



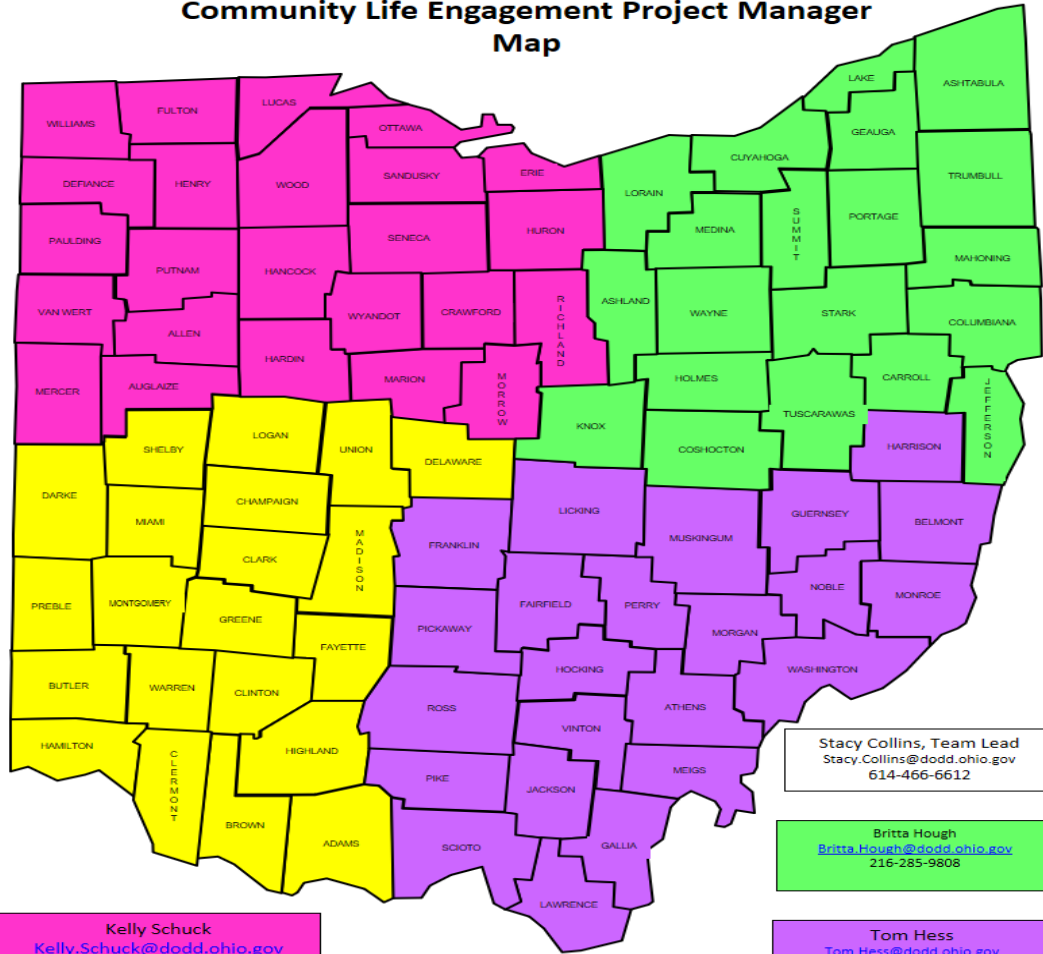
# Outcome Tracking System

Ohio Department of Developmental Disabilities  
Division of Policy and Strategic Direction

# Agenda

- ▶ Introductions
  - ▶ Lindsay Terry Stine
  - ▶ Community Life Engagement Project Managers
- ▶ Background/Overview/Changes
- ▶ Roles/Access
- ▶ Reporting Period
- ▶ How Data is pulled into OTS
- ▶ Dashboards
- ▶ Questionnaire/Assignment Queues/Advanced Search
- ▶ Questions/Definitions
- ▶ Entering Data for the First Time
- ▶ Entering Data – second year – Pre-Population
- ▶ PPCE
- ▶ Reports
- ▶ Tips
- ▶ Resources

**Ohio Department of Developmental Disabilities  
Community Life Engagement Project Manager  
Map**



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# Background/Overview

- ▶ Collaboration with Supported Employment Leadership Network (SELN)
- ▶ August 2017 Stakeholder Workgroup developed
  - ▶ Determined what outcomes should be captured
  - ▶ Determined EF OTS needed to be re-written with some requirements:
    - ▶ Easy to gain Access
    - ▶ Easy to enter Data
    - ▶ Easy to Access Data

# Background/Overview

- OTS is replacing the EF OTS in October 2019
  - Data Migration
- EF OTS will be closed on June 14, 2019
  - Users will have read-only access through March 31, 2020
- OTS will capture how people are spending their days
  - Does not focus on individual outcomes that are identified within a person's plan
  - Focuses on the larger systems outcomes that are happening with services
  - Will allow DODD to align policies, procedures, and legislation that will improve how people live, work, and play in their communities



