

Quick Reference for DevCo Inspection

Use this resource to get started with using DevCo Inspection to submit documentation and to respond to compliance audit reports.



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Access DevCo Inspection

Step 1: Login to DevCo using *Google Chrome*

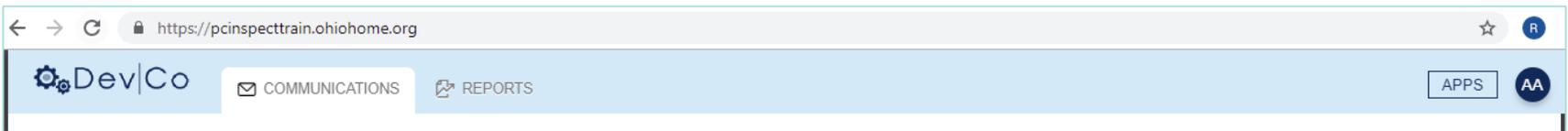
<https://devco.ohiohome.org/AuthorityOnline/Default.aspx>



To install Chrome go here: <https://www.google.com/chrome/>

Step 2: Click *APPS* on top banner

Step 3: Click *DevCo Inspection*



Web address changes to <https://pcinspect.ohiohome.org/>

Note: if you access the [pcinspect.ohiohome](https://pcinspect.ohiohome.org/) page directly you will be asked to complete additional authentication steps the first time you access it from a computer or other devices.

If you have issues with access contact the DevCo Helpdesk, <https://devco.ohiohome.org/devcoinquiries/>.



View of DevCo Inspection

Once Logged into DevCo Inspection you will have access to:

 **Reports** – *view and respond to the compliance audit report*

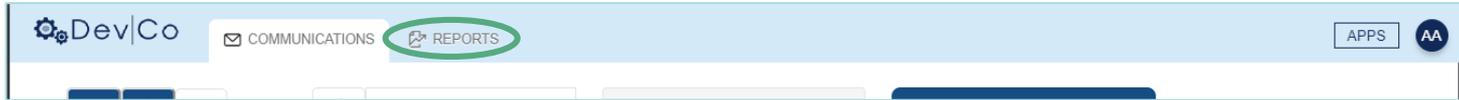
 **Communications** – *for comments specific to audits or general*



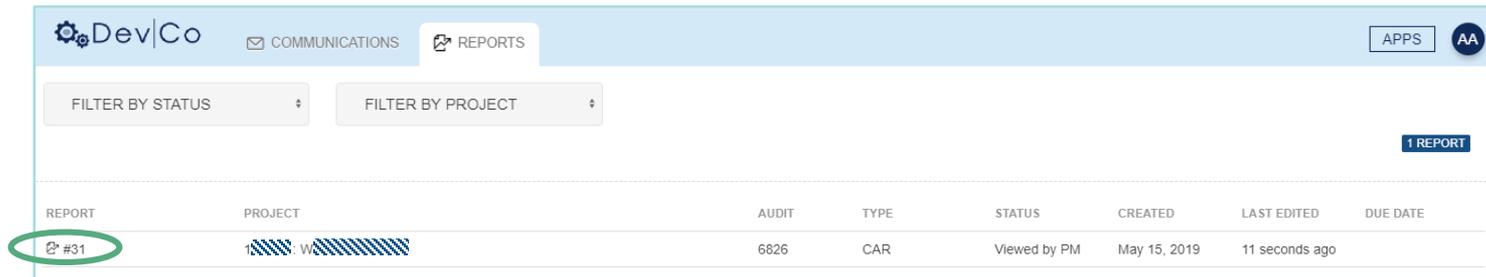
By default you will start on the Communications page.



