

Outcome Tracking System (OTS)

Ohio Department of Developmental Disabilities
Division of Policy and Strategic Direction

Agenda

- Introductions
- Roles/Access
- Reporting Period
- How Data is pulled into OTS
- Dashboards
- Questions and Definitions
- Entering Data
- Places on the Path to Community
Employment
- Reports
- Data Website
- Resources

Our Team

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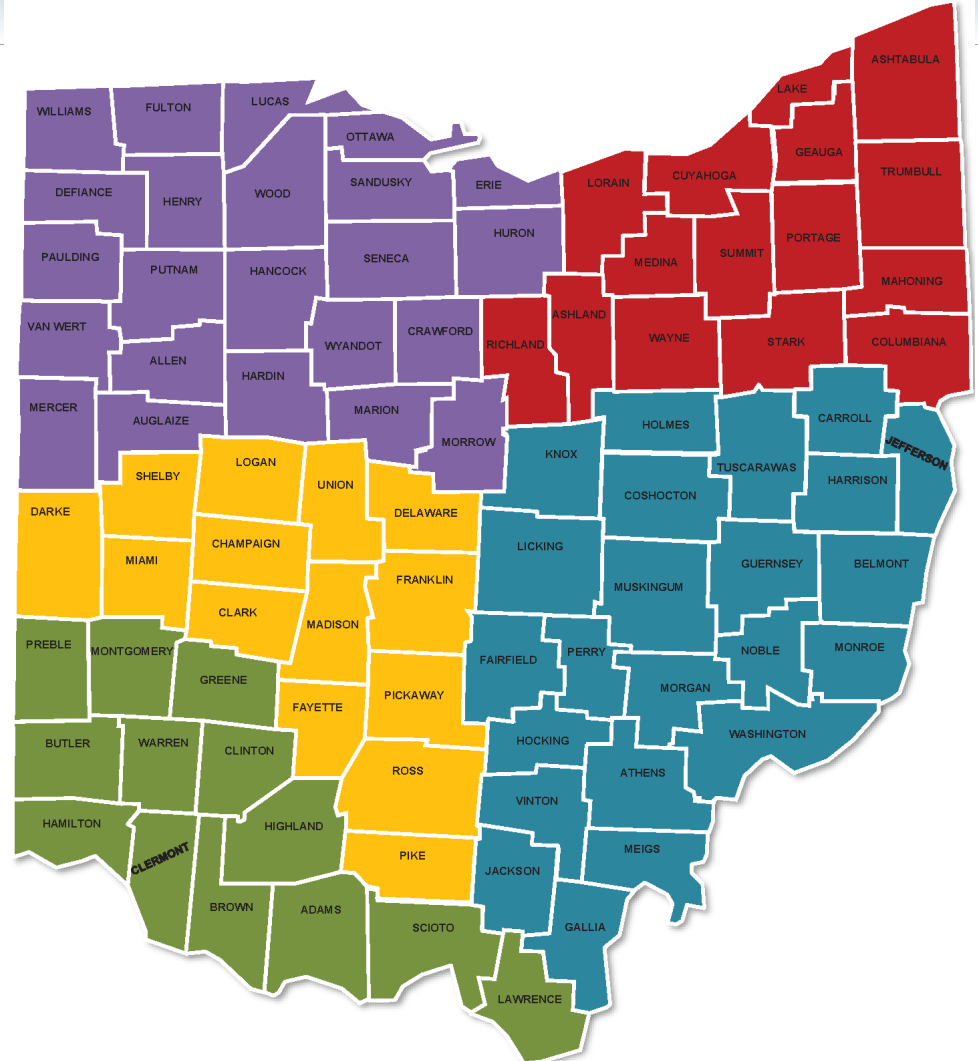
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Stacy Collins – Team Lead

Lindsay Terry Stine – Data

Community Life Engagement Project Manager Regions



Background/Overview

- OTS replaced EF OTS in October 2019
- 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

OTS Roles

- OTS Admin Role
- County Board Role
- Provider Role
- Intermediate Care Facility (ICF) Role

Security Access

- Must have an account established with OH|ID
- Requesting access as a CEO
 - Update my Account Access
- Requesting access as an employee
 - Universal Contract Association
- CEO or Delegator approves employees' access
 - Manage Contract Associates
- [Login User Guide](#)

Reporting Period

- Yearly snapshot
- Enter data on those individuals that you serve in the month of September
- Reporting Period opens October 1st
- 6 months to enter data for what you provided in the month of September
- Reporting Period ends March 31st
- Read-only after Reporting Period ends