# Changes

- ▶ All Adult Day and Employment Providers
- ▶ All individuals residing in ICFs
- ▶ The provider of service will enter the data
  - ▶ County Boards and ICFs have the ability to assign individuals to the appropriate provider
- ▶ Enter data once a year
- ▶ Place on the Path to Community Employment (PPCE)
- ▶ Pre-Population



# Time Line

- EF OTS data pulled 6/15/19
- EF OTS closed 6/27/19
- Any user that has access as of 6/27/19 automatically get access to OTS
- Users will enter data for the month of September
- 9/10/19 the data pull will occur (pull in billing for the last 12 months, pull Services and Supports data, PPCE data)
- 10/1/19 Reporting period will open
- Users will have 6 months (10/1/19 - 3/31/20) to enter data for September
- Reports will be available after the reporting period ends (exact timeframe is TBA)



Questions?



A dark grey arrow points right from the top left. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# OTS Roles

- ▶ OTS Admin Role
- ▶ County Board Role
- ▶ Provider Role
- ▶ ICF Role



# Security Access

- ▶ Those that have access to the EF OTS as of June 27, 2019 will automatically have access to the new OTS
- ▶ Requesting access is different for CEOs vs. agency employees
  - ▶ Update my Account Access
  - ▶ Universal Contract Association

# CEO OTS Access

- Log into the Portal <http://dodd.ohio.gov/Pages/default.aspx>
- Select “Support Center”
- Select “Update my Account Access”
- Click “continue” on the page “Update my Account Access”
- Click “continue” on “Update My Account Access, Step 1: Confirm Current Membership”
- Select “Ohio-DODD-OTS” in “Update My Account Access, Step 2: Select a Requestable Function”
- Type in your First Name and Last Name on the next page “Update My Account Access, Step 3: Confirm Requested Functions”, then select the “I have read and understand the DODD policy on data security and confidentiality. Enter the first initial of your first and last name”.
- Then click “Submit Request”
- It will take up to 5 business days to grant access

UPDATE MY ACCOUNT ACCESS

Step 1: Confirm Current Membership

Back

Continue



Logout >



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[Manage Contract Associates \(E-Affidavit\)](#)

Welcome to the DODD Support Center. We are focused on providing support and assistance to you. By calling our toll-free number, you will be able to speak to one of our customer service representatives. Please call 1-800-617-6733 Monday - Friday between the hours of 8:00 a.m. - 4:00 p.m.

Quick Links

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## UPDATE MY ACCOUNT ACCESS

When you created your new access account, you were granted a set of permissions that allowed you to perform your job duties. However, it may be required to include additional role groups that are not necessarily a part of the initial access package. This wizard will assist in this task.

First, you will be presented with a list of Role Groups to which you currently have access. If requestable Role Groups are available, you will be presented with selectable options to choose from. Once you have verified your selections, a request will be submitted to approve your requested changes.

---

[Continue](#)

## UPDATE MY ACCOUNT ACCESS

### Step 2: Select a Requestable Function

Based on your affiliation, here are a list of **Functions** that are available for you to request.  
Please select at least one function (but no more than eight):

Your affiliation is **Providers-DODD-AgencyCEOCertified**

[Back](#)

There will be an option to select “Ohio-DODD-OTS”

Select that and click continue

## UPDATE MY ACCOUNT ACCESS

### Step 3: Confirm Requested Functions

You **Terry Stine , Lindsay** have selected the following **Functions** to be added to your account:

Providers

Please enter the first name and last name exactly as displayed above.

First Name:  Last Name:

#### DODD Data Security and Confidentiality Agreement

Security and confidentiality are a matter of concern for all users of Ohio Department of Developmental Disabilities (DODD) information systems and all other persons who have access to DODD confidential data. Each person authorized to access DODD systems holds a position of trust relative to this information and must recognize the responsibilities entrusted to him in preserving the security and confidentiality of this information.

Confidentiality requirements contained in law include, but are not limited to, ORC sections 5123.62(T), 5123.89 and 5126.044. An authorized user's conduct, either on or off the job, may threaten the security and confidentiality of this information. It is the responsibility of every user to understand and comply with the following:

1. You must not make or permit unauthorized uses, nor violate the confidentiality or privacy, of any information in files maintained by DODD.
2. You must not seek to benefit personally or permit others to benefit personally by any confidential information that has come to you by virtue of your work duties.
3. You must not exhibit or divulge the contents of any record to any person except in the conduct of your work duties or in accordance with the policies of DODD.
4. You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. You must not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the performance of your duties.
6. You must not access or request others to access any DODD or Ohio Data Network system for personal business.
7. You must not violate rules and regulations concerning access to controlled areas.
8. You must not divulge or share any security codes (i.e., user-names, passwords, etc.) used to access any secured files.
9. You must immediately report any violation of this policy by anyone to the DODD/IT Security Manager.
10. You must not aid, abet, or act in conspiracy with another to violate any part of this policy.
11. You must agree to follow all applicable DODD policies and procedures pertaining to the use of DODD or Ohio Data Network computer software and hardware.

