

# Logging into IDS

The URL address, <https://odmrdd.state.oh.us/apps/>, will take you to the login page.

Logging into the application portal has not changed. You need the user name and password that was sent to you following the successful processing of a Security Affidavit by the Department.

The screenshot shows a web browser window titled "Division of Information Systems - Ohio Department of MR/DD - Windows Internet Explorer". The address bar contains the URL "https://test.mr.state.oh.us/apps/". The page content includes the "Ohio Department of MR/DD Applications Portal" header, the state seal, a login form with "User Name" and "Password" fields, "Login" and "Reset" buttons, and links for "Forgot your password?", "Request a security affidavit", and "NEW! Internet Applications Status". At the bottom, it displays "Your IP address is 198.234.132.120" and "ODMRDD will save the address upon your submission".

# Logging into IDS

Once you login to the portal you will still see the list of applications available to you.

NOTE: The following applications will now be accessed under the IDS Application:

- **DDP = Ohio Developmental Disabilities Profile**
- **AAI = Acuity Assessment Instrument**
- **WL = Waiting List**
- **ISP = Individual Service Plan**
- **TRN = Timeout-Restraint Notice**
- **PTS = PASRR Tracking System**

Division of Information Systems - Ohio Department of MR/DD - Windows Internet Explorer

https://test.mr.state.oh.us/apps/SEC\_Logon\_main.aspx

File Edit View Favorites Tools Help

Online IIF - Ohio County Boa... Division of Information Sy... X

**LOGOUT**

**ODMR/DD Portal Applications for Brian J Harrigan**  
If you are not Brian J Harrigan, please logout and inform ODMR/DD.

- GO **AAI** - Acuity Assessment Instrument
- GO **DRA** - Daily Rate Application
- GO **DRATR** - Daily Rate Application - Training
- GO **IDS** - Individual Data System
- GO **ISP** - Individual Service Plan
- GO **PTS** - PreAdmission Screening, Resident Review Tracking
- GO **REG** - Registration System

**Ohio Department of MR/DD**  
Division of Information Systems

**Notes:**

- It is now 8/12/2009 12:28:51 PM. Your last logon was 8/4/2009 10:45:05 AM. If not, please contact us, i.e., ODMR/DD immediately!
- By accessing our web site, you agree that we may monitor any of your activities including, but not limited to, updating and inserting records.
- Click [here](#) to see how to clear your cache.
- Please always log out and close the browser when you're done.

**Test**

[Internet Applications Status](#)

**CONTACT US** | **PASSWORD CHANGE** | **LOGOUT**

# Welcome to IDS

The IDS will list the sub-applications on the left hand side of the screen.

Note that each area has a “+” box next to it that will allow you to expand the sub-applications that you are approved to access.

The screenshot shows a web browser window titled "IDS - Home - Windows Internet Explorer". The address bar displays the URL: [https://test.mr.state.oh.us/apps/Extranet/IDS/ldsrch/ids\\_home.aspx](https://test.mr.state.oh.us/apps/Extranet/IDS/ldsrch/ids_home.aspx). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also features navigation buttons (back, forward, stop, refresh) and a "Live Search" field.

The browser's tab bar shows several open tabs: "Division of Information ...", "IDS - Home", "ODMRDD Rules and Laws", and "AAI - Acuity Management".

The main content area of the browser displays the "Individual Data System (IDS)" interface. At the top, it reads "THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES" and "Individual Data System (IDS)". A logo is visible in the top right corner.

Below the header, a navigation bar contains the text "Welcome Brian J Harrigan - Provider Certification System" and links for "SUPPORT | APPS LIST | LOGOUT".

The left sidebar contains a menu with the following items, each preceded by a "+" icon:

- Basic Information
- County Data
- Acuity Assessment Instr. (AAI)
- Dev. Disability Profile (DDP)
- Waiting List (WL)
- Timeout-Restraint Notice (TRN)
- PASRR Tracking System (PTS)
- Individual Service Plan (ISP), IDAdmin/OwnerId 0

Two red arrows point to the "+" icons next to "Basic Information" and "Dev. Disability Profile (DDP)".

The main content area displays the text "WELCOME TO THE INDIVIDUAL DATA SYSTEM (IDS)". Below this, there are three radio button options:

- Search Existing Individual
- Add New Individual
- Contact IDS.Support

At the bottom, there is a "Message Board" section with a single message: "[1/4] Welcome to the Individual Data System (IDS)!!!".

# Welcome to IDS

There are active links that you can click on to go to:

- **search for an individual**
- **create a new individual record**
- **contact someone to ask for assistance.**

Email assistance can be found at:

[IDS.Support@odmrdd.state.oh.us](mailto:IDS.Support@odmrdd.state.oh.us)

