



## Provider

### Description

This Provider training will instruct local and waiver providers on steps for managing caseloads within the *imagineIS* system as well as will review the provider's role in light of the person centered principles championed by the Department of Developmental Disabilities. Training will take place in a dedicated training environment, after which the newly gained skills will be applied to the production environment using real cases.

### Who should attend?

Waiver and Local Providers that support those with developmental disabilities.

### Prerequisite:

Familiarity with the Person Centered Principles concepts championed by Ohio DODD  
Comfortable operating a personal computer and mouse  
Familiarity with internet browser

### Training Perpetration

Real Cases to enter into the live imagineIS environment  
Have been invited to the *imagineIS* production environment by at least one county board Finance Manager

## *Agenda*

- 1) Introductions
- 2) System Checks
- 3) Business Talk Review
- 4) Provider Portal
  - i. CEO
    - a. Dashboard
    - b. Inviting the Delegator
  - ii. Delegator / Program Manager
    - a. Inviting the Program Manager
    - b. Dashboards
    - c. Assigning Individuals to Program Managers
    - d. Updating Program Manager Dashboard
    - e. Creating/Updating Action Steps
    - f. Creating Learning Logs
    - g. Creating a Program Manager
    - h. Providing Feedback
    - i. Creating a Worker
  - iii. Worker
    - a. Updating Learning Logs