

Log In and select "Enter Case Notes"

The screenshot shows a web browser window with the address bar displaying "ohioDD.com". The page title is "DC8DD Fiscal Support - Outlo...". The main content area is titled "Login Complete" and "Please select from one of the following Services:". A large black arrow points down to the "Enter Case Notes" button in the "Case Notes" section. The services are organized into two rows of four columns each. Each column has a title, a button, and a link to "Instructions".

Utilization Review	County Billing	Case Notes	Demographics
Utilization Review	Enter/Change Billing	Enter Case Notes	View Demographics
Instructions	View Previous Billing	Instructions	Instructions
	Instructions		

Payment Review	Billing File Verification	PAS Information	Plan Information
Payment Review	Billing File Verification	View PAS By Name	View Plans By Name
Instructions	Instructions	Instructions	Instructions

If you have any problems using these services, please click [here](#).
Please do not use your web browser's 'Back' button when using ohioDD.com. Each web page has controls to navigate through the service. If you are in a service and want to use a different service, select the 'Services' tab at the top of the web page to return to this menu. Once you are done using ohioDD.com, please select the 'Log Off' tab and close your web browser to free up resources for other users.

Would you like to store your password for ohioDD.com? Why am I seeing this? [Yes](#) [Not for this site](#)

Review the dates on the report received from the County Board to see which notes need to be credited. They will show up in RED.

Time Analysis.PDF - Adobe Acrobat

File Edit View Window Help

Create

1 / 1 90.8%

Tools Comment Share

02/09/2017 11:41

Time Analysis

Page 1 of 1

Overlapping Days - by Case Manager

01/20/2017

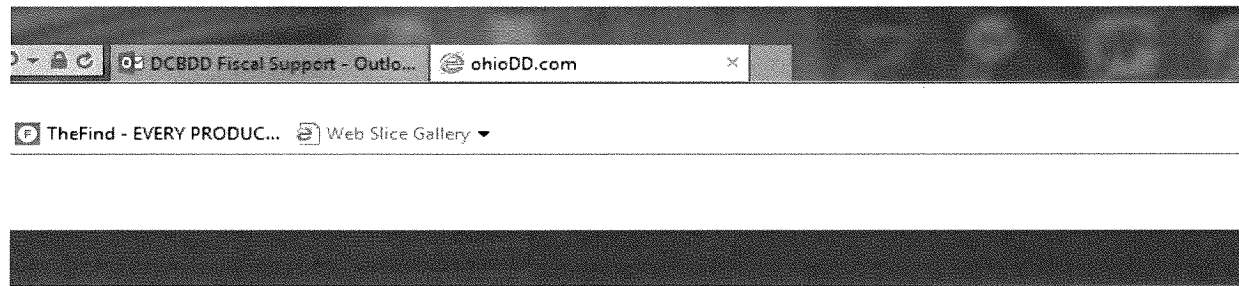
Start	End	Svc.	Name
09:00A	10:00A	ESP	
10:30A	11:15A	KST	
12:00P	01:00P	ESP	
01:15P	02:15P	ESP	
02:30P	03:45P	ESP	
03:30P	04:30P	ESP	
04:40P	05:40P	ESP	

01/26/2017

Start	End	Svc.	Name
09:00A	10:00A	ESP	
10:00A	11:00A	ESP	
11:30A	12:30P	ESP	
12:15P	01:15P	KST	
01:15P	02:15P	KST	
02:30P	03:45P	ESP	

* Indicates overlapping notes > indicates a group note C indicates credited note

Use the filters in OhioDD.com to show the date, service code and name of the person for the incorrect note that needs to be credited. If you have more than one service code you need to credit, leave the "Service" field blank. If you have more than one person you need to credit, leave the "Consumer" field blank. If you only have one person and one service code to credit, you can populate these fields.



