Foster Transition MoveIt File Transfer How-To Guide

For transferring copies of records to ODDS, you will use the MoveIt Transfer Link. Below is a step-by-step guide on how to access the website and upload the files.

## Some important information before we get started

Files must be uploaded by provider name.

You will be able to upload files only, not folders. However, you can upload many files at once. You can also create sub-folders in the system.

Files must contain a standard naming convention, that includes Provider Name, Document Name, and Date, in any order.
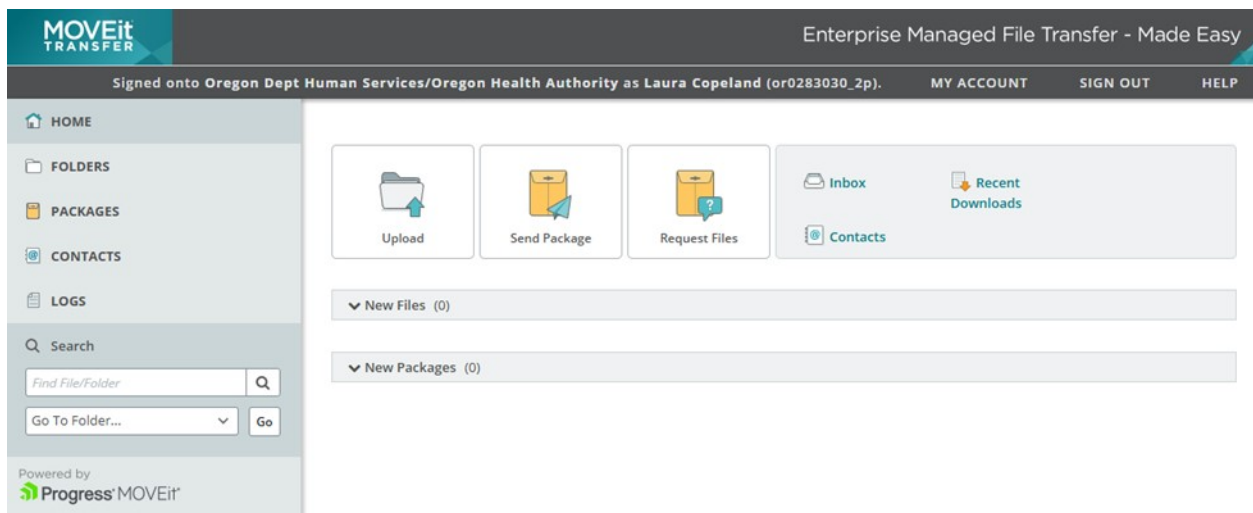
Step 1: Access the correct website and folders

