

- 1) When the CEO/Delegate logs in, they see their main portal page. Below is an example of a CEO main page.

XXXXXXX Inc. Ohio Department of Developmental Disabilities HXXXXXXXXXXXXXXXXX

Home Individuals Agreements Bill of Rights Due Process

Create Delegator

CEO Dashboard for XXXXXXXXXXXXXXXXXXXX Ohio1

Delegates Note: If you wish not to have delegates, please create yourself as a delegate and assign as a review contact. Search:

Last Name	First Name	E-mail	Phone	Submits POC	Manage
A XXXXXXXX	R XXXXXXXX	X XXXX XXXXXXXXXX@dodd.ohio.gov	123-456-7890	<input checked="" type="checkbox"/>	Edit
L XXXXXXXX	B XXXXXXXX	t XXXXXXXXXX@thementornetwork.com		<input checked="" type="checkbox"/>	Edit
S XXXXXXXX	T XXXXXXXX	t XXXXXXXXXX@thementornetwork.com		<input checked="" type="checkbox"/>	Edit
T XXXXXXXX	H XXXXXXXX	X XXXXXXXXXX@dodd.ohio.gov	1234567890	<input checked="" type="checkbox"/>	Edit
uat	Delegator	P XXXXXXXXXX@dodd.ohio.gov	46546456656	<input type="checkbox"/>	Edit
Z XXXXXXXX	M XXXXXXXX	m XXXXXXXXXX@thementornetwork.com	1234567890	<input checked="" type="checkbox"/>	Edit

Showing 1 to 6 of 6 entries Previous Next

- 2) To assign a DDP assessor, first select the facility from the list and click the Assign DDP button on the Facilities ribbon.

Facilities

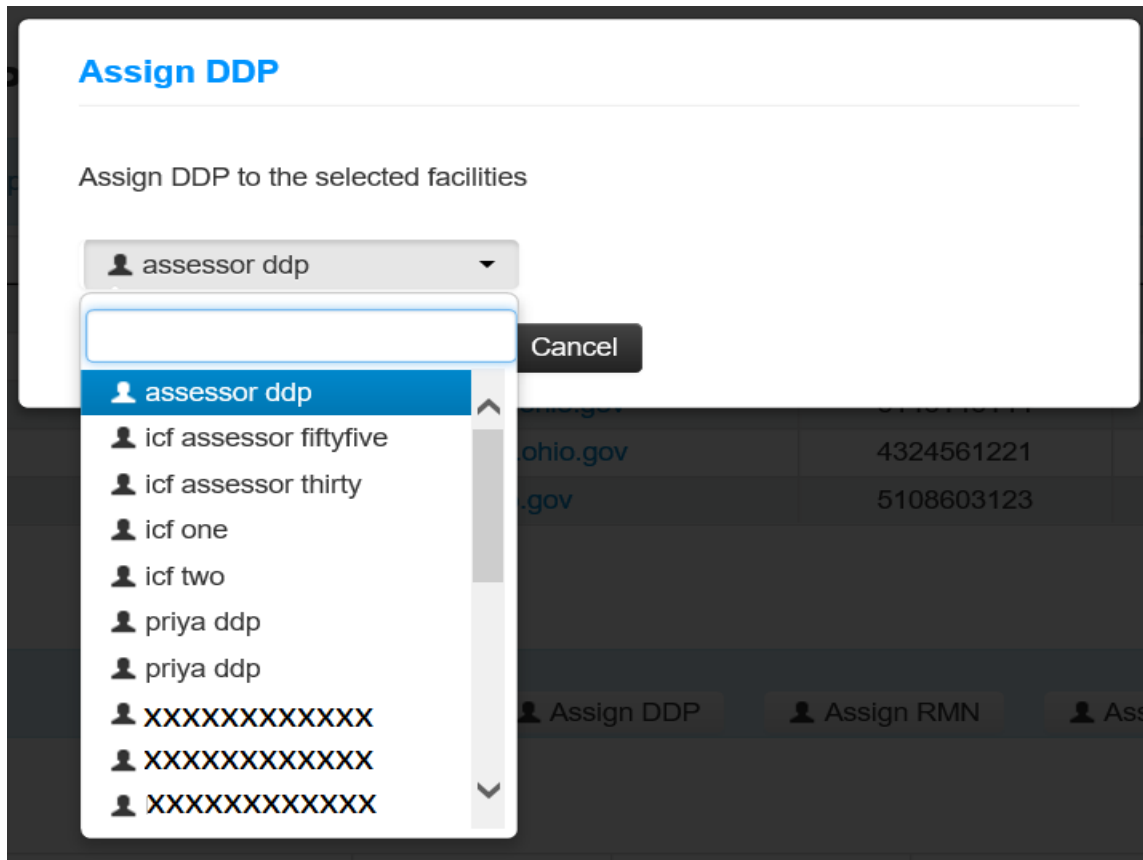
Assign DDP Assign RMN Assign Delegator Assign Evaluator

