

# THE EXCELLENCE NETWORK



## Meeting Minutes

7/21/23

- **Old Business/Updates**

- **LCBDD Provider Staffing Assistance** – CB staff helping fill DSP hrs. Let David know if you need an update on the process.
- **Upcoming Med Admin training** – Aug. 7 & 8- In-Person Initial Med. Admin. class at LCBDD office
  - Link to register: <https://reg.planetreg.com/E12210241676305>
  - LCBDD is the code
  - Registration will close August 1

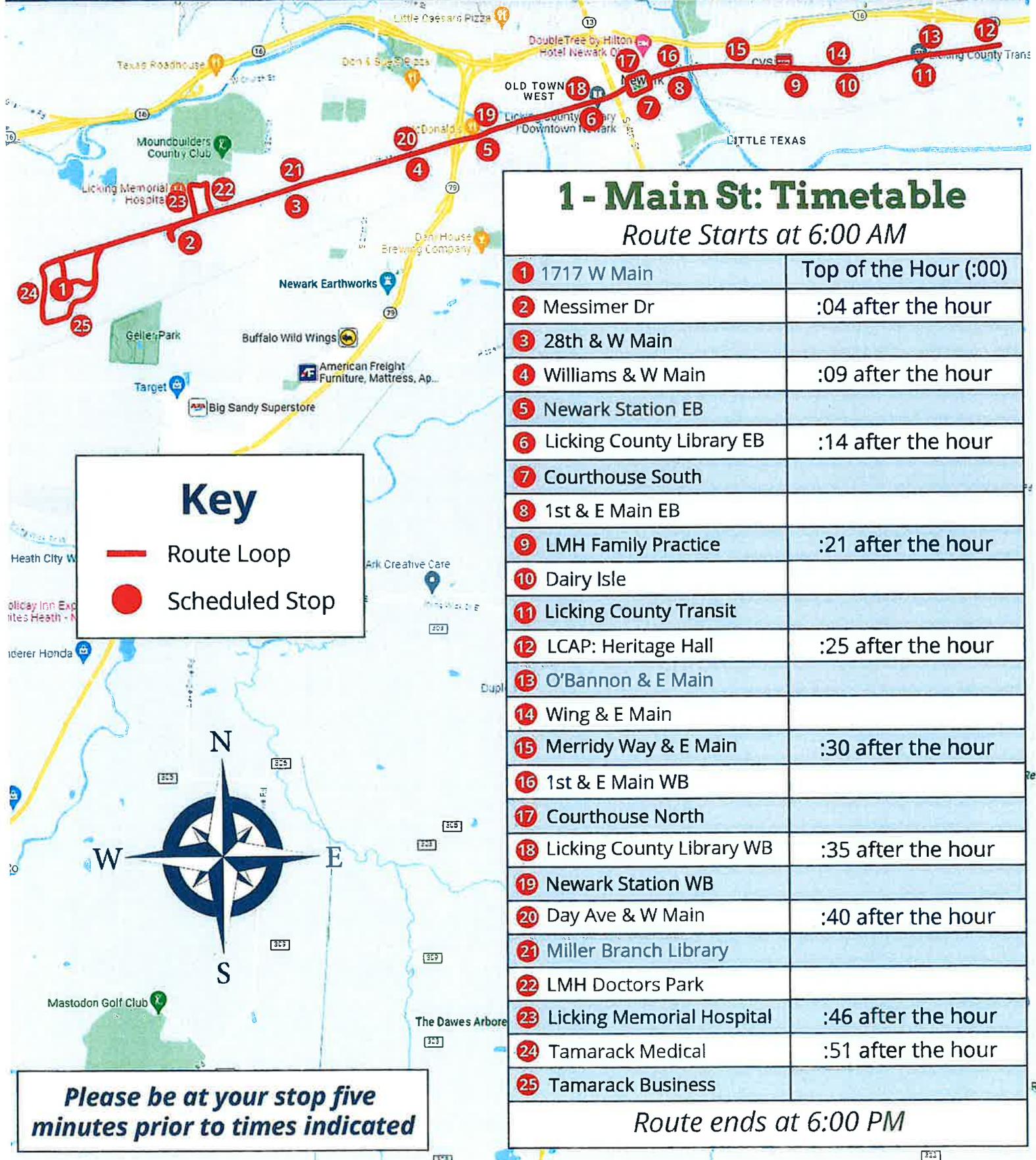
- **New Business**

- **NEW Email address for Provider billing issues-** [ProviderBillingIssues@lcountydd.org](mailto:ProviderBillingIssues@lcountydd.org)
  - Please send all billing-specific issues to this email
    - This would not include requests to authorize additional services (please email SCs on those sorts of requests)
- **OISP starts August 16<sup>th</sup> in Licking Co!** All SCs will begin using the OISP on that date.
  - **Providers will access the OISP through Brittco-** here's how
    - OSIP slides attached to email

**Next Mtg: 10:00, Friday, August 18<sup>th</sup>  
(location to be determined)**



# Licking County *transit* BUS STOP SCHEDULE



**Key**

- Route Loop
- Scheduled Stop



## 1 - Main St: Timetable

*Route Starts at 6:00 AM*

1	1717 W Main	Top of the Hour (:00)
2	Messimer Dr	:04 after the hour
3	28th & W Main	
4	Williams & W Main	:09 after the hour
5	Newark Station EB	
6	Licking County Library EB	:14 after the hour
7	Courthouse South	
8	1st & E Main EB	
9	LMH Family Practice	:21 after the hour
10	Dairy Isle	
11	Licking County Transit	
12	LCAP: Heritage Hall	:25 after the hour
13	O'Bannon & E Main	
14	Wing & E Main	
15	Merridy Way & E Main	:30 after the hour
16	1st & E Main WB	
17	Courthouse North	
18	Licking County Library WB	:35 after the hour
19	Newark Station WB	
20	Day Ave & W Main	:40 after the hour
21	Miller Branch Library	
22	LMH Doctors Park	
23	Licking Memorial Hospital	:46 after the hour
24	Tamarack Medical	:51 after the hour
25	Tamarack Business	

***Please be at your stop five minutes prior to times indicated***

*Route ends at 6:00 PM*

