

Ohio Department of Developmental Disabilities (DODD)
Individual Data System (IDS)
Tool Tips Guide (IDS INSTRUCTIONS)

Basic Information

Individual

First Name - Enter the individual's legal first name. Do not abbreviate or use nick names. Check spelling before you save. **NOTE** that this field is required to open a new record (if you do not have this information contact IDS.Support@dodd.ohio.gov for assistance). In addition, all updates/changes must be completed via the DODD Web Application Portal. You cannot update First Name via xml upload.

Middle Name - Enter the individual's legal middle name. This field is optional but if you choose to enter, be sure to check the spelling before you save. Do not abbreviate or use nicknames.

Last Name - Enter the individual's legal last name. Do not abbreviate or use nick names. Check spelling before you save. **NOTE** that this field is required to open a new record (if you do not have this information contact IDS.Support@dodd.ohio.gov for assistance). In addition, all updates/changes must be completed via the DODD Web Application Portal. You cannot update Last Name via xml upload.

Generation - If applicable, select from the dropdown box.

SSN - Enter the individual's 9-digit Social Security Number. This is not a required field.

Medicaid Number - Enter the individual's 12-digit Medicaid Recipient Billing Number. If you have questions about the individual's Medicaid eligibility, contact your local Ohio Department of Jobs and Family Services (ODJFS) or use ODJFS' CRIS-E system to research. **NOTE** that you cannot delete Medicaid numbers as they are stored as history. In addition, all updates must be completed via the DODD Web Application Portal. You cannot update Medicaid Number via xml upload.

Gender - Enter the individual's gender. Do not leave this field blank.

Race - Select the individual's race from the dropdown box.

Ethnicity - If applicable, also select the individual's ethnicity from the dropdown box. Ethnicity is not race, so please be sure to *also* select the individual's Race (previous field).

Date of Birth - Enter the individual's date of birth using the XX/XX/XXXX format or select the date from the calendar. **NOTE** that this field is required to open a new record (if you do not have this information contact IDS.Support@odmrdd.state.oh.us for assistance). In addition, all updates/changes must be completed via the DODD Web Application Portal. You cannot update Date of Birth via xml upload.

Date of Death - This field is "read only". You cannot enter this date or update/change this date via the DODD Web Application Portal or via xml upload. This date is auto-populated from the Major Unusual Incident (MUI) Incident Tracking System (ITS). Please report all deaths to the DODD Major Unusual Incident (MUI) Unit via the ITS system. If the individual's death does not meet criteria for an MUI but the individual was still active in IDS, the information can be entered into the ITS as a "Not Served Individual".

Address

Current Living Arrangement - Select the individual's current living arrangement from the dropdown list.

1. **Community Living** - The individual is renting, purchasing or owns typical community housing not owned or controlled by government or provider organizations.
2. **Parent/Relative Home** - The individual lives with parents or another relative.
3. **Child Foster Care** - The individual is under 21 and lives with a person trained and monitored by Children's Services and licensed by ODJFS to provide foster care.
4. **Adult Foster Care - IO Waiver** - The individual is receiving the IO Waiver Adult Foster Care Waiver Service which means they live in the home of an unrelated person who is also their primary service provider. The date spans associated with this living arrangement will be used by the Cost Projection Tool (CPT) to determine the costs associated with an individual's adult foster care services.
 - a. **Effective Date** - First day that the individual received Adult Foster Care - IO Waiver services.
 - b. **End Date** - Last day that the individual received Adult Foster Care - IO Waiver services
5. **Housing Board Home** - The individual lives in a home owned and managed by a Housing Board under contract with a County Developmental Disabilities Board.
 - a. **Facility Name** - Enter the name of the facility.
6. **HUD Project Facility** - Special target housing for disabled (811) and elderly (202). This selection is NOT for individuals who receive HUD Section 8 vouchers to live in community properties.