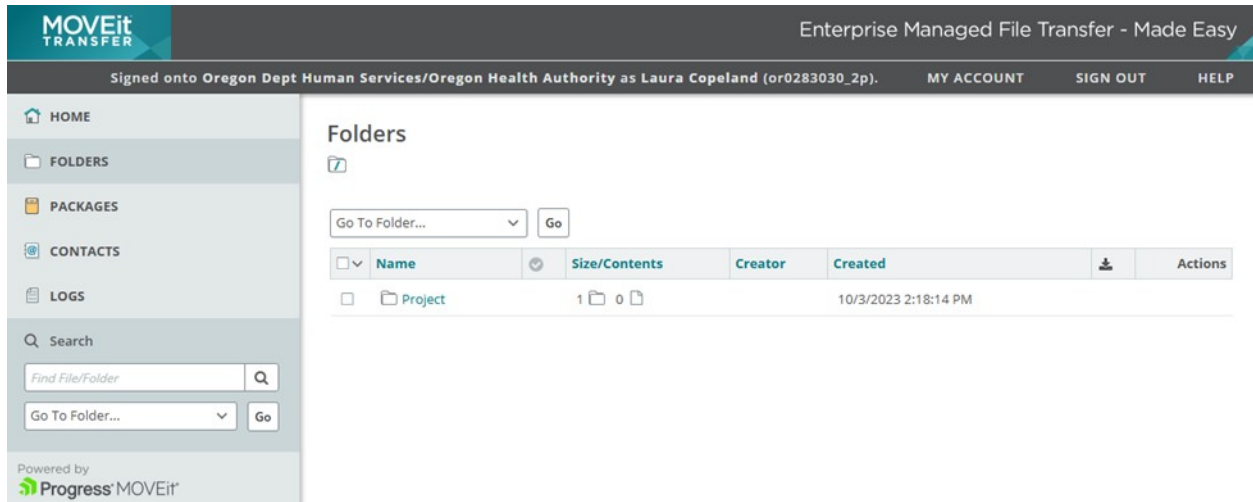Go to https://odhsoha.mft.oregon.gov
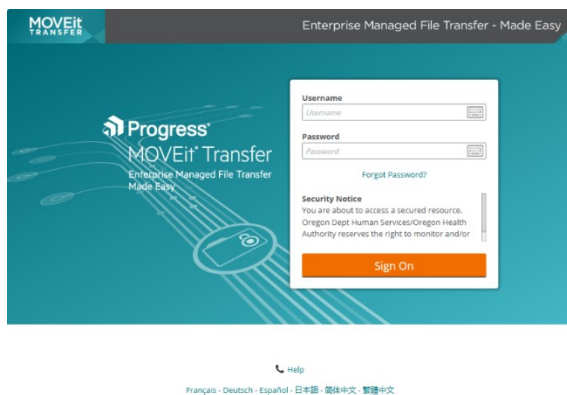
Login using the username and password emailed to you. If this is the first time logging in, you will be prompted to change your password.
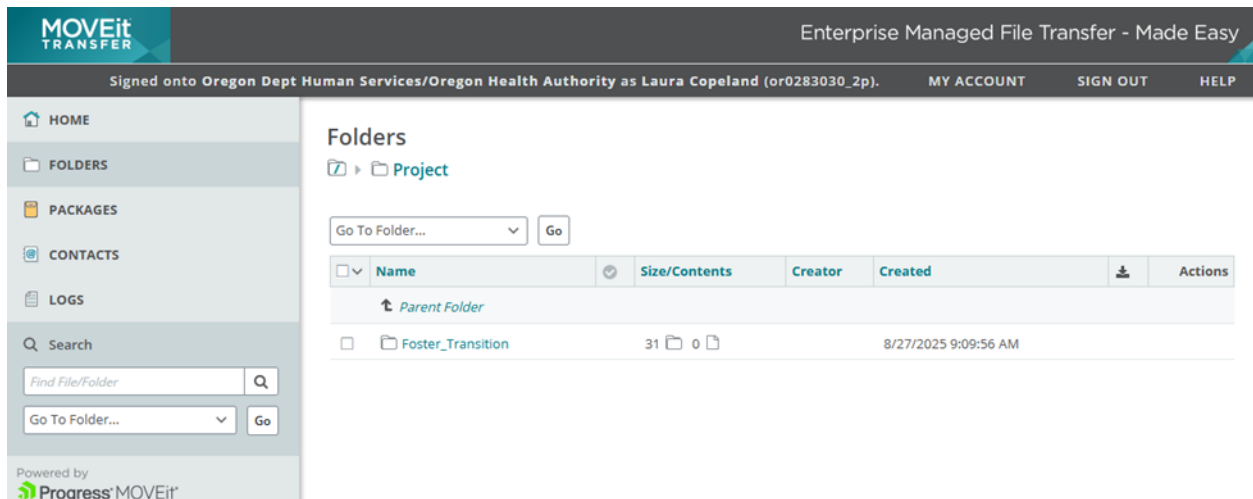
Click on "Folders" from the left menu.

Click on the "Project" folder

Click on the "Foster_Transition" folder

Click on the folder available for your county.

Step 2: Upload and organize the files

Start by creating a folder for the Provider.

Label each folder with the provider's name, then click "Add Folder." If the provider has more than one home, please separate these into two different folders.

Note: You can continue to add all folders on this screen by editing the name and clicking "Add Folder" afterwards.

Once finished, you can return to your county folder by clicking on your county name. It's time to start uploading files.

Click the Provider Name that you want to start uploading files for.

