

## Individual Data System (IDS) Training Questions and Answers

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- 1. Q - Is there a deadline to update IDS data after conversion (go live)?**  
**A** – No, however it is highly recommended that you review the data conversion document as soon as possible and move data to its appropriate field as some data had to be mapped to the closest choice which may not be correct.
- 2. Q – Can Stark County have test access to train their staff prior to going live?**  
**A** –The current test environment is not accessible to outside sources and we would have to change much of the data that is in this system for each county who would request access. A test area is currently in the development plan and we hope to release this in the future once it is developed.
- 3. Q – Will you add the Tech Alliance to the e-mails about the IDS launch?**  
**A** – Yes
- 4. Q – Will the IDS Workgroup be brought back together to review data periodically and have input as to field/data relevance and/or new data to be collected?**  
**A** – We plan to involve stakeholders in changes to the IDS, however, the details of how and when has not been decided since the switch of the application from the Community Services Division to the Division of Medicaid Administration and Development.
- 5. Q – Should a county keep records open “in case” there is an MUI in the future even though we are not providing any services or supports at all?**  
**A** – No, the way that IDS is currently designed, keeping records “open” when you are providing no services or supports will cause you to receive “errors” on each of these records. If an individual has an MUI or comes back to your county for services/supports, search the database for the individual and “Re-Enroll” them.
- 6. Q – What is the definition of “Competitive Employment”?**  
**A** – The individual is employed in the community, and receives no support, follow-up or any other job assistance. Individuals who received assistance to obtain the job may be counted. This field was created to report data to the University of Colorado for the State of the State in Developmental Disabilities Report.
- 7. Q - Will the DODD Accreditation Reviewers be trained on the new IDS rules/directions so that they don't site us for things that are different?**  
**A** –The Office of Provider Standards and Review will be offered trainings in the new IDS system and the applications that are included. The Managers in

this office will also be able to contact the MDA staff responsible for maintaining the IDS system.

**8. Q – Why can't we have data in "real-time" like WL or other applications?**

**A** –The Department is currently researching many different reporting options. It is our hopes that we can eventually include "real-time" reports.

**9. Q – What is the policy on entering kids in IDS who are in HMG/EI? We currently only enter the Part C eligible children.**

**A** – If the County Board is providing any HMG (including EI) service to an infant/toddler (birth through age 2) and his/her family, then that child must be entered in IDS. This includes both children who are Part C eligible and those that those that are eligible as "at risk". The County Board service includes the service provision by any county board employee, no matter the source of funding for that employee. All children served by the County Board that are 0 through 2 years of age (per DODD rule 5123:2-1-04) and are NOT solely receiving Family Support or Waiver services, must be entered in DODD IDS *and* into ODH Early Track data systems. County Board employees will be responsible for IDS data entry. The HMG Service Coordinator will be responsible for Early Track entry. The HMG Service Coordinator may or may not be a County Board employee. Both IDS and Early Track data systems will be used when DODD Accreditation and ODH Monitoring determine child files to review. If the County Board policy states that the County Board does NOT serve children eligible for HMG as "at risk", but the County Board employees are providing services to these children, the County Board policy will need to be revised. Your EI consultant may be of assistance in this area.