

2013 EIDC USER GUIDE

The Enhanced Information Dissemination and Collection (EIDC) electronic reporting system is to be used by all NATCEP providers per Ohio Administrative Code rule 3701-18-06.1, Paragraphs B, D and G. EIDC is used to report program demographic changes; personnel, clinical site and classroom site changes and/or updates; to add, modify or cancel schedules and trainee information; to edit topic hours; and to upload and send any required documentation. There is no fee for using EIDC.

To submit a request for account access, please go to

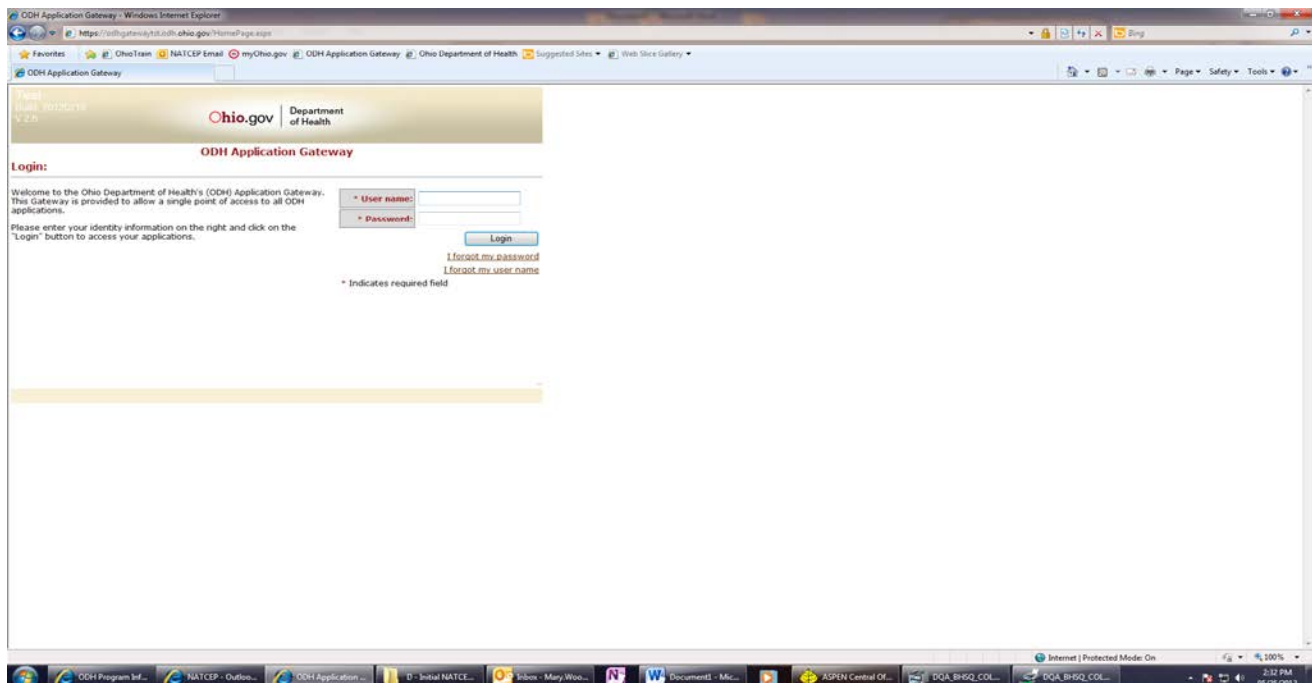
<http://publicapps.odh.ohio.gov/eid/UserAccountRequest/UserAccountRequest.aspx>. You will need a valid email address and your program's approval number (365xxxx) for this request. A username and temporary password will be emailed to you.

To access EIDC system, go to <https://odhgateway.odh.ohio.gov>. Type in your username and password, then click on "Login." For new users, you will need to change your password at this time.

Options if you have forgotten or lost your username and/or password:

- 1) Click on the "I forgot my password" link,
- 2) Submit an online request a <http://publicapps.odh.ohio.gov/eid/UserAccountRequest/UserAccountRequest.aspx> and click box for "Reset Password," or
- 3) Call the EIDC Help Desk at 614-995-4263.

If unable to retrieve your username or reset your password using one of these options, please call the NATCEP Unit at 614-466-1262.



Click on **“Health Care Provider Online Business Processing.”**

The screenshot shows a web browser window titled "ODH Application Gateway - Windows Internet Explorer". The address bar displays the URL "https://odhgateway.odh.ohio.gov/applicationlist.aspx". The browser's Favorites bar includes links to "OhioTrain", "NATCEP Email", "myOhio.gov", "ODH Application Gateway", "Ohio Department of Health", "Suggested Sites", and "Web Slice Gallery". The page content features a header with "Prod", "Build: 20120229", "V 3.1", and the "Ohio.gov Department of Health" logo. Below the header, the title "ODH Application Gateway" is displayed. A section titled "Applications:" contains the text "Below is a list of applications that you currently have security access to. Click on a link below to access that application." and two buttons: "Personal Info" and "Log Out". A table lists the available applications:

Application Name
Certification and Licensing
Health Care Provider Online Business Processing
TimeKeeper

The Windows taskbar at the bottom shows several open applications, including "ODH Application Gateway", "NATCEP Outlook", "Initial NATCEP...", "Inbox Mary.Woo...", "Document1 Mic...", "ASPEN Central Of...", "DQA_BH5Q_COL...", and "DQA_BH5Q_COL...". The system clock indicates the time is 2:34 PM on 05/25/2012.

Click on **“Update Information”** (left side of page under **Home**) and then on your program name (if more than one). If you are a facility-based program (nursing home), you may have options for the nursing home and for the NATCEP.

The screenshot shows a Windows Internet Explorer browser window displaying the Ohio Department of Health website. The address bar shows the URL: <https://odhgatewaytst.odh.ohio.gov/eidc/default.aspx>. The page features the Ohio Department of Health logo and the text "Ohio Department of HEALTH". Below the header, the "Division of Quality Assurance" section is visible, with a sub-header "Enhanced Information Dissemination & Collection". A sidebar on the left contains links: Home, Update Information, License Renewal/Program Re-approval, Nurse Aide Information, Self Reported Incident, FAQs, Download Forms, Notifications/Alerts & Bulletin Board, DQA Event Registration, Contact ODH, and Change Provider. The main content area displays the "Division of Quality Assurance" title and the "Enhanced Information Dissemination & Collection" sub-header, accompanied by four small images of people. At the bottom of the page, a footer indicates "Enhanced Information Dissemination & Collection Version 7.35.2 (Built with .NET 2.0 Framework) Updated Last on: 05/16/2012". The Windows taskbar at the bottom shows several open applications, including "ODH Application...", "NATCEP - Outloo...", "ODH Program Inf...", "D - Initial NATCE...", "Inbox - Mary.Woo...", "DocumentL - Mic...", "ASPEN Central Of...", "DQA_BHSQ_COL...", and "DQA_BHSQ_COL...". The system clock shows 2:36 PM on 05/25/2012.

This is the main screen. Note the different tabs that start on the left side.

Demographics Tab: Use this area to make any demographic changes. Click “**Edit**” next to the area you want to change and enter the information. If changing “**Curriculum Used**” click on the dropdown box and make selection. When all changes are complete, click “**Update**.”

NATCEP Demographic Information - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/DemographicInformation.aspx?tabId=21

Ohio.gov So much to Discover

Ohio Department of HEALTH

Division of Quality Assurance Help Log Out

Enhanced Information Dissemination & Collection MARY.WOODYARD

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AMERICAN RED CROSS

Demographics Personnel Clinical Sites Classroom Sites Topic Hours Documentation

Program Name: AMERICAN RED CROSS [Edit](#)

Address: 3747 EUCLID AVENUE [Edit](#)

City: CLEVELAND [Edit](#)

State: OH [Edit](#)

Zip Code: 44115 [Edit](#)

County: CUYAHOGA [Edit](#)

Telephone Number: (216) 431-3010 [Edit](#)

Fax Number: (216) 426-7276 [Edit](#)

Facility Id: OHT1819

Program Type: NATCEP NFB

Program Number: 3651819

Curriculum Used: ODH

*Text in Red reflect changes that have been made

Cancel Update

Enhanced Information Dissemination & Collection Version 7.35.2
(Built with .NET 2.0 Framework)
Updated Last on: 05/16/2012

Done

Internet | Protected Mode: On

2:38 PM 05/25/2012

Personnel Tab: Use this area to resign/remove, edit or add program personnel.

Click **“Resign”** to remove anyone who is no longer with your program.

Click **“Edit”** to make any changes to a person’s information. *****Please be sure to update RN/LPN license expiration dates!**

To add new personnel, click **“Add to List.”** ******* If adding a new Program Coordinator, you must resign the current coordinator first.

Personnel Information

Division of Quality Assurance

Enhanced Information Dissemination & Collection

AMERICAN RED CROSS

Demographics Personnel Clinical Sites Classroom Sites Topic Hours Documentation

Program Coordinator / Primary Instructor(s) [\(Add to List\)](#)

				First Name	Last Name	M
Resign	Edit	PC	PI	Diane	Minor	M
Resign	Edit		PI	Beryl	Buford	
Resign	Edit		PI	Mary Jane	Carpenter	
Resign	Edit		PI	Linda	Carter	J
Resign	Edit		PI	Patricia	Collins	
Resign	Edit		PI	Patricia	Cruickshank	J

Guest Lecturer(s) (guest lectures are added from the classroom site details page)

(No Guest Lecturers have been assigned to this program)

● = Changes not yet sent to ODH (please use Update button below)
● = Guest Lecturer changes not yet sent to ODH (please use the Classroom Update button to send changes pertaining to Guest Lecturers)
↔ = Changes in Transition with ODH (pending ODH approval)
■ = Resignation from the Program

[Update](#)

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Type in the individual's RN or LPN number using the following format: RN000000. **Do not use a hyphen or put a space between RN/PN and the number.**

Click **“Search.”**

NATCEP Personnel Search - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eids/NATCEP/PersonnelSelector.aspx

File Edit View Favorites Tools Help

OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

NATCEP Personnel Search

Ohio.gov So much to Discover. Ohio Department of HEALTH

Division of Quality Assurance Help | Log Out

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Use the search capability below to find and add personnel to your programs NATCEP Personnel Listing.

License Number (RN/PN): Search (e.g. RN123456 or RN-123456)

Cancel

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Done

Internet | Protected Mode: On 100%

ODH Application ... NATCEP - Outloo... NATCEP Person... D - Initial NATCE... Inbox - Mary.Woo... Document1 - Mic... ASPEN Central Of... DQA_BHSQ_COL... DQA_BHSQ_COL...

2:42 PM 05/25/2012

Enter the appropriate information.

For documentation, please submit the person's résumé, Train-the-Trainer certificate, letters of employment verification, evidence of having taught in a NATCEP within the previous 24 months if TTT certificate is more than 2 years old, and license verification. These items can be scanned, uploaded and attached to your request or you can fax them to 614-564-2596.

Click **“Update.”**

The screenshot shows a web browser window with the URL <https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ProgramPersonnelDetails.aspx>. The page header includes the Ohio Department of Health logo and the text "Ohio Department of HEALTH". The main content area is titled "Provider Personnel Details" and contains a form for updating provider information. The form includes fields for License Number, License Expire Date, First Name, Middle Initial, Last Name, Email Address, TTT Certification Date, Telephone Number (Home), Telephone Number (Work), and Cell Phone Number. There are checkboxes for "Adding to program as PC" and "Adding to program as PI", and a dropdown menu for "Is this person the DON? (select)". A "Documentation" section prompts the user to select a method of submission for the required documentation (TTT Certificate, resume, and verification of employment). The form has "Cancel" and "Update" buttons at the bottom. The footer of the page indicates "Enhanced Information Dissemination & Collection Version 7.35.2 (Built with .NET 2.0 Framework) Updated last on: 05/16/2012".

When you get back to the main Personnel screen, click **“Update,”** then type in your name and click **“Confirm Update(s)”** to submit the request.

Updated 02/22/13

Clinical Sites tab: Use this area to end clinical sites you are no longer using (click “**End Service**”) or to add a new facility as a clinical site (click “**Add to List**”).

NATCEP Clinical Sites - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eids/NATCEP/ClinicalSites.aspx?tabid=23

OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

NATCEP Clinical Sites

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Assigned Clinical Sites (Add to List)

	Clinical Site Name
End Service	ANCHOR LODGE NURSING HOME INC
End Service	AUTUMN ACRES NURSING HOME
End Service	COUNTRY CLUB RET CENTER III
End Service	GARDENS OF MCGREGOR AND HMASA STONE
End Service	JUDSON PARK
End Service	KENT CENTER
End Service	OMNI MANOR NURSING HOME
End Service	ROCKYHOL RETIREMENT COMMUNITY
End Service	SHEPHERD OF THE VALLEY HIGHLAND
End Service	ST AUGUSTINE MANOR

Please note that at least one clinical site is required.

● = Changes not yet sent to ODH (please use Update button below)

⚙ = Changes in Transition with ODH (pending ODH approval)

■ = An End Date was given and will be removed from Program

[Verification of Rule Compliance](#)

Update

Enhanced Information Dissemination & Collection Version 7.35.2
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Updated Last on: 05/16/2012

Done

Internet | Protected Mode: On 100%

ODH Application ... NATCEP - Outloo... NATCEP Clinical ... D - Initial NATCE... Inbox - Mary.Woo... Document1 - Mic... ASPEN Central Of... DQA_BHSQ_COL... DQA_BHSQ_COL...

2:39 PM 05/25/2012

Enter either the facility's Medicare Number if known (either a 365xxx or 366xxx number) or the facility name.

Click **“Search.”**

NATCEP Clinical Site Search - Windows Internet Explorer

https://odhgatewayfst.odh.ohio.gov/eids/NATCEP/ClinicalSelectionList.aspx

File Edit View Favorites Tools Help

NATCEP Clinical Site Search

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Use the tool below to find and add Clinical Sites (Nursing Homes) to your program's NATCEP Clinical Site Listing.

Search Criteria

Medicare Number: Search (ie 365111)

Provider Name: Search

Back to Program Clinical Site Page

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Done

Internet | Protected Mode: On

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Click **"Add"** next to the facility name.

NATCEP Clinical Site Search - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ClinicalSelectionList.aspx

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NATCEP Clinical Site Search

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Change Provider

Use the tool below to find and add Clinical Sites (Nursing Homes) to your program's NATCEP Clinical Site Listing.

Search Criteria

Medicare Number: 365398 Search (ie. 365111)

Provider Name: Search

(Hover over each provider's name for detailed information for that Nursing Home)

	Fac Id	MCare Id	Nursing Home Name
Add	OH00100	365398	BEST CARE NURSING & REHAB CTR

(Row Limit 50 max)

Back to Program Clinical Site Page

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Done

Internet | Protected Mode: On 100%

ODH Certification... NATCEP - Outloo... NATCEP Clinical... NATCEP Misc docs Inbox - Mary.Woo... Doc1 EDC User G... ASPEN Central Of... ASPEN Complaint...

11:59 AM 06/05/2012

Updated 02/22/13

Enter a proposed start date.

Click **“Save.”**

NATCEP Clinical Site Details - Windows Internet Explorer

https://odhgateway1st.odh.ohio.gov/eidc/NATCEP/ClinicalSiteDetails.aspx

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Provider Clinical Site Details

Medicare Number: 305398
Clinical Site Name: BEST CARE NURSING & REHAB CTR
Address: 2159 DOGWOOD RIDGE ROAD
City: WHEELERSBURG
State: OH
Zip: 45684

Proposed Start Date:

Cancel Save

Please upload the clinical agreement with facility (if applicable) at the "Documents" tab

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Taskbar: ODH Certification..., NATCEP - Outloo..., NATCEP Clinical ..., NATCEP, Misc docs, Inbox - Mary.Woo..., DocL EDC User G..., ASPEN Central Of..., ASPEN Complaint...

When you get back to the main Clinical Sites screen, click **“Update,”** then type in your name, and click **“Confirm Update(s).”**

****Be sure to submit a copy of the signed and dated clinical site agreement. This can be scanned, uploaded and submitted online or faxed to 614-564-2596.

Classroom Sites Tab: Use this area to add or remove classroom sites and to add, modify or cancel schedules.

If you are no longer using a classroom, click **“End Service”** next to that classroom name. Classroom will then be highlighted in pink. Click **“Update,”** then type in your name and click **“Confirm Update(s).”**

The screenshot shows a web browser window displaying the NATCEP Classroom Sites application. The page has a header with the Ohio Department of Health logo and navigation links. A sidebar on the left contains links for Home, Update Information, License Renewal/Program Re-approval, Nurse Aide Information, Self Reported Incident, FAQs, Download Forms, Notifications/Alerts & Bulletin Board, DQA Event Registration, Contact ODH, and Change Provider. The main content area is titled 'AMERICAN RED CROSS' and features a 'Classroom Sites' tab. Below the tab is a table of assigned classroom sites. The table has three columns: 'End Service', 'Classroom Site Name', and 'Type'. The 'End Service' column contains links for each row. The 'Classroom Site Name' column lists various American Red Cross chapters and locations. The 'Type' column lists 'OTHER' for all entries. Below the table, there is a note: 'Please note that at least one classroom site is required.' followed by three bullet points: a yellow circle for 'Changes not yet sent to ODH (please use Update button below)', a blue circle with a double arrow for 'Changes in Transition with ODH (pending ODH approval)', and a pink square for 'An End Date was given and will be removed from Program'. There is also a link for 'Verification of Rule Compliance' and an 'Update' button.

End Service	Classroom Site Name	Type
End Service	AMERICAN RED CROSS OF SUMMIT AND PORTAGE COUNTIES	OTHER
End Service	AMERICAN RED CROSS PORTAGE COUNTY CHAPTER	OTHER
End Service	AMERICAN RED CROSS, GREATER CLEVELAND CHAPTER	OTHER
End Service	AMERICAN RED CROSS, GREATER CLEVELAND CHAPTER	OTHER
End Service	AMERICAN RED CROSS, LORAIN COUNTY CHAPTER	OTHER
End Service	AMERICAN RED CROSS-ASHTABULA COUNTY CHAPTER	OTHER
End Service	AMERICAN RED CROSS-TRUMBULL	OTHER
End Service	CCS TRANS.THE ROSE ROOM	OTHER
End Service	MASONIC TEMPLE AND AUDITORIUM	OTHER
End Service	THE AMERICAN RED CROSS MAHONING COUNTY	OTHER
End Service	UNITED METHODIST CHURCH OF THE MASTER	OTHER

Please note that at least one classroom site is required.

- = Changes not yet sent to ODH (please use Update button below)
- ↻ = Changes in Transition with ODH (pending ODH approval)
- = An End Date was given and will be removed from Program

[Verification of Rule Compliance](#)

To Add a Schedule: Click on the name of the classroom (see previous slide) and then click on **“Add Multiple Dates”** (see slide below).

NATCEP Schedule Details - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eids/NATCEP/ClassroomScheduleDetails.aspx

File Edit View Favorites Tools Help

Favorites OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

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Classroom Schedule Date, Time and Hour Details

Schedule Dates [Add a Single Date](#) [Add Multiple Dates](#)

(No Schedule Dates entered yet)

● = Changes not yet sent to ODH
↔ = Changes in Transition with ODH
■ = Schedule day was cancelled or requested to be cancelled

☐ Uses Multiple Clinical Groups

☐ Cancel the Entire Classroom Schedule

Back to Classroom Details Save

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Done

Internet | Protected Mode: On 100%

ODH Application ... NATCEP - Outroo... NATCEP Schedul... D - Initial NATCE... Inbox - Mary.Woo... Document1 - Mic... ASPEN Central Of... DQA_BHSQ_COL... DQA_BHSQ_COL...

2:43 PM 05/25/2012

Date Range: Enter the first date of the schedule and the last date of the schedule

Click in the boxes next to the days of the week you **generally** will be having class

Beginning Time: Enter the time a class day will generally start; be sure to note “AM” or “PM” from the drop-down box.

Ending Time: Enter the time a class day will **generally** end; be sure to note “AM” or “PM” from the drop-down box.

Hours Per Day: Choose “Classroom” (you will edit schedule later and add/modify dates for clinical days)

Enter the number of hours per day a class will generally be. **Do not** include breaks or meals.

The screenshot shows the NATCEP Schedule Details web application in Internet Explorer. The browser address bar shows the URL: <https://odhgateways1.odh.ohio.gov/eidc/NATCEP/ClassroomScheduleDetails.aspx>. The page title is "NATCEP Schedule Details". The main content area is titled "Classroom Schedule Date, Time and Hour Details" and contains a form for entering schedule information. The form includes a "Schedule Dates" section with a red border and the text "(No Schedule Dates entered yet)". Below this is a legend: a yellow circle for "Changes not yet sent to ODH", a blue double-headed arrow for "Changes in Transition with ODI", and a pink square for "Schedule day was cancelled or requested to be cancelled". The form also has a "Date Range" section with two date pickers and a "Days" section with checkboxes for Sunday through Saturday. The "Beginning Time" and "Ending Time" sections have dropdown menus for time selection. The "Hours Per day" section has a dropdown menu for "Type of Hours" and a text input field. At the bottom of the form are "Cancel" and "Create" buttons. The footer of the page indicates the version is 7.35.2, built with .NET 2.0 framework, and updated last on 05/16/2012. The taskbar at the bottom shows several open applications, including "ODH Application...", "NATCEP - Outloo...", "NATCEP Sched...", "D - Initial NATCE...", "Inbox - Mary.Woo...", "Document1 - Mic...", "ASPEN Central Of...", "DQA_BHSQ_COL...", and "DQA_BHSQ_COL...". The system clock shows 2:43 PM on 05/25/2012.

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Classroom Schedule Date, Time and Hour Details

Schedule Dates [\(Add a Single Date\)](#) [\(Add Multiple Dates\)](#)
(No Schedule Dates entered yet)

● = Changes not yet sent to ODH
↔ = Changes in Transition with ODI
■ = Schedule day was cancelled or requested to be cancelled

[\(Click here to view instructions for adding multiple dates\)](#)

Date Range: [] to []

☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday

Beginning Time: [] (e.g. "8", "8:00", "8:00" or "0800")
Ending Time: [] (e.g. "8", "8:00", "8:00" or "0800")
Hours Per day: (Type of Hours) [] (no clinical hours in the first 16 hours)

☐ = Required Fields

Cancel Create

☐ Uses Multiple Clinical Groups
☐ Cancel the Entire Classroom Schedule

Back to Classroom Details Save

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Internet | Protected Mode: On 100%

ODH Application... NATCEP - Outloo... NATCEP Sched... D - Initial NATCE... Inbox - Mary.Woo... Document1 - Mic... ASPEN Central Of... DQA_BHSQ_COL... DQA_BHSQ_COL... 2:43 PM 05/25/2012

Click "Create"

NATCEP Schedule Details - Windows Internet Explorer

https://odhgatewaystst.odh.ohio.gov/eidc/NATCEP/ClassroomScheduleDetails.aspx

File Edit View Favorites Tools Help

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Classroom Schedule Date, Time and Hour Details

Schedule Dates [\(Add a Single Date\)](#) [\(Add Multiple Dates\)](#)

(No Schedule Dates entered yet)

● = Changes not yet sent to ODH
⌂ = Changes in Transition with ODH
■ = Schedule day was cancelled or requested to be cancelled

[\(Click here to view Instructions for adding multiple dates\)](#)

Date Range: 06/04/2012 to 06/15/2012

☐ Sunday
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday

Beginning Time: 8 am (e.g. "8", "800", "8:00" or "0800")

Ending Time: 400 pm (e.g. "5", "500", "5:00" or "0500")

Hours Per day: Classroom 7.5 (no clinical hours in the first 16 hours)

☐ = Required Fields

Cancel Create

☐ Uses Multiple Clinical Groups

☐ Cancel the Entire Classroom Schedule

Back to Classroom Details Save

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Internet | Protected Mode: On 100%

ODH Application ... NATCEP - Outloo... NATCEP Schedul... D - Initial NATCE... Inbox - Mary.Woo... Document1 - Mic... ASPEN Central Of... DQA_BH5Q_COL... DQA_BH5Q_COL...

2:44 PM 05/25/2012

Updated 02/22/13

Click “Affirm”

NATCEP Schedule Details - Windows Internet Explorer

https://odhgatewayst.odh.ohio.gov/eidc/NATCEP/ClassroomScheduleDetails.aspx

File Edit View Favorites Tools Help

OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

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Classroom Schedule Date, Time and Hour Details

Schedule Dates [\(Add a Single Date\)](#) [\(Add Multiple Dates\)](#)

(No Schedule Dates entered yet)

● = Changes not yet sent to ODH
↻ = Changes in Transition with ODH
■ = Schedule day was cancelled or requested to be cancelled

You are about to create the following dates for this schedule. Please validate the dates and the total hours and then affirm the schedule. You will have the opportunity to modify the schedule dates, times, and hours after you affirm this screen.

Day 1 - Monday 6/4/2012
Day 2 - Tuesday 6/5/2012
Day 3 - Wednesday 6/6/2012
Day 4 - Thursday 6/7/2012
Day 5 - Friday 6/8/2012
Day 6 - Monday 6/11/2012
Day 7 - Tuesday 6/12/2012
Day 8 - Wednesday 6/13/2012
Day 9 - Thursday 6/14/2012
Day 10 - Friday 6/15/2012

Total Number of Days: 10

Total Classroom Hours: 75
Total Clinical Hours: 0

Total Hours: 75

To create these days, press the AFFIRM button. To change the span, hours or days, press the CANCEL button and modify the selection.

Cancel Affirm

☐ Uses Multiple Clinical Groups

☐ Cancel the Entire Classroom Schedule

Back to Classroom Details Save

Done

Internet | Protected Mode: On

ODH Applicatio... NATCEP - Outo... NATCEP Schedu... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - Mi... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO...

2:48 PM 05/25/2012

Updated 02/22/13

- To Edit the Schedule:** Click **“Remove Day”** for any date not needed
- Click on **“Add a Single Date”** to add any missing dates
- Click on the day # in the 3rd column (i.e.: **“#1”**) to edit any date
- Click in the box next to **Uses Multiple Clinical Groups** if you have more than 1 group of 8 trainees and different clinical days
- Click **“Save”** when schedule is correct

Division of Quality Assurance Help | Log Out

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AMERICAN RED CROSS

Classroom Schedule Date, Time and Hour Details

Schedule Dates [\(Add a Single Date\)](#) [\(Add Multiple Dates\)](#)

	Day	Date	Start	End	Classroom hours	Clinical hours
Remove day	#1	06/04/2012	08:00 am	04:00 pm	7.50	0
Remove day	#2	06/05/2012	08:00 am	04:00 pm	7.50	0
Remove day	#3	06/06/2012	08:00 am	04:00 pm	7.50	0
Remove day	#4	06/07/2012	08:00 am	04:00 pm	7.50	0
Remove day	#5	06/08/2012	08:00 am	04:00 pm	7.50	0

Schedule Day Count: 10

● = Changes not yet sent to ODH
 ➡ = Changes in Transition with ODH
 ■ = Schedule day was cancelled or requested to be cancelled

☐ Uses Multiple Clinical Groups
☐ Cancel the Entire Classroom Schedule

[Back to Classroom Details](#) [Save](#)

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 (Built with .NET 2.0 Framework)
 Updated Last on: 05/16/2012

To Add Faculty (must add to each schedule): Click on the **black** stick figure icon to the left of the schedule.

Classroom Site Details - Windows Internet Explorer

https://odhgatewayfst.odh.ohio.gov/eidc/NATCEP/ClassroomSiteDetails.aspx

File Edit View Favorites Tools Help

Classroom Site Details

Ohio.gov So much to Discover

Ohio Department of HEALTH

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AMERICAN RED CROSS

Classroom Site Details

Classroom Name: American Red Cross, Greater Cle

Address: 3747 Euclid Avenue, Room 21

Address2:

City: Cleveland

State: OHIO

Zip: 44115

County: CUYAHOGA

Telephone: (216) 431-3010

Telephone Ext:

Room Capacity: 30

Optional Room Telephone: (000) 000-0000

Optional Room Telephone Ext:

Start Date: 01/01/2008

End Date:

Assigned Classroom Schedules (Add Schedule)

Schedule Range	Clinical Hours	Classroom Hours	Total Hours
06/04/2012 through 06/15/2012	16	60	76

Undo Changes

● = Changes not yet sent to ODH
 ↔ = Changes in Transition with ODH
 ✖ = Schedule was cancelled or requested to be cancelled
 👤 = (Clickable Image Link) Link to Schedule Faculty
 👤 = (Clickable Image Link) Link to Report of Trainees
 📄 = Schedules that use multiple clinical groups

(Schedule changes are sent to ODH through the Update button on the Main Classroom Page.)

☐ =required fields
 Cancel Save

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Done

Internet | Protected Mode: On

ODH Applicatio... NATCEP - Outlo... Classroom Site... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - Mi... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO...

2:49 PM 05/25/2012

NOTE: Do NOT enter a date in the box next to "End Date" (above "Schedule Range") unless you are no longer using this classroom.

Click “Add PC,” “Add PI,” or “Add GL” as appropriate.

EIDC/NATCEP Application - Windows Internet Explorer

https://odhgatewstst.odh.ohio.gov/eidc/NATCEP/ClassroomTeachers.aspx

File Edit View Favorites Tools Help

Favorites OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

EIDC/NATCEP Application

Ohio.gov So much to Discover Ohio Department of HEALTH

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AMERICAN RED CROSS

Listing of Faculty per this Schedule

[\(Add PC\)](#) [\(Add PI\)](#) [\(Add GL\)](#)

(No faculty have been assigned to this program)

● = Changes not yet sent to ODH (Please use the Update button on the main Classroom Site Page to send all pending information to ODH.)

↻ = Changes in Transition with ODH (pending ODH approval)

■ = Requested to be removed

Back to Classroom Details

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Done Internet Protected Mode: On 100%

ODH Application... NATCEP - Outlo... EIDC/NATCEP A... D - Initial NAT... Inbox - Mary Wo... Welcome to the ... Document1 - M... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO... 2:50 PM 05/25/2012

Updated 02/22/13

Click **"Add"** next to the appropriate faculty for the schedule.

EIDC/NATCEP Application - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/TeacherPcPiaspx

OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

EIDC/NATCEP Application

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AMERICAN RED CROSS

Use the tool below to add Program Coordinator to the Schedule.

	First Name	Last Name	MI	License Number
Add	Diane	Minor	M	RN221648
Add	Lula	Robinson	M	RN148935
Add	Lula	Robinson	M	RN148935

Back to Schedule Faculty List Page

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Updated Last on: 05/16/2012

Done

Internet | Protected Mode: On 100%

ODH Application... NATCEP - Outlo... EIDC/NATCEP A... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - Mi... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO... 2:50 PM 05/25/2012

Click "OK"

EIDC/NATCEP Application - Windows Internet Explorer

https://odhgatewayst.odh.ohio.gov/eidc/NATCEP/TeacherPC.aspx

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EIDC/NATCEP Application

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AMERICAN RED CROSS

Use the tool below to add Program Coordinator to the Schedule.

	First Name	Last Name	MI	License Number
Add	Diane	Minor	M	RN221648
Add	Lula	Robinson	M	RN148935
Add	Lula	Robinson	M	RN148935

Message from webpage

Are you sure you want to add DIANE MINOR as a PC for this schedule?

OK Cancel

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javascript:__doPostBack("__ct0\$ContentPlaceHolder1\$gvPersonnel\$ctl2\$btnAdd","")

Internet | Protected Mode: On

ODH Application... NATCEP - Outio... EIDC/NATCEP A... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - Mi... ASPEN Central... DQA_BHSQ_CO... DQA_BHSQ_CO... 2:50 PM 05/25/2012

Updated 02/22/13

Click “Add” next to appropriate PI’s

EIDC/NATCEP Application - Windows Internet Explorer

https://odhgateways1st.odh.ohio.gov/eidc/NATCEP/TeacherPcPi.aspx

File Edit View Favorites Tools Help

OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

EIDC/NATCEP Application

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AMERICAN RED CROSS

Use the tool below to add Primary Instructors to the Schedule.

	First Name	Last Name	MI	License Number
Add	Beryl	Bufford		RN-135052
Add	Mary Jane	Carpenter		RN-210013
Add	Linda	Carter	J	RN-178752
Add	Patricia	Collins		RN126255
Add	Patricia	Cruikshank	J	RN-119154
Add	Beverly	Douglas		RN319173
Add	Mary Lou	Fischer	L	RN137238
Add	Khailah	Fisher-Grace		RN308538
Add	Judith	Flynn		RN-105367
Add	Aisha	Hampton	M	RN310380

Back to Schedule Faculty List Page

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Done

Internet | Protected Mode: On

ODH Application... NATCEP - Outlo... EIDC/NATCEP A... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - M... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO... 2:51 PM 05/25/2012

You will go through same process for GL’s (Guest Lecturer’s).

Updated 02/22/13

When finished adding faculty, click **“Back to Classroom Details”**

EDC/NATCEP Application - Windows Internet Explorer

https://odhgatewayst.odh.ohio.gov/edc/NATCEP/ClassroomTeachers.aspx

File Edit View Favorites Tools Help

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EIDC/NATCEP Application

Ohio.gov So much to Discover

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AMERICAN RED CROSS

Listing of Faculty per this Schedule

(Add PC) (Add PI) (Add GL)

	First Name	MI	Last Name	Type
Remove	Diane	M	Minor	PC

● = Changes not yet sent to ODH (Please use the Update button on the main Classroom Site Page to send all pending information to ODH.)

↻ = Changes in Transition with ODH (pending ODH approval)

■ = Requested to be removed

Back to Classroom Details

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Internet | Protected Mode: On

ODH Applicatio... NATCEP - Outio... EIDC/NATCEP A... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - Mi... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO...

2:50 PM 05/25/2012

If you have listed a faculty member for a class and he/she and ends up not teaching, please remove from the schedule by clicking **“Resign”** next to their name. This will resign the person from the schedule, not from the entire program.

Updated 02/22/13

To Add Trainees: Click on the **red**, **blue** and **green** multi-stick figure icon to the left of the schedule.

*****NOTE:** Trainees are to be added when submitting class schedules if possible. Trainees can be added later. All trainees for a class should be added within 48 hours after a class starts.

Classroom Site Details - Windows Internet Explorer

https://odhgatewaystst.odh.ohio.gov/eidc/NATCEP/ClassroomSiteDetails.aspx

File Edit View Favorites Tools Help

OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

Classroom Site Details

Ohio.gov So much to Discover. Ohio Department of HEALTH

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AMERICAN RED CROSS

Classroom Site Details

Classroom Name: American Red Cross, Greater Cle

Address: 3747 Euclid Avenue, Room 21

Address2:

City: Cleveland

State: OHIO

Zip: 44115

County: CUYAHOGA

Telephone: (216) 431-3010

Telephone Ext:

Room Capacity: 30

Optional Room Telephone: (000) 000-0000

Optional Room Telephone Ext:

Start Date: 01/01/2008

End Date:

Assigned Classroom Schedules (Add Schedule)

			Schedule Range	Clinical Hours	Classroom Hours	Total Hours
Undo Changes			06/04/2012 through 06/15/2012	16	60	76

= Changes not yet sent to ODH

= Changes in Transition with ODH

= Schedule was cancelled or requested to be cancelled

= (Clickable Image Link) Link to Schedule Faculty

= (Clickable Image Link) Link to Report of Trainees

= Schedules that use multiple clinical groups

(Schedule changes are sent to ODH through the Update button on the Main Classroom Page.)

☐ = required fields

Cancel Save

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Done

Internet | Protected Mode: On

ODH Application... NATCEP - Outlo... Classroom Site... D