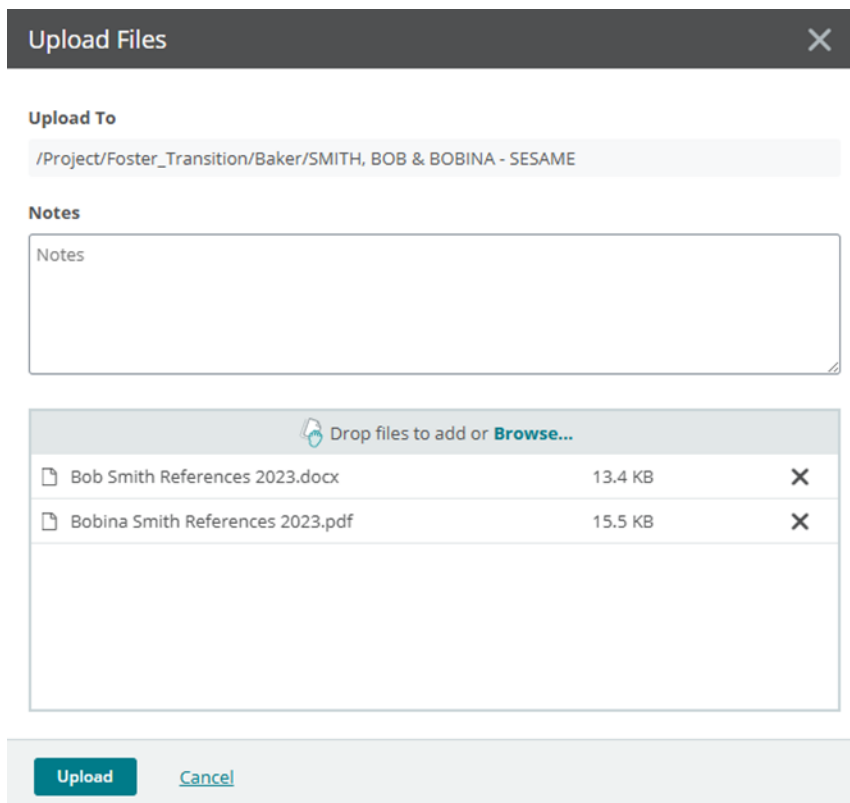You can upload files in 2 different ways.

Drag and drop files into the folder

By clicking the blue "Upload Files" button
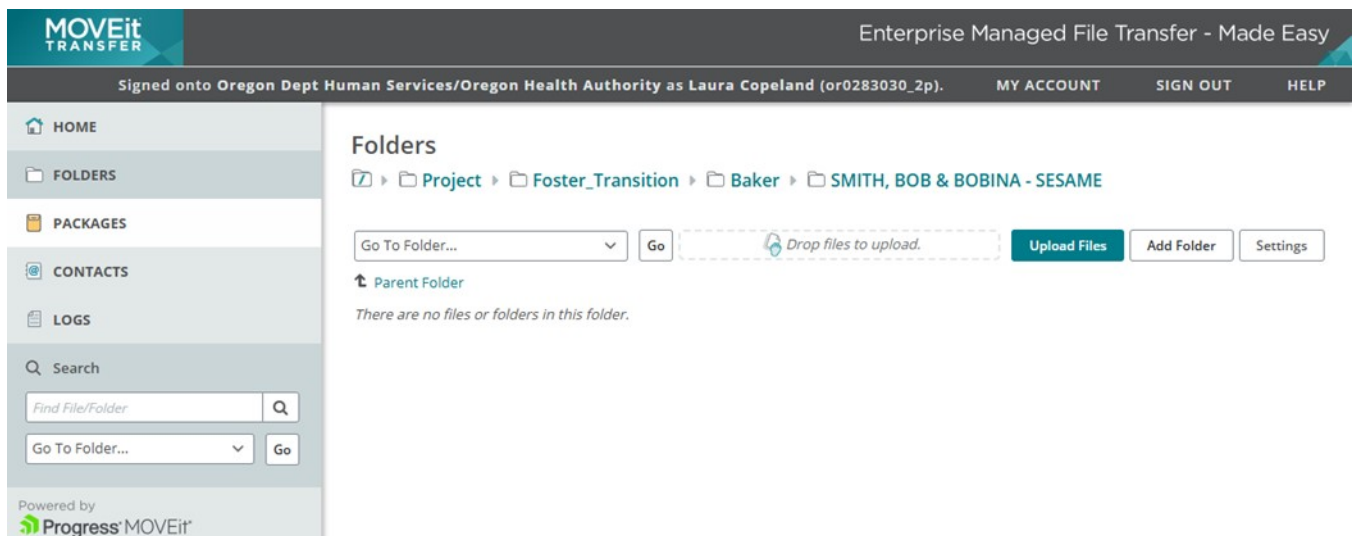
or click "Browse" to upload the files directly from your computer.

You can locate the applicable files, and upload all of them at once by clicking "Open", then click "Upload"

Once complete, the files will be listed in the folder.

Repeat these steps until all files outlined in the Action Request have been uploaded.