7. **DODD Licensed Facility** - Specialized facilities that operate under DODD license, including DODD licensed ICFMRs and DODD licensed Developmental Centers.
 - a. **Facility Name** - Enter the name of the facility.
8. **Other Licensed Facility** - The individual lives in a facility licensed by and entity other than DODD such as the ODMH.
 - a. **Facility Name** - Enter the name of the facility.
9. **Nursing Home** - The individual lives in a nursing facility licensed by ODH.
 - a. **Facility Name** - Enter the name of the facility.
10. **Criminal Justice Facility** - The individual is living in a criminal justice facility. Examples may include Detention Centers, Juvenile Justice Facilities, etc.
 - a. **Facility Name** - Enter the name of the facility.
11. **Temporary Living Arrangement** - The individual is temporarily living in an emergency shelter, respite facility or is homeless. ALL of these choices are temporary and the County Board must be in the process of assisting the individual with permanent living arrangements.
12. **Other**- Please specify

Street Address - Enter the full address where the individual currently lives.

City - Enter the city where the individual currently lives.

State - Enter the state where the individual currently lives.

Zip Code - Enter the zip code where the individual currently lives.

Associate County - A County Board can choose to allow another County Board to have access to (read-only) individual's record. This field can only be edited by the Reporting County or DODD. If the individual is receiving services in more than one county, or will soon be transferring to another county, the Reporting County may add an Associate County, assigning them "Read Only" access to the individual's record. Choose the applicable Associate County from the drop down box then choose an effective (start) date and end date. Click the "add" button. To remove the Associate County, click the "delete" button.

Diagnoses

Clear Intellectual Disability - Button - To remove one of the Intellectual Disability choices above, click here.

Alzheimer's Disease -
ICD-9 331. The most common type of dementia.

Asperger Syndrome -

DSM-IV-TR 299.80 Asperger's Disorder (one of the Pervasive Developmental Disorders).

Attention Deficit Disorder - DSM-IV-TR 314.xx Attention Deficit Hyperactivity Disorder.

DSM-IV-TR 314.9 Attention-Deficit/Hyperactive Disorder NOS.

Autistic Disorder -

DSM-IV-TR 299.00 Autistic Disorder (one of the Pervasive Developmental Disorders).

Bipolar Disorder -

DSM-IV-TR 296.xx Bipolar I Disorder.

DSM-IV-TR 296.89 Bipolar II Disorder.

DSM-IV-TR 301.13 Cyclothymic Disorder.

DSM-IV-TR 296.80 Bipolar Disorder NOS.

DSM-IV-TR 293.83 Mood Disorder Due To (medical condition, substance-induced).

DSM-IV-TR 296.90 Mood Disorder NOS.

Cerebral Palsy -

ICD-9 343.9 One in the heterogeneous group of non-progressive motor disorders caused by chronic brain injuries.

Dementia -

DSM-IV-TR 294.xx Dementia of the Alzheimers Type.

DSM-IV-TR 290.xx Vascular Dementia.

DSM-IV-TR 294.1 Demential due to HIV.

DSM-IV-TR 294.1x Demential due to Head Trauma.

DSM-IV-TR 294.1x Dementia due to Parkinsons.

DSM-IV-TR 294.1x Dementia due to Huntington's Disease.

DSM-IV-TR 294.1x Dementia due to Creutzfeldt-Jakob Disease.

DSM-IV-TR 294.1x Dementia due to Pick's Disease.

DSM-IV-TR 294.1x Dementia due to general medical conditions.

DSM-IV-TR 294.8 Dementia NOS

Depression -

DSM-IV-TR 296.xx Major Depressive Disorder.

DSM-IV-TR 300.4 Dysthymic Disorder.

DSM-IV-TR 311 Depressive Disorder NOS.

Down Syndrome -

ICD-9 758 Phenotype Genetic Disorder caused by an abnormal chromosome constitution in which there is extra or missing chromosome material.

Epilepsy/Seizure Disorder -

ICD-9 345.9 Brain disorder characterized by recurring excessive neuronal discharge.

Fetal Alcohol Syndrome -

ICD-9 760.71 Neuro-Developmental Disorder occurring in children born to alcoholic women who continue to drink heavily during pregnancy.

Fragile X Syndrome -

ICD-9 759.83 The designation for a broad spectrum of effects of a mutation in the FMRI gene, located at Xq27.3, the fragile X A site.

Generalized Anxiety Disorder -

DSM-IV-TR 300.02 Generalized Anxiety Disorder.

Hearing Impairment -

Any type of hearing deficit. May use aids to hear.

Intermittent Explosive Disorder -

DSM-IV-TR 312.34 (one of the Impulse-Control Disorders Not Elsewhere Classified).

