



Department of Developmental Disabilities Division of Policy and Strategic Direction

Mike DeWine, Governor
Kim Hauck, Director

The Outcome Tracking System (OTS) application opens once a year for data entry on October 1st. It is important that County Boards, Developmental Centers (DCs) and Intermediate Care Facilities (ICFs) update their data prior to each Reporting Period annually, so that the OTS 15-day pull will include the most accurate data.

Data that needs updated (included in the 15-day pull):

1. Places on the Path to Community Employment
 - a. County Boards, DCs, and ICFs are responsible for updating
2. Services and Supports (within CRM-IDS)
 - a. County Boards are responsible for updating

Failure to update this data prior to the 15-day pull on September 15th, will result in data being pulled in that may not be the most accurate for that particular Reporting Period.

Each Reporting Period is capturing a static “snapshot” of data, which is identified within the 15-day pull. Data cannot be updated or removed once pulled into OTS for a Reporting Period.

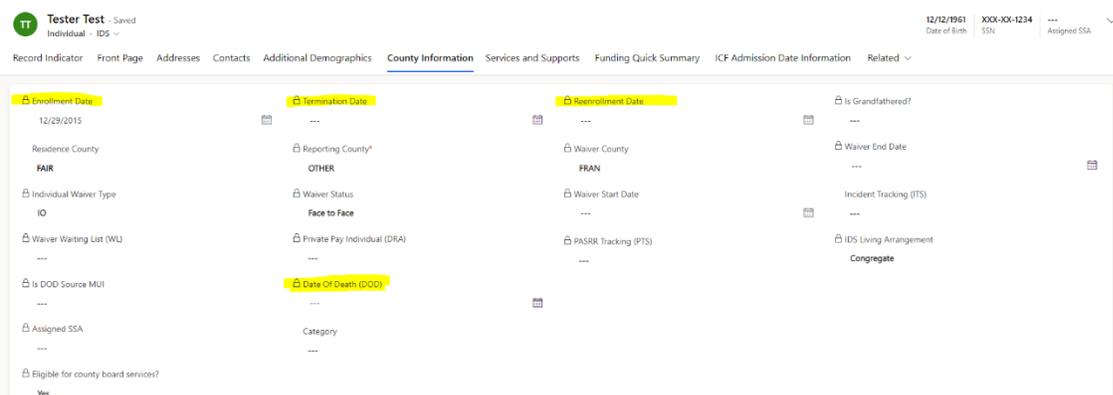
County Boards

Services and Supports:

County Boards will want to ensure that those people that are receiving Adult Day and/or Employment services on local funds are updated within CRM-IDS.

This update should include:

- The person is considered “active”:
 - No termination date;
 - No date of death; and
 - An enrollment or re-enrollment date.





- The person has an Adult Day and/or Employment service selected within CRM-IDS in the DODD Portal:
 - 'Adult Day Supports' (Community or Facility)
 - 'Ohio Department of Aging' (Community or Facility)
 - 'Vocational Habilitation' (Community or Facility)
 - 'Individual Employment Supports'
 - 'Group Employment Supports'
 - 'Career Planning'

Record Indicator Front Page Addresses Contacts Additional Demographics County Information **Services and Supports** Funding Quick Summary ICF Admission Date Information Related ▾

1. Early Intervention <input type="radio"/> No	7. Ohio Department of Aging Day Support - Facility <input checked="" type="radio"/> Yes	13. Group Employment Supports <input checked="" type="radio"/> Yes	19. Family Supports <input type="radio"/> No
2. Preschool <input type="radio"/> No	8. Ohio Department of Aging Day Support - Community <input checked="" type="radio"/> Yes	14. Individual Employment Supports <input checked="" type="radio"/> Yes	20. Payee/Money Management ---
3. School <input type="radio"/> No	9. Adult Day Support - Facility <input checked="" type="radio"/> Yes	15. Self-Determined Supports <input type="radio"/> No	21. Career Planning <input checked="" type="radio"/> Yes
4. Supported Education <input type="radio"/> No	10. Adult Day Support - Community <input checked="" type="radio"/> Yes	16. Transportation <input type="radio"/> No	22. Community ---
5. Childrens Enrichment <input type="radio"/> No	11. Vocational Habilitation - Facility <input checked="" type="radio"/> Yes	17. Supported Living <input type="radio"/> No	23. Best Facility ---
6. Adult Home Services <input type="radio"/> No	12. Vocational Habilitation - Community <input checked="" type="radio"/> Yes	18. Service Coordination (SSA) <input type="radio"/> No	

Competitive Employment:

If a person is competitively employed in the community, the County Board will want to update the following information within CRM-IDS.

