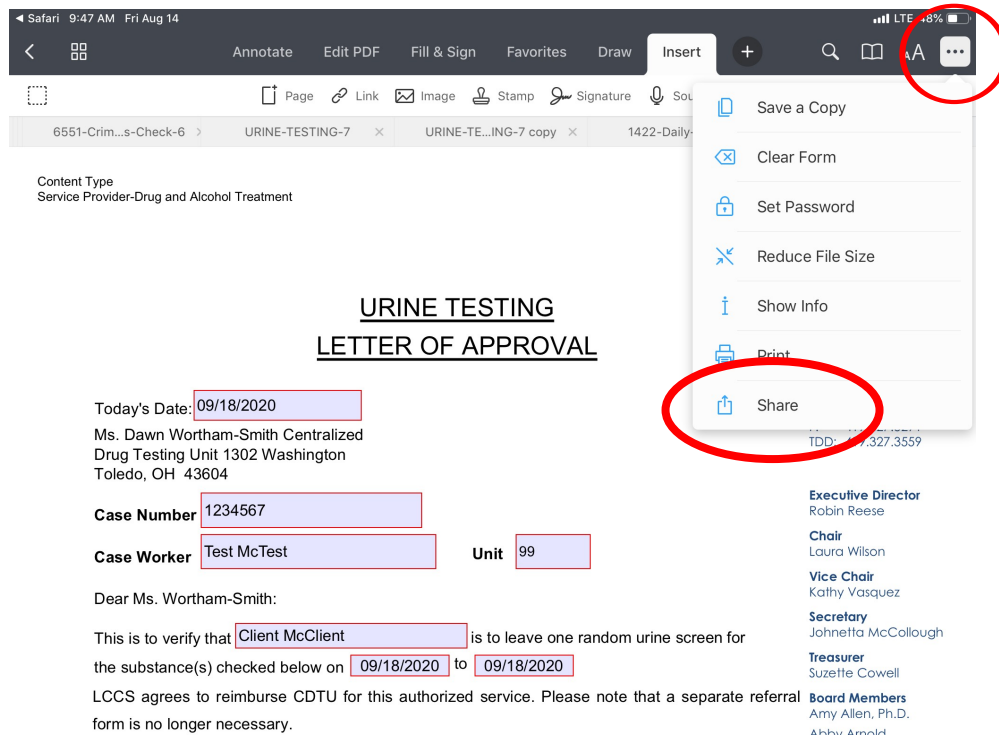
Please send email to the following addresses:
 schapman@co.lucas.oh.us; dmcclain@co.lucas.oh.us; hbaldwin@co.lucas.oh.us;
 dwsmith@co.lucas.oh.us; Lucaskids-drug-screen@jfs.ohio.gov;

