



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 update that will be 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
 - 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 services 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'



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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, below the PPCE within the Services and Supports section.

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.

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.

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