To access – 1: Click **Reports** at the top of the screen



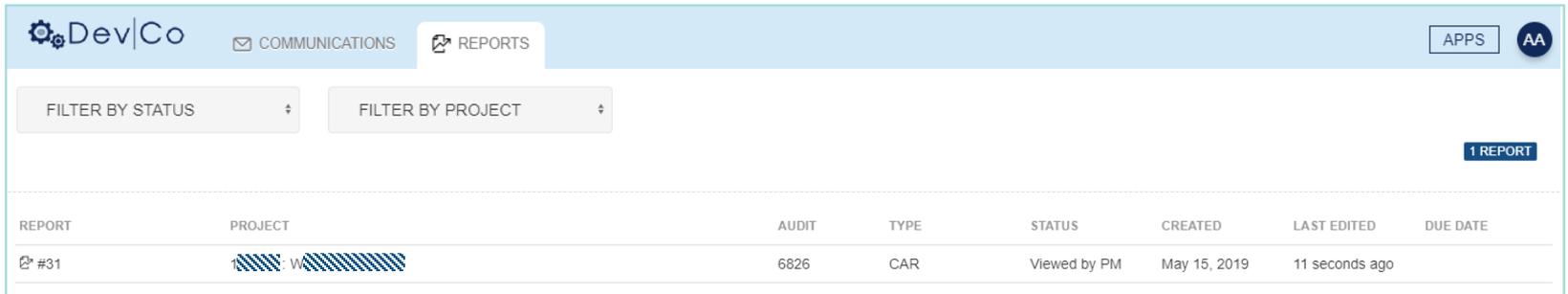
2: If the report is listed on the screen, click the **Report #** on the left to view.



Note: If the report is not listed use the **Filter** option to find a particular property.

This area will list any reports generated by OHFA that are specific to the review.

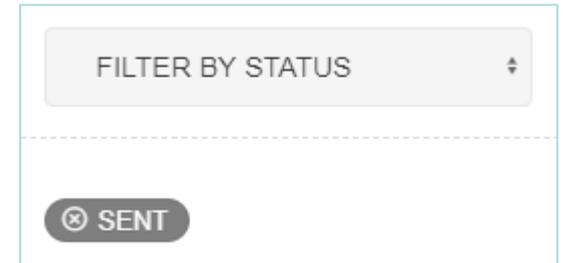
*This includes but may not be limited to **compliance audit reports** and the **EHS/smoke detector violations**. Responses should be submitted by uploading documents to the findings directly in the reports. *Responses must be submitted through DevCo Inspection.**



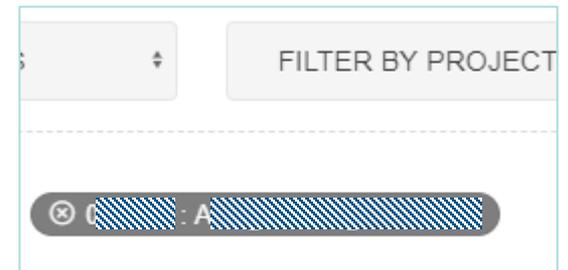
The screenshot shows the Dev|Co interface with the 'REPORTS' tab selected. At the top, there are two filter buttons: 'FILTER BY STATUS' and 'FILTER BY PROJECT'. To the right, there are buttons for 'APPS' and 'AA', and a notification '1 REPORT'. Below the filters is a table with the following data:

REPORT	PROJECT	AUDIT	TYPE	STATUS	CREATED	LAST EDITED	DUE DATE
#31	██████████	6826	CAR	Viewed by PM	May 15, 2019	11 seconds ago	

- Filter by Status** – 1: Click **Filter by Status** at the top of the screen
- 2: Select appropriate **Status**
(try All if having issues viewing the list)



- Filter by Project** – 1: Click **Filter by Project** at the top of the screen
- 2: Scroll through list and find the appropriate property and select





When viewing report type, project name, OHFA tracking number and review date will be listed at the top. Report includes the following:

- **Cover Letter**
- **Units Inspected** 📁 : FILE INSPECTION | 🏠 : SITE INSPECTION
- **Findings** 🚫 : 22 NON LIFE THREATENING FINDINGS | ⚠️ : 2 LIFE THREATENING FINDINGS

If the report is not visible after the first page adjust the zoom setting.