Any Violations Of This Agreement May Result in the Cancellation of your Security Access and Possible Referral to the Office of the Attorney General for its Disposition Pursuant To All Applicable Laws and Rules. Any Violations of this Policy may result in Disciplinary Action Pursuant to all of the applicable Laws and Rules.

I have read and understand the DODD policy on data security and confidentiality. Enter the first initial of your first and last name:



# Employees of an agency OTS Access

- ▶ Log into the portal <http://dodd.ohio.gov/Pages/default.aspx>
- ▶ Click on “Support Center”
- ▶ Click on “My Contracts (E-Affidavit)”
- ▶ Click “Begin” for requesting an EAffidavit, which will assist you in associating with provider contracts.
- ▶ Select association for “Providers-DODD-OTS” in the drop down box for the Role Group
- ▶ Click on “Next: Add New Association”
- ▶ Type in the contract number in the text field and click “search/add”
- ▶ Select the contract number by placing a check mark in the box and click continue
- ▶ You will then select “Next: Confirm your selections”
- ▶ You will then enter your first name and last name exactly as it is displayed on the EAffidavit
- ▶ You will then place a check mark in the box confirming that you have read and understood the DODD policy on data security and confidentiality
- ▶ Enter the your first and last name initials in the text box
- ▶ Click “Commit Changes”
- ▶ The request was successfully created and an email notification was sent to the approver (CEO)



Logout >



Hello Terry Stine , Lindsay. You have 3 new notifications and 0 new announcements.

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## REQUEST EAFFIDAVIT

This application will assist you in finding contracts to which you are associated or submitting a request for association to them. After your request is approved, you will be able to view important contract information.

In the following steps, you will be presented with a list of searchable Contracts available for selection.

Once you have verified your selection, a Request will be submitted for you in order to authorize your selection.

---

[Begin](#)

## REQUEST EAFFIDAVIT

This application will assist you in finding contracts to which you are associated or submitting a request for association to them. After your request is approved, you will be able to view important contract information.

**Step 1: Review the information displayed below. If a renewal is needed, click on the renewal button.**

This application only allows the user to request Contract access for themselves.

Please verify that the following information is correct:

**User Name:** Terry Stine , Lindsay  
**Email Address:** Lindsay.Terry-Stine@dodd.ohio.gov  
**Phone Number:**  
**Expiration:**   
**Role group:**

Below is a list of all of your existing associations:

**You are not a member of Eaffidavit contract**

[Next: Add New Association](#)

## REQUEST EAFFIDAVIT

This application will assist you in finding contracts to which you are associated or submitting a request for association to them. After your request is approved, you will be able to view important contract information.

### Step 2:

You are working with the selected User listed below:

**Terry Stine , Lindsay**

Now you will need to select one [1] Contract in which to associate the user above.

You will also need to define an association type for your connection to the Contract.

**This application searches for contract number only. There are no wildcard(\*\*)search capabilities.**

Select an Association:

Find Contracts:

**Note: Please enter numbers only.**

## REQUEST EAFFIDAVIT

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**This application searches for contract number only. There are no wildcard(\*\*)search capabilities.**

Select an Association:

Find Contracts:

**Note: Please enter numbers only.**

Contract #	Display Name
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## REQUEST EAFFIDAVIT

This application will assist you in finding contracts to which you are associated or submitting a request for association to them. After your request is approved, you will be able to view important contract information.

### Step 3:

You are working with the selected User listed below:

**Terry Stine , Lindsay**

And you are working with the following Contract:

At this point, you need to associate to a **Contract**.

I am creating a **CONTRACT** Association.

[Back](#)

[Next: Confirm your Selections](#)

## REQUEST EAFFIDAVIT

This application will assist you in finding contracts to which you are associated or submitting a request for association to them. After your request is approved, you will be able to view important contract information.

### Step 4:

You are working with the selected User listed below:

**Terry Stine , Lindsay** as an **EAffidavit**

And you are associating the user with the following Contract:

You are electing to create a **CONTRACT** Association.

Please enter the first name and last name exactly as displayed above.

First Name:  Last Name:

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4. You must not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. You must not delete or cause to be deleted any official record or report from any file from the system where it is stored except when required in the performance of your duties.
6. You must not access or request others to access any DODD or Ohio Data Network system for personal business.
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I have read and understand the DODD policy on data security and confidentiality. Enter the first initial of your first and last name:

Is this the Request you wish to submit?



