

# 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 New 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

**Certification Alerts**

Certificate	Status	Expiration Date	Expires In
RN Trainer	Certified	08/31/2013	4 days
RN Trainer	Certified	08/31/2015	734 days

**Certificate Type**

Certificate Type	Expires in 30	Expires in 60	Expires in 90	Expires in 180
QA RN	0	0	0	0
17 + Bed	3	0	0	0
DD Personnel Category - I	10480	2516	2581	9255
DD Personnel Category - II	1692	369	324	1184
DD Personnel Category - III	886	150	203	582

**DODD Messages**

Priority	Date	Subject
	8/16/2013	Test Message for UAT testers

Archived Alerts Messages

Glossary

# Select which you are looking for: an RN or a DD Personnel

The screenshot shows a web application interface. At the top right, there is a link for "Disabilities". Below this is a navigation bar with "Certification & Registration", "Reports", "Other Pages", and a "Home" link. A light blue banner below the navigation bar reads "Search Page". The main content area contains a form with the text "Please choose one" and two radio button options: "RN" and "DD Personnel". A blue "Search" button is located below the radio buttons. Red text instructions "Pick one then click 'search'" are positioned to the left of the form, with two red arrows pointing from the text to the "RN" radio button and the "Search" button respectively.

Disabilities

Certification & Registration    Reports    Other Pages    [Home](#)

Search Page

Please choose one

RN    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 a get list of matches

The image shows a web form titled "Search Page". At the top, there is a light blue header bar with the text "Search Page". Below the header, there is a section titled "Please choose one" with two radio buttons: "RN" (unselected) and "DD Personnel" (selected). Below this, there is a "Search Options" section with several input fields: "Last 4SSN:", "Date of Birth:", "First Name:", "Last Name:", "Employer Name:", "Application ID:", "Application Status:" (with a dropdown menu showing "Select One"), and "DDPersonnel Code:". Two large red arrows point to the "Last 4SSN:" and "DDPersonnel Code:" fields. At the bottom of the form, there is a "Search" button.

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

Last 4SSN: 6616  
Date of Birth:  
First Name:  
Last Name:  
Employer Name:  
Application ID:  
Application Status: Select One  
DDPersonnel Code:

Search

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

Last 4 SSN	Last Name	First Name	Middle Name	Home Address	County	Date Of Birth	CAT 1	CAT 2	CAT 3	APPL ID	Application Status	Application Type	DDPersonnal Code
<a href="#">6616</a>	Bear	Keri		1 cool place home town OH 43081	FRANKLIN	3/8/1973	DDPersonnel -08/13/2014	NONE	NONE	176	Pending	AddOn	DD00506314
<a href="#">6616</a>	Delaplane	Max		4 my place OH 44381		10/10/1958	DDPersonnel -08/12/2014	NONE	NONE	64	Pending	AddOn	DD00506310
<a href="#">6616</a>	Delaplane	Max		55555		4/29/1989	DDPersonnel -08/12/2014	NONE	NONE	178	Pending	AddOn	DD00506312
<a href="#">6616</a>	Duck	Donald	Q			8/19/1994	NONE	NONE	NONE	125	Pending	Initial	

# SS# with DOB (or other additional information) will narrow your search

Please choose one  
 RN  DD Personnel

**Search Options**

Last 4SSN:

Date of Birth:

First Name:

Last Name:

Employer Name:

Application ID:

Application Status:

DDPersonnel Code:

Last 4 SSN	Last Name	First Name	Middle Name	Home Address	County	Date Of Birth	CAT 1	CAT 2	CAT 3	APPL ID	Application Status	Application Type	DDPersonnal Code
<a href="#">6616</a>	Bear	Keri		1 cool place home town OH 43081	FRANKLIN	3/8/1973	DDPersonnel - 08/13/2014	NONE	NONE	176	Pending	AddOn	DD00506314

[Create New Application](#)

# At the bottom of the results list is the option to create a new person

Last 4 SSN	Last Name	First Name	Middle Name	Home Address	County	Date Of Birth	CAT 1	CAT 2	CAT 3	APPL ID	Application Status	Application Type	DDPersonnel Code
<a href="#">6616</a>	Bear	Keri		1 cool place home town OH 43081	FRANKLIN	3/8/1973	DDPersonnel -08/13/2014	NONE	NONE	176	Pending	AddOn	DD00506314
<a href="#">6616</a>	Delaplane	Max		4 my place sugar grove OH 44381	HOCKING	10/10/1958	DDPersonnel -08/12/2014	NONE	NONE	64	Pending	AddOn	DD00506310
<a href="#">6616</a>	Delaplane	Max		123 big OH 55555	ERIE	4/29/1989	DDPersonnel -08/12/2014	NONE	NONE	178	Pending	AddOn	DD00506312
<a href="#">6616</a>	Duck	Donald	Q			8/19/1994	NONE	NONE	NONE	125	Pending	Initial	
<a href="#">6616</a>	Gaines	Megan	N			1/21/1990	DDPersonnel -02/21/2014	NONE	NONE				DD00095443
<a href="#">6616</a>	Jessie	Warren				12/2/1958	DDPersonnel -03/28/2014	NONE	NONE				DD00086357
<a href="#">6616</a>	JONES	CORTEZ	L			3/25/1988	DDPersonnel -04/17/2014	NONE	NONE				DD00058299
<a href="#">6616</a>	Krotzer	Cynthia	L			10/12/1973	DDPersonnel -06/13/2014	NONE	NONE				DD00098805
<a href="#">6616</a>	Slaughter	Marlena				1/13/1955	DDPersonnel -06/10/2014	NONE	NONE				DD00068689
<a href="#">6616</a>	Smith	Zachary				6/15/1981	DDPersonnel -07/03/2014	NONE	NONE				DD00088924