Attach to email Clear

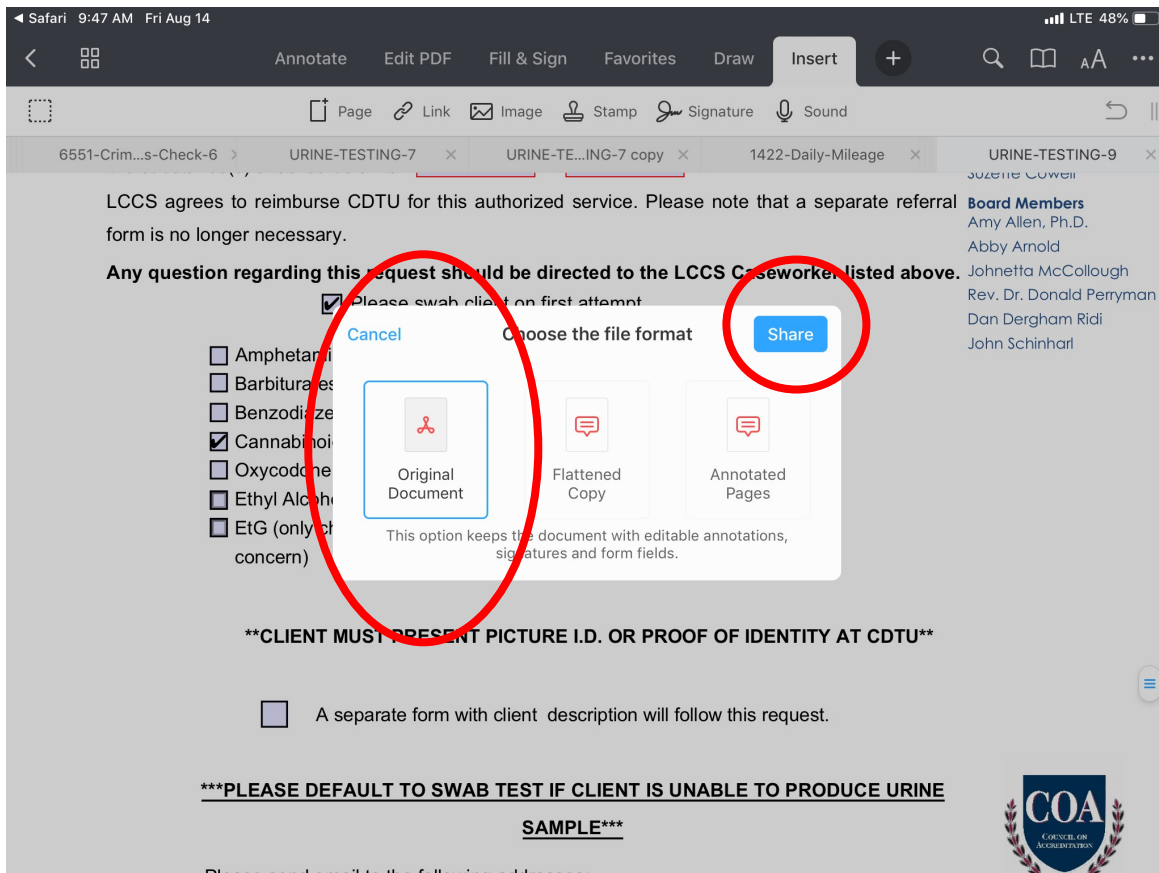
COA
COUNCIL ON ACCREDITED SERVICES
PROVIDER
ACCREDITED

REVISED 7/2020

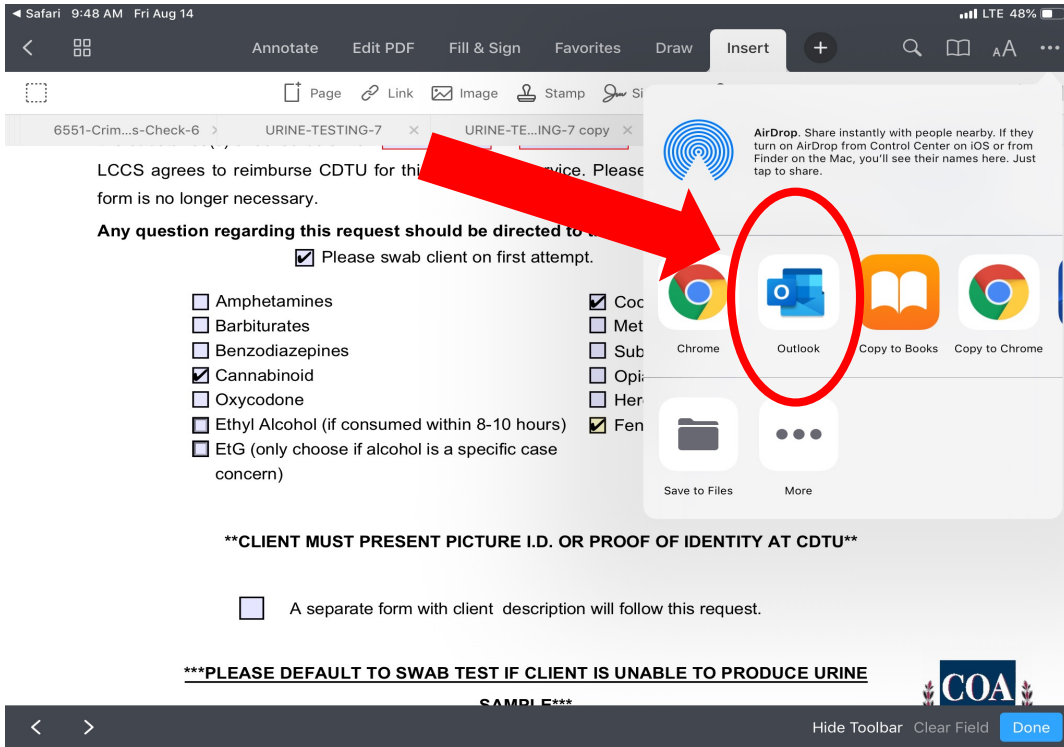
Once the form is completed you will have the ability to email it. **The Attach to Email button will not work on the iPad.** You will click on the 3 dots in the upper right hand corner and from that options drop down, choose share.