Case Notes for:

Case Note Summary					
Total	Not Sent	Sent	Received	Rejected	Non-Billable
109	1	0	108	0	0

Show Reports

Show Warnings

Show Timeout Warning: ☒

Filter Options:

From (Service Date) To

01 20 2017 01 26 2017

From (Date Entered) To

2017 2017

Service

Type

Status

Billable

Consumer

Case Manager

Set to Default

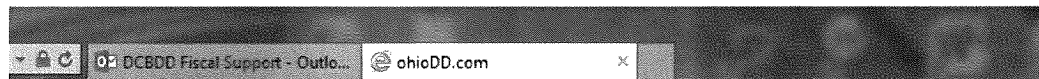
Clear Filters

Show Notes

Enter a New Note

Send Notes

When you have the correct filters, click “Show Notes.”



TheFind - EVERY PRODUC... Web Slice Gallery ▼



Case Notes for:

Case Note Summary					
Total	Not Sent	Sent	Received	Rejected	Non-Billable
109	1	0	108	0	0

Show Reports

Show Warnings

Show Timeout Warning: ☒

Filter Options:

From	(Service Date)	To	From	(Date Entered)	To
01	20	2017	01	26	2017
Service	Type	Status	Billable		
			Yes		
Consumer		Case Manager			

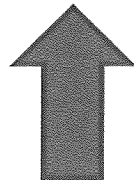
Set to Defaults

Clear Filters

Show Notes

Enter a New Note

Send Notes



This will show all notes for each person served between the dates filtered. If you only filter one person and one service code, you will only see that note.



Online Shop... TheFind - EVERY PRODUC... Web Slice Gallery



Case Notes for:

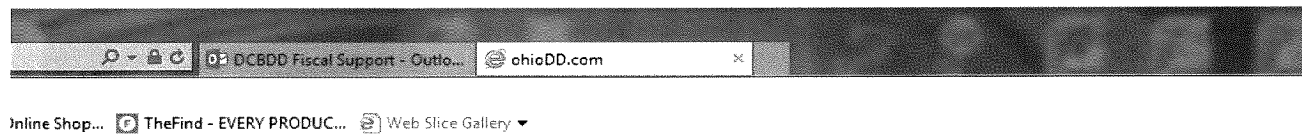
Please check your filter settings if you do not see expected Case Notes

[Show Filters](#)
[Refresh](#)
[Show Reports](#)
[Enter a New Note](#)
[Send Notes](#)

View Note	Consumer Name	Service Date	Service Code	Case Manager	Start Time	End Time	Date Entered	Type	Latest Date Sent	Status	View History
<input type="radio"/>	[REDACTED]	01/20/17	KST	[REDACTED]	10:30 AM	11:15 AM	01/23/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	09:00 AM	10:00 AM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	11:30 AM	12:30 PM	02/06/17	Credit		Not Sent	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	11:30 AM	12:30 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	04:40 PM	05:40 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	12:00 PM	01:00 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/23/17	ESP	[REDACTED]	06:45 PM	07:45 PM	02/05/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/24/17	ESP	[REDACTED]	09:05 AM	10:05 AM	02/05/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	10:00 AM	11:00 AM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/23/17	ESP	[REDACTED]	04:30 PM	05:45 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/24/17	ESP	[REDACTED]	10:25 AM	11:25 AM	02/05/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/26/17	KST	[REDACTED]	01:15 PM	02:15 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/26/17	KST	[REDACTED]	12:15 PM	01:15 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/23/17	ESP	[REDACTED]	09:30 AM	10:30 AM	02/05/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	02:30 PM	03:45 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	03:30 PM	04:30 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	09:00 AM	10:00 AM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	01:15 PM	02:15 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/24/17	ESP	[REDACTED]	08:00 AM	09:00 AM	02/04/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	02:30 PM	03:45 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>

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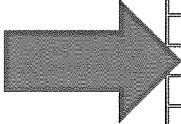
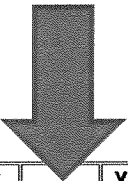
Click "View Note" next to the incorrect note you need to credit. You can also see the type and status of notes from this page.