15-Day Pull Criteria

1. Billing
2. County Board Services and Supports
3. ICF Residence

How Data is pulled into OTS for Providers

- Criteria 1
- Billed for one of the following services in the last 12 months
- Services include:
 - Adult Day Supports
 - Ohio Department of Aging Supports
 - Vocational Habilitation
 - Group Employment Supports
 - Individual Employment Supports
 - Career Planning (any component)

How Data is pulled into OTS for County Boards

- Individuals are active in CRM-IDS (no termination date, no date of death)
- Billed for services (Criteria 1)
- Services marked in CRM-IDS (Criteria 2)
- Services include:
 - 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 (any component)
 - Competitive Employment

Other Data pulled into OTS for County Boards

- Place on the Path to Community Employment
- Most recent Place input into CRM-IDS if updated prior to the 15-day pull (9/15)

Place on the Path to Community Employment (PPCE)

- Each individual of working age in Ohio is required by the EF Rule to participate in a person-centered planning process
- During this process, individuals are required to identify their place on the path to community employment (PPCE)
- There are 4 Places on the Path
- County Boards enter the PPCE in CRM-IDS in the Services and Supports Section
- ICFs enter the PPCE in the Portal
- PPCE will be pulled into the OTS 15 days prior to the Reporting Period

Updating Data for the 15-day Pull for County Boards

- Criteria 2
- Services and Supports and Place on the Path to Community Employment updated 15 days prior to the Reporting Period (9/15)
- CRM-IDS
- Not the old "IDS"
- Search for individual
- Tab "Services and Supports"
- Will mark services/supports that the person received for the last 12 months (September – September)
- Place on the Path to Community Employment listed below
Services and Supports
- Will select the Path for which the person has identified in their person-centered plan
- Click "Save"

How Data is pulled into OTS for ICFs

- Criteria 3
- All individuals flagged as residing in the Facility 15 days prior to the Reporting Period
- Scenarios
- Place on the Path to Community Employment

Updating Data for the 15-day Pull for ICFs

- Log into the Portal
- Select your Facility (if have multiple)
- Search for individual
- Select the tab "Path to Community Employment"
- Will select the Path for which the person has identified in their person-centered plan
- Click "Add Community Employment"

Dashboards

- Stats
 - Total Questionnaires (Yellow Circle)
 - In Progress (Blue Circle)
 - Not Started (Red Circle)
 - Completed (Green Circle)
- System messages
- Assignment Queue (CBs only)
 - ICFs have the functionality, but not a separate Queue
- Questionnaire Queue
- PPCE will show based upon the 15-day pull
 - Not editable through OTS
- Advanced Search
- Reports

Assignment Queue

- Functionality for County Boards and ICFs
- Ability to assign the appropriate provider
 - Will only pull in “Waiver” type providers from PSM
 - Won’t pull in Vendor or Local providers
- Ability to assign yourself as County Board
 - Competitive Employment – no supports
 - Provider is out of business
- ICFs can only assign individuals residing in their facility

Questionnaire Queue

- Questionnaires that you are responsible for entering data
 - Billed for 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 individual

OTS Questions

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

Individual Competitive Job Definition

- All of the following must be met:
 - The work is performed on a full-time or part-time basis
 - The individual is compensated at least minimum wage, is not less than customary rate paid by the employer for the same or similar work performed by other employees who do not have a disability
 - The individual is eligible for the level of benefits provided to other full or part-time employees
 - The job occurs at a location where the individual interacts with persons without disabilities to the same extent possible who are not receiving home and community-based services
 - *This does not occur in a provider-owned business

Group Integrated Job Definition

- This includes individuals who work as a team, generally at a single worksite of a host community business or industry, with initial training, supervision, and ongoing support provided by on-site staff.
- Types:
 - Enclaves
 - Mobile Work Crew
 - Provider Owned Business

Group Integrated - Enclave

- Dispersed enclaves in which individuals work in a self-contained unit within a company or service site in the community or perform multiple jobs in the company but are not integrated with non-disabled employees of the company.

Group Integrated – Mobile Work Crew

- Mobile Work Crews are comprised solely of individuals operating as distinct units and/or self-contained business working in several locations within the community.

