



**Department of
Developmental
Disabilities**

OUTCOME TRACKING SYSTEM 15-DAY PULL TRAINING

Ensuring your data is ready for the
Reporting Period

**JOE
VANHORN**

Data and Systems Analyst



AGENDA

- Introductions
- OTS Background and Overview
- 15-Day Pull Criteria
- 15-Day Pull Requirements for County Boards
- 15-Day Pull Requirements for an Intermediate Care Facility (ICF) and Developmental Center (DC)
- Resources

INTRODUCTIONS

Policy Data Team Members and Positions:

- Lindsay Terry-Stine – Manager
- Joe VanHorn – Team Member (Current OTS Product Owner)
- Amanda Brooks – Team Member

General Questions:

PolicyDataTeam@dodd.ohio.gov

Website:

[Outcome Tracking System Data Website](#)



PRE-TRAINING SURVEY

Pre-Training Survey Link:

<https://forms.cloud.microsoft/g/iHQu5YURjv>

OTS: 15-Day Pull Pre-Training Survey

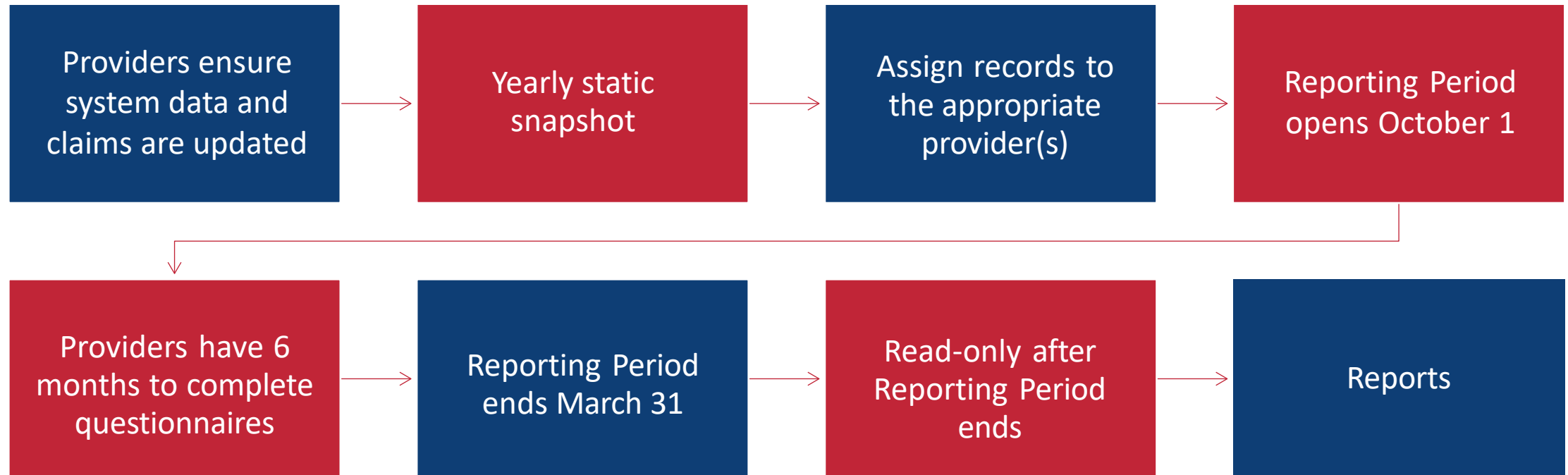


BACKGROUND AND OVERVIEW

OTS captures how people are spending their days.

- Does not focus on individual outcomes identified within a person's plan
- Focuses on the larger systems outcomes that are happening with services
- Allows DODD to align policies, procedures, and legislation that will improve how people live, work, and play in their communities

REPORTING PERIOD OVERVIEW



15-DAY PULL CRITERIA



HOW DATA IS PULLED INTO OTS FOR PROVIDERS

- **Criteria 1:**
- Billed (and claim is processed) for one of the following services in the 12 months
- Services include:
 - Adult Day Supports
 - Ohio Department of Aging Supports
 - Vocational Habilitation
 - Group Employment Supports
 - Individual Employments Supports
 - Career Planning Services

HOW DATA IS PULLED INTO OTS FOR COUNTY BOARDS

Individuals are active in the Individual Demographics System (IDS)

- No termination date
- No date of death
- Enrollment or Re-Enrollment date entered

Services marked in IDS (Criteria 2)

- Locally funded
- Competitive Employment
- Services include:
 - Adult Day Supports (Community or Facility)
 - Vocation Habilitation (Community or Facility)
 - Group Employment Supports
 - Individual Employment Supports
 - Career Planning
 - Competitive Employment

WHAT TO LOOK FOR IN IDS – SERVICES AND SUPPORTS

Record Indicator	Front Page	Addresses	Contacts	Additional Demographics	County Information	Services and Supports	Funding Quick Summary	ICF Admission Date Information	Related ▾	
1. Early Intervention	☐ No					7. Ohio Department of Aging Day Support - Facility	☐ No			
2. Preschool	☐ No					8. Ohio Department of Aging Day Support - Community	☐ No			
3. School	☐ No					9. Adult Day Support - Facility	☒ Yes			
4. Supported Education	☐ No					10. Adult Day Support - Community	☐ No			
5. Childrens Enrichment	☐ No					11. Vocational Habilitation - Facility	☒ Yes			
6. Adult Home Services	☐ No					12. Vocational Habilitation - Community	☐ No			
						13. Group Employment Supports	☐ No		19. Family Supports	☐ No
						14. Individual Employment Supports	☐ No		20. Payee/Money Management	☐
						15 Self-Determined Supports	☐ No		21. Career Planning	☐ No
						16. Transportation	☐ No		22. BEST Community	☐ No
						17. Supported Living	☐ No		23. BEST Facility	☐ No
						18. Service Coordination (SSA)	☐ No			
Place on the Path to Community Employment										
Please access the Salesforce Application to access and update the Place on the Path to Community Employment. Thank you										
Others										
Competitive Employment ☒										

WHAT TO LOOK FOR IN IDS- COUNTY INFORMATION

Record Indicator	Front Page	Addresses	Contacts	Additional Demographics	<u>County Information</u>	Services and Supports	Funding Quick Summary	ICF Admission
Enrollment Date 9/1/2025 Termination Date M/d/yyyy Reenrollment Date M/d/yyyy								

Note: If the person has passed and was receiving services, Date of Death will only update once the MUI process is completed.

