



The Outcome Tracking System (OTS) application opens once a year for data entry on October 1<sup>st</sup>. 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 pull in the most accurate data.

Data that needs updated that will be pulled into the 15-day pull include:

1. Places on the Path to Community Employment
  - a. County Board, DCs and ICFs are responsible for updating
2. Services and Supports
  - a. County Boards only are responsible for updating

Failure to update this data prior to the 15-day pull on September 15<sup>th</sup>, will result in the most accurate and updated data not being pulled into OTS for that particular Reporting Period. This is because each Reporting Period is capturing a “snapshot” of data, which is identified within the 15-day pull. Data cannot be updated or removed once pulled into OTS for that Reporting Period.

### **County Boards:**

#### Services and Supports:

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

This update should include:

- The individual is considered “active” – no termination date and no date of death
- The individual will have the appropriate 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)
  - “Group Employment Supports”
  - “Individual Employment Supports”
  - “Career Planning”

If an individual is competitively employed in the community and is not receiving any DD supports or services, the CB will want to update the following:

- The individual is considered "active" – no termination date and no date of death
- The individual will have "Competitive Employment" selected within CRM-IDS below the Services and Supports section in the DODD portal.

Place on the Path to Community Employment:

All individuals 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 below the Services and Supports section.

**ICFs/DCs:**

All individuals residing in a Facility should have their Place on the Path to Community Employment updated within the 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 individual for which you want to update their Path.
- 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](#).