# Employees of an agency OTS Access – CEO Approval Process

- ▶ Log into the portal  
<http://dodd.ohio.gov/Pages/default.aspx>
- ▶ Click on “Support Center”
- ▶ Click on “Manage Contract Associates (E-Affidavit)”
- ▶ Click “View available requests for approval”
- ▶ Find the request
- ▶ Click on approve (or deny)
- ▶ A pop-up message will display, Click “OK” to proceed with the request
- ▶ The request is then approved (or denied) and an email notification is sent to both the requester and the approver



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Quick Links 

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## MANAGE MY EAFFIDAVIT REQUESTS

This page will allow you to manage any Access Requests that require your approval. You will be given the option to both approve and decline requests, as well as view any past request decisions on file.

Once you have made a decision, that selection cannot be overridden except by the requestor creating a new request.

---

[View available association to delete](#)

[View available requests for approval](#)

## MANAGE MY EAFFIDAVIT REQUESTS

This page will allow you to manage any Access Requests that require your approval. You will be given the option to both approve and decline requests, as well as view any past request decisions on file.

Once you have made a decision, that selection cannot be overridden except by the requestor creating a new request.

[View available association to delete](#)

[View available requests for approval](#)

### Approve (or deny) user Requests

Below is a list of requests that requires you (or one of your peers) to approve or decline before processing can continue.

You may approve or decline any of the listed requests. A reason field is available for the inclusion of comments related to the denial of a request.

\*\*Please note that any comments entered in the reason field will appear in emails sent to the requester.



Questions?



# Reporting Period

- ▶ Yearly Snapshot
- ▶ Enter data on those individuals that you serve in the month of September
- ▶ Reporting Period opens October 1, 2019
- ▶ 6 months to enter data for what you provided in the month of September
- ▶ Reporting Period ends March 31, 2020
- ▶ Read only after Reporting Period Ends

# How is Data pulled into OTS for County Boards?

- ▶ Individuals are Active in CRM-IDS (No termination date, no date of death)
- ▶ Services marked in CRM-IDS
- ▶ Billed for services
- ▶ Services include:
  - ▶ Adult Day Supports (Community or Facility)
  - ▶ Ohio Department of Aging (Community or Facility)
  - ▶ Vocational Habilitation (Community or Facility)
  - ▶ Group Employment Supports
  - ▶ Individual Employment Supports
  - ▶ Career Planning (any component)
  - ▶ Competitive Employment



# CRM-IDS - Services & Supports

- ▶ It is vital to ensure that the services and supports are up to date in CRM-IDS in the *Services and Supports* Section
- ▶ Ensure Enrollment or Re-Enrollment dates with no termination date or date of death in the *County Information* Section
- ▶ Ensure it states “Eligible for county board services” in the *County Information* Section
- ▶ Vital to update prior to September 10<sup>th</sup> each year (15 business days prior to the Reporting Period)



# How is Data pulled into OTS for Providers?

- ▶ Billed for one of the following services in the last 12 months
- ▶ Services include:
  - ▶ Adult Day Supports (Community or Facility)
  - ▶ Ohio Department of Aging (Community or Facility)
  - ▶ Vocational Habilitation (Community or Facility)
  - ▶ Group Employment Supports
  - ▶ Individual Employment Supports
  - ▶ Career Planning (any component)
  - ▶ Competitive Employment

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# How is Data pulled into OTS for ICFs?

- ▶ All individuals flagged as residing in the Facility 15 days prior to the Reporting Period
- ▶ Scenarios



Questions?

# Dashboards

- ▶ OTS Admin Dashboard
- ▶ County Board Dashboard
- ▶ Provider Dashboard
- ▶ ICF Dashboard
- ▶ Stats
  - ▶ Total questionnaires (Yellow Circle)
  - ▶ In Progress (Blue Circle)
  - ▶ Not Started (Red Circle)
  - ▶ Completed (Green Circle)
- ▶ System Messages
- ▶ Assignment Queue
- ▶ Questionnaire Queue
- ▶ PPCE
- ▶ Advanced Search
- ▶ Reports

# Assignment Queue

- ▶ Functionality for County Boards and ICFs
- ▶ Ability to assign the appropriate provider
  - ▶ Local Funds
  - ▶ Adult Day Provider
  - ▶ Employment Provider
- ▶ Ability to assign yourself as County Board
  - ▶ Competitive Employment – No supports
- ▶ ICFs can only assign individuals to provider for individuals residing in their facility



# Questionnaire Queue

- ▶ Those individuals that you are responsible for entering data
  - ▶ Billed for an Adult Day or Employment Service
  - ▶ Been assigned by a County Board or ICF
- ▶ Search Functionality
- ▶ Ability to begin the Questionnaire, Save, and Return at a later time
- ▶ Master Record for each individual



# OTS Questions

- 1. Is Individual in a Competitive Job?
- 2. Are you supporting this individual in a Group Integrated Job?
- 3. Is the Individual in Facility-Based Work?
- 4. Is the Individual in Self-Employment?
- 5. Are you providing the Individual Facility-Based Non-Work Services?
- 6. Are you providing the Individual Community-Based Non-Work Services?