10 entries Search:

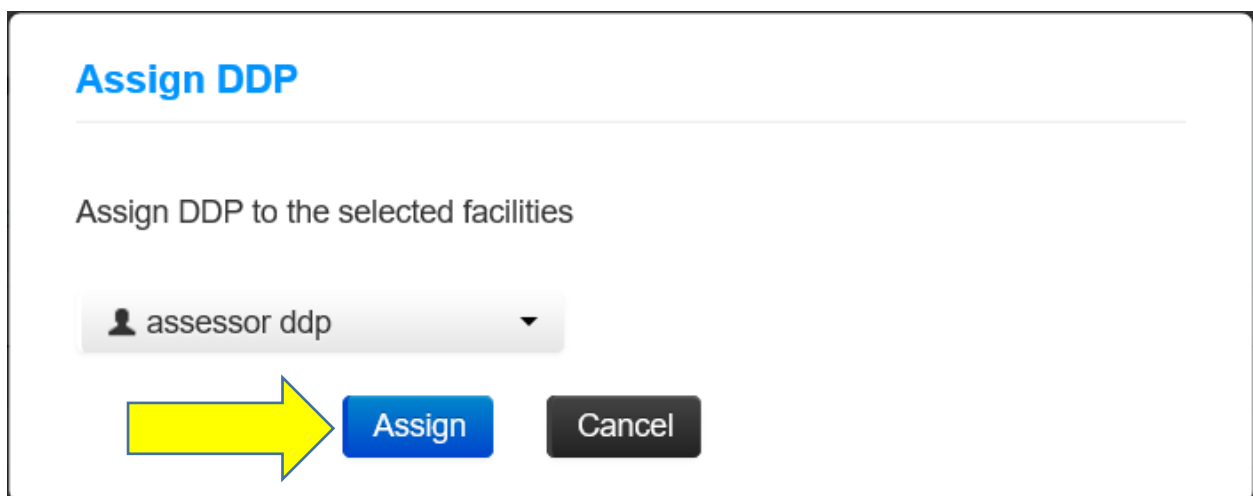
	Facility Name	Type	Status	ICF MPN	Delegator
<input type="checkbox"/>	XXXXXXXXXXXX Home	ICF	Open	1234567890	icfkald ikkald
<input type="checkbox"/>	XXXXXXXXXXXX Home	ICF	Open	1234567890	test Fac
<input type="checkbox"/>	XXXXXXX arms	ICF	Open	1234567890	Jessica Lipinski
<input type="checkbox"/>	XXXXXXXXXXXXXXX Center	ICF	Open	1234567890	icfkald ikkald
<input type="checkbox"/>	XXXX t Lake	ICF	Open	1234567890	testkpa testkpa
<input type="checkbox"/>	XXXXXXXXXXXX ue Home	ICF	Open	1234567890	testkpa testkpa
<input type="checkbox"/>	XXXXXXXXXXXX XXXXXXXXXX / Services	ICF	Open	1234567890	testkpa testkpa
<input type="checkbox"/>	XXXXXXXXXXXX	ICF	Open	1234567890	testkpa testkpa
<input type="checkbox"/>	XXXXXXXXXXXX	ICF	Open	1234567890	testkpa testkpa

Showing 1 to 9 of 9 entries Previous Next

- 3) The Assign DDP pop up opens. Select a name from the dropdown list.




