

Instructions for Completing the Rapid Response Workforce Coversheet and Survey

Preparing the Survey Coversheet by Local/State Staff

1. A PDF of the Rapid Response Workforce Event Data Coversheet (Form JFS 18125) is available on Forms Central at <http://www.odjfs.state.oh.us/forms/file.asp?id=2091&type=application/pdf>.
2. This form is a fillable PDF.
 - a. Enter the FULL company name and FULL RRID #, followed by remaining fields.
3. Print in black and white.
 - a. This will be the first page in the batch you send to Central Office for processing.

Preparing the Survey by Local/State Staff

4. A PDF of the Ohio Rapid Response Workforce Survey (Form JFS 08124) is available on Forms Central at <http://www.odjfs.state.oh.us/forms/file.asp?id=1753&type=application/pdf>.
5. Print copies directly to your high quality printer, single sided, black and white, collated with NO staples, NO hole punches, etc.
 - a. Any variation from this will result in diminished quality and improper reading by the optical reader (Kofax).

Completing the Survey by Impacted Individuals/Workers

6. Please use either blue or black ink and ensure that responses are clear, legible, and within the appropriate spaces.
 - a. When filling out the bubbles, please completely darken in the appropriate answer.
 - b. No or please.
7. Submit all three pages in consecutive order – even if some pages are blank.

Submitting Completed Surveys to Central Office Rapid Response Unit

8. Please submit each survey in consecutive order and facing the same direction even if some pages do not contain any responses.
 - a. Each batch must have a completed coversheet (Form JFS 18125).
 - b. Please do NOT staple or have extra pages in between surveys.
 - c. Please stack neatly. Crooked images cannot be read by Kofax.
 - d. Completed surveys should be submitted in batches containing only the same RRID
9. Completed surveys may be submitted using the following methods:
 - a. Scan surveys into a PDF document and email to: rapdresp@jfs.ohio.gov; or
 - b. Fax to: **614-387-0118**

Any questions or concerns regarding the RRWS or the instructions, please email rapdresp@jfs.ohio.gov

An online survey is available for a specific event if the impacted individuals are more inclined to complete the survey online. Use the email above to request a customized link.