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.
Access DevCo Inspection

Steps for access, this area of DevCo is used for compliance audit reports & submit responses

View of DevCo Inspection

Lists all audits that are currently open for your portfolio that is in DevCo

Reports

- Access OHFA Issued
  - Steps to access compliance audit reports and EHS violation documents

- Using Filters
  - How to find reports by project name or audit status

- View Audit
  - Open a specific Audit

- Submit Responses
  - Submit responses to reviews

Communications

Covers areas for secure communications with OHFA or DevCo Inspection users in your organization

Tips and Troubleshooting
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 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/.
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.*
**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**
- **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.*
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.
- 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.

**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.
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.