

Guardian Reporting Instructions

Summary

- DODD has released an update that will affect the way current Guardians in Imagine Counties can access their individuals' information.
- Below are the steps for how a Guardian can pull a report from the Imagine Portal showing the individuals for which they are associated with as the Guardian

Detail

- 1. Generate Guardian Report to view all associated individuals under a specific guardian:**

Login to portal as a guardian and click on Guardian reports tab on the top navigation bar.



Select Associated Individuals from the Report Dropdown.



The report will display in the section below the Select Report dropdown.

The screenshot shows the Ohio Department of Developmental Disabilities website. The header includes the "Ohio" logo and "Department of Developmental Disabilities". A blue navigation bar contains links for Home, Agreements, Bill of Rights, Due Process, and Guardian Reports. Below the navigation bar, there is a "Report:" label and a dropdown menu with "Select a Report" selected. The main content area displays a report titled "abc def - Guardian Report". Above the report is a toolbar with navigation icons, a page indicator "1 of 1", a zoom level of "100%", and a search box. The report itself is a table with the following columns: Individual Name, DoDD#, Medicaid #, Reporting County, DOB, and Assigned SSA. The data rows are redacted with a black box.

The report can also be downloaded in the following formats:

The screenshot shows a download menu with the following options:

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word