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THE OHIO DEPARTMENT OF MRDD

Your Monthly Update For Individual Information Form (IIF) and Individual Data System (IDS) News!

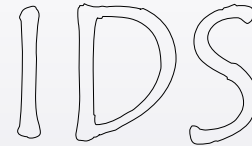
Individual Data System (IDS) e-Bulletin

IDS Training—SIGN UP TODAY!

A total of ten IDS web conference training sessions are currently scheduled via a web conferencing site called DimDim (go to www.DimDim.com for more information). Each session requires a special plug-in to view the training so please visit the site to ensure that you have the appropriate software before signing up.

In addition, six in-person sessions are scheduled at the Columbus Developmental Center training room at 1601 W Broad St, Columbus OH. Please go to the ODMRDD website (www.mrdd.ohio.gov), look for the training link at the bottom of the home page, and sign up for a session.

Issue 14—August 2009



For copies of the IDS screenshots, the data conversion document and/or the xml schema, contact Leslie Minnich at leslie.minnich@dmr.state.oh.us

Newsletter Spotlight



IDS_CREATE

NOTICE OF IDS TRAINING—Update

**IDS TRAININGS
ARE SCHEDULED
FOR 8.17.09 -
8.20.09
(2 SESSIONS/DAY)**

**Signed up for an IDS
training session via
DimDim? Watch your e-mail
for your invitation link to
access your session.**

IDS User Roles—IDS_CREATE

As indicated in the July IDS e-Bulletin, each county will be allotted two IDS_Create roles. IDS_Create is the **ONLY** role that allows county/COG staff to create new IDS and Waiting List records, transfer individuals to/from another county, add an associate county to the individual, and xml upload/download IDS file information to the department. This role will not be automatically assigned to any staff in a county/COG based on current IIF security roles. If your county/COG currently has more than two staff who are able to perform any or all of these IDS_Create functions we strongly encourage you to discuss which staff will be assigned this role in the future. When making this determination, please remember that counties/COGs may have as many IDS_Edit roles as they need to update records for individuals in the county/COG. Reports, Cognos Cubes and other Resources will continue to be available to everyone as before.

The primary reason for the restriction in the number of new IDS_Create roles being allocated to each county/COG is that these users can access protected health information about individuals statewide, and such broad access has HIPAA implications. A secondary reason is the significant number of duplicate individuals that are created in the system.

We know some counties, especially the larger ones, may have a need for more than two IDS_Create roles. If you county/COG wishes to request additional IDS_Create roles, please send an e-mail to leslie.minnich@dmr.state.oh.us requesting an additional allocation. Please identify how many staff currently have IIF security to CREATE NEW records, and the number of new IDS_Create and IDS_Edit roles you feel that you need. The department will review your request and make a final determination.



IF YOU HAVE NOT ALREADY DONE SO, PLEASE GO TO THE ODMRDD APPLICATION PORTAL TO OBTAIN A SECURITY AFFIDAVIT FOR YOUR IDS_CREATE USERS! Fax the security affidavits to ODMRDD to the number on the form. If no one in your county/COG applies for IDS_Create prior to August 21, 2009, you will not have anyone in your county/COG that will be able to perform these important functions when IDS "goes live"!

Questions, comments or to be removed from the listserv— contact leslie.minnich@dmr.state.oh.us