

## EXHIBIT E – QUARTERLY REPORTING, TXX ONLINE APPLICATION, and INVOICING PROCEDURES

The Subrecipient is required to report to DODD all qualified expenditures each quarter through a web-based program. The program will generate provider-specific quarterly reports for each service selected in Addendum A of the Grant Agreement. All information entered on the Quarterly Report(s) should be traceable to the Individual Plan and a unit of service log or equivalent form. The quarterly summary will compile the cumulative information of all services reported each quarter. These forms provide the information needed to submit the Title XX Quarterly Report, which must be transmitted via the web application by October 30, January 30, April 30 and July 30 (or the following Monday when these dates fall on a weekend) of each fiscal year.

### **Accessing the Online Application for TITLE XX**

#### **Security**

There has been a change in DODD's security process for ***county boards*** only. Security affidavits from the county boards are no longer required for the Title XX Application. To add the roles, click the "Update my Account Access" under "Quick Links" on the County Board Homepage on the DODD website. The roles are called "sp\_TXX\_user" and "sp\_TXX\_SignOff." Select the appropriate role based on the following definitions:

- **User**: the person who is assigned to complete the form on line
- **Sign Off** : the person authorized to review and sign off on the report

Your county board approver will review and approve your requested role.

If the individual you'd like to add to a Title XX role is new to your organization, they would need to go to <https://registerassociate.prodapps.dodd.ohio.gov/> to register for a DODD portal account in order obtain a username/password. Once this process has been completed, you may then use the process described above to add the appropriate role.

***Arc of Ohio and APSI*** should continue use of the previous security affidavit system. Go to the DODD home page at <http://dodd.ohio.gov> and click "Forms" near the top of the page. Select "General" and then "On-line Security Request (Security Affidavit)" and follow the directions.

- If you are adding TXX to an existing account, choose Account Type: Change Access. This affidavit will not affect any other application you use; it will only **add** TXX.
- If you are a new user, choose Account Type: New.

All users should be sure to include the following on your security affidavit:

- System: Title XX Quarterly Report
- Role: Type in TXX\_User or TXX\_SignOff based on the definitions above
- Select Access Type: Choose "Add"

Print, obtain signatures, and email the affidavit to: [security-support@list.dodd.ohio.gov](mailto:security-support@list.dodd.ohio.gov)

If you have difficulty with either process, please email: [security-support@list.dodd.ohio.gov](mailto:security-support@list.dodd.ohio.gov)

As a reminder, the Title XX Application has two roles that **CANNOT** be maintained by the same individual, thus each county should have different individuals entering and approving the information input into the application each quarter. Please consider assigning a back-up “user” role and back-up “sign-off” role to ensure Title XX reports are submitted on time in the event of scheduled vacations, unexpected absences, etc. County approvers should not approve individuals for more than one Title XX role.

### **Logging-in**

To access the TXX reporting system, log into the DODD Gateway Portal through the login on the top of the DODD Home Page at <http://dodd.ohio.gov>. Select Applications and choose TXX from the Application drop-down menu.

- If you do not see TXX in the drop-down menu, you can add TXX if your entity’s designated approver emails [security-support@list.dodd.ohio.gov](mailto:security-support@list.dodd.ohio.gov) to request access (see above).
- If you cannot log into the DODD Gateway Portal, you can choose “Forgot Password” on the log in page.

If you have difficulty with this process, please email: [security-support@list.dodd.ohio.gov](mailto:security-support@list.dodd.ohio.gov)

### **Instructions for Submitting Quarterly Reports**

When logged in, each Subrecipient will have access to the data fields for services and fee schedule for federal fiscal year.

Below are the step-by-step instructions for entering data into the reporting system:

- Go to the DODD home page, <http://dodd.ohio.gov>
- Click on the “Login” link at the top of the page to enter the portal
- The preparer should log in
- Click Applications
- From the Select Application dropdown box choose the TXX portal
- Click file and select “New”
- Select FFY and Quarter of the report you are preparing
- Click “Get Service List”
- Select that service you are reporting from the drop down box, then click “Continue”
- On the Details page, enter the units of service for (A), (B), and (C). Fields (D) and (E) will automatically populate based on the data you enter and the approved rate for that service.
- Enter number of recipients for (G), (H), and (I). Field (J) will automatically populate based on the data you enter.
- Complete contact information at the bottom of the screen.
- If you want to report costs incurred for another service, click “save and add another detail”.
- Once you’ve entered in all your cost information, click “save and go to summary”.
- On the summary page, you may print or save and log out.
- Once the report is completed, the submitter should log in as instructed above and review the report for accuracy.

- On the Summary page, the submitter should enter his/her name and title, then date. NOTE: the report must be saved first before submitting. Failure to do so will result in an error message.
- Print the report if desired.
- To submit, click “Submit”. The next page provides legal language. If you agree, click “Agree” and you will get a message confirming you want to submit the report. You may choose to print this page as well.

If you encounter problems while entering your reports, please contact: [TXX-support@list.dodd.ohio.gov](mailto:TXX-support@list.dodd.ohio.gov)

The federal government tracks the total amount of dollars spent on Title XX services. Therefore, you must not report any services paid with other federal funds or local dollars which are used for federal matching or level of effort requirements for other federal programs.

**\*Important Note:** Because policy decisions are based on data reported by the subrecipients, it is crucial to future funding efforts that you report **ALL** Title XX services provided and not just a portion to demonstrate full use of the award amount.

**Sub-Contractors/Subrecipient Documentation/Invoicing Procedures**

Sub-contractors of Grantees have the same documentation and reporting responsibilities as the Grantee. Any subrecipient that employs sub-contractors or subrecipients must combine their own forms with any forms from their sub-contractors and enter one quarterly report package to the department within the timelines described above.