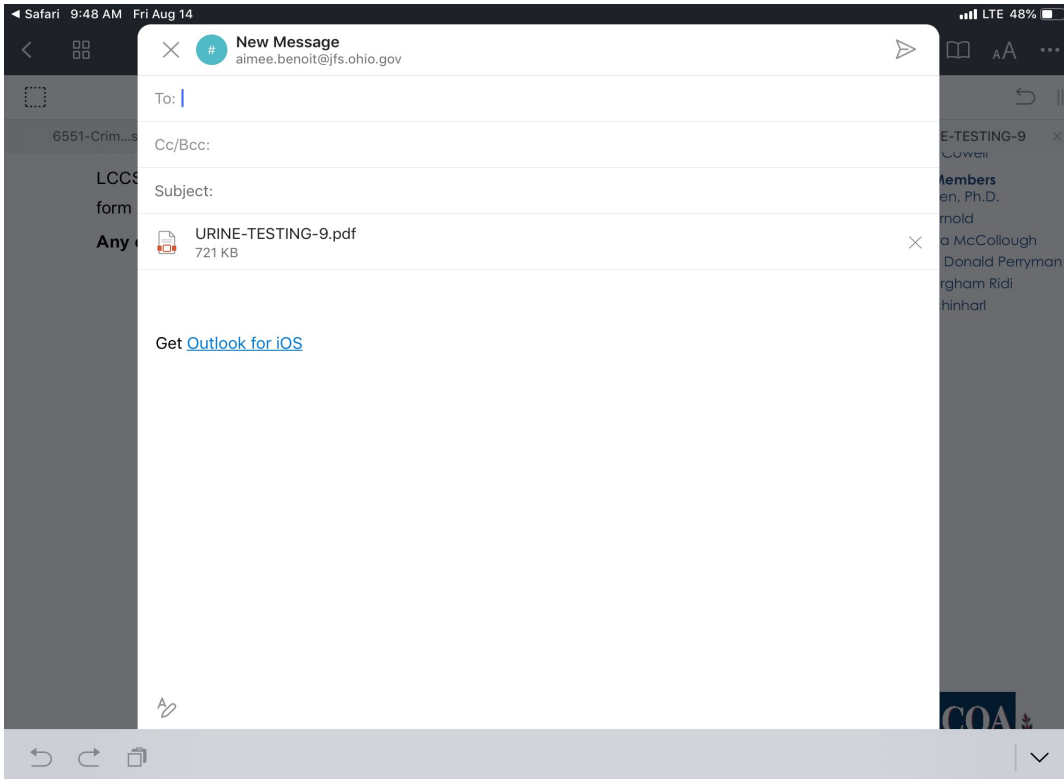
This will then give you the option to choose the file format. Choose the original document.



Then choose Outlook from the options for your method of delivery.



And it will open an email window with the document attached. In the To: line you can hold you finger down and choose Paste to put the email addresses that you just copied. CC your supervisor. Also, if you prefer to have a confirmation that your email sent correctly you can CC yourself as well. This is not a requirement and if you do not CC yourself you can verify sent mail in Outlook in your sent mail area.



You will also be able to sign all forms in PDF Expert. There are two ways to do this. Either the line will be formatted for signature in which case it will look like the following and when you click on the signature fill in box you will receive two options, seen below.