The screenshot shows the homepage of the Individual Data System (IDS) within a Windows Internet Explorer browser. The browser's address bar shows the URL: [https://test.mr.state.oh.us/apps/Extranet/IDS/ldsrch/ids\\_home.aspx](https://test.mr.state.oh.us/apps/Extranet/IDS/ldsrch/ids_home.aspx). The page header includes the text "THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES" and "Individual Data System (IDS)". Below the header, there is a navigation bar with "Home", "Search", and "New" links. A sidebar on the left contains a tree view of menu items: "Basic Information", "County Data", "Acuity Assessment Instr. (AAI)", "Dev. Disability Profile (DDP)", "Waiting List (WL)", "Financial Restraint Notice (TRN)", "PASRR Tracking System (PTS)", and "Individual Service Plan (ISP), IDSAdmin/OwnerId 0". The main content area features a "WELCOME TO THE INDIVIDUAL DATA SYSTEM (IDS)" message and three radio button options: "Search Existing Individual", "Add New Individual", and "Contact IDS.Support". A "Message Board" section at the bottom displays a message: "[1/4] Welcome to the Individual Data System (IDS)!!!". Colored arrows point from the text on the left to specific elements on the page: a red arrow points from "search for an individual" to the "Search Existing Individual" option; a blue arrow points from "create a new individual record" to the "Add New Individual" option; and a green arrow points from "contact someone to ask for assistance" to the "Contact IDS.Support" option.

# Getting Started / How to Search

You will have to tell the system which record you want to access before you can read or edit information in the IDS system.

Selecting search from the home screen you will see the search screen pictured to the left. The county will be limited by the county or counties info you are authorized to view.

IDS Search - Windows Internet Explorer

https://test.mr.state.oh.us/apps/Extranet/IDS/idsrch/ids\_search.aspx

File Edit View Favorites Tools Help

IDS Search

THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENT  
**Individual Data System (IDS)**

Welcome IDS TESTING - Central Office Group

Home Search New

- Basic Information
- County Data
- Acuity Assessment Instr. (AAI)
- Dev. Disability Profile (DDP)
- Waiting List (WL)
- Timeout-Restraint Notice (TRN)
- PASRR Tracking System (PTS)

Search List

By Name of Individual First Name LName in ADAM Search

- Name of Individual
- SSN
- Medicaid Num
- DoB
- DODD Num

DODD number (7-digit number).

IDS Maintenance

Trusted sites 100%

You can also search a listing of everyone in the system from your county by using the list function.

# Getting Started / How to Search

You will be able to search by using the following criteria:

- Name of Individual  
Must enter complete last name and partial first name
- SSN = Social Security Number
- Medicaid number
- DoB = Date of Birth
- DODD number  
Client/resident number

IDS Search - Windows Internet Explorer

https://test.mr.state.oh.us/apps/Extranet/IDS/idsrch/ids\_search.aspx

File Edit View Favorites Tools Help

IDS Search

THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES  
Individual Data System (IDS)

Welcome IDS TESTING - Central Office Group SUPPORT | APPS LIST | LOGOUT

Home Search New

Basic Information  
County Data  
Acuity Assessment Instr. (AAD)  
Dev. Disability Profile (DDP)  
Waiting List (WL)  
Timeout-Restraint Notice (TRN)  
PASRR Tracking System (PTS)

Search

By Name of Individual First Name LName in ADAM Search

Name of Individual  
SSN  
Medicaid Num  
DoB  
DODD Num

DODD number (7-digit number).

IDS Maintenance

Trusted sites 100%

# Getting Started / How to Search

## Search Tips and Hints

- Be sure to use correct spelling of full last name and at least part of the first name.
- Use another search criteria such as ODMRDD number if the first search does not bring up the record you are trying to locate.
- Remember that only records that list your county as the reporting county can be displayed for you. You may need to have someone else check to make sure your county is listed on the record correctly.

# Getting Started / How to Search

When searching by a list of everyone in a county you the list will be organized by:

- name or
- Date of Birth or
- Termination date

And you have the option of searching by the following individual status:

- Active or
- Deceased or
- Terminated

The screenshot shows the 'Individual Data System (IDS)' search interface. The browser address bar displays 'https://test.mr.state.oh.us/apps/Extranet/IDS/idsrch/ids\_search.aspx'. The page title is 'THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES Individual Data System (IDS)'. A user is logged in as 'Brian J Harrigan'. The interface includes a navigation menu with 'Home', 'Search', and 'New'. A list of counties is displayed, with 'CARR' selected. A search filter dropdown menu is open, showing options: 'Active', 'Deceased', and 'Terminated'. The search results table has columns for 'DoB', 'SSN', 'Med', 'Rpt/Res Co', 'DoD', and 'term date'. The first record is visible, and the page indicates '(Showing 1 to 10 of 279 records)'. A red arrow points from the 'Date of Birth or' text to the 'DoB' column header, and another red arrow points from the 'Deceased or' text to the 'Deceased' option in the dropdown menu.

# Getting Started / How to Search

THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES  
**Individual Data System (IDS)**

Welcome Brian J Harrigan - Provider Certification System [SUPPORT](#) | [APPS LIST](#) | [LOGOUT](#)

[Home](#) | [Search](#) | [New](#)

Test, Test (6598517) [---] SSN... Med... DoB: 12/1/... [NONE]

Search List

	Name	DoB	SSN	Med	Rpt/Res Co	Records in
<input type="radio"/>	Test, Test (6598516)	12/1/...			---/---	
<input checked="" type="radio"/>	Test, Test (6598517)	12/1/...			---/---	
<input type="radio"/>	Test, Test (6598539)	1/1/...			---/---	

Once you find the individual you are looking for, you select them by using the radio button.

Note that the Individual's name is now populated in the blue area to indicate the record you are working on while in any of the applications.

[IDS Maintenance](#)