Section 3- Managing DD Personnel Records

• Finding
• Updating
• or Creating new Personnel Records
Section 3

1. Searching for a DD Personnel Record
   *Must search for the person before creating a new personnel record – they may already exist

2. What Can be done with Existing Personnel records

3. Creating New Personnel Records
Topic 1- Searching for Personnel Records in MAIS
All DD Personnel Records Activities
Start with Searching for a Person

The Certification & Registration menu offers the drop down menu to search for a person.
Select which you are looking for: an RN or a DD Personnel

Pick one then click "search"
For DD Personnel You MUST enter either last 4 of SS# or DD Personnel Code

If you add Date of Birth with SS# you will find only that one person – if only SS# you will get a list of matches
Just SS# will bring many results. You will have to read carefully the DOB to assure you have the correct person’s file or to confirm your personnel is not listed. Many personnel have the same name or go by different versions of their own name. Only SS# with DOB OR their DD Personnel code confirms a unique identification of a specific person.
SS# with DOB (or other additional information) will narrow your search.

![Search Form]

### Search Options
- Last 4SSN: 6616
- Date of Birth: 03/08/1973

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<table>
<thead>
<tr>
<th>Last 4 SSN</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Home Address</th>
<th>County</th>
<th>Date Of Birth</th>
<th>CAT 1</th>
<th>CAT 2</th>
<th>CAT 3</th>
<th>APPL ID</th>
<th>Application Status</th>
<th>Application Type</th>
<th>DDPersonnel Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>6616</td>
<td>Bear</td>
<td>Keri</td>
<td></td>
<td>1 cool place hometown OH 43081</td>
<td>FRANKLIN</td>
<td>3/8/1973</td>
<td>DDPersonnel - 08/13/2014</td>
<td>NONE</td>
<td>NONE</td>
<td>176</td>
<td>Pending</td>
<td>AddOn</td>
<td>DD00506314</td>
</tr>
</tbody>
</table>

[Create New Application]
At the bottom of the results list is the option to create a new person.
If you choose “create new” MAIS will start an application for a certification.
MAIS will not let you duplicate a person with the same SS# and DOB

**FALSIFICATION** of SS# and DOB to create new records will NOT be TOLERATED – these are legal documents for state issued certifications. The RN is responsible for accurate data.

You must go back and search the list before calling DODD
When you find the correct person’s record click on the SS# to enter into their file.
Topic 2 – Actions you can take in a DD Personnel Record file
When you choose a person from the search list you will be taken to their “Update Existing Page”

You will see their certifications – by choosing “Desired Action” you will be given the choices of what can be done with that specific certification or the personal or work information – “Desired Actions” is the key to moving forward
Choosing “Desired Actions” will open the menu of valid options for that certification. Only choices that are valid for that certification will be active option buttons - blue and underlined – invalid options will have invalid menu status (grey & non-functional).
Choosing “Desired Actions” will open the menu of valid options for that certification

• Only choices that are valid for that certification will be active option buttons
• They will show as blue and underlined—
• Invalid options will have invalid menu status (they will appear grey & non-functional)

How to complete each of the “Desired Actions” will be addressed in another section of this training
Each of these will be an optional Desired Action at some time depending on the certification’s status.
Select the “Desired Action” to be prompted through the necessary steps

Select Desired Action Below

*Initial Certification or Registration*
Choose this if current certification status above is denied or expired.
(To inquire about Revocation,Suspention,Voluntary Withdrawal,Revocation contcat DODD medication administration).

*Add-On*
Choose this to add additional certifications, registrations or categories of training to an existing current certification.

*Renewal*
Choose this to renew current certification.

*Update Profile*
Choose this to Add new employer,Name change,Change/Add supervisor,New work location.

*Add/Update/View Notations*
Choose this to add,update or view notations for certified person.

*Update Personal Contact Information*
Choose this to update personal contact information for certified person.

*Add CEUs*
Choose this to add CEUs for certified person.

*Add Skills*
Choose this to add skills for certified DD Personnal.

*View/Print Documents*
Choose this to view or print documnets.

*Certification Administration(DODD Admin Only)*
Choose this to Suspend, Intent To Revoke,Revoke,Voluntary Withdrawal and Edit certification dates.

How to complete each of the “Desired Actions” will be addressed in another section of this training
If there is a “Pending Application” of any kind the only action you can take is to finish that application – you will learn more about that later ...

<table>
<thead>
<tr>
<th>Certification &amp; Registration</th>
<th>Reports</th>
<th>Other Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>LoginUser: Piper Chapman</td>
<td>Name: Bear, Keri</td>
<td>RN License#</td>
</tr>
</tbody>
</table>

**Update Existing Page**

**Personal Information**

- **First Name:** Keri
- **Last Name:** Bear
- **Middle Name:**
- **Date of Birth:** 3/8/1973
- **Gender:** M @ F
- **Address Line 1:** 1 cool place
- **Address Line 2:**
- **Zip:** 43081
- **City:** home town
- **County:** FRANKLIN COUNTY

**Personal Contact Information**

- **Telephone Number:** 800-055-5121
- **Email Address:** Kbear@hotmail.com

**Employer Information**

- **Employer Type:** DODD Agency Provider, Self Employed
- **Employer Name:** Jewish Vocational Service, Rebecca Lucht
- **CEO Name:** Peter Bloch, Rebecca Lucht
- **Supervisor Name:** Ryan Reynolds, Rebecca Lucht

**Current Certification Information**

<table>
<thead>
<tr>
<th>Role</th>
<th>Category</th>
<th>Level</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Desired Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD Personnel</td>
<td>Cat - I</td>
<td>3</td>
<td>Certified</td>
<td>8/14/2013</td>
<td>8/12/2014</td>
<td>Desired Action</td>
</tr>
</tbody>
</table>

176 Application Status is Pending, Application type is AddOn  

Click Here
Topic 3- Creating a New Personnel Record
The only option for new DD Personnel in MAIS is to apply for an Initial Certification.

If the DD Personnel is definitely not already in the system, choose "Create New Application".”
Starting a new application requires you to specify what type of application

Because we searched for DD Personnel only he DD Personnel certification option is active – DDP must have Category 1 before any other certifications are available as “add-ons”

After choosing the type of Cert. “Save and Continue” to move through the creation of a personnel record as part of their Initial Certification application process
Working with Personnel records and certifications ALWAYS begins with a search for the person even if you think they have never been certified

• Now you will take a short quiz on Managing DD Personnel Records

• The next section will show you how to enter Applications for Certifications