



Ohio Department of Mental Retardation and Developmental Disabilities

Ted Strickland, Governor

John L. Martin, Director

March 17, 2009

**To: County Board of MRDD Superintendents County Board of MRDD Waiver Contacts
County Board of MRDD COG Directors County Board of MRDD SSA Directors
Ohio Association of County Boards MRDD County Board of MRDD Business Managers
Ohio Provider Resource Association Certified IO Waiver Providers**

From: Tracy Cloud-Thomas, Assistant Deputy Director, Medicaid Development & Administration

RE: Online Application for the Acuity Assessment Instrument

The Department is happy to announce that an updated online application for the Acuity Assessment Instrument (AAI) is being launched on Thursday, March 19, 2009. The launch of this application will necessitate that the old application be taken off line effective 7:30 AM on Thursday, March 19, 2009 so that the data can be transferred into the new system. This will mean that the AAI application will be unavailable until the new system is put into effect at 9:00 AM on Thursday, March 19, 2009.

The new application will be designed to integrate with the future Individual Data System (IDS) that will be replacing the Individual Information Form (IIF) system. The system will also have the following functions:

- Search functions for this system will be the search function that is being developed for the overall IDS system and it will require that the full last name and part of the first name be entered if you are searching by name and not one of the other available criteria.
- The system will allow the user to have one “draft” AAI that can be changed/edited/scored without affecting the current submitted AAI. The user will have to submit the “draft” AAI for the system to accept it as the effective AAI.
- The system will prompt users to assure that effective dates of the AAI are correct and match what was on the “draft” before it will accept the submission.
- Administrative review requests will soon be submitted directly into the AAI application and stored in a history listing. This listing will designate if a request is Pending, Denied, Approved, and Completed. (Completed meaning that it was approved and the change entered into the system.) This listing will be viewable based on county. Eventually all request for Administrative Reviews of an AAI will be entered directly into the online application.

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- All users will get their current access transferred to the new system. Anyone who will need access to submit the Administrative Review Requests as well as have create/edit access will need to submit a new security affidavit requesting the “**AAI_OverrideSubmission**” role to have access to this function.

New User Guide is posted on the ODMRDD website in pdf format and can be found at:
<http://mrdd.ohio.gov/topics/AAIOnlineGuide09.pdf>

You may contact AAI.Support@ODMRDD.state.oh.us if you need additional assistance with the new system. You may also contact Brian Harrigan at (614) 387- 0580.