Obsessive Compulsive Disorder -

DSM-IV-TR 300.3 Obsessive Compulsive Disorder (one of the Anxiety Disorders).

Panic Disorder -

DSM-IV-TR 300.01 Panic Disorder Without Agoraphobia.

DSM-IV-TR 300.21 Panic Disorders With Agoraphobia (two of the Anxiety Disorders).

Parkinson's Disease -

ICD-9 332.0 Progressive degenerative disorder of the nervous system.

Pedophilia -

DSM-IV-TR 302.2 (one of the Paraphilias).

Pica -

DSM-IV-TR 307.52 (one of the Feeding and Eating Disorders of Infancy or Early Childhood).

Post Traumatic Stress Disorder -

DSM-IV-TR 309.81 Posttraumatic Stress Disorder (one of the Anxiety Disorders).

Prader Willi Syndrome -

ICD-9 759.81 Congenital neurobehavioral disorder.

Schizophrenia -
DSM-IV-TR 295.xx Schizophrenia.

Spina Bifida -
ICD-9 741.9 Hernial protrusion of the spinal cord and its meninges through a defect in the vertebral canal.

Stereotyped Movement Disorder with SIB -
DSM-IV-TR 307.3 Stereotypic Movement Disorder (with or without self-injurious behavior).

Substance Related Disorder -
Alcohol-Related Disorders.
Amphetamine-Related Disorders.
Caffeine-Related Disorders.
Cannabis-Related Disorders.
Cocaine-Related Disorders.
Hallucinogen-Related Disorders.
Nicotine-Related Disorders.
Phencyclidine-Related Disorders.
Sedative-, Hypnotic-, Anxiolytic-Related Disorders.
Poly Substance-Related Disorder.

Tourette Syndrome -
307.23 Tourette's Disorder (one form of a Tic disorder).

Traumatic Brain Injury -
ICD-9 (TBI also called intracranial injury) Damage to the brain acquired after birth. Occurs when an outside force traumatically injures the brain.

Visual Impairment -
Any type of visual deficit. May use aids to see.

Other -
Open text field. Please indicate other diagnoses if applicable.

County Data Eligibility

Ages 0 Through 2 - Children ages 0 through 2.

Part C Eligible - For children ages 0 through 2 having one or more developmental delays.

One or More Developmental Delays - For children ages 0 through 2 - Part C Eligible - With one or more developmental delays.

Diagnosed Physical or Mental Condition - For children ages 0 through 2 - Part C Eligible - Having a diagnosed physical or mental condition with a high probability of resulting in a delay.

Suspected Developmental Delay - For children ages 0 through 2 - Part C Eligible - Having a suspected developmental delay (child referred to Help Me Grow system with a suspected delay and DODD personnel are in the process of evaluation the child per ODH requirements).

At Risk - At Risk - Children ages 0 through 2.

Ages 3 Through 5 - Children ages 3 through 5.

Preschool Part B eligible per ODE rule - For children ages 3 through 5 - Preschool - Is Preschool Part B eligible per ODE rule.

2 or more developmental delays - For children ages 3 through 5 - Preschool - Has 2 or more developmental delays (but not meeting ODE criteria for Part B eligibility)

Established risk condition - For children ages 3 through 5 - Preschool - Established risk condition.

Suspected developmental delay - For children ages 3 through 5 - Preschool - Has a suspected developmental delay (child has a suspected Part B eligible delay and DODD personnel are in the process of evaluating the child per ODE evaluation requirements).

Ages 6+ Eligibility Instrument- Children ages 6 through 15. Adults (including young adults) ages 16 and older.

COEDI - Children's Ohio Eligibility Determination Instrument. All individuals 6 through 16 must have a COEDI completed prior to their 6th birthday to maintain DODD eligibility. Click OEDI and enter the date that the COEDI was administered. Below, check at least three Substantial Functional Limitations (can choose more than three).

OEDI - Ohio Eligibility Determination Instrument. All individuals 16 and older must have an OEDI completed prior to their 16th birthday to maintain DODD eligibility. Click OEDI and enter the date that the OEDI was administered. Below, check at least three Substantial Functional Limitations (can choose more than three).

