

Ohio Department of Mental Retardation and Developmental Disabilities

Instructions

Using the Contact Search Tool

Click Contact Reports in the menu to the left of the screen to access County Board or Council of Government (COG) contacts.

This screen will appear, allowing you to choose the option desired. Are you looking for a County Board or a COG entry? Choose the appropriate item from the center of the screen.

The screenshot shows the website's header with navigation links: ABOUT US | CONTACTS | SIGN-ON | SITE MAP | SEARCH. Below the header is the department name: THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES. A horizontal menu contains buttons for: QUALITY, HEALTH & SAFETY, RESIDENTIAL RESOURCES, ADULT SERVICES, RULES & LAWS, and MEDICAID. A welcome message reads: Welcome to WWW.MRDD.OHIO.GOV November 29, 2007. The main content area is divided into two sections. On the left, under 'Click for:', there is a box containing 'Contact Reports' and 'Contact Search'. On the right, under 'Click the type of report to start.', there is a box containing 'County Board Contacts', 'COG Contacts', and 'ODMR/DD Central Office System Contacts'. Below this box is the instruction 'Click on the item to start.'

Ohio Department of Mental Retardation and Developmental Disabilities
Instructions
Using the Contact Search Tool

If you choose County Board contacts, the following illustrates the options available.

The screenshot shows a web interface for the Contact Search Tool. At the top, a message states: "You need to select at least one item from the lists below." Below this message are four buttons: "Select All", "Clear All", "Back", and "Create Report". On the left side, there is a "Click for:" section with two links: "Contact Reports" and "Contact Search". The main area is titled "County Board Selection" and features a dropdown menu currently set to "All CBs". Below this, there are two columns of checkboxes. The first column, "Program Selection", includes: Administrative Assistant to Supt., Adult Program, Assistant Superintendent, Behavior Support, Business Manager, Children's/School Program, Early Intervention, Executive Director, Family Support Services, IT Security Control, Medicaid Administration, MUI Contact, MUI Investigative Agent, Residential Services, Service Support Administration, Superintendent, Supported Living, Transportation, and Waiver Administration. The second column, "System Selection", includes: County Board System, Licensure System, Prior Authorization Request, Payment Authorization for Waiver Services, Provider Certification System, and Waiver Tracking System.

Select the County Board Selection from the drop down list. If you retain the “All CBs” choice, the contacts will be returned for all available county boards.

Click the box next to the type(s) of contacts that you wish to see. You may select multiple types.

The “Select All” button will mark all types for the search.

The “Clear All” button will remove all selections so that you may start again.

Ohio Department of Mental Retardation and Developmental Disabilities

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Once you have entered your desired search, click the “Create Report” button.

Welcome to WWW.MRDD.OHIO.GOV November 29, 2007

Click for:

Contact Reports
Contact Search

You need to select at least one item from the lists below.

Select All Clear All Back Create Report

County Board Selection Franklin County

Program Selection	System Selection
<input type="checkbox"/> Administrative Assistant to Supt.	<input type="checkbox"/> County Board System
<input type="checkbox"/> Adult Program	<input type="checkbox"/> Licensure System
<input type="checkbox"/> Assistant Superintendent	<input type="checkbox"/> Prior Authorization Request
<input type="checkbox"/> Behavior Support	<input type="checkbox"/> Payment Authorization for Waiver Services
<input type="checkbox"/> Business Manager	<input type="checkbox"/> Provider Certification System
<input type="checkbox"/> Children's/School Program	<input type="checkbox"/> Waiver Tracking System
<input type="checkbox"/> Early Intervention	
<input type="checkbox"/> Executive Director	
<input type="checkbox"/> Family Support Services	
<input type="checkbox"/> IT Security Control	
<input type="checkbox"/> Medicaid Administration	
<input type="checkbox"/> MUI Contact	
<input type="checkbox"/> MUI Investigative Agent	
<input type="checkbox"/> Residential Services	
<input type="checkbox"/> Service Support Administration	
<input checked="" type="checkbox"/> Superintendent	
<input type="checkbox"/> Supported Living	
<input type="checkbox"/> Transportation	
<input type="checkbox"/> Waiver Administration	

Ohio Department of Mental Retardation and Developmental Disabilities Instructions Using the Contact Search Tool

A listing of data that satisfies your search criteria is returned.

The screenshot shows the Ohio Department of MRDD website. At the top right, there are links for "ABOUT US | CONTACTS | SIGN-ON | SITE MAP | SEARCH". Below this is the department name "THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES" and a navigation bar with buttons for "QUALITY", "HEALTH & SAFETY", "RESIDENTIAL RESOURCES", "ADULT SERVICES", "RULES & LAWS", and "MEDICAID". A welcome message reads "Welcome to WWW.MRDD.OHIO.GOV November 29, 2007". On the left, a "Click for:" menu lists "Contact Reports" and "Contact Search". The main content area shows a "Back" button at the top, followed by the "Ohio Department of MRDD" header, "Report of Ohio County Board Contacts As Of 11/29/2007 10:41:49 AM", and "Contacts for Franklin County". A table lists contact information for the Superintendent, Morison, Jed, including address, phone, fax, and email. A second "Back" button is at the bottom.

Contact Type	Contact
Superintendent	Morison, Jed 2879 Johnstown Road Columbus, OH 43219 (614) 475-6440 (614) 475-0403 (FAX) jed.morison@fcbmrdd.org

The “Back” buttons will return you to the prior screen.