# Individual Competitive Job Definition

- ▶ All of the following must be met:
  - ▶ The work is performed on a full-time or part-time basis
  - ▶ The individual is compensated at least minimum wage, is not less than customary rate paid by the employer for the same or similar work performed by other employees who do not have a disability
  - ▶ The individual is eligible for the level of benefits provided to other full-time and part-time employees
  - ▶ The job is considered integrated. What that means is it occurs at a location where the individual interacts with persons without disabilities to the same extent possible who are not receiving home and community based waiver services
  - ▶ \*This does not occur in a provider-owned business. If a provider owned business, please enter under Group Integrated Employment





# Group Integrated Job Definition

- ▶ This includes individuals who work as a team, generally at a single worksite of a host community business or industry, within initial training, supervision, and ongoing support provided by on-site staff.
- ▶ Types:
  - ▶ Enclave
  - ▶ Mobile Work Crew
  - ▶ Provider Owned Business

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# Group Integrated - Enclave

- ▶ Dispersed enclaves in which individuals work in a self-contained unit within a company or service site in the community or perform multiple jobs in the company, but are not integrated with non-disabled employees of the company.

A dark blue arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# Group Integrated – Mobile Work Crew

- ▶ Mobile work crews comprised solely of individuals operating as distinct units and/or self-contained businesses working in several locations within the community.

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# Group Integrated – Provider Owned Business

- ▶ This includes individuals who work individually or as a team at a single community business or industry where the Medicaid Home and Community Based Waiver provider is also the employer (i.e. issues the paycheck to the individual employee).



# Facility-Based Work Definition

- ▶ This includes all employment services that occur in a setting where the majority of employees have a disability. These activities occur in settings where continuous job-related supports and supervision are provided to all workers with disabilities.
- ▶ Examples include:
  - ▶ Sheltered workshops
  - ▶ Work activity center
  - ▶ Extended employment program

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, curved lines in shades of blue and grey sweep across the left side of the slide.

# Self-Employment Definition

- ▶ Individuals who operate their own business with or without supports



# Facility-Based Non-Work Definition

- ▶ This includes all services that are located in a setting where the majority of participants have a disability.
- ▶ These services do not include paid employment of the participant.



# Community-Based Non-Work Definition

- ▶ This includes all services that are focused on supporting people with disabilities to access community activities in settings where most people do not have disabilities.
- ▶ It does not include paid work and the individual should not be paid wages while in this service



# Advanced Search

- ▶ Ability to search within current or previous Reporting Period
- ▶ Ability to search only for individuals in Reporting County or Assigned
- ▶ Ability to assign from this section
- ▶ Can search on one or multiple variables
  - ▶ DODD #
  - ▶ Gender
  - ▶ Provider/Facility Name
  - ▶ Provider/Facility Number
  - ▶ First/Last Name
  - ▶ PPCE
- ▶ Ability to export results



Questions?



# Place on the Path to Community Employment (PPCE)

- ▶ Each individual of working age in Ohio is required by the EF Rule to participate in a person-centered planning process
- ▶ During this process, individuals are required to identify their place on the path to community employment (PPCE)
- ▶ There are 4 Places on the Path
- ▶ County Boards enter the PPCE in CRM-IDS in the *Services and Supports* Section
- ▶ ICFs enter the PPCE in the Portal
- ▶ PPCE will be pulled into the OTS 15 days prior to the Reporting Period

# County Board Users – PPCE

The screenshot shows the Dynamics 365 interface for the 'Individuals' section in a 'SANDBOX' environment. The search results for 'testkal' are displayed in a table with the following columns: First Name, Last Name, Date of Birth, DODD#, SSN, Medicaid ID, Assigned SSA, Reporting Co., Residence Co., and Funding Type. The search bar contains 'testkal' and the table shows one result with the following values: First Name: testkal, Last Name: testkal, Date of Birth: 1/1/1980, DODD#: 9992224, Reporting Co.: OTHER, Residence Co.: WOOD.