HOW DATA IS PULLED INTO OTS FOR ICF/DC

18 Years or Older in ICF/DC (Criteria 3)

- Any individual who is residing in an ICF or DC who is 18 years of age or older
- Residency alone drives inclusion
- Residency records must be updated before September 15
- Make sure system reflects correct residence in IDS

COUNTY BOARD CHECKLIST

- ☐ Does the person have an identified gender and DOB in the DODD system?
- ☐ Are people served “active” within DODD systems? Or “terminated” if needed?
- ☐ Are the Services and Supports updated within CRM-IDS?
- ☐ Have you selected “competitive employment” within CRM-IDS, if applicable?
- ☐ Have you updated the person’s Place on the Path to Community Employment?

ICF/DC CHECKLIST

- ☐ Does the person have an identified gender and DOB in the DODD system?
- ☐ Has the Individual Transfer Record (ITR) process occurred, if applicable?
- ☐ Have you updated the person's Place on the Path to Community Employment?

PLACE ON THE PATH TO COMMUNITY EMPLOYMENT

- Each person of working age in Ohio is required by the Employment First Rule to participate in a person-centered planning process.
- During this process, people are required to identify their Place on the Path to Community Employment (PPCE)
- There are only 4 Places on the Path
- All Place of the PCE information is entered into the Individual Summary Profile
- PPCE will be pulled into OTS 15-Days prior to the Reporting Period beginning

PLACE ON THE PATH TO COMMUNITY EMPLOYMENT CONTINUED

Things to Remember:

- Only update PPCE when the person's path is changing. You can leave the end date blank until a new path is agreed upon.
- You can't have overlapping dates. The End Date must be the day before a new Start Date.
- Do not leave gaps in PPCE data. The person should always be on a Path.

PPCE DATA IN THE INDIVIDUAL SUMMARY PROFILE

How to view PPCE Data

- 1. In the Individual Summary Profile (ISP), go to a person account record
- 2. Click the Related tab
- 3. Scroll down to the **Paths to Community Employment section** and review the data

 Paths to Community Employment (1)

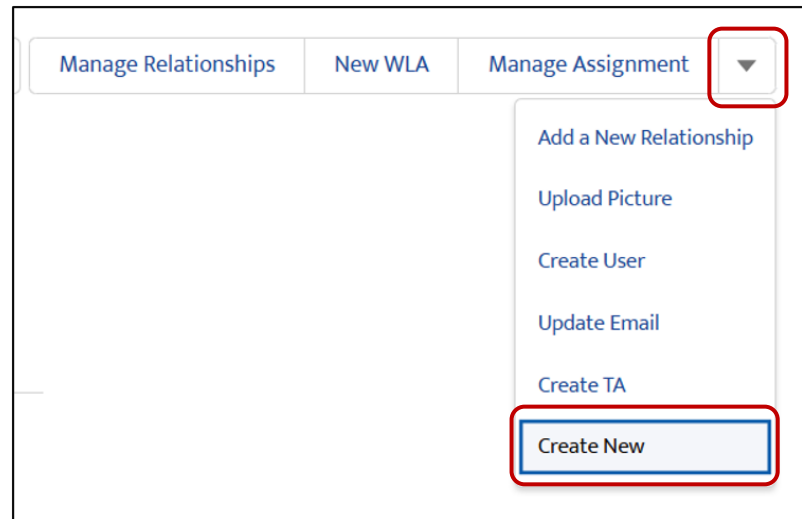
Path to Community Employ...	Place on Path to Community ...	Start Date	End Date
PTCE-173705	Place 2 – I want a job, I need he...	7/1/2026	

View All

PPCE DATA IN THE INDIVIDUAL SUMMARY PROFILE (ISP)

How to add PPCE Data

1. In the Individual Summary Profile (ISP), go to a person account record
2. Click the **dropdown arrow** in the top right corner and select **Create New**
3. Follow the prompts to enter in new PPCE Data



OTS DATA WEBSITE

- Available to the public
- Does not require access to DODD portal or OHID account
- [OTS Website Link](#)
- Shows statewide aggregated data
 - Employment: PPCE, job type, average wages per hour, average hours per week, benefits, and transportation
 - Community-Based Non-Work Services: Average hours per week
 - Facility Based-Non-Work: Average hours per week

OTS OFFICE HOURS

- Virtual 30-minute meetings
- Discuss any questions you may have about the OTS application, process, or data
- Registration is needed
- [OTS Booking Link](#)

RESOURCES

- [OTS Data Website](#)
- [OTS Booking Link](#)
- PolicyDataTeam@dodd.ohio.gov

POST-TRAINING SURVEY

Post-Training Survey Link:

<https://forms.cloud.microsoft/g/PZhh9BAmGN>

OTS: 15-Day Pull Post Training
Survey



QUESTIONS?

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THANK YOU

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