Case Notes for:

Please check your filter settings if you do not see expected Case Notes

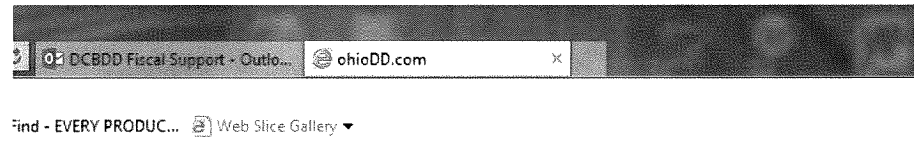
[Show Filters](#) [Refresh](#) [Show Reports](#) [Enter a New Note](#) [Send Notes](#)



View Note	Consumer Name	Service Date	Service Code	Case Manager	Start Time	End Time	Date Entered	Type	Latest Date Sent	Status	View History
	[REDACTED]	01/20/17	KST	[REDACTED]	10:30 AM	11:15 AM	01/23/17	Normal	02/06/17	Received	
	[REDACTED]	01/20/17	ESP	[REDACTED]	09:00 AM	10:00 AM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/26/17	ESP	[REDACTED]	11:30 AM	12:30 PM	02/06/17	Credit		Not Sent	
	[REDACTED]	01/26/17	ESP	[REDACTED]	11:30 AM	12:30 PM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/20/17	ESP	[REDACTED]	04:40 PM	05:40 PM	02/06/17		02/06/17	Received	
	[REDACTED]	01/20/17	ESP	[REDACTED]	12:00 PM	01:00 PM	02/06/17		02/06/17	Received	
	[REDACTED]	01/23/17	ESP	[REDACTED]	06:45 PM	07:45 PM	02/05/17		02/06/17	Received	
	[REDACTED]	01/24/17	ESP	[REDACTED]	09:05 AM	10:05 AM	02/05/17		02/06/17	Received	
	[REDACTED]	01/26/17	ESP	[REDACTED]	10:00 AM	11:00 AM	02/06/17		02/06/17	Received	
	[REDACTED]	01/23/17	ESP	[REDACTED]	04:30 PM	05:45 PM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/24/17	ESP	[REDACTED]	10:25 AM	11:25 AM	02/05/17	Normal	02/06/17	Received	
	[REDACTED]	01/26/17	KST	[REDACTED]	01:15 PM	02:15 PM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/26/17	KST	[REDACTED]	12:15 PM	01:15 PM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/23/17	ESP	[REDACTED]	09:30 AM	10:30 AM	02/05/17	Normal	02/06/17	Received	
	[REDACTED]	01/20/17	ESP	[REDACTED]	02:30 PM	03:45 PM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/20/17	ESP	[REDACTED]	03:30 PM	04:30 PM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/26/17	ESP	[REDACTED]	09:00 AM	10:00 AM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/20/17	ESP	[REDACTED]	01:15 PM	02:15 PM	02/06/17	Normal	02/06/17	Received	
	[REDACTED]	01/24/17	ESP	[REDACTED]	08:00 AM	09:00 AM	02/04/17	Normal	02/06/17	Received	
	[REDACTED]	01/26/17	ESP	[REDACTED]	02:30 PM	03:45 PM	02/06/17	Normal	02/06/17	Received	

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On this page, you will see the note you previously entered. At the bottom, click "Credit."



Selected Case Note:

Type: Normal Status: Received

Service Date (MM/DD/YYYY): 01 / 20 / 2017

Consumer: [Redacted]

Service Code: ESP [Change]

Case Manager: [Redacted]

Start Time (HH:MM AM/PM): 03 : 30 PM

End Time (HH:MM AM/PM): 04 : 30 PM

No. of Consumers: 1 Minutes: 60 Units: 4 Units Left: 119*

*Assumes 15 minutes per unit; does not include unpaid Case Notes.