This update should include:

- The person is considered "active":
 - No termination date;
 - No date of death; and
 - An enrollment or re-enrollment date.
- The person has the 'Competitive Employment' toggle selected within CRM-IDS. It is located below the PPCE area within the Services and Supports section.

Record Indicator Front Page Addresses Contacts Additional Demographics County Information **Services and Supports** Funding Quick Summary ICF Admission Date Information Related ▾

6. Adult Home Services <input type="radio"/> No	11. Vocational Habilitation - Facility <input type="radio"/> No	18. Service Coordination (SSA) <input type="radio"/> No
	12. Vocational Habilitation - Community <input type="radio"/> No	

Place on the path to community employment ▾ + New Community Empl... Refresh Run Report ▾

Place on the path to community employment ▾

No data available

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

0 of 0 Page 1

Others

Competitive Employment



Department of Developmental Disabilities Division of Policy and Strategic Direction

Mike DeWine, Governor
Kim Hauck, Director

Place on the Path to Community Employment (PPCE):

All persons receiving Adult Day and/or Employment services or are Competitively Employed should have their Place on the Path to Community Employment updated within CRM-IDS within the Services and Supports section.

The screenshot shows the CRM-IDS interface for a user named 'Test Whale'. The 'Services and Supports' tab is active, displaying a grid of 23 service categories, each with a toggle switch set to 'No':

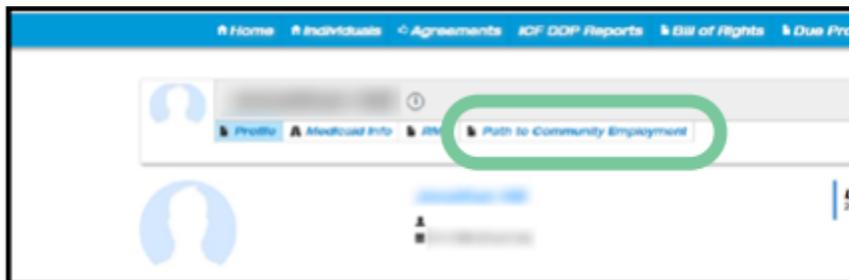
1. Early Intervention	No	7. Ohio Department of Aging Day Support - Facility	No	13. Group Employment Supports	No	19. Family Supports	No
2. Preschool	No	8. Ohio Department of Aging Day Support - Community	No	14. Individual Employment Supports	No	20. Payee/Money Management	
3. School	No	9. Adult Day Support - Facility	No	15. Self-Determined Supports	No	21. Career Planning	No
4. Supported Education	No	10. Adult Day Support - Community	No	16. Transportation	No	22. Community	---
5. Childrens Enrichment	No	11. Vocational Habilitation - Facility	No	17. Supported Living	No	23. Best Facility	---
6. Adult Home Services	No	12. Vocational Habilitation - Community	No	18. Service Coordination (SSA)	No		

Below the grid, there is a dropdown menu for 'Place on the path to community employment' with a selected option: 'Place 1 - I have a job but would like a better one or to move up.' There are also buttons for 'New Community Empl...', 'Refresh', and 'Run Report'.

ICFs/DCs:

All people residing in a Facility should have their Place on the Path to Community Employment updated within the Portal.

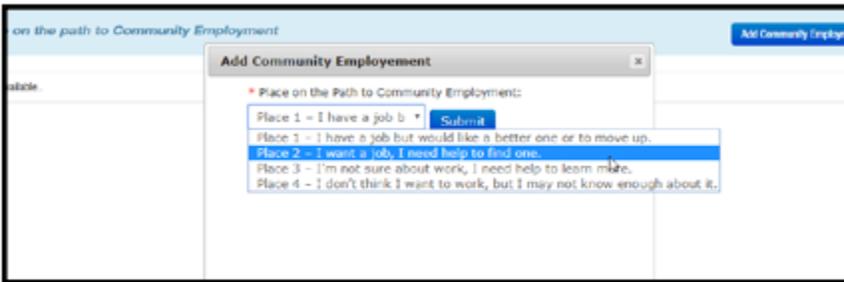
- You will login to the DODD Portal.
- You will select your facility (if you have multiple facilities) within the Portal on your dashboard.
- Once you select your facility, you will select the person for which you want to update their PPCE.
- Then you will select the person's profile and navigate to the 'Path to Community Employment' tab to update.





Department of Developmental Disabilities
Division of Policy and Strategic Direction

Mike DeWine, Governor
Kim Hauck, Director



If you have any questions, please contact your [Regional Community Life Engagement Project Manager](#).