To go all the way back to the initial request screen, select the Contact Reports menu item to the left.

The screenshot shows the Ohio Department of MRDD website. At the top right, there are links for "ABOUT US | CONTACTS | SIGN-ON | SITE MAP | SEARCH". Below this is the department name "THE OHIO DEPARTMENT OF MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES" and a navigation bar with buttons for "QUALITY", "HEALTH & SAFETY", "RESIDENTIAL RESOURCES", "ADULT SERVICES", "RULES & LAWS", and "MEDICAID". A welcome message reads "Welcome to WWW.MRDD.OHIO.GOV November 29, 2007". On the left, a "Click for:" menu lists "Contact Reports" and "Contact Search". The main content area shows the text "Click the type of report to start." followed by a box containing "County Board Contacts", "COG Contacts", and "ODMR/DD Central Office System Contacts". Below this box is the text "Click on the item to start."

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If you choose COG contacts, the following illustrates the options available.

The screenshot shows a web interface for the Ohio Department of Mental Retardation and Developmental Disabilities. At the top, it says "Welcome to WWW.MRDD.OHIO.GOV November 29, 2007". Below this, there is a navigation menu with "Contact Reports" and "Contact Search". The main content area has a heading "You need to select at least one item from the lists below." and four buttons: "Select All", "Clear All", "Back", and "Create Report". Below the buttons is a "COG Selection" dropdown menu currently set to "All COGs". There are two columns of checkboxes for selection:

- Program Selection:**
 - Administrative Assistant to Supt.
 - Adult Program
 - Assistant Superintendent
 - Behavior Support
 - Business Manager
 - Children's/School Program
 - Early Intervention
 - Executive Director
 - Family Support Services
 - IT Security Control
 - Medicaid Administration
 - MUI Contact
 - MUI Investigative Agent
 - Residential Services
 - Service Support Administration
 - Superintendent
 - Supported Living
 - Transportation
 - Waiver Administration
- System Selection:**
 - Developmental Disability Profile
 - Individual Information Form
 - Incident Tracking System
 - Licensure System
 - Payment Authorization for Waiver Services
 - Provider Certification System
 - PreAdmission Screening, Resident Review Tracking
 - Waiver Tracking System

Select the COG Selection from the drop down list. If you retain the “All COGs” choice, the contacts will be returned for all available COGs.

Click the box next to the type(s) of contacts that you wish to see. You may select multiple types.

The “Select All” button will mark all types for the search.

The “Clear All” button will remove all selections so that you may start again.

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Once you have entered your desired search, click the “Create Report” button.

Welcome to WWW.MRDD.OHIO.GOV November 29, 2007

Click for:
Contact Reports
Contact Search

You need to select at least one item from the lists below.

Select All Clear All Back Create Report

COG Selection CLEARWATER - Clearwater

Program Selection	System Selection
<input type="checkbox"/> Administrative Assistant to Supt.	<input type="checkbox"/> Developmental Disability Profile
<input type="checkbox"/> Adult Program	<input type="checkbox"/> Individual Information Form
<input type="checkbox"/> Assistant Superintendent	<input type="checkbox"/> Incident Tracking System
<input type="checkbox"/> Behavior Support	<input type="checkbox"/> Licensure System
<input checked="" type="checkbox"/> Business Manager	<input type="checkbox"/> Payment Authorization for Waiver Services
<input type="checkbox"/> Children's/School Program	<input type="checkbox"/> Provider Certification System
<input type="checkbox"/> Early Intervention	<input type="checkbox"/> PreAdmission Screening, Resident Review Tracking
<input checked="" type="checkbox"/> Executive Director	<input type="checkbox"/> Waiver Tracking System
<input type="checkbox"/> Family Support Services	
<input type="checkbox"/> IT Security Control	
<input type="checkbox"/> Medicaid Administration	
<input type="checkbox"/> MUI Contact	
<input type="checkbox"/> MUI Investigative Agent	
<input type="checkbox"/> Residential Services	
<input checked="" type="checkbox"/> Service Support Administration	
<input type="checkbox"/> Superintendent	
<input type="checkbox"/> Supported Living	
<input type="checkbox"/> Transportation	
<input type="checkbox"/> Waiver Administration	

A listing of data that satisfies your search criteria is returned.

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Using the Contact Search Tool

ABOUT US | CONTACTS | SIGN-ON | SITE MAP | SEARCH

THE OHIO DEPARTMENT OF
MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES

QUALITY HEALTH & SAFETY RESIDENTIAL RESOURCES ADULT SERVICES RULES & LAWS MEDICAID

Welcome to WWW.MRDD.OHIO.GOV November 29, 2007

Click for:

- Contact Reports
- Contact Search

Back

Ohio Department of MRDD	
Report of Ohio COG Contacts	
As Of 11/29/2007 10:58:45 AM	
Contacts for CLEARWATER - Clearwater	
Contact Type	Contact
Business Manager	Rife, Amy Director, Fiscal Operations 235 North Toussaint South Road Oak Harbor, OH 43449 amy.rife@ocbmr.org
Executive Director	Richards, Nancy 235 North Toussaint South Road Oak Harbor, OH 43449 (419) 898-8264 (419) 898-2414 (FAX) nancy.richards@ocbmr.org
Service Support Administration	Segaard, Dawn 235 North Toussaint South Road Oak Harbor, OH 43449

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