

Department of Developmental Disabilities

OUTCOME TRACKING SYSTEM STATEWIDE WEBINAR

Outcome Tracking System (OTS)

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[Outcome Tracking System Data Website]

AGENDA

- What is OTS?
- Importance of Data
- Updates
- Timelines
- 15-Day Pull Criteria
- Dashboard Queues
- County Board Ran Intermediate Care Facilities (ICFs)
- OTS Questions
- Entering Data
- Reminders
- Administrative Rule
- Compliance
- Resources
- Survey and Questions

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WHAT IS OTS

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

IMPORTANCE OF DATA

- Powerful tool for agencies
- Leads to increased understanding and identifies trends and patterns
- Essential for policy planning
- Decreases risk and results in consistent improvement
- Allows us to measure progress
- Quality of life matters

UPDATES

- Place on the Path to Community Employment now in Individual Summary Profile
- Continued updates and bug fixes
- More support resources
- Ongoing outreach

TIMELINES

September 15, 2025

- The first day that RP26 can pull claims for questionnaires for this reporting period.

September 14, 2026

- Last day to update information prior to the 15-day pull.
- Last day that RP 26 can pull claims for questionnaires for this reporting period.

September 15, 2026

- 15-day pull happens.
- Static snapshot of data – no updates can occur.

October 1, 2026

- Opening day of the 2026 Reporting Period.

March 31, 2027

- Last day of Reporting Period

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15-DAY PULL CRITERIA



PLACE ON THE PATH TO COMMUNITY EMPLOYMENT (PPCE)

- 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 PPCE 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.

COUNTY BOARD RAN INTERMEDIATE CARE FACILITIES

- Clark, Cuyahoga, Geauga, Jefferson, Lake, Licking, Lorain, Richland
- Can assign from the Questionnaire Queue Questionnaires that should be completed by their ICF
  - Use the following steps:
    1. Select the Questionnaire (check the box next to the person's name)
    2. Click the **Modify CB-ICF** button
    3. Questionnaire will be assigned to their CB ran ICF
    4. Validation message will indicate "You have successfully assigned the record for the ICF you operate."

DASHBOARD QUEUES

ASSINGNMENT QUEUE

- Functionality for County Boards and ICFs
- Ability to assign the appropriate provider(s) a record
- Ability to self-assign as a County Board or ICFs
  - Competitive Employment – no supports
  - Provided services with local funds
- ICFs can only assign people residing in their facility
  - Not those Questionnaires for those that were billed (if dual provider)

QUESTIONNAIRE QUEUE

- Questionnaires that you are responsible for entering data
  - Billed an Adult Day and/or Employment Service
  - Assigned by a County Board or ICF
- Search Functionality
- Ability to begin the Questionnaire, save, and return later
- Master Record for each person
  - Can print master record

OTS QUESTIONS

QUESTIONS

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

ENTERING DATA FOR THE FIRST TIME

- Answer the 6 main questions
- If “Yes” then sub-questions are populated
- Ability to save and finish Questionnaire later
- Ability to enter multiple jobs
- System will not allow you to submit without all sub-question answered
- Review data entry within the Summary prior to submitting
- Once Questionnaire is submitted, you are not able to edit

PRE-POPULATION FROM PREVIOUS REPORTING PERIOD

If you answer “Yes” to the main questions and indicated “Yes” in the previous Reporting Period, data will automatically pre-populate.

Crucial that you review and update the pre-populated answers.

IMPORTANT REMINDERS

- Ensure you are reviewing the pre-populated answers and update as needed
- Updated Minimum Wage each year
- Did the job meet the minimum requirements using the Competitive Employment criteria?
- Who is responsible for entering the information?
- Average Wages per hour
- Average Hours per week

OHIO ADMINISTRATIVE CODE

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 service and employment outcomes including but not limited to, type of service 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.”

OFFICE OF COMPLIANCE

- A report will be given to Compliance at the end of each Reporting period
- List of Non-Compliant providers (for the required questions)

RESOURCES

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

QUESTIONS?

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THANK YOU

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