First Name	Last Name	Date of Birth	DODD#	SSN	Medicaid ID	Assigned SSA	Reporting Co...	Residence Co...	Funding Type
testkal	testkal	1/1/1980	9992224				OTHER	WOOD	

# County Board Users – PPCE

Dynamics 365 | IDS | Individuals > testkal testkal | SANDBOX

QUICK NAV | NAVIGATE TO | VIEW DOCUMENTS | SAVE | SAVE & CLOSE | EMAIL A LINK | PROCESS | SHARE

INDIVIDUAL : IDS  
testkal testkal

Date of Birth\* 1/1/1980 | SSN \*\*\*\*\* | Assigned SSA


Current As Of 2/5/2016

Nick Name	First Name*	testkal	Middle Name	Last Name*	testkal
Date Of Birth*	1/1/1980	Age	39 yrs	Generation	Email
					@NOTdodd.ohio.gov

Phone Information

Home Phone	Work Phone	Work Ext.
Mobile Phone	Other Phone Type	Other Phone #

Essential Health Indicators



- Addresses
- Contacts
- Additional Demographics
- County Information
- Services and Supports
- Funding Quick Summary
- ICF Admission Date Information

DODD# 9992224 | Medicaid ID | Reporting County OTHER

# County Board Users – PPCE

The screenshot displays the Dynamics 365 user interface for an individual record. The top navigation bar includes 'Dynamics 365', 'IDS', and 'Individuals > testkal testkal'. The 'SANDBOX' environment is indicated on the right. Below the navigation bar, a toolbar contains options like 'QUICK NAV', 'NAVIGATE TO', 'VIEW DOCUMENTS', 'SAVE', 'SAVE & CLOSE', 'EMAIL A LINK', 'PROCESS', and 'SHARE'. The main content area shows the individual's name 'testkal testkal' and a list of services and supports. The 'Services and Supports' section is expanded, showing 21 items, each with a checkbox. At the bottom, there are two yellow highlighted buttons: 'Place on the path to community employ...' and 'Place on the path to community employment ↑'.

**INDIVIDUAL : IDS**  
testkal testkal

Date of Birth\*  
1/1/1980

SSN  
\*\*\*\*\*

Assigned SSA  
.....

▸ Additional Demographics  
▸ County Information  
▾ Services and Supports

1. Early Intervention	<input type="checkbox"/>	11. Vocational Habilitation - Facility	<input type="checkbox"/>
2. Preschool	<input type="checkbox"/>	12. Vocational Habilitation - Community	<input type="checkbox"/>
3. School	<input type="checkbox"/>	13. Group Employment Supports	<input type="checkbox"/>
4. Supported Education	<input type="checkbox"/>	14. Individual Employment Supports	<input type="checkbox"/>
5. Childrens Enrichment	<input type="checkbox"/>	15. Self-Determined Supports	<input type="checkbox"/>
6. Adult Home Services	<input type="checkbox"/>	16. Transportation	<input type="checkbox"/>
7. Ohio Department of Aging Day Support - Facility	<input type="checkbox"/>	17. Supported Living	<input type="checkbox"/>
8. Ohio Department of Aging Day Support - Community	<input type="checkbox"/>	18. Service Coordination (SSA)	<input type="checkbox"/>
9. Adult Day Support - Facility	<input type="checkbox"/>	19. Family Supports	<input type="checkbox"/>
10. Adult Day Support - Community	<input type="checkbox"/>	20. Payee/Money Management	<input type="checkbox"/>
		21. Career Planning	<input type="checkbox"/>

Place on the path to community employ... ▾

Place on the path to community employment ↑

# ICF Users – PPCE



## Assigned Delegator ✕

Mary Holley  
 abc@Notddodd.ohio.gov

## Assigned LOC Evaluators

Assign LOC Evaluator

First Name	Last Name	EMail	
		abc@Notddodd.ohio.gov	Remove
		abc@Notddodd.ohio.gov	Remove
		abc@Notddodd.ohio.gov	Remove
		abc@Notddodd.ohio.gov	Remove
		abc@Notddodd.ohio.gov	Remove
		abc@Notddodd.ohio.gov	Remove

## Assigned RMNs

Assign RMN

First Name	Last Name	E-Mail	
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## Individuals

First Name	Last Name	E-Mail	DODD#	Medicaid #
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# ICF Users – PPCE

- Home
- Individuals
- Agreements
- ICF DDP Reports
- Bill of Rights
- Due Process
- Reports

Profile | Medicaid Info | RMN | **Path to Community Employment**



LOC Start Date  
12/17/2018

LOC End Date  
12/16/2019

### Medicaid Info

Medicaid#:

DODD#:

SSN#:

WaiverType:

Individual Type: Medicaid Funded

### County Info

Residence: Scioto

Reporting: Other

Assigned SSA#:

ICF Admission Date: 12/17/2018

### Facility Info

Name:

### Contacts

Emergency Contact	Contact	Email	Primary Phone	Start Date	End Date	Role	Team Membership relationship
No				12/18/2018		Individual	Assigned Team Member

Showing 1 to 1 of 1 entries

Previous Next



# ICF Users – PPCE



Ohio | Department of Developmental Disabilities

Lindsay Terry Stine

Home Individuals Agreements ICF DDP Reports Bill of Rights Due Process Reports

  ⓘ

Profile Medicaid Info Eligibility Management Level of Care Documents NICS Jail/Hospital Bed Hold ICF LOC Date Change

Discharge Path to Community Employment

Place on the path to Community Employment [Add Community Employment](#)

No data available..