[Create New Application](#)



# If you choose “create new” MAIS will start an application for a certification

The screenshot shows the Ohio.gov Department of Developmental Disabilities MAIS application interface. At the top, the header includes the Ohio.gov logo and the Department of Developmental Disabilities. Below the header, there are navigation tabs for Certification & Registration, Reports, Other Pages, and Home. The user's login information is displayed as LoginUser: Piper Chapman, Name: RNLICENSE# or DDPersonnelCode: Application ID: 0.

A progress bar shows the status of various application steps: Start Page, Personal Information, Current Employer Information, Training & CEUs, Skills Verification, Attestation, Application Summary/Decision, View/Print Certificate, and Notation. Each step is marked as 'Pending' with a right-pointing arrow. The 'View/Print Certificate' step is marked 'FINISH' and 'NOTATION'.

Below the progress bar is a 'Start Page' button. Underneath is a section titled 'Certification Eligibility Information' with a table:

Certification Type	Application Type	Requirements
DDPersonnel	Initial	18 years old, HS Diploma or GED, Not listed on Registries, Criminal Background Check, Minimum 14 hours State Approved Curriculum, Successful Skills Demonstration, 80% on Exam

Below the table, there is a section titled 'Choose any one of the Following' with a sub-section for 'Initial Certification or Registration'. The options are:

- RN TRAINER
- QA RN (no existing certification)
- 17 + BED
- DD PERSONNEL - CAT1 ONLY

At the bottom right, there is a 'Save and Continue' button.

# 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.**

LoginUser: Piper Chapman Name: RNLicense# or DDPersonnelCode: Application ID: 193

Start Page	Personal Information	Current Employer Information	Training & CEUs	Skills Verification	Attestation	Application Summary/Decision	View/Print Certificate	Notation
Completed	Pending	Pending	Pending	Pending	Pending	Pending	FINISH	NOTATION

Last 4 and DOB already exist please verify Identification and re-enter or contact DODD Admin at [ma.database@dodd.ohio.gov](mailto:ma.database@dodd.ohio.gov) or 1-800-617-6733.

**←**

### Personal Information

Personal Information

Last 4 SSN: * 6616	Date of Birth: * 03/08/1973	Gender: * <input type="radio"/> M <input checked="" type="radio"/> F
Last Name: * Woman	First Name: * Silly	MI.: <input type="text"/>

### Personal Contact Information

Personal Contact Information

Home	Work	Cell/Other
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**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

Please choose one  
 RN  DD Personnel

Search Options

Last 4SSN:

Date of Birth:

First Name:

Last Name:

Employer Name:

Application ID:

Application Status:

DDPersonnel Code:

Last 4 SSN	Last Name	First Name	Middle Name	Home Address	County	Date Of Birth	CAT 1	CAT 2	CAT 3	APPL ID	Application Status	Application Type	DDPersonnal Code
<a href="#">6616</a>	Bear	Keri		1 cool place home town OH 43081	FRANKLIN	3/8/1973	DDPersonnel - 08/13/2014	NONE	NONE	176	Pending	AddOn	DD00506314

[Create New Application](#)

# 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”

**Certification & Registration**      **Reports**      **Other Pages**      [Home](#)

LoginUser: Piper Chapman    Name: Smith, Cara    RNLicense# or DDPersonnelCode: DD00088006    Application ID: 0

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[Update Existing Page](#)      [Go To Search](#)

**Personal Information**

Personal Information

<b>First Name:</b>	Cara	<b>Last Name:</b>	Smith	<b>Middle Name:</b>	
<b>Last 4 SSN:</b>	9356	<b>Date of Birth:</b>	3/24/1988	<b>Gender:</b>	<input type="radio"/> M <input type="radio"/> F
<b>Address Line 1:</b>		<b>Address Line 2:</b>		<b>City:</b>	
<b>State:</b>		<b>Zip:</b>		<b>County:</b>	

**Personal Contact Information**

Personal Contact Information

	<b>Home</b>	<b>Work</b>	<b>Cell/Other</b>
<b>Telephone Number:</b>			
<b>Email Address:</b>			

**Employer Information**

Employer Information  
**No Employer Information.**

**Current Certification Information**

Certification History

Role	Category	Level	Status	Start Date	End Date	Desired Action
DDPersonnel	Cat - I	3	Certified	5/24/2012	5/24/2013	<a href="#">Desired Action</a>



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**
- **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**

Role	Category	Level	Status	Start Date	End Date	
DDPersonnel	Cat - I	3	Certified	5/24/2012	5/24/2013	<a href="#">Desired Action</a>

**Select Desired Action Below**

[Initial Certification or Registration](#)

Choose this if current certification status above is denied or expired.  
(To inquire about Revocation,Suspension,Voluntary Withdrawal,Revocation contact 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 Personnel.

[View/Print Documents](#)

Choose this to view or print documents.

Certification Administration(DODD Admin Only)

Choose this to Suspend, Intent To Revoke,Revoke,Voluntary Withdrawal and Edit certification dates.

**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 ...

Certification & Registration      Reports      Other Pages      [Home](#)

LoginUser: Piper Chapman    Name: Bear, Keri    RNLicense# or DDPersonnelCode: DD00506314    Application ID: 176

[Update Existing Page](#)      [Go To Search](#)

**Personal Information**

<b>First Name:</b>	Keri	<b>Last Name:</b>	Bear	<b>Middle Name:</b>	
<b>Last 4 SSN:</b>	6616	<b>Date of Birth:</b>	3/8/1973	<b>Gender:</b>	<input type="radio"/> M <input checked="" type="radio"/> F
<b>Address Line 1:</b>	1 cool place	<b>Address Line 2:</b>		<b>City:</b>	home town
<b>State:</b>	OH	<b>Zip:</b>	43081	<b>County:</b>	FRANKLIN COUNTY

**Personal Contact Information**

	Home	Work	Cell/Other
<b>Telephone Number:</b>	800-055-5121		
<b>Email Address:</b>	Kbear@hotmail.com		

**Employer Information**

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

**Current Certification Information**

Role	Category	Level	Status	Start Date	End Date	Desired Action
DDPersonnel	Cat - I	3	Certified	8/14/2013	8/13/2014	Desired Action

**176 Application Status is Pending, Application type is AddOn** [Click Here](#)

**No Desired Actions will be available if there is a pending application**

# Topic 3- Creating a New Personnel Record



# The only option for new DD Personnel in MAIS is to apply for an Initial Certification

Last 4 SSN	Last Name	First Name	Middle Name	Home Address	County	Date Of Birth	CAT 1	CAT 2	CAT 3	APPL ID	Application Status	Application Type	DDPersonnel Code
<a href="#">6616</a>	Bear	Keri		1 cool place home town OH 43081	FRANKLIN	3/8/1973	DDPersonnel -08/13/2014	DDPersonnel -08/26/2014	NONE	176	Meets Requirements	AddOn	DD00506314
<a href="#">6616</a>	Delaplane	Max		4 my place sugar grove OH 44381	HOCKING	10/10/1958	DDPersonnel -08/12/2014	NONE	NONE	64	Pending	AddOn	DD00506310
<a href="#">6616</a>	Delaplane	Max		123 big OH 55555	ERIE	4/29/1989	DDPersonnel -08/12/2014	NONE	NONE	178	Pending	AddOn	DD00506312
<a href="#">6616</a>	Duck	Donald	Q			8/19/1994	NONE	NONE	NONE	125	Pending	Initial	
<a href="#">6616</a>	Gaines	Megan	N			1/21/1990	DDPersonnel -02/21/2014	NONE	NONE				DD00095443
<a href="#">6616</a>	Jessie	Warren				12/2/1958	DDPersonnel -03/28/2014	NONE	NONE				DD00086357
<a href="#">6616</a>	JONES	CORTEZ	L			3/25/1988	DDPersonnel -04/17/2014	NONE	NONE				DD00058299
<a href="#">6616</a>	Krotzer	Cynthia	L			10/12/1973	DDPersonnel -06/13/2014	NONE	NONE				DD00098805
<a href="#">6616</a>	Slaughter	Marlena				1/13/1955	DDPersonnel -06/10/2014	NONE	NONE				DD00068689
<a href="#">6616</a>	Smith	Zachary				6/15/1981	DDPersonnel -07/03/2014	NONE	NONE				DD00088924

[Create New Application](#)



**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

Certification & Registration      Reports      Other Pages      [Home](#)

LoginUser: Piper Chapman    Name: RNLicense# or DDPersonnelCode:    Application ID: 0

Start Page	Personal Information	Current Employer Information	Training & CEUs	Skills Verification	Attestation	Application Summary/Decision	View/Print Certificate	Notation
Pending	Pending	Pending	Pending	Pending	Pending	Pending	FINISH	NOTATION

**Start Page**

Certification Eligibility Information

Certification Type	Application Type	Requirements
DDPersonnel	Initial	18 years old, HS Diploma or GED, Not listed on Registries, Criminal Background Check, Minimum 14 hours State Approved Curriculum, Successful Skills Demonstration, 80% on Exam

Choose any one of the Following

**Initial Certification or Registration**

Initial Certification or Registration

- RN TRAINER
- QA RN (no existing certification)
- 17 + BED
- DD PERSONNEL - CAT1 ONLY

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

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

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