- 4) Click Assign





- 5) The DDP Assessors will be listed on the facility's main page.

ProviderNew


 Ohio Department of Developmental Disabilities

New ProviderCEO

 Home Individuals Agreements Bill of Rights Due Process Reports

 (X) (XXXXXXXX House (ICF) Facility#: 1234567 ICF MPN #: 1234567890

Assigned Delegator

 (XXXXXXXX
(XXXXXXXX @dodd.ohio.gov

Assigned Evaluators

Assign Evaluator

First Name	Last Name	Email	
(XXXXXXXX	(XXXXXXXX	khouser@empowering-(XXXXXXXX	Remove
(XXXXXXXX	(XXXXXXXX	XXXX wski@lidd (XXXXXXXX	Remove

Assigned RMNs

Assign RMN

First Name	Last Name	Email	
eval	one	XXXXXXXXXXXX @dodd.ohio.gov	Remove
thoicfeval	thoicfeval	XXXXXXX @dodd.ohio.gov_test	Remove

Assigned DDP Assessors

Assign DDP

First Name dsdsds	Last Name	Email	
M XXXXXXXXX	H XXXXXXXXX	M XXXXXXXXX @NOTdodd.ohio.gov	Remove
R XXXXXXXXX	A XXXXXXXXX	r XXXXXXXXX @NOTdodd.ohio.gov	Remove
m XXXXXXXXX	d XXXXXXXXX	XXXXXXXX @NOTdodd.ohio.gov	Remove
D XXXXXXXXX	M XXXXXXXXX	XXXXXXXX @NOTdodd.ohio.gov	Remove
M XXXXXXXXX	di XXXXXXXXX	XXXXXXXX @NOTdodd.ohio.gov	Remove

Individuals

RPED Roster

First Name	Last Name	Email	DODD#	Medicaid #
K XXXXXXXXX	H XXXXXXXXX	XXXXXX@NOTknoxdd.com	1234567890	XXXXXXXX1901

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- 6) NOTE: DDP Assessors can only be assigned to ICFs. If the user tries to assign a DDP Assessor to a DC, the following error message will appear.



- 7) CEOs and Delegates can monitor the work of the DDP Assessors through the RPED Roster page. Navigate to this page by clicking the DDP Roster button on the Individuals ribbon.

ProviderNew

Ohio Department of Developmental Disabilities

New ProviderCEO

Home

Individuals

Agreements

Bill of Rights

Due Process

Reports

XXXXXXX House (ICF)

Facility#: 1234567

ICF MPN #: 1234567890

Assigned Delegator

XXXXXXX
XXXXXXX@dodd.ohio.gov

Assigned Evaluators

Assign Evaluator

First Name	Last Name	Email	
XXXXXXX	XXXXXXX	khouser@empowering-XXXXXXX	Remove
XXXXXXX	XXXXXXX	XXXXX_wski@flcdd(XXXXXXX)	Remove

Assigned RMNs

Assign RMN

First Name	Last Name	Email	
eval	one	XXXXXXXXXXXX@dodd.ohio.gov	Remove
thoicfeval	thoicfeval	XXXXXXX@dodd.ohio.gov_test	Remove

Assigned DDPs

Assign DDP

First Name dsdsds	Last Name	Email	
XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	Remove

Individuals

DDP Roster

First Name	Last Name	Email	DODD#	Medicaid #
XXXXXXXXXXXX	XXXXXXXXXXXX		12345678	XXXXXXXX6401
XXXXXXXXXXXX	XXXXXXXXXXXX		12345678	XXXXXXXX9199
XXXXXXXXXXXX	XXXXXXXXXXXX		12345678	XXXXXXXX8801

- 8) The RPED Roster page allows the user to view the list of individuals residing the facility as of either the current or future RPED. Selecting an RPED from the dropdown list will vary the list of individuals based upon their admission and discharge dates.