The screenshot shows the PDF Expert application interface. At the top, the status bar displays '2:47 PM Tue Oct 1' and 'LTE 62%'. The main menu includes 'Annotate', 'Edit PDF', 'Fill & Sign', and 'Favorites'. Below the menu is a toolbar with icons for 'Text', 'Signature', 'Date', 'Checkmark', 'Cross', 'Stamp', and 'Image'. The document title is '1422-Daily-Mileage'. The form contains a table with the following columns: FROM, Name Address, TO, Name Address, Odometer Reading, Miles, and Remarks. Below the table are two signature lines: 'Worker's Signature' and 'Total Miles'. A red arrow points to the 'Sign here' text above the 'Worker's Signature' line. A red circle highlights a dropdown menu that appears over the signature line, with two options: 'My Signature' and 'Customer Signature'. Below the signature lines is a certification statement: 'By affixing my signature above, I certify that I have a valid Driver's License, automobile insurance coverage as required by my state of residence, my automobile is legally registered and to the best of my knowledge is reliable.'

FROM	Name Address	TO	Name Address	Odometer Reading	Miles	Remarks

Worker's Signature
Total Miles

By affixing my signature above, I certify that I have a valid Driver's License, automobile insurance coverage as required by my state of residence, my automobile is legally registered and to the best of my knowledge is reliable.

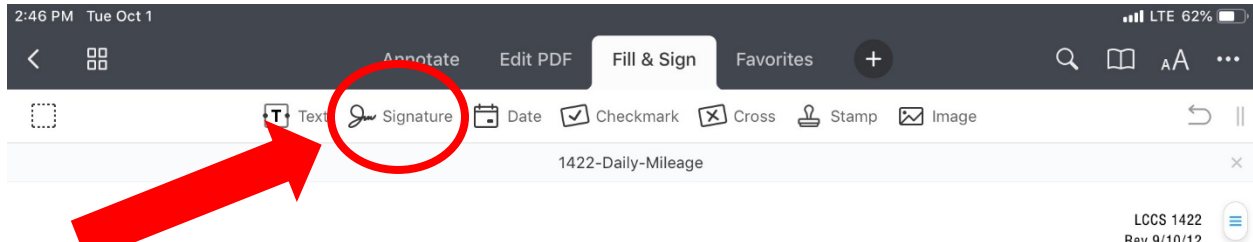
The screenshot shows a dialog box for signature completion. It has a dark header with navigation arrows on the left and three buttons on the right: 'Hide Toolbar', 'Clear Field', and 'Done'. The 'Done' button is highlighted in blue.

Choose Customer Signature to be able to sign a new signature each time. You can use your finger or a stylus to sign in the box that appears. Once you are satisfied with the signature you click done.

The screenshot shows a dialog box for signature completion. The title is 'Customer Signature'. It has a dark header with 'Cancel' on the left and 'Done' on the right. Below the header are options for 'Clear', 'Color', and 'Thickness'. A red circle highlights the 'Done' button. Below the dialog is a light gray box with the text: 'This is a one-time signature that will be inserted into the document. It will not be saved in the application for later use.'

The screenshot shows a signature completion dialog with a 'Done' button highlighted. Below the dialog is a light gray box with the text: 'SIGN HERE'.

Another option for signing on a document that does not have a formatted signature box is to use the Signature option from the PDF Expert toolbar.



2:46 PM Tue Oct 1 LTE 62%

Annotate Edit PDF Fill & Sign Favorites

Text Signature Date Checkmark Cross Stamp Image

1422-Daily-Mileage

LCCS 1422 Rev 9/10/12

DAILY MILEAGE REPORT

Date _____

Checked Out _____ AM/PM Odometer Reading _____
Checked In _____ AM/PM Odometer Reading _____

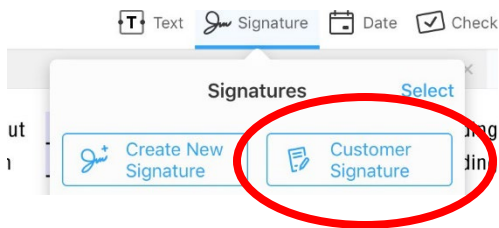
FROM	Name Address	TO	Name Address	Odometer Reading	Miles	Remarks

Sign here _____

Worker's Signature _____ Total Miles _____

By affixing my signature above, I certify that I have a valid Driver's License, automobile insurance coverage as required by my state of residence, my automobile is legally registered and to the best of my knowledge is reliable.

