Section 5 – Add-on Certifications and Renewal

✓ New Certifications for Category 2 (G/J Tube) and Category 3 are considered "Add-on" Certifications to the prerequisite Category 1

Add-on Category 2 or 3 Certifications

1. Create a Course for Cat. 2 or 3
2. Create a Session
3. Find the DD Personnel with existing Cat 1
4. Click on the Personnel's SS# to go to their file
5. Choose "Desired Action" (next to Cat 1 Cert)
6. Choose "Add- on"
7. Move through each page of the "application"
8. Confirm information, start date and status

Topic 1 & 2- Create a Course and Session

Use the Manage Courses Menu to Create Course or Add Sessions to a course

Add a Session to an existing Course or Add a new Course if needed

Search Options

RN License No. :

First Name : piper

Last Name :

Session Start Date :

Search   Add Course

	RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number	Category A CEs	Total CEs	Level	Category	Course Description	Syllabus	
⊞	piper chapman	8/15/2013	8/31/2013	DODD-555555-3-01-49		18.00	3	Cat - I	Standard DODD 14 hr. curriculum plus 4 hours agency specific details		Add Session
									Standard		
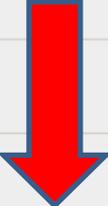
Use the + to see sessions attached to that course

5

Topics 3 & 4 Find the Person and Go to their file

Search for a Person and

1

Use search menu

2

Choose DD Personnel and Search

Please choose one

○ RN ○ DD Personnel
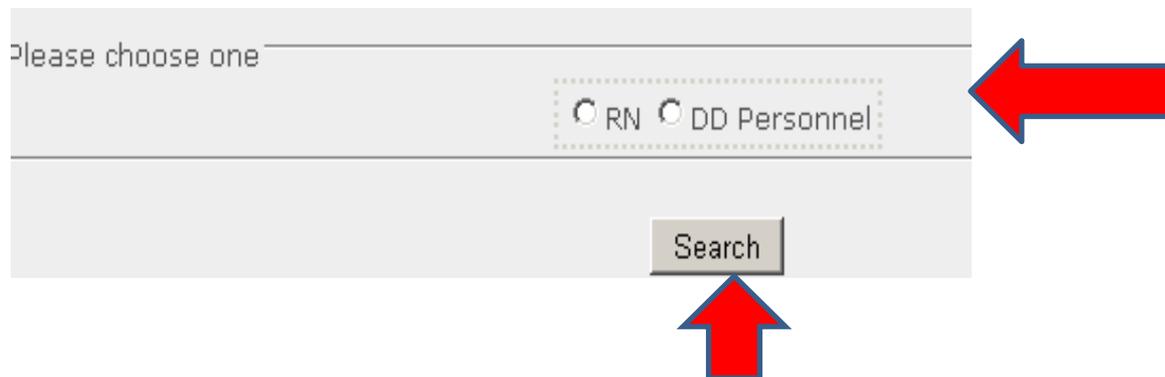
Search

Enter SS# or DDP Code#
Select the person to go to their page

Enter at least last 4 SS# or DD Personnel Code
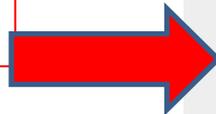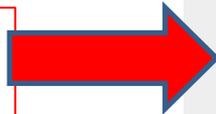
Please choose one

○ RN ● DD Personnel

Search Options

Last 4SSN:	6616
Date of Birth:	
First Name:	
Last Name:	
Employer Name:	
Application ID:	
Application Status:	Select One ▼
DDPersonnel Code:	DD00506314

Search

Search
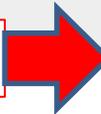
Click on SS# to choose that person
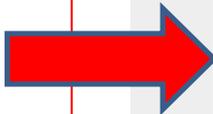
Last 4 SSN	Last Name	First Name	Middle Name	Home Address	County	Date Of Birth	CAT 1	CAT 2	CAT 3	APP ID
6616	Bear	Keri		1 cool place home town OH 43081	FRANKLIN	3/8/1973	DDPersonnel – 08/13/2014	DDPersonnel – 08/26/2014	NONE	

View Personal Information Page

Personal Information

Personal Information

First Name:	Keri	Last Name:	Bear	Middle Name:		
Last 4 SSN:	6616	Date of Birth:	3/8/1973	Gender:		○ M ● F
Address Line 1:	1 cool place	Address Line 2:		City:		home town
State:	OH	Zip:	43081	County:		FRANKLIN COUNTY

Personal Contact Information

Personal Contact Information

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

Employer Information

Employer Information

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

Current Certification Information

Certification History

Role	Category	Level	Status	Start Date	End Date	
DDPersonnel	Cat – II	3	Certified	8/27/2013	8/26/2014	Desired Action
DDPersonnel	Cat – I	3	Certified	8/14/2013	8/13/2014	Desired Action

Topics 5 & 6 - Choose "Desired Action" Category 1 Certification and Choose "Add-on"

Click "Desired Action" next to Cat–I Certification to get Add-on option

DODD Agency Provider	Jewish Vocational Service	Peter Bloch	Joy Dailey
Self Employed	Rebecca Lucht	Rebecca Lucht	Rebecca Lucht

Current Certification Information

Certification History

Role	Category	Level	Status	Start Date	End Date	
DDPersonnel	Cat - II	3	Certified	8/27/2013	8/26/2014	Desired Action
DDPersonnel	Cat - I	3	Certified	8/14/2013	8/13/2014	Desired Action

Add-on is a DESIRED ACTION FOR CAT-I ONLY

Select "Add-on" menu

DDPersonnel	Cat – I	3	Certified	8/14/2013	8/13/2014	Desired Action

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.
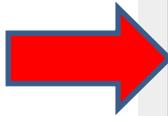
Renewal
Choose this to renew current certification.