To Submit Responses – Go to the Findings and click Add Response

Use the **Add Communication** (✉️) to upload documentation or images and add additional comment or explanation.

Responses must be submitted through DevCo Inspection, any responses submitted by email or other means will not be accepted.

🔍 **Finding # 263** ➕ ADD RESPONSE

OH-10- [REDACTED]
1500 [REDACTED]
[REDACTED], OH [REDACTED]
Unit 4B

🏠 **Full Bathroom**

Bathroom Ventilation/Exhaust System Inoperable
An exhaust fan is not functioning OR a bathroom window cannot be opened.

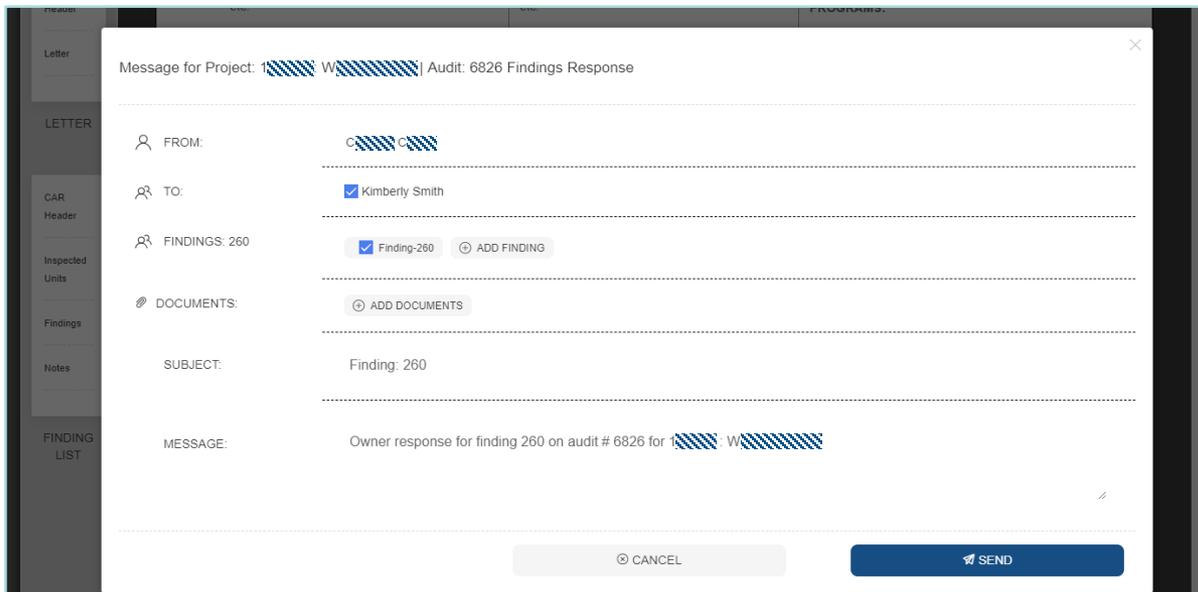
PROGRAMS:

- LIHTC - Competitive

After clicking Add Response/Communication (✉) a message window will pop up. To complete the response do the following:

- Add any additional findings that the documentation applies to by clicking **Add Finding**
- Use the **Add Documents** feature to upload the needed document for correcting the finding.
- Add any additional comments in the **Message** area.

After this is completed click **Send**.