This page also shows the attestation status for all residents for the current RPED. Possible values include

- Unassessed – indicating the individual does not have a current, submitted ICF DDP
- Unattested – indicating the individual has a current, submitted ICF DDP but has not yet been attested for the current RPED
- Attested – indicating the individual has been attested for the current RPED

Next to the Attestation Status is an indicator concerning Significant Change of Condition (SCOC) requests submitted to the state. “No” under Pending Review means that the individual does not have a SCOC request pending with the state. “Yes” indicates that the state is currently reviewing a SCOC request.

Ohio | Department of Developmental Disabilities

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Home Individuals Agreements Bill of Rights Due Process Reports

Rem Ohio/Beech Street Information 1234567

Individuals RPED Roster

Individuals Eligible for Assessment:RPED Current RPED: 9/30/2017

Search:

Individual	DOB	DODD#	Medicaid#	Admission Date	DischargeDate	Raw Score	Attestation Status	Pending Review?	Attest Individual
KXXXXXXXXX	12/34/5678	1234567	XXXXXXXX1901	12/34/5678		46	Unattested	Yes	

Showing 1 to 1 of 1 entries

Previous Next

- 9) Selecting an individual's name from the RPED roster page navigates to the individual's main information page. From this page the user can navigate to the individual's DDP History page.



Department of Developmental Disabilities
New ProviderCEO

[Home](#)
[Individuals](#)
[Agreements](#)
[Bill of Rights](#)
[Due Process](#)
[Reports](#)

OBTestOne New
Profile
DDP History
RMN



OBTestOne New

Male

1/1/2001 (16 yrs 8 mo)

Medicaid Info

Medicaid#: XXXXXXXX9000

DODD#: 1234567

SSN#: XXX-XX-9000

WaiverType:

Individual Type:

County Info

Residence: Adams

Reporting: Other

Assigned SSA#:

ICF Admission Date: 1/1/2017

Facility Info

Name: XXXXXXXXHouse (ICF)

2525 XXXXXXXX Road

Valley City

Oh -12345

Contacts

Emergency Contact	Contact	Email	Primary Phone	Start Date	End Date	Role	Team Membership relationship
No	OBTestOne New			8/7/2017		Individual	Assigned Team Member

Showing 1 to 1 of 1 entries

Previous Next

10) This example shows an individual with a submitted ICF DDP but no SCOC requests.

Department of Developmental Disabilities
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[Home](#)
[Individuals](#)
[Agreements](#)
[Bill of Rights](#)
[Due Process](#)
[Reports](#)

TXXXXXXXXXXXXX
Profile
Facility
RPED Roster

Past DDP Assessments

View	Effective Date	End Date	Status	MPN	Rped	Raw Score	Facility Name	Created By	Created On	Modified By	Modified On
View	11/23/2016		Submitted	1234567	03/31/2017	110	RXXXXXXXXX OHIOXXXXXXXX TRAILS	CRMCOZYROC CRMCOZYROC	6/22/2017	CRMCOZYROC CRMCOZYROC	6/22/2017

Review Request

No Review Request.

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

11) This example shows an individual with a submitted ICF DDP and a SCOC request.



XXXXXXXXXX

[Profile](#)
[Facility](#)
[RPED Roster](#)

Past DDP Assessments

View	Effective Date	End Date	Status	MPN	Rped	Raw Score	Facility Name	Created By	Created On	Modified By	Modified On
View	2/22/2017		Submitted	1234567	03/31/2017	46	RXXXXXXXXXXXXX STREET	CRMCOZYROC CRMCOZYROC	6/22/2017	CRMCOZYROC CRMCOZYROC	6/22/2017

Review Request

View	RequestType	Status	Created Date	Name of assessor who created	Effective Date	Submitted Date	Name of assessor who submitted
View	SCOC	Needs more information	11/3/2017	Dual1 XXXXXXXXX	10/31/2017	11/3/2017	Dual1 XXXXXXXXX

Showing 1 to 1 of 1 entries

[Previous](#)
[Next](#)

12) This example shows an individual with a submitted ICF DDP, SCOC request and a Reconsideration for the Initial DDP.