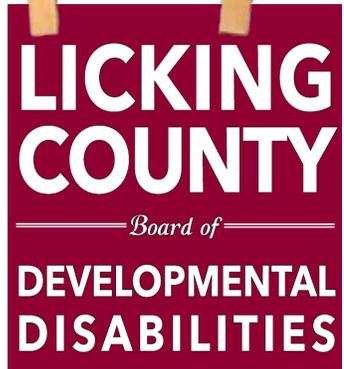


## Interacting with the OhioISP using Brittco

*presented by...*



**Ericka Haines**  
**LCBDD Training**  
**Coordinator**



# Access to Brittco

- Every provider rendering services in Licking County has the ability to access the Licking County Board of DD Brittco via <https://lickingcb.brittcosoftware.com/login>.
  - LCBDD has set up at least one admin level user per provider who can add additional users/staff.

Log-in

**LICKING COUNTY**  
— Board of —  
DEVELOPMENTAL DISABILITIES

E-Mail Address

Password

**TIP**

If you have never logged into the software before, you will need to create a password using the “Forgot Your Password” link which will email you a link to set up your password.

Reset Password

E-Mail Address

Password   
Minimum of 6 characters.  
Must include at least one number, uppercase and lowercase letter.

Confirm Password

# Who can log in to Brittco?

- If anyone other than the admin level user wants to log in to Brittco, they must be added as a staff member.
  - The admin level user is responsible for adding additional users directly in Brittco.

The screenshot displays the Brittco web application interface. At the top left, the Brittco logo and a user profile 'Test E TEST' are visible. The main navigation bar includes a 'Staff' tab (highlighted with a red box and the number '1') and a 'Dashboard' tab. Below the navigation, the 'Staff' management page is shown, featuring a search bar and a '+ Create New Staff' button (highlighted with a red box and the number '2'). A table with columns for 'Name', 'Email', and 'User Group' is partially visible. On the right side, a modal window titled 'Create a New Staff Member' (highlighted with a red box and the number '3') is open. This modal contains input fields for 'First Name', 'Last Name', and 'Email Address'. Below these fields is a checkbox labeled 'Admin' with a description: 'Can submit incident reports to county board, manage staff accounts and manage local funding.' At the bottom of the modal are 'Create Staff' and 'Cancel' buttons.