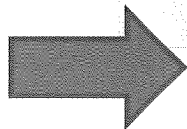
Location: U: Community

Service: WI: Other

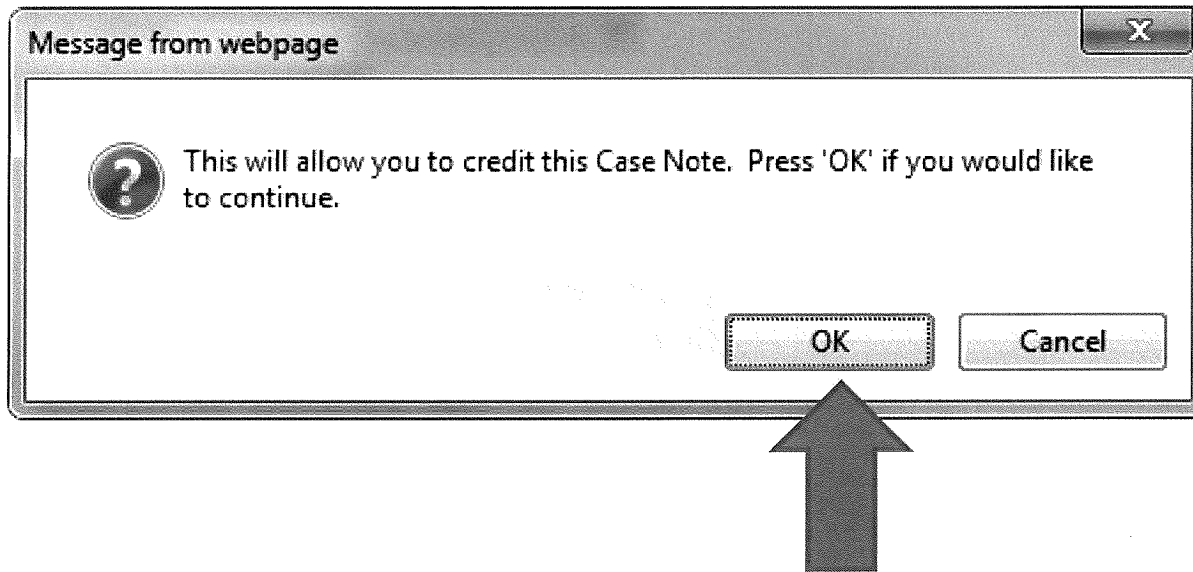
Contact: I: Individual

Enter Notes: Billable: Yes

Credit Show Notes Enter a New Note Print



A pop-up will show asking if you would like to continue. Click "OK."



Click the “Copy To Re-Send” button to adjust your note. Note any warnings that show up regarding available units. Notice in this example the case note was entered from 9 am to 10 pm, creating a 52 unit note.

Selected Case Note:

Type: Credited Status: Received

Service Date (MM/DD/YYYY): 11/22/2016

Consumer:

Service Code: CSP Change

WARNING: The 52 unit(s) (780 minutes) entered for this Case Note exceeds the current available units.

Case Manager:

Start Time (HH:MM AM/PM): 09:00 AM

End Time (HH:MM AM/PM): 10:00 PM

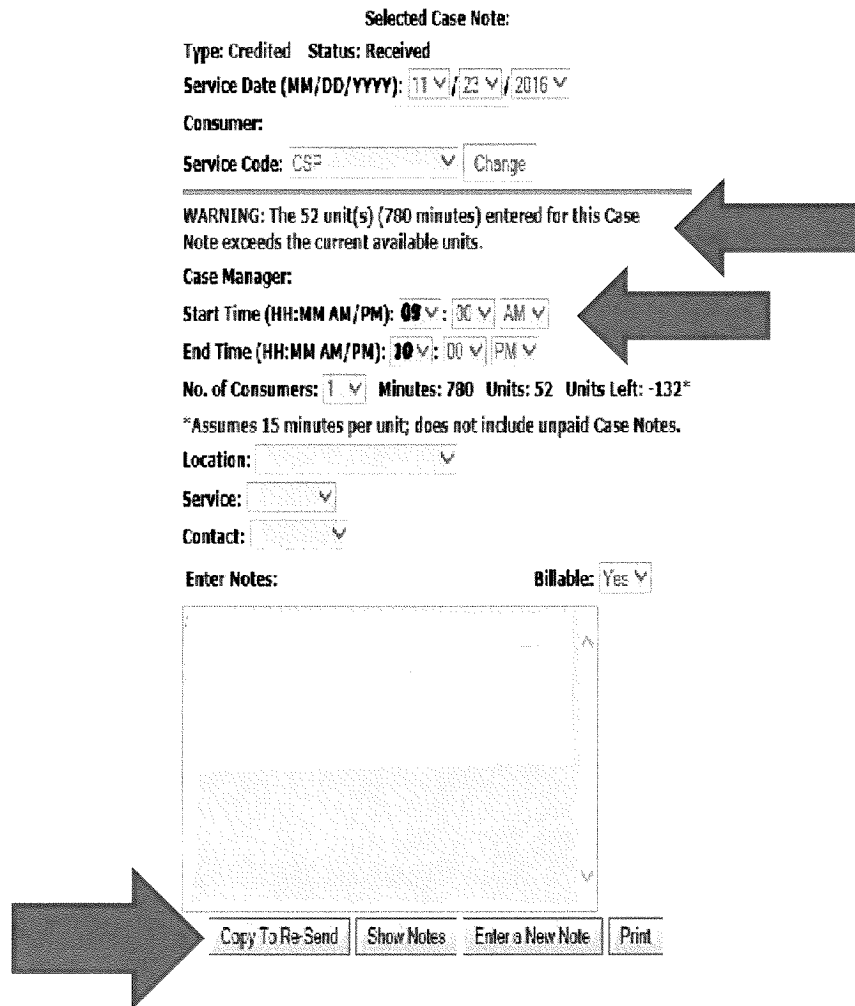
No. of Consumers: 1 Minutes: 780 Units: 52 Units Left: -132*

*Assumes 15 minutes per unit; does not include unpaid Case Notes.

Location: Service: Contact:

Enter Notes: Billable: Yes

Copy To Re-Send Show Notes Enter a New Note Print



You can make changes to any field on this screen underneath the line. Click "Save" when you are done. The warning still shows since the previously billed 52 units are not backed out in the County Board's system yet.

Selected Case Note:

Type: Normal Status: Not Sent

Service Date (MM/DD/YYYY): 11/23/2016

Consumer:

Service Code: CSP

WARNING: The 4 unit(s) (60 minutes) entered for this Case Note exceeds the current available units.

Case Manager:

Start Time (HH:MM AM/PM): 09:00 AM

End Time (HH:MM AM/PM): 10:00 AM

No. of Consumers: 1 Minutes: 60 Units: 4 Units Left: -136*

*Assumes 15 minutes per unit; does not include unpaid Case Notes.