Self-Care -

Mobility -

Capacity for Independent Living -

Economic Self-Sufficiency -

Receptive/Expressive Language -

Self-Direction -

Learning -

Grandfathered - This field is automatically populated with "no" and is read-only. However, if the individual was receiving services on July 1, 1991, they continue to be eligible to receive those services in those programs as long as they are in need of those services. If the individual requests services/programs that are different than those that they were receiving on July 1, 1991, DODD eligibility must be determined for those services/programs. To change the field to "yes", contact IDS Support.

Services/Supports

Initial Enrollment - Enter the date that the individual was initially enrolled in any county for any service or support. The earliest date should always remain in this field.

Termination - Enter the date that the individual no longer receives any services or supports from your county board. Do not leave records "open" if the individual no longer receives any services or supports from your county board "in case" they may need services in the future. If that becomes the case, re-enroll the individual entering a re-enrollment date in the next field. If they are DRA, MUI or PASRR only, that designation will be revealed on the Eligibility page as well as on the blue bar above.

Re-Enrollment - Enter the date the individual was re-enrolled for services and/or supports at your county board.

Early Intervention - The child is 0 through 2 years old and is receiving Early Intervention services or attends an Early Intervention program.

Preschool - The child is 3 through 5 years old and attends a preschool. This can include public, private, county board, etc.

School - The child is age 6 through 22 and attends school. This can include public, private, county board, home-school, etc.

Supported Education - Not a county board operated program but rather an arrangement in which your county board provides educational or therapeutic support to the student and/or consultation to the staff in any school setting. This can include public, private, county board, home-school, etc.

Children's Enrichment - This is a program for children ages 3 to 22 years old that is operated by a County Board (not with CBDD or ODE funds) such as therapeutic recreation.

Adult Home Services - Activities provided by a County Board to an adult (has graduated from high school) in their home. May include activities of daily living, recreation, education, professional therapies (e.g., OT, PT, Speech).

Ohio Department of Aging Day Support - A day support program for older adults who are eligible for ODA funding and use the funding for attendance in an ODA day support program.

Adult Day Support - Adult Day Support services are provided separate from any home or facility in which an individual resides, focus on non-work activities, and include five components:

- > Assessment
- > Personal care
- > Skill reinforcement
- > Training in self-determination
- > Recreation and leisure

Please go to the DODD website to locate more information by clicking on "Publications".

Vocational Habilitation - A program for adults (who have graduated from high school) who cannot work and/or for individuals who prefer to participate in activities rather than work (but are not old enough/ready to retire) that emphasizes non-vocational activities, including activities of daily living, recreation, education, professional therapies (e.g., OT, PT, Speech) and some vocational-like services that are provided within a sheltered workshop or adult activity center.

Supported Employment - Enclave - Supported Employment services are intensive, ongoing supports that help people to perform work in a regular employment setting, including self-employment. Supported Employment does not include sheltered work or other vocational services furnished in specialized facilities.

> Enclave -- provided to individuals who work as a team at a single worksite (community business or industry) with ongoing support provided by onsite staff.

Supported Employment - Community - Supported Employment services are intensive, ongoing supports that help people to perform work in a regular employment setting, including self-employment. Supported Employment does not include sheltered work or other vocational services furnished in specialized facilities.

> Community -- provided to individuals who work in an integrated community work setting, along side employees without disabilities, and performing same or similar tasks.

Self-Determined Supports - Non-traditional self-determined services and supports for children and adults, provided by a County Board through a Self-Directed Plan and an Individual Budget.

Transportation - Enables individuals to travel to waiver and community services, activities and resources.

Supported Living - Supported Living is a service model based on principles that emphasize a person's choice, self-determination and community integration that is funded by state and local funds (not Medicaid waiver funds).

Serviced Coordination (SSA) - Service and Support Administration provided by an SSA in a County Board to coordinate, develop and monitor the ISP.

Family Supports - Formerly Family Resources. A service for families to assist in caring for family members with developmental disabilities in their home. Usually locally-paid services, rather than waiver services and can include respite care, adaptive equipment, home modifications, special diets, and other services/items that are individualized to meet the needs of the family.

Competitive Employment - The individual is employed in the community and requires no support from the County Board to learn, maintain, etc. the job.

Miscellaneous - This field is for your information only. If an "X" appears in the parenthesis beside one of the designations, the individual does not receive any services or supports from your county board, but rather has a DODD number and is maintained in the system as a PASRR, MUI, DRA, or WL only individual. You can also see this designation on the blue bar at the top of each page.