# Viewing plans in Brittco

- Once all signatures have been obtained and the Service Coordinator has published the OhioISP, you will be able to log in to Brittco to see the OhioISP.
  - There is a link for “OhioISP” on the left for you to click on which will display all plans published for people you support.
  - Clicking “View” allows you to see the plans and using the sub menu under “Actions” allows you to “Download PDF” if you would like to save a copy to your files.

The screenshot shows the Brittco web application interface. On the left, a navigation menu is visible with the following items: Staff, OhioISP (highlighted with a red box), Local Funding, Incidents, and Reports. The main content area features a search and filter section with the following fields: Client (Ross, Bob (8/1/08)), Case Manager, Plan Year, and Status. An 'Apply Filters' button is located to the right of these fields. Below the search section is a table with the following columns: Name, Span Date, Case Manager, Version, Effective Date, and Status. The table contains one row of data: Ross, Bob, 06/01/2022 - 05/31/2023, Ericka Haines, Annual, 06/01/2022, and Published. A 'View' button is highlighted with a red box next to the 'Published' status. To the right of the table, there is a 'Back to OhioISPs' button and an 'Actions' dropdown menu. The 'Actions' menu is open, showing a 'Download PDF' button highlighted with a red box.

Name	Span Date	Case Manager	Version	Effective Date	Status	
Ross, Bob	06/01/2022 - 05/31/2023	Ericka Haines	Annual	06/01/2022	Published	<a href="#">View</a>

# Speaking of signing plans in Britto

- Electronic signatures are the preferred method for the OhioISP and can be offered using Brittco in two ways:
  1. “Send Request”-The Service Coordinator can email you a link to sign- the link allows one time access to sign the plan on a cell phone using your finger, on a tablet using a finger or stylus, or using a mouse on a desktop/laptop. (for security, the link expires after 7 days)
  2. “Sign Now”-The Service Coordinator can pull up the plan on their iPad while they are with you and you can sign the plan live during the meeting using your finger or a stylus.

This message originated from outside of your organization do not click or open links unless you know and trust the sender.

Brittco Software

Hello Sad Panda,

The following document is in need of your signature: **OhioISP**.  
Click the button below to sign the document.

[Sign the Document](#)

For security purposes, this link will expire 1 week after receiving this

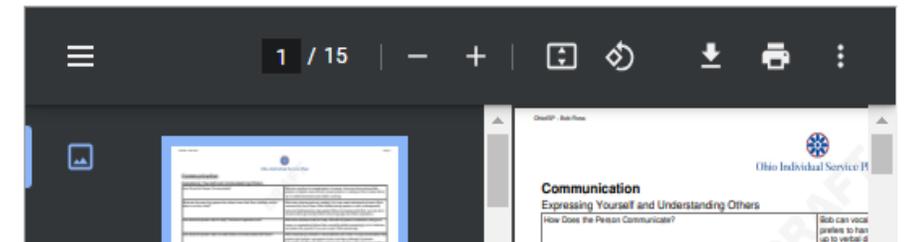
I understand that I can change my mind at any time. I just need to let my SSA / QIDP know.	<input type="radio"/> Yes <input type="radio"/> No
I understand I can contact someone at my Provider Agency if I want to file a complaint.	<input type="radio"/> Yes <input type="radio"/> No
I agree this plan contains supports to meet my health and welfare needs.	<input type="radio"/> Yes <input type="radio"/> No
Individual rights have been reviewed with me.	<input type="radio"/> Yes <input type="radio"/> No
I understand the purpose, benefits, and potential risks. I agree and consent to this entire plan.	<input type="radio"/> Yes <input type="radio"/> No
Technology solutions have been explored by my team and me.	<input type="radio"/> Yes <input type="radio"/> No
The Free Choice of Provider has been explained and I have been given the Free Choice of Provider fact sheet.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
I have been given my due process rights.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
I have been given information on residential options.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Signature

Name

[Sign](#)

Please review the document below and then sign your name in the box above. By clicking the "Sign" button, you are signing this electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.



# What if I have the provider version of Brittco software?

- There is a way that your provider software can be sync'd with Licking County Board of DD's Brittco software.
  - If you are interested in this, let your Provider Support Coordinator know and they will work with LCBDD IT/Brittco to get the software to sync with each other.
    - ❖ For example- if you enter incidents in your provider software, it will flow over to our county board software after we are sync'd together.