# ICF Users – PPCE

- Profile
- Medicaid Info
- Eligibility Management
- Level of Care
- Documents
- NICS Jail/Hospital
- Bed Hold
- ICF LOC Date Change
- Discharge
- Path to Community Employment

Place on the path to Community Employment

Add Community Employment

No data available..

## Add Community Employment

\* Place on the Path to Community Employment:

Place 1 – I have a job b

Submit

# ICF Users – PPCE

- Profile
- Medicaid Info
- Eligibility Management
- Level of Care
- Documents
- NICS Jail/Hospital
- Bed Hold
- ICF LOC Date Change
- Discharge
- Path to Community Employment

Place on the path to Community Employment

Add Community Employment

## Place

Place 2 – I want a job, I need help to find one.



Questions?



# Entering Data for the first time

- Answer the 6 Main Questions
- If “Yes” then sub-questions are populated
- Have the ability to begin, save, and finish the questions at a later time
- Ability to enter multiple jobs
- System will not allow you to submit without all sub-questions answered
- Ability to check answers in Summary prior to submitting
- Once the questionnaire is submitted, you are not able to edit



# Pre-Population from Previous Reporting Period

- ▶ If answers “Yes” to the main questions, and indicated “Yes” previous Reporting Period, data will automatically pre-populate
- ▶ Crucial that you review and update the pre-populated answers



# Ability to Choose a job selection for Pre-Population from Previous Reporting Period

- ▶ Ability to choose entries from the previous Reporting Period for an individual that has been assigned or as the provider for the first time
- ▶ If select “Yes” to one of the main questions, it displays the ability to choose a previous job
- ▶ This job will be pre-populated automatically if selected
- ▶ Crucial that you review and update the pre-populated answers



Questions?





# Administrative Rule

- Participation in the Outcome Tracking System is a requirement in the Employment First Rule 5123:2-2-05
  - “Providers of employment services shall collect and submit to the department individual-specific data regarding employment services and employment outcomes including but not limited to, type of services provided, how individuals obtained employment, hours worked, wages earned, and occupations. The data shall be submitted through a web-based data collection system developed and maintained by the department”