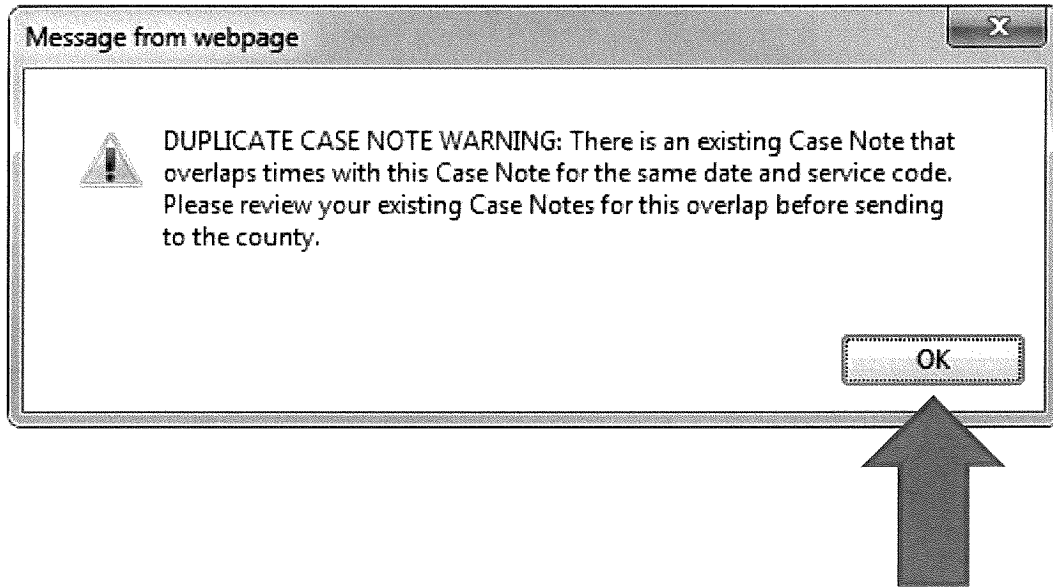
Location:

Service:

Contact:

Enter Notes:

You will get a duplicate case note warning if you have more than one note with overlapping dates and times. Click "OK."



Check all the fields of the note shown. If you determine it is a duplicate, you can delete it by clicking the “Delete” button.

Selected Case Note:

Type: Credited Status: Not Sent

Service Date (MM/DD/YYYY): 11/23/2016

Consumer:

Service Code: CSP Change

WARNING: The 52 unit(s) (780 minutes) entered for this Case Note exceeds the current available units.

Case Manager:

Start Time (HH:MM AM/PM): 09:30 AM

End Time (HH:MM AM/PM): 10:00 PM

No. of Consumers: 1 Minutes: 780 Units: 52 Units Left: -184*

*Assumes 15 minutes per unit; does not include unpaid Case Notes.

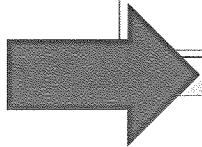
Location:

Service:

Contact:

Enter Notes:

Billable: Yes



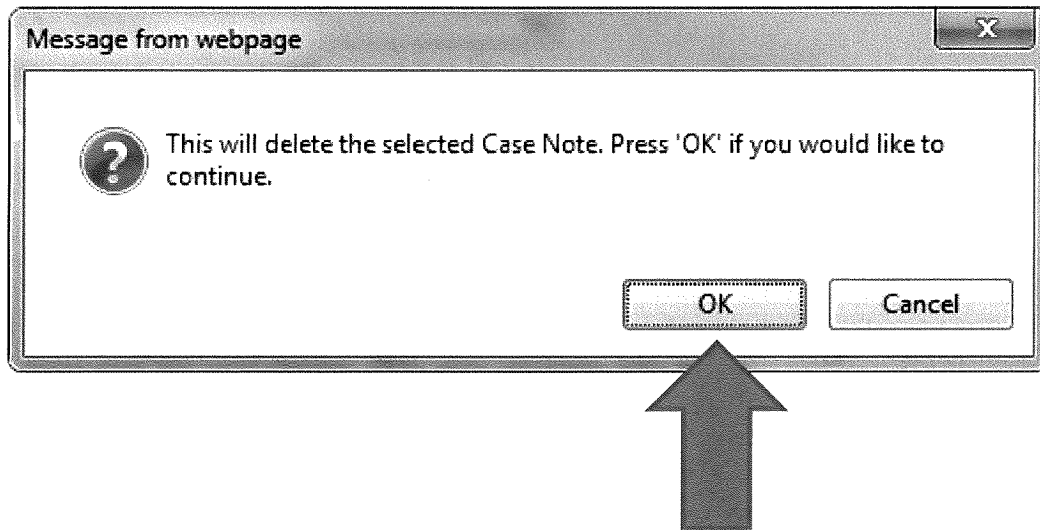
Delete

Show Notes

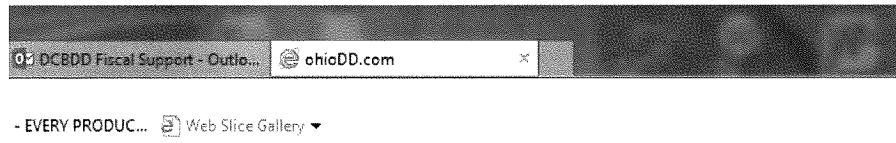
Enter a New Note

Print

You will get a pop-up asking if you're sure you want to delete the selected note. Click "OK" if you do.



Or you can select "Show Notes" to go back to the previous screen to check the status of your credited note.



Selected Case Note:

Type: Credit Status: Not Sent

Service Date (MM/DD/YYYY): 01 / 20 / 2017

Consumer: [Redacted]

Service Code: ESP Change

Case Manager: [Redacted]

Start Time (HH:MM AM/PM): 03 : 30 PM

End Time (HH:MM AM/PM): 04 : 30 PM

No. of Consumers: 1 Minutes: 60 Units: 4 Units Left: 115*

*Assumes 15 minutes per unit; does not include unpaid Case Notes.

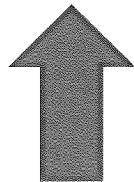
Location: U: Community

Service: WI: Other

Contact: I: Individual

Enter Notes: Billable: Yes

Show Notes Enter a New Note Print



Case Notes for:

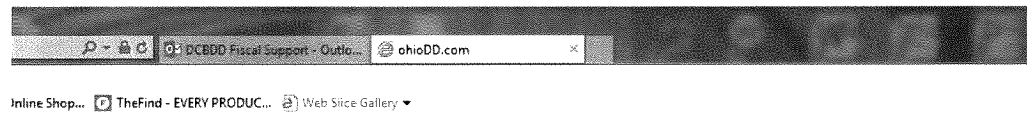
Please check your filter settings if you do not see expected Case Notes

Show Filters Refresh Show Reports Enter a New Note Send Notes

View Note	Consumer Name	Service Date	Service Code	Case Manager	Start Time	End Time	Date Entered	Type	Latest Date Sent	Status	View History
<input type="radio"/>		01/20/17	KST		10:30 AM	11:15 AM	01/23/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/20/17	ESP		09:00 AM	10:00 AM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/26/17	ESP		11:30 AM	12:30 PM	02/06/17	Credit		Not Sent	<input type="radio"/>
<input type="radio"/>		01/26/17	ESP		11:30 AM	12:30 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/20/17	ESP		04:40 PM	05:40 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/20/17	ESP		12:00 PM	01:00 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/23/17	ESP		06:45 PM	07:45 PM	02/05/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/24/17	ESP		09:05 AM	10:05 AM	02/05/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/26/17	ESP		10:00 AM	11:00 AM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/23/17	ESP		04:30 PM	05:45 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/24/17	ESP		10:25 AM	11:25 AM	02/05/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/26/17	KST		01:15 PM	02:15 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/26/17	KST		12:15 PM	01:15 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/23/17	ESP		09:30 AM	10:30 AM	02/05/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/20/17	ESP		02:30 PM	03:45 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/20/17	ESP		03:30 PM	04:30 PM	02/06/17	Credit		Not Sent	<input type="radio"/>
<input type="radio"/>		01/20/17	ESP		03:30 PM	04:30 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/26/17	ESP		09:00 AM	10:00 AM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/20/17	ESP		01:15 PM	02:15 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/24/17	ESP		08:00 AM	09:00 AM	02/04/17	Normal	02/06/17	Received	<input type="radio"/>
<input type="radio"/>		01/26/17	ESP		02:30 PM	03:45 PM	02/06/17	Normal	02/06/17	Received	<input type="radio"/>

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Note: The note has not been sent to DCBDD at this point. You must click "Send Notes" at the top of the page.



Case Notes for:

Please check your filter settings if you do not see expected Case Notes

Show Filters Refresh Show Reports Enter a New Note Send Notes

View Note	Consumer Name	Service Date	Service Code	Case Manager	Start Time	End Time	Date Entered	Type	Latest Date Sent	Status	View History
<input type="radio"/>	[REDACTED]	01/20/17	KST	[REDACTED]	10:30 AM	11:15 AM	01/23/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	09:00 AM	10:00 AM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	11:30 AM	12:30 PM	02/06/17	Credit		Not Sent	
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	11:30 AM	12:30 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	04:40 PM	05:40 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	12:00 PM	01:00 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/23/17	ESP	[REDACTED]	06:45 PM	07:45 PM	02/05/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/24/17	ESP	[REDACTED]	09:05 AM	10:05 AM	02/05/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	10:00 AM	11:00 AM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/23/17	ESP	[REDACTED]	04:30 PM	05:45 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/24/17	ESP	[REDACTED]	10:25 AM	11:25 AM	02/05/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/26/17	KST	[REDACTED]	01:15 PM	02:15 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/26/17	KST	[REDACTED]	12:15 PM	01:15 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/23/17	ESP	[REDACTED]	09:30 AM	10:30 AM	02/05/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	02:30 PM	03:45 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	03:30 PM	04:30 PM	02/06/17	Credit		Not Sent	
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	03:30 PM	04:30 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	09:00 AM	10:00 AM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	01:15 PM	02:15 PM	02/06/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/24/17	ESP	[REDACTED]	08:00 AM	09:00 AM	02/04/17	Normal	02/06/17	Received	
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	02:30 PM	03:45 PM	02/06/17	Normal	02/06/17	Received	

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Click "Send."



... TheFind - EVERY PRODUC... Web Slice Gallery ▾



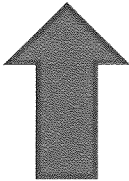
Case Notes for:

2 of 2 Case Notes ready to be sent are displayed

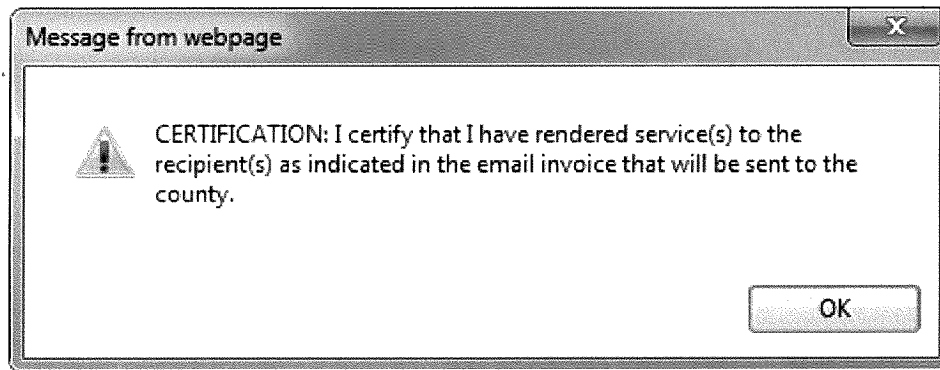
View Note	Consumer Name	Service Date	Service Code	Case Manager	Start Time	End Time	Date Entered	Type	<div>Check Do Not Send</div>
<input type="radio"/>	[REDACTED]	01/26/17	ESP	[REDACTED]	11:30 AM	12:30 PM	02/06/17	Credit	
<input type="radio"/>	[REDACTED]	01/20/17	ESP	[REDACTED]	03:30 PM	04:30 PM	02/06/17	Credit	

Send Show Notes Show Filters

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Click "OK" on the certification message.



The next screen will show which notes have been sent.