Individual:

Assigned SSA:

DODD Number:

Service Information

Funding Source Group: WVR

Provider:

Start Date: 7/1/2022

End Date: 5/31/2023

Units for Planning:

How Often:

How Much: 335

Rollup Code: ADL

Rollup Desc:HPC - DBU

Item Description:

Schedule Notes:

Billing Information

Billing Units Per Fund Year:

Rate Per Fund Year:

Rate Per Billing Unit:

FY1 Units: 0

FY1 Total Cost: \$0.00

FY2 Units: 335

FY2 Total Cost: \$66,343.06

Units: 335

FY Total Cost: \$66,343.06

Service Information

Funding Source Group: WVR

Provide

Start Date: 6/1/2022

End Date: 6/30/2022

Units for Planning:

How Often:

How Much: 334

Rollup Code: ATN

Rollup Desc:HPC Transportation

Item Description:

Schedule Notes:

Billing Information

Billing Units Per Fund Year:

Rate Per Fund Year:

Rate Per Billing Unit:

FY1 Units: 334

FY1 Total Cost: \$172.26

FY2 Units: 0

FY2 Total Cost: \$0.00

Units: 334

FY Total Cost: \$172.26

# Funding and the OhioISP- What will it look like and what information will I see?

- First, let's take a look back at what Imagine funding looked like in the plan.
  - Spanned multiple pages, not easy to read, no DDP or AAI info.

# Funding and the OhioISP- What will it look like and what information will I see?

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES

Cost Projection Report

Site Name: \_\_\_\_\_ Client #: \_\_\_\_\_ Medicaid #: \_\_\_\_\_  
 Individual: \_\_\_\_\_ Type: I/O \_\_\_\_\_ Status: ENRL  
 Waiver Span: 6/1/2023 - 5/31/2024 **DDP Funding Level: 3** **AAI Group: A**  
 Is Authorized: Yes

Waiver Cost Projection Details:

PAWS Roll-Up Code	Service Code	Provider Contract Number	Provider Name	Service Begin Date	Service End Date	FP	Max Units per FP	Staff Size	Group Size	Based Service Rate	Total Authorized Units	Total Authorized Cost
ADL				6/1/2023	6/30/2023						30	\$5,804.63
ADL				7/1/2023	5/31/2024						336	\$66,596.86
ATN				6/1/2023	6/30/2023						292	\$162.60
ATN				7/1/2023	5/31/2024						3,208	\$1,787.40
A25				6/1/2023	6/29/2023						225	\$380.25
A25				7/6/2023	5/30/2024						2,350	\$3,971.50
A35				6/1/2023	6/29/2023						18	\$361.62
A35				7/6/2023	5/30/2024						188	\$3,776.92
<b>Total</b>												<b>\$82,841.78</b>

- Now with the OhioISP, Services and Support details will be described in the OhioISP assessment areas as well as the Service and Support section, but you will also receive a funding form with service details AND a copy of the PAWS with the new authorized funding.
  - The PAWS is handy as it provides all information, including AAI and DDP info, all on one page.

# What is LCBDD providing staff to help them transition into OhioISP conversations?

- LCBDD has created several pieces of custom curriculum to support staff, including:
  - OhioISP Funding Crosswalk- reference document that maps out needs to service definitions, service definitions to service type to be used on funding form/in plan, and provides important notes or good to know information that should be added (searchable by keyword using Ctrl F).
  - LCBDD OhioISP Guide- 12 page document that guides staff through completing each section of the OhioISP, including tips/reminders/outcome coaching/service and support guidance.
  - LCBDD OhioISP Funding Form- Form in Brittco that allows staff to request for finance authorization for services, all service types can be entered on one form instead of via individual service listings which was required in Imagine.
  - Resource Document- Preparing for the OhioISP Conversation- Gives tips to encourage quality communication, incorporating trauma informed care into conversation, focusing on change (not existing supports), and encouraging a staff to dig deeper to discover communication preferences.
  - Resource Document- Crisis Cycle and De-escalation- What each stage represents and tips for de-escalation.

AND  
MORE!



**Interacting with the OhioISP using Brittco**