This will give you the same options as a box that is formatted for signatures. Choose Customer Signature and you will again be given the box to sign in.



PDF Expert will then ask you where you want to put the signature. Tap the box where you want the signature to go and it will place it for you. You will be able to resize if needed.

3:22 PM Tue Oct 1

Annotate Edit PDF **Fill & Sign** Favorites

Text Signature Date Checkmark Cross Stamp Image

1422-Daily-Mileage x 1422-Daily-Mileage-1 x

Checked Out AM/PM Odometer Reading

Checked In AM/PM Odometer Reading

FROM	Name Address	TO	Name Address	Odometer Reading	Miles	Remarks

Worker's Signature Total Miles

By affixing my signature above, I certify that I have a valid Driver's License, automobile insurance coverage as required by my state of residence, my automobile is legally registered and to the best of my knowledge is reliable.

3:22 PM Tue Oct 1

Annotate Edit PDF **Fill & Sign** Favorites

Text Signature Date Checkmark Cross Stamp Image

1422-Daily-Mileage x 1422-Daily-Mileage-1 x


Checked Out AM/PM Odometer Reading

Checked In AM/PM Odometer Reading

FROM	Name Address	TO	Name Address	Odometer Reading	Miles	Remarks

Worker's Signature Total Miles

By affixing my signature above, I certify that I have a valid Driver's License, automobile insurance coverage as required by my state of residence, my automobile is legally registered and to the best of my knowledge is reliable.



This will be very useful when using PDF Expert to fill in PDF forms from the state that have not been formatted. You can also use PDF Expert to fill in fields on a PDF that has not been created as a fillable PDF. There are some state forms that are available online that are not currently fillable. PDF Expert will address your needs. The following form is an example of what a non-fillable PDF will look like. If you would like to use this form for practice it is located at <https://www.odjfs.state.oh.us/forms/num/JFS01404/pdf/>

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES

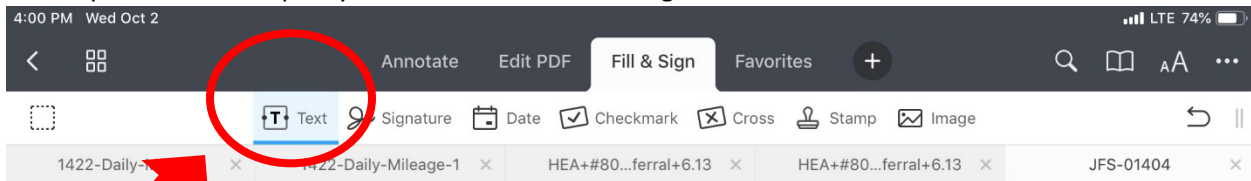
COMPREHENSIVE ASSESSMENT PLANNING MODEL – I.S. REUNIFICATION ASSESSMENT

Section 1: Identifying Information

Case Name:	Case Number:	Court Number:
Agency:	Caseworker:	Caseworker Signature Date:

Reunification is being considered with the following individual(s):

Once opened in PDF Expert you can fill in all boxes using the Text icon from the toolbar.



OHIO DEPARTMENT OF JOB AND FAMILY SERVICES

COMPREHENSIVE ASSESSMENT PLANNING MODEL – I.S. REUNIFICATION ASSESSMENT

Section 1: Identifying Information

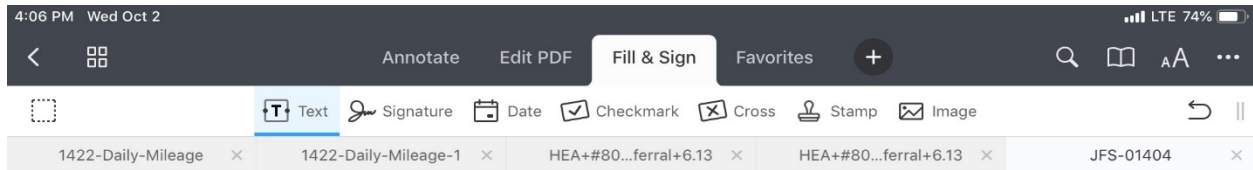
Case Name:	Case Number:	Court Number:
Agency:	Caseworker:	Caseworker Signature Date:

Reunification is being considered with the following individual(s):

List the name and age of each child for whom reunification is being considered.