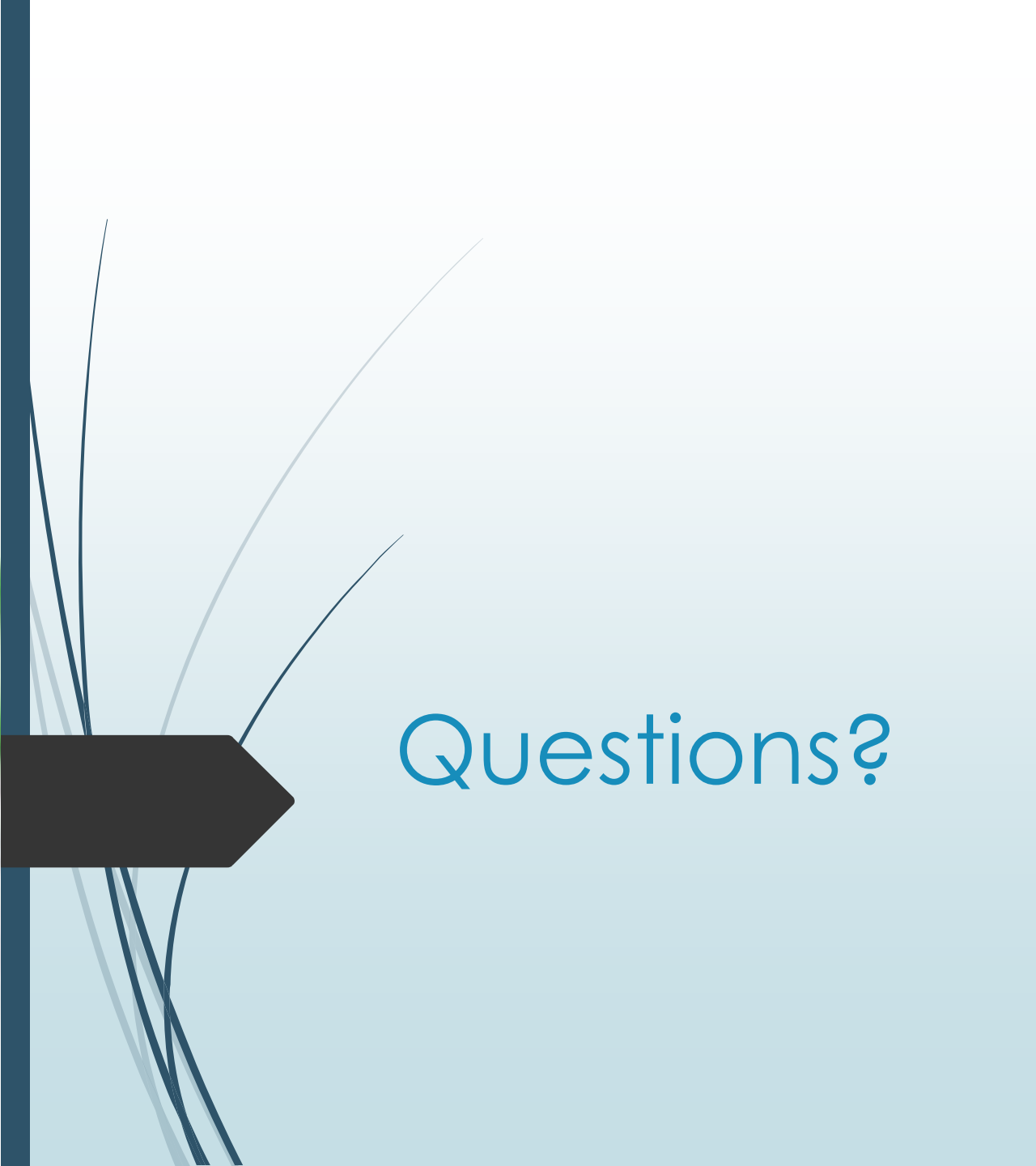
# Required Participation

- ▶ Questions #1-#4 are required per 5123:2-2-05 for providers providing employment services
  - ▶ Vocational Habilitation
  - ▶ Group Employment Supports
  - ▶ Individual Employment Supports
  - ▶ Any of the Career Planning Services
  - ▶ Competitive Employment
- ▶ Questions #5-#6 are not currently required
- ▶ Will be reporting all data



# Office of System Support and Standards

- ▶ OSASS is postponing citations until July 1, 2020
- ▶ A report will be given to OSASS at the end of each reporting period
  - ▶ List of non-compliant providers (for the required questions)
- ▶ The list of non-compliant providers report will also live on the external data website



Questions?

# Reports

- ▶ Performance Report
  - ▶ Allows the CB to monitor the progress of provides
  - ▶ Available during the reporting period
- ▶ Data Results
  - ▶ Will be available after the reporting period ends
  - ▶ Will be available via OTS for your reporting county
  - ▶ Data will be available via Data Warehouse for CBs
  - ▶ Data will be hosted on an external Data Page available to the public

# Services & Supports Reports

- ▶ County Boards have access through Data Warehouse
- ▶ OTS vs. Services & Supports Data
- ▶ Service Matrix



# External Data Page

- ▶ Will be available after the reporting period ends
- ▶ Available to the public
- ▶ Ability to compare variables:
  - ▶ Regionally
  - ▶ By County
  - ▶ Type of Job
  - ▶ Wages
  - ▶ Hours
- ▶ Will also house the list of non-compliant providers



Questions?



# Tips

- ▶ Use Chrome



# Resources

- ▶ User Guide
- ▶ Screen Casts
- ▶ OTS System Messages
- ▶ Chat Forum – MyLearning
- ▶ Live Chat – October
- ▶ Recorded Webinar – August 2019 – MyLearning
- ▶ Employment First Website  
<https://ohioemploymentfirst.org/>
- ▶ Employment First Mailbox:  
[EmploymentFirst@dodd.ohio.gov](mailto:EmploymentFirst@dodd.ohio.gov)
- ▶ Community Life Engagement Project Managers

# Resources

- ▶ Lindsay Terry Stine – 614-728-5811 – [Lindsay.Terry-Stine@dodd.ohio.gov](mailto:Lindsay.Terry-Stine@dodd.ohio.gov)
- ▶ Britta Hough – 614-813-3255 – [Britta.Hough@dodd.ohio.gov](mailto:Britta.Hough@dodd.ohio.gov)
- ▶ Keith Banner – 614-687-1563 – [Keith.Banner@dodd.ohio.gov](mailto:Keith.Banner@dodd.ohio.gov)
- ▶ Kelly Schuck – 614-867-8351 – [Kelly.Schuck@dodd.ohio.gov](mailto:Kelly.Schuck@dodd.ohio.gov)
- ▶ Tom Hess – 614-466-7480 – [Thomas.Hess@dodd.ohio.gov](mailto:Thomas.Hess@dodd.ohio.gov)



Questions?