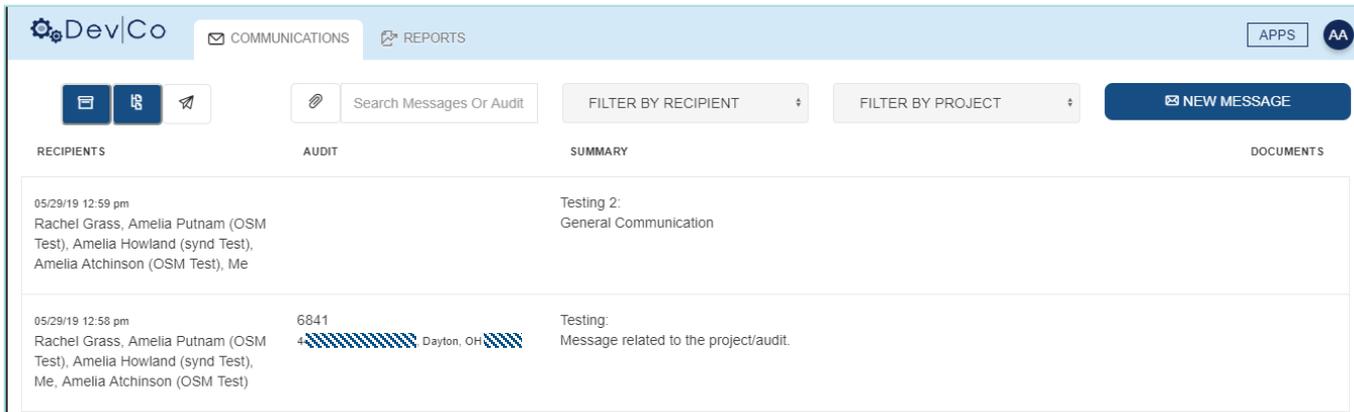


The screenshot shows a dialog box titled "Message for Project: [redacted] | Audit: 6826 Findings Response". The dialog box is divided into several sections:

- FROM:** [redacted]
- TO:** Kimberly Smith
- FINDINGS:** Finding-260
- DOCUMENTS:**
- SUBJECT:** Finding: 260
- MESSAGE:** Owner response for finding 260 on audit # 6826 for [redacted]

At the bottom of the dialog box, there are two buttons: and .

- *Communications can be specific to audits or general.*
- *Talk with OHFA or those in your organization with DevCo access.*
- *To link comments or uploads to specific findings use the **Reports** area.*
- *Questions regarding appropriate responses to a review can be submitted to the OHFA auditor here.*



The screenshot shows the DevCo interface for the 'COMMUNICATIONS' section. The top navigation bar includes 'DevCo', 'COMMUNICATIONS', and 'REPORTS'. On the right, there are 'APPS' and 'AA' buttons. Below the navigation, there are search and filter options: 'Search Messages Or Audit', 'FILTER BY RECIPIENT', and 'FILTER BY PROJECT'. A 'NEW MESSAGE' button is also present. The main content area is a table with columns for 'RECIPIENTS', 'AUDIT', 'SUMMARY', and 'DOCUMENTS'. Two messages are listed:

RECIPIENTS	AUDIT	SUMMARY	DOCUMENTS
05/29/19 12:59 pm Rachel Grass, Amelia Putnam (OSM Test), Amelia Howland (synd Test), Amelia Atchinson (OSM Test), Me		Testing 2: General Communication	
05/29/19 12:58 pm Rachel Grass, Amelia Putnam (OSM Test), Amelia Howland (synd Test), Me, Amelia Atchinson (OSM Test)	6841 4 ██████████ Dayton, OH ██████████	Testing: Message related to the project/audit.	

General/Overall - This is for basic questions or comments not specific to a review or project.

Review/Audit Specific - This is for questions or comments related to project or review.



Tips and Troubleshooting

- ✓ *Always Use Google Chrome to access.*
 - ❑ *To install Chrome go here: <https://www.google.com/chrome/>*
- ✓ *Link from email no longer working, login directly through DevCo by going to **APPS** then **DevCo Inspection**.*
- ✓ *If having a problem finding a property listed in reports, set the **Status** to **All**.*
- ✓ *If having issues viewing all pages of the report, adjust the zoom setting in the internet browser.*
- ✓ *Have a response that applies to more than one unit/finding. Click **Add Response** then click **Add Finding** and search for the others that are applicable. Response will then be listed on all that were added.*
- ✓ *Use a virtual desktop (e.g. Citrix), contact OHFA DevCo Helpdesk about alternative login method.*