Group Integrated – Provider Owned Business

- This includes individuals who work individually or as a team at a single community business or industry where the Medicaid Home and Community-Based waiver provider is also the employer
- The employer issues the paycheck to the individual and provides services

Facility-Based Work Definition

- This includes all employment services that occur in a setting where the majority of employees have a disability
- These activities occur in settings where continuous job-related supports and supervision are provided to all workers with disabilities
- Examples include:
 - Sheltered workshops
 - Work activity centers
 - Extended Employment programs

Self-Employment Definition

- Individuals who operate their own business with or without supports

Facility-Based Non-Work Definition

- This includes all services that are located in a setting where the majority of participants have a disability
- These services do not include paid employment of the participant

Community-Based Non-Work Definition

- This includes all services that are focused on supporting people with disabilities to access community activities in settings where most people do not have disabilities
- It does not include paid employment

Advanced Search

- Ability to search within current or previous Reporting Periods
- Ability to search only for those individuals in your Reporting County or those that have been assigned
- Ability to assign from this section
- Can search on one or multiple variables
- Ability to export results

Entering Data for the first time

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

Assigning Questionnaires

- County Board users or ICF users
- On dashboard, a square checkbox will be left to the Individual's Questionnaire
- Select checkbox
- A pop-up button that says "Assign Provider" will become visible at the top, right of the dashboard
- User will then type in provider(s) to be assigned
- Click save
- Real-time assignment

Pre-Population from Previous Reporting Period

- If answer "Yes" to the main questions, and indicated "Yes" in previous Reporting Period, data will automatically pre-populate
- Crucial that you review and update the pre-populated answers

Ability to choose entry for Pre-Population

- Ability to choose entries from the previous Reporting Period for an individual that has been assigned or as the provider for the first time
- If select "Yes" to one of the main questions, it displays the ability to choose a previous entry
- This entry's data will be pre-populated automatically
- Crucial that you review and update the pre-populated answers

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

Required Participation

- Questions #1-#4 are required per 5123:2-2-05 for providers providing employment services
 - Vocational Habilitation
 - Group Employment Supports
 - Individual Employment Supports
 - Any of the Career Planning Services
 - Competitive Employment
- Questions #5-#6 are not currently required
- Can't submit Questionnaire without all questions answered
- Will be reporting all data

Office of System Support and Standards

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

Reports

- Performance Report
 - Allows the County Board to monitor progress of data entry for those providers within their county
- Master Report
 - Available for all OTS users after the Reporting Period ends
 - Provides data specific to your agency/facility/county
 - Based upon your OTS role

OTS Data Website

- Available to the public
- Does not require access to the DODD portal
- Located on the EF Website:
https://ohioemploymentfirst.org/view.php?nav_id=489
- Shows statewide aggregated data:
 - Employment
 - PPCE
 - Job type
 - Average wages per hour/average hours per week
 - Benefits
 - Transportation
 - Community-Based Non-Work Services
 - Hours spent in the community
 - Facility-Based Non-Work Services
 - Hours spent in a facility

External Feedback after 2019 Reporting Period

- Wanted to hear from users how the first Reporting Period went
- How to continue to make the experience better
- Developing enhancements based upon feedback

OTS Enhancements Completed

- Multiple messages on dashboard separated so that messages are not squished and blended together
- 15-day pull ensures that only individuals 18 years of age residing in ICFs are pulled into OTS
- Local and Vendor providers removed from list of providers for assignment
- External Data Website
- Read-only issue with Reporting and Associated County Boards resolved
- Ability to search for providers with "&" in the name

OTS Upcoming Enhancements

- Continued security access enhancements
 - CEOs will automatically gain access once certified
- The number of entries selected and then shown on dashboard will stay until user logs out
- The place where you were amongst your Questionnaires will be “cached” and you will be brought back to there once a Questionnaire is completed, rather than your main dashboard
- Occupations listing will be alphabetized

OTS Monthly Q&A Meetings

- Virtual monthly meetings to answer any questions that you may have about the OTS application and the process
- Last Wednesday of each month
- 3pm-4pm
- No registration is needed
- [Join Microsoft Teams Meeting](#)
[+1 614-721-2972](#)

Conference ID: 945 757 082#

Resources

- [Q&A Meetings](#)
- [Q&A LOOP Ohio Group](#)
- [OTS Data Website](#)
- [User Guide](#)
- [Screen Casts](#)
- [Recorded Webinar](#)
- [Employment First website](#)
- Employment First Mailbox:
EmploymentFirst@dodd.ohio.gov
- [Community Life Engagement Project Managers](#)

OTS Email Listserv

- Contact(s) from your agency responsible for OTS data entry
- Please send name, title, email address, your name of your Agency/Facility/County board to:
EmploymentFirst@dodd.ohio.gov

Resources

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