CXXXXX DDPtest

Profile
Facility
RPED Roster

Past DDP Assessments

View	Effective Date	End Date	Status	MPN	Rped	Raw Score	Facility Name	Created By	Created On	Modified By	Modified On
View	11/6/2017		Submitted	1234567	12/31/2017	145	R XXXX XXXXXXXXXXXX TRAILS	UAT CRC	11/6/2017	CRMPluginAdm Admin	11/6/2017


Review Request

View	RequestType	Status	Created Date	Name of assessor who created	Effective Date	Submitted Date	Name of assessor who submitted	
View	SCOC	In Progress	11/9/2017	mXXXXXXXXX}	11/8/2017			
View	Reconsideration for Initial DDP	Submitted	11/9/2017	mXXXXXXXXX	11/6/2017	11/9/2017	mXXXXXXXXX	

Showing 1 to 2 of 2 entries

◀ Previous Next ▶

- 13) The ICF DDPs can be reviewed by clicking the View hyperlink next to any submitted ICF DDP. The DDP assessment opens. The user can navigate around the various DDP sections to review the answers for the individual.



XXXXXXXXXXXXXXXXXXXX

DDP Assessment

EffectiveDate 01/31/2017	DOB 12/31/2000	Status Submitted	Raw Score 128
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Effective Begin Date	Effective End Date
01/31/2017	
DDP Submitted By	DDP Submitted On

[A. Identification](#)
[B. Residence](#)
[C. Disability](#)
[D. Medical](#)
[E. Sensory](#)
[F. Cognitive](#)
[G. Behavior](#)
[H. Selfcare](#)
[I. Voluntary](#)
[J. Clinical](#)

Section A: Identification Information (Q 1-9)

(1) - (5) Identification Information (Name, DoB, Gender, Residence County, Reporting County, DODD number) Read only

(6) Provider Contract Number (if applicable)

Provider Contract No

0094394

(7) Location where assessment administered

- 14) At the bottom of the DDP assessment page are buttons that allow the user to print the assessment or return to the individual's DDP History page.

(9) Programs in which the individual is now enrolled.


None	<input type="checkbox"/>
Individual Options Waiver	<input type="checkbox"/>
Residential Facility Waiver	<input type="checkbox"/>
Level I Waiver	<input type="checkbox"/>
Other Waiver	<input type="checkbox"/>
Other Waiver (specify)	
Adult Services	<input checked="" type="checkbox"/>
School / Preschool	<input type="checkbox"/>
Early Intervention	<input type="checkbox"/>
ICF	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>
Other Program (specify)	ICF


Return to DDP History


Print




- 15) Clicking the View hyperlink next to a SCOC will take the user to a page that allows them to review the information entered on the request.




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[Home](#)
[Individuals](#)
[Agreements](#)
[Bill of Rights](#)
[Due Process](#)
[Reports](#)


XXXXXXXXXX

[Profile](#)
[Facility](#)
[RPED Roster](#)

Add Change of Condition

View Assessment

Effective Date

10/31/2017

Type of Request

SCOC

Status

Needs More Information

Summary Comments

hikggjhgjh

View	Question	Subquestion	Reason of Change	Proposed Answer	Review Status	Files Attached	Action
View	Question 26	26a - Wheelchair mobility	jtgf	lh	Needs More Information	1 files	

16) Clicking the View hyperlink next to a Reconsideration will take the user to a page that allows them to review the information entered on the request.



CXXXXX:DDPtest

Profile

Facility

RPED Roster

Reconsideration For Initial DDP

View Assessment

Effective Date

11/6/2017

Type of Request

Reconsideration For initial DDP

Status

Completed

Summary Comments

voluntary tab is not underlined

View	Question	Subquestion	Reason of Change	Proposed Answer	Review Status	Files Attached	Action
View	Question 36	36a - Routine caregiver(s) relationship and age	asdg	asdg	Approved	2 files	