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.

Topics 7 & 8 -Move through the pages of the Application, Attest & Select Status
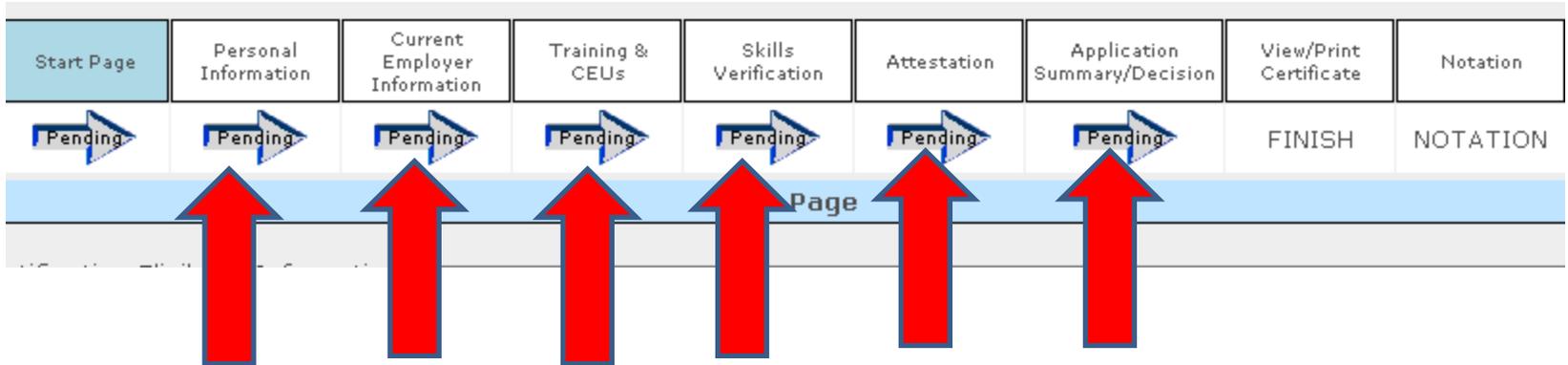
Decide the Type of Add-on

Add-On

Add-On
- ○ RN TRAINER
- ○ RN INSTRUCTOR
- ○ RN MASTER INSTRUCTOR
- ○ QA RN
- ○ 17 + BED
- ○ DD PERSONNEL CATEGORY - 2
- ○ DD PERSONNEL CATEGORY - 3

Category 2 (g/j) or Category 3 (Insulin)

Move through each page of the application – exactly as with a Cat-1

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

Use the Pending arrows to select any page

Enter or Update Information on each page and <u>SAVE</u> before leaving that page

State: * OH ▾   Zip: * 43081 – [   ]   County: * FRANKLIN ▾

[Previous] [Save] [Save and Continue]

If you leave this page without Saving you will lose all unsaved information: Please Save or Save and continue.

communications, certificates and expiration notices will be emailed to the certified person identified on this page. Certified persons must provide at least one valid email address. A home email address is preferred.

Attest and agree to your obligations

Start Page	Personal Information	Current Employer Information	Training & CEUs	Skills Verification	Attestation		View/Print Certificate
Completed	Completed	Completed	Completed	Completed	Completed	Pending	FINISH

Attestations

Question 1
Applicant mailing address, contact and employer information has been updated as needed.

● Yes ○ No

Question 2
RN Trainer has validated DD personnel current employment with an active certified DODD provider and background checks complete (per OAC 5123:2-2-02) or self-employment as an active current certified DODD Independent Provider.

● Yes ○ No

All RNs must read the statements below, and sign their initials

Agreement
If you have questions about any of the items that you need to attest to, please email provider services at ma.database@dodd.ohio.gov or contact 1 (800) 617-6733.

PC	RN's Initials	Agree

You have successfully clicked the Agree button and completed your attestation.

[Previous] [Save] [Save and Continue]

Read the summary <u>carefully</u>

Use the arrow buttons to go back and correct any misinformation on any page

Finalize the Application Status

Confirm or adjust the start date

DODD Independent Provider.

Yes No

Attestation Completed By piper chapman

Notations for Application

Notations

Print Application

Certification Dates
Start Date 9/28/2013   End Date 9/27/2014

Select Application Status/Decision: Pending
- Pending
- Did Not Meet Requirements
- Meets Requirements
- DODD Review
- Voided Application

Previous   Save and Continue

Decide and save the appropriate status

New Category 2 & 3 Certifications are always an "Add-on" to Category 1

- Now you will take a short Quiz on Add-on Certifications

- Then you will learn renewals, do security, and finish this training