NAME	AGE
------	-----

You will have to put the cursor in the box where you want to type. You can do this over as many times as is needed to complete the form. You will have the option to change the font type, size, and color so you are able to customize the form as you see fit.



OHIO DEPARTMENT OF JOB AND FAMILY SERVICES

**COMPREHENSIVE ASSESSMENT PLANNING MODEL – I.S.
REUNIFICATION ASSESSMENT**

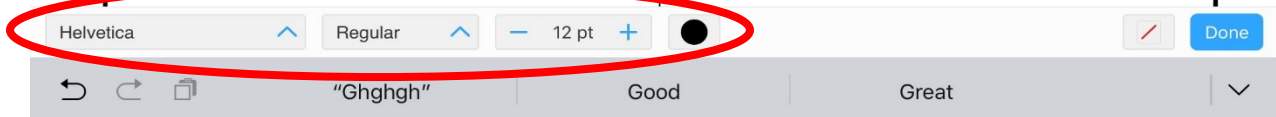
Section 1: Identifying Information

Case Name: Ghghgh	Case Number:	Court Number:
Agency:	Caseworker:	Caseworker Signature Date:

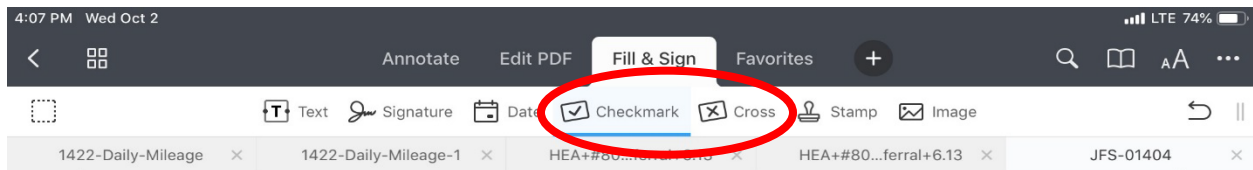
Reunification is being considered with the following individual(s):

List the name and age of each child for whom reunification is being considered.

NAME	AGE



You will also have the ability to enter checks or crosses into boxes on your forms. Chose either option and tap the box you would like to



Section 3: Assessing Reunification Readiness

A. Does the child(ren) demonstrate an acceptance of the reunification plan?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explain:	
Tap a checkbox to insert a checkmark	

B. Does the parent/guardian/custodian demonstrate an acceptance of the reunification plan?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Another nice feature is the ability to enter the date without having to type it all out. If you choose the date tab, it will ask you where you want to insert the date and you will just need to touch the location. This default to the current date, so if you are entering a different date you will need to choose the edit option after you have placed the date and it will give you a calendar to pick the date that you need.

4:07 PM Wed Oct 2

Annotate Edit PDF **Fill & Sign** Favorites

Text Signature **Date** Checkmark Cross Stamp Image

1422-Daily-Mileage 1422-Daily-Mileage-1 HEA+#80...ferral+6.13 HEA+#80...ferral+6.13 JFS-01404

Yes No

Explain:

Section 5: Signatures

_____ **Caseworker**

_____ **Supervisor**

_____ **Date**

October 2, 2019

Comments:

Again, you have the option to enter your signature where needed by using the signature tab and touching where you want the signature to appear.

4:07 PM Wed Oct 2 LTE 74%

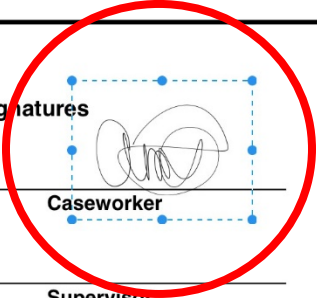
← ☰ Annotation Edit PDF Fill & Sign Favorites + 🔍 📖 AA ⋮

📄 Text Signature Date Checkmark Cross Stamp Image ↶ ||

1422-Daily-Mileage x 1422-Daily-Mileage-1 x HEA+#80...ferral+6.13 x HEA+#80...ferral+6.13 x JFS-01404 x

<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explain:	

Section 5: Signatures

 _____ Caseworker	October 2, 2019 _____ Date
_____ Supervisor	_____ Date

Comments: