



Department of  
Developmental Disabilities



# IAF Online Submission User Guide

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# IAF Online Submission Training Guide

In June 2013, the IAF Online Submission application was launched as a new application on the DODD Web Portal. This rollout had two phases.

In Phase 1, users were able to upload files through the DODD Web Portal and view quarterly reports.

Phase 2 replaces the desktop software providers have been using to create and upload files throughout Phase 1 with an online system capable of tracking roster information, assessing residents, certifying assessments, and viewing real time reports.

System access and login remain the same in Phase 2. All users still have access to the IAF Application via the DODD Web Portal located at <https://doddportal.dodd.ohio.gov/Pages/default.aspx>.

This guide will review some of the new features available through IAF Online Submission and walk users through each step-by-step.

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## Using the IAF Application

Login to the DODD portal at <https://doddportal.dodd.ohio.gov/Pages/default.aspx>.

□ Click **Applications**

□ Select **IAF**

You will be taken to a new home page entitled **Roster Management**.

The screenshot shows the DODD Gateway website homepage. At the top, there is a navigation bar with a home icon, a 'Logout' button, a 'Hello' greeting, and a notification area stating 'You have 0 new notifications and 0 new announcements.' with a 'View All' button. Below this is a secondary navigation bar with links for 'Applications', 'Service Definitions', 'Rules + Laws', 'Forms', 'FAQs', 'Support Center', and 'Contact Us'. The main header features the 'Ohio Department of Developmental Disabilities' logo on the left and a search bar on the right. A central navigation menu includes 'Individuals & Families', 'Providers', and 'County Boards', each with a dropdown arrow. The background of the main content area is a photograph of a man with his arms raised in a celebratory gesture against a blue sky with clouds. Below the navigation menu, there is a 'Find it Fast' sidebar with three categories: 'Individuals & Families', 'Providers', and 'County Boards'. The main content area contains a 'Welcome to DODD Gateway' message from the Department of Developmental Disabilities, followed by a paragraph of text: 'Welcome to the new Ohio Department of Developmental Disabilities website! In Ohio, services for people with developmental disabilities are provided through a system of local, state, and federal resources. We strive to make this website informative and easy to use for individuals and families who receive services, for providers of services, and for county boards of developmental disabilities. Take a moment and look around! We encourage you to contact our Support Center at 1 (800) 617-6733 ... if you do not find the information you need. Thank you for this opportunity to serve you!'

In the past, using the desktop program meant users could only track roster changes that coincided with assessments.

Now users can make real time roster changes, allowing the application to identify residents that need assessments when the Reporting Period End Date (RPED) arrives.

**New for Phase 2!**

Individual Assessment Form Online Submission

Welcome Test QsubAgnt2 - IAF\_SubmissionAgent

### Roster Management

[Edit / Discharge](#) [Admit](#)

Provider No: Alpha Villa -555551

**Residents at: Alpha Villa -555551**

Search By SSN  Search By Last Name

Search by SSN:  [Search](#) [Clear Search](#)

PageSize: 10

Provider #	First Name	Last Name	Init	Status	SSN	Medicaid #	DOB	Admission	Discharge D	Glossary
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**Important note:** With real time updates available, users will need to log into the IAF application more often than in the past to keep rosters accurate and up-to-date.

## Roster Management

Under the Edit/Discharge tab a list of available residents with roster information is available.

Select an individual provider or select **All** to see residents of all providers for which a user is mapped.

Provider #	First Name	Last Name	Init	Status	SSN	Medicaid #	DOB	Admission	Discharge	Deceased	Select
5555551	JOHN	DOE		Active	xxx-xx-xxxx	123456789123	1960-2-14	2014-06-16			<a href="#">Select</a>
5555551	MARK	ANTHONY		Active	xxx-xx-xxxx	234567891234	1961-7-4	2014-06-16			<a href="#">Select</a>
5555551	ELIZABETH	QUEEN		Active	xxx-xx-xxxx	345678912345	1962-1-1	2014-06-16			<a href="#">Select</a>
5555551	HENRY	KING		Active	xxx-xx-xxxx	456789123456	1963-4-1	2014-06-16			<a href="#">Select</a>

To edit or discharge a resident, click on the [Select](#) button.

Detailed information for that resident becomes available.

**Edit Resident Information:**

SSN:

Last Name:  MI:

First Name:

Admission date:  (mm/dd/yyyy)

Date of Birth:  (mm/dd/yyyy)

Medicaid Recipient No.:

Users have the following options:

**Edit-** Edit information about the individual including fields which were previously grayed out.

The application prevents certain inappropriate changes from occurring; for example, changing an admission date to a date prior to the date of birth.

Once the information is saved successfully users return to the Roster Management page with a banner message indicating success.

Welcome Test QsubAgnt2 - IAF\_SubmissionAgent

## Roster Management

Resident Data Edited Successfully.

Provider No:

Residents at: Alpha Villa -555551

© Search By SSN, © Search By Last Name

*Save success!*

**Discharge-** Click to discharge an individual. Additional information will be required.

**Undo Admit-** Click to correct an error in admitting someone. This should **never** be used in lieu of a discharge, only to correct a mistaken admission.

**Show Residents-** Click to return to the list of all residents

## Discharge

To discharge an individual, additional information is required.

**Edit Resident Information:**

SSN:	<input type="text" value="XXX-XX-XXXX"/>	ME:	<input type="checkbox"/>
Last Name:	<input type="text" value="KING"/>	Date of Birth:	<input type="text" value="04-01-1963"/> (mm/dd/yyyy)
First Name:	<input type="text" value="HENRY"/>	Medicaid Recipient No.:	<input type="text" value="456789123456"/>
Admission date:	<input type="text" value="06/17/2014"/> (mm/dd/yyyy)	Discharge Reason:	<input type="text" value="--Select--"/>
Discharge date:	<input type="text"/> (mm/dd/yyyy)		

- Select a **Discharge Reason** from the drop down menu.

If **Discharge – Other** is selected, a text box appears and an explanation for the discharge is needed.

- A **Discharge Date** is required



**Important Note:** If a discharge date is selected that falls prior to the last RPED date it will trigger a deletion of any assessment completed for that individual for that RPED date.

- Click **Save**

A successful save returns the user to the Roster Management page with a banner message indicating success.

The individual discharged is now listed as **Inactive** with a **Discharge** date, and/or if applicable a **Deceased** date listed

## Roster Management

Resident Discharged Successfully. ✕

Edit / Discharge
Admit

Provider No: Alpha Villa - 5555551 ▼

**Residents at: Alpha Villa - 5555551**

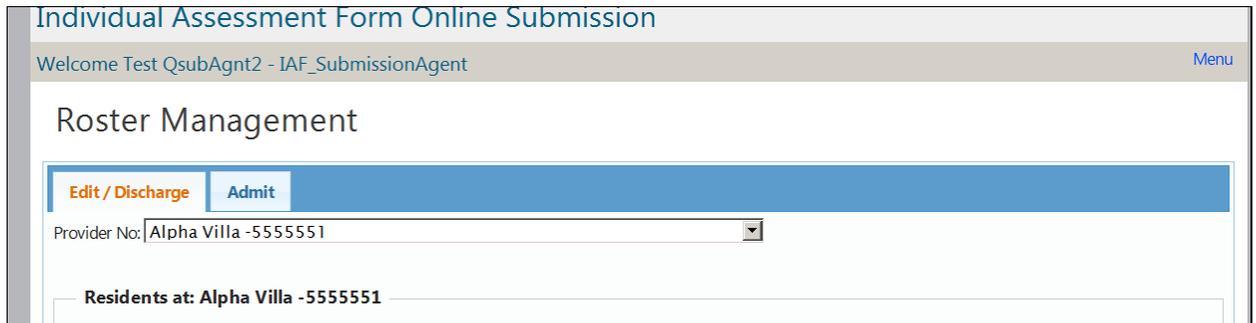
Search By SSN
  Search By Last Name

Search by SSN:  Search Clear Search

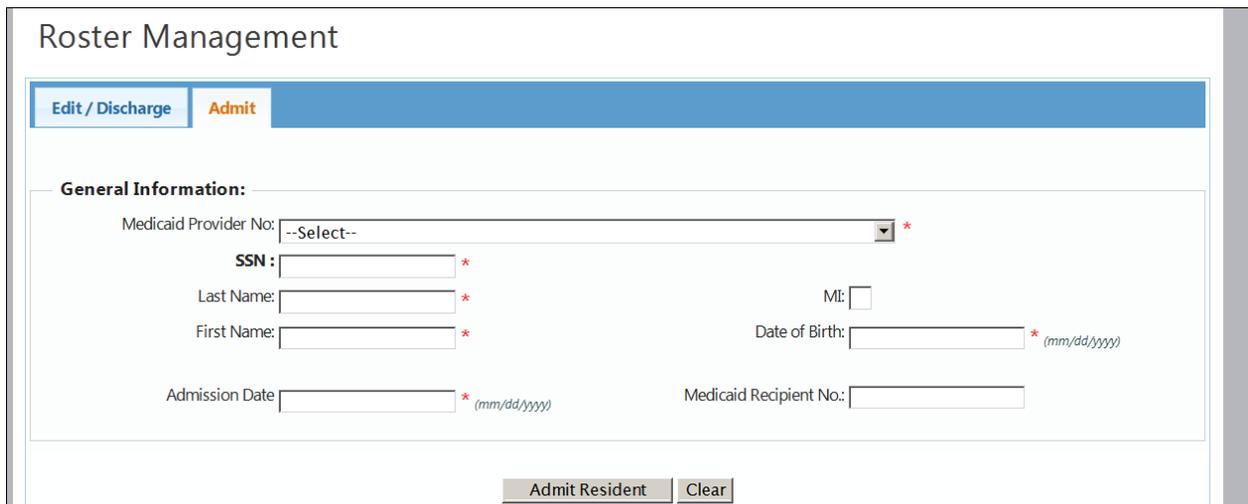
Provider #	First Name	Last Name	Init	Status	SSN	Medicaid #	DOB	Admission	Discharge	Deceased	Select
5555551	JOHN	DOE		Active	xxx-xx-xxxx	123456789123	1960-2-14	2014-06-16			<a href="#">Select</a>
5555551	MARK	ANTHONY		Active	xxx-xx-xxxx	234567891234	1961-7-4	2014-06-16			<a href="#">Select</a>
5555551	ELIZABETH	QUEEN		Active	xxx-xx-xxxx	345678912345	1962-1-1	2014-06-16			<a href="#">Select</a>
5555551	HENRY	KING		Inactive	xxx-xx-xxxx	456789123456	1963-4-1	2014-08-12			<a href="#">Select</a>

## Admission

To admit someone new to your facility, click on the **Admit** tab on the Roster Management page.



- Select the provider number (**Provider No:** )



- Enter the Social Security Number (SSN) of the new resident.

If the SSN matches an existing resident you will be required to enter their birth date to admit them.

If the SSN does not match the system will prompt you to verify you are entering information for a resident brand new to the system.

- Fill in the rest of the required information and click **Admit Resident**.

You will get a banner message saying that the resident was successfully admitted and the new resident should now appear on the **Edit/Discharge** tab.

Resident Admitted Successfully. ✕

**Edit / Discharge** **Admit**

Provider No: Alpha Villa -555551

**Residents at: Alpha Villa -555551**

Search By SSN  Search By Last Name

Search by SSN:

PageSize: 10

Export 

Provider #	First Name	Last Name	Init	Status	SSN	Medicaid #	DOB	Admission	Discharge	Deceased	Select
5555551	Lebron	Jameson		Active	xxxx5555		1985-01-01	2014-07-03			Select

*Save success!*

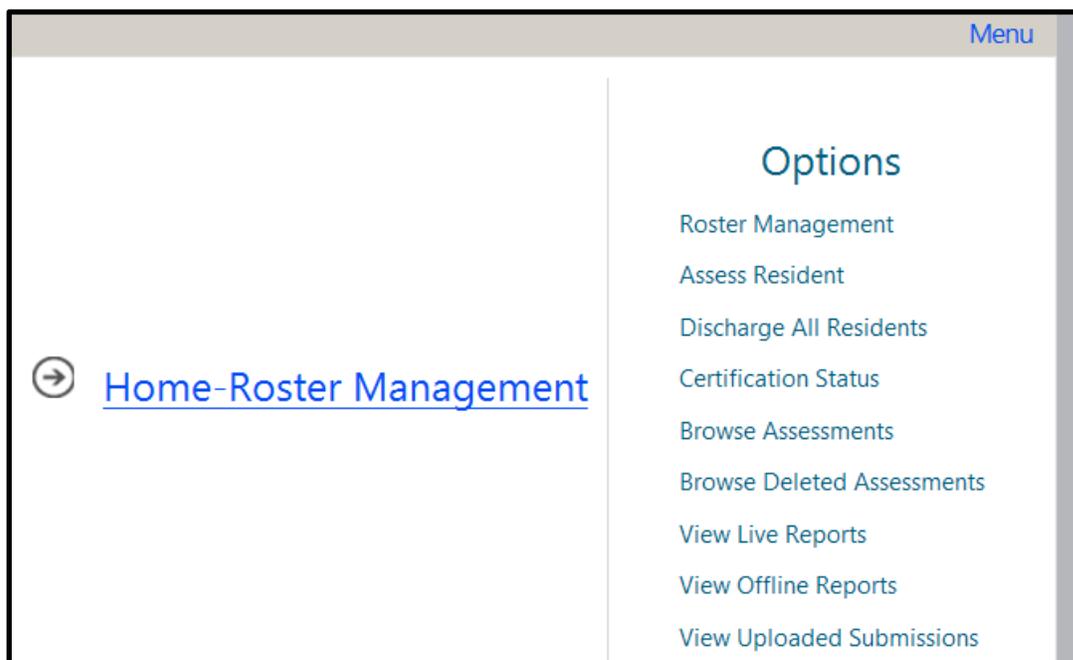
## Assess Resident

While the Roster Management section can be updated at any time, users will only be able to assess residents starting with the RPED date and ending with the last day of the Grace Period which per rule is 45 days after the RPED date.



**Important Note:** The initial due date is 15 days after the RPED date per rule. An additional 30 days are allowed to make any changes, updates or corrections to an initial submission.

- Click on the **Assess Resident** option under the Menu button to get to the Assess Resident Screen.



- Select the **Provider No:** for which you wish to assess residents and the list of eligible residents will appear.

Provider No:

**Residents at: Alpha Villa -555551**

Search By SSN
  Search By Last Name

Search by SSN:

PageSize:

Provider #	First Name	Last Name	Init	Status	SSN	Medicaid #	DOB	Admission
5555551	JOHN	DOE		Active	xxx-xx-xxxx	123456789123	1960-2-14	2014-06-16
5555551	MARK	ANTHONY		Active	xxx-xx-xxxx	234567891234	1961-7-4	2014-06-16
5555551	ELIZABETH	QUEEN		Active	xxx-xx-xxxx	345678912345	1962-1-1	2014-06-16



**Important Note:** Only those residents active as of the RPED date will appear on the **Assess Resident** screen. If the list that appears is not correct, users should go back to the Roster Management screen and make sure the roster is up-to-date.

- Click the **Assess** button for the resident you wish to assess and you are taken to the assessment screen.

Provider #	First Name	Last Name	Init	SSN	Medicaid #	DOB	Admission	Need to Certify?	Assessment Options
5555551	John	Doe		xxxxx6789	123456789123	2/14/1960	6/16/2014	Yes	<input type="button" value="Assess"/> <input type="button" value="Edit"/>

**Resident Information:**

SSN:

First Name:  MI:

Last Name:

Date of Birth:  Admission date:  Medicaid Recipient No.:

**Assessment Options**

\*Select Assessor:

\*Assessor's selection is required to save assessment

Note: The acceptable range of values are listed next to each skill.

**Adaptive Skills**

- Verify the demographic information for the selected resident at the top of the screen is correct.
- Under **Assessment Options**, **Select Assessor** from the dropdown list.
- Use the **Domain** tabs to fill in assessment questions for each area to be assessed.
- Type in the appropriate number for each assessment area

Appropriate ranges are given in parenthesis (0-X) next to each assessment area. A number outside of this range will be rejected.

Note: The acceptable range of values are listed next to each skill.

**Adaptive Skills**

<input type="text" value="2"/> 1. Eating (0 - 3) ?	<input type="text" value="3"/> 7. Mobility (0-3) ?
<input type="text" value="2"/> 2. Toileting (0-4) ?	<input type="text" value="2"/> 8. Transfer (0-2) ?
<input type="text" value="2"/> 3. Oral Hygiene (0-3) ?	<input type="text" value="4"/> 9. Receptive Communication (0-4) ?
<input type="text" value="3"/> 4. Bathing/Showering (0-3) ?	<input type="text" value="4"/> 10. Expressive Communication (0-4) ?
<input type="text" value="3"/> 5. Dressing (0-3) ?	<input type="text" value="4"/> 11. Community Mobility (0-5) ?
<input type="text" value="4"/> 6. Turning & Positioning (0-4) ?	<input type="text" value="3"/> 12. Purchasing Skills (0-3) ?

Users can click on the question mark  to see an additional screen with explanatory text for each range.

In this example, the description of each of the values available for **Eating** would assist users with selecting an appropriate value for residents.

Value	Description
0	Completes task independently.
1	Completes the task with verbal prompts and minimal assistance.
2	Eats with hands on assistance (e.g. placing utensils in hand, hand over hand, scooping or other assistances for eating etc...) or does not perform the task and must be hand fed or requires one on one supervision throughout the entire meal.
3	Nourished by other oral means (e.g., individual is nourished by the use of a gastronomy tube).

\* Click on any row above to make a selection and then click Select

Select and Next    Select    Cancel

From this screen, click on the **Value** then **Select and Next** to proceed to the next question while remaining in the pop-up screen format. Or click **Select** to go back to the **Assess Resident** screen.

- Once values are complete for each assessment area, click **Save Assessment**
- Continue this until all residents have been assessed.
- After the last resident is assessed users receive a pop-up message asking them to proceed to certification.

Proceed with certification ? (Current RPED: 6/30/2014)

Attention! You have assessed all the residents at your facility for the current RPED.

Do you want to proceed with Certification ?

Proceed to Certification    Cancel

- Assessments are not considered submitted until certified.**



Important Note: Users can certify as often as needed. The best practice is to complete assessments and certify before going back to make any needed changes, recertifying as needed.

- Click **Proceed to Certification**.

Certified By Administrator or Designee

Last Name:  First Name:  Title:  Date: **08/25/2014**

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Contact Person

Last Name:  First Name:  Phone:  Email:

This report must be submitted no later than the 15<sup>th</sup> of the month following the end of the calendar quarter (RPED). An IAF must be submitted every quarter for each active resident as of the RPED. Penalties have been established for the non-submission of IAF data. Failure to submit this form and/or the resident assessment data may result in a reduction in the direct care component of the provider's rate.

- Complete the information and click **Certify**.
- A banner message tells users that certification was successful.

Resident Eligible for Assessments on: 6/30/2014

Certification Completed Successfully.

Provider No:

Search By SSN  Search By Last Name

Search by SSN:

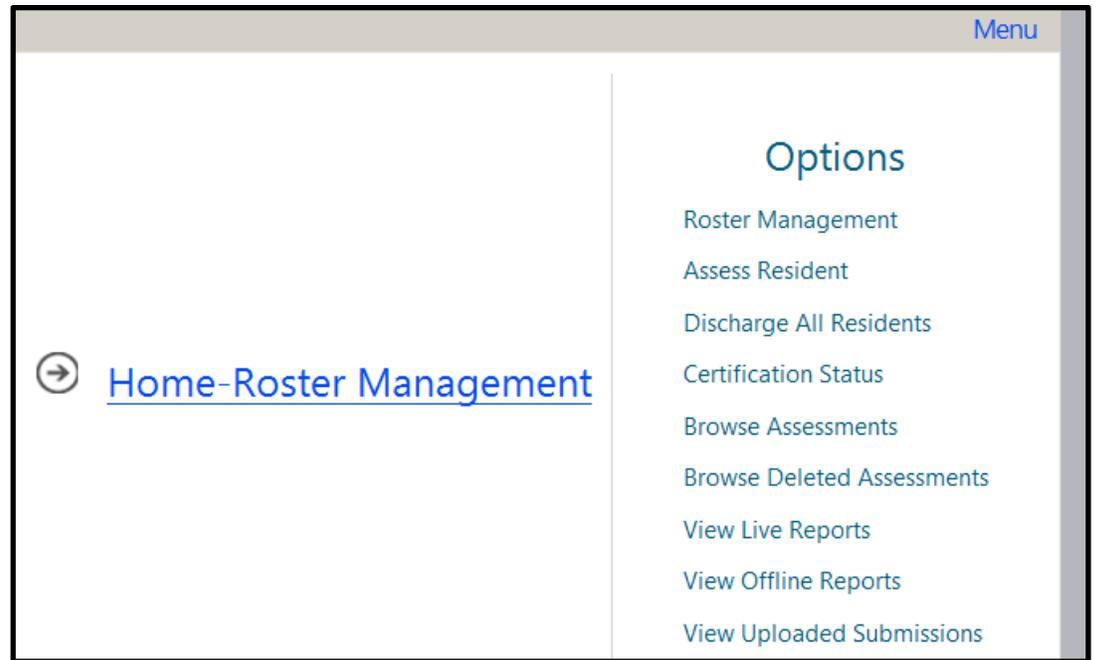
PageSize:

Provider #	First Name	Last Name	Init	Status	SSN	Medicaid #	DOB	Admission	Need to Certify?	Assessment Options
5555551	JOHN	DOE		Active	xxx-xx-xxxx	123456789123	1960-2-14	6/16/2014	No	Assess <input type="button" value="Edit"/>
5555551	MARK	ANTHONY		Active	xxx-xx-xxxx	234567891234	1961-7-4	6/16/2014	No	Assess <input type="button" value="Edit"/>

- From this page users can **Print Blank Assessment Form** or
- Click  after a resident's name to print the completed assessment form for that resident.

## Additional Menu Options

While **Roster Management** and **Assess Resident** may be the two menu options users will access most frequently, there are a number of other options available in the menu.



- **Discharge All Residents** – This option will allow a user to discharge all residents in a facility at one time. This option should only be used in the instance of a closure or conversion.

- **Certification Status** – This page allows users to see the certification status for each provider for which they are mapped.

There are three categories available:

1. **Providers Needing Initial Certification** – Providers listed here have no certification yet for the RPED. Providers in this category need certified to meet the rule requirement.

2. **Providers Needing Certification after Modification** – These providers have had at least an initial certification, but changes have been made since then that have not been recertified.



**Important Note:** Only the most recently certified assessments will be used in the calculation of case mix scores.

Providers Certification Status for RPED: 6/30/2014	
Providers Needing Initial Certification for the current RPED	
Page Size:	10
Export	
Provider Number	Provider Name
5555551	Alpha Villa
Providers Needing Certification after Modification of assessments for the current RPED	
<i>No Records to show.</i>	
Certified Providers for the current RPED	
<i>No Records to show.</i>	

3. **Certified Providers** – These providers have a completed certification. The goal each quarter is to have all providers in this category.

- **Browse Assessments** – View assessments from current and previous RPEDs. Select by **RPED, Year, and Provider #.**

This search calls up a list of each resident and an option to **View Assessments**, or **Print All Certified Assessments Form.**

Provider #	First Name	Last Name	Init	Status	SSN	Medicaid #	DOB	Admission	Modified Assessment	
5555551	JOHN	DOE		Active	xxx-xx-xxxx	123456789123	1960-2-14	6/16/2014	YES, modified after provider certification.	<a href="#">View Assessment</a>
5555551	MARK	ANTHONY		Active	xxx-xx-xxxx	234567891234	1961-7-4	6/16/2014	YES, modified after provider certification.	<a href="#">View Assessment</a>

- **Browse Deleted Assessments** – Much the same as the Browse Assessments screen, but this screen lists only deleted assessments.

An assessment might be deleted if it were completed for an individual who was subsequently discharged effective on a date prior to the RPED.

For example, a resident who is assessed on 6/30/14 but discharged shortly after with an effective discharge date of 6/29/14. In this example, the assessment would automatically be deleted since the resident was not active in the facility on the RPED. It is still available to view however as a deleted assessment.

- **View Live Reports** – Reports available for each provider for which a user is mapped.

Included are the Preliminary Quarterly, Final Quarterly, and Final Annual Case Mix Score reports that you have previously only available online in PDF format. These reports now run in real time and can be viewed as information becomes available.

The Preliminary report is available for view once the provider certifies all assessments for the RPED. See page 14 for more information about certifying assessments.

Preliminary Reports can be run for the RPED at any time until the Grace Period is over.

There are also two new reports available for Question and RAC group frequency by provider and RPED.

These reports are available beginning with the initial Go Live RPED (9/30/14) and after.

- **View Offline Reports** –Quarterly and annual reports posted online beginning with Phase 1 and starting with the 3/31/13 RPED through the 6/30/14 RPED. These historical reports will not be updated and will eventually become unavailable.
- **View Uploaded Submissions** – This option takes users to the IAF Phase 1 homepage which lists all files previously uploaded. This option, like Offline Reports, is historical so it too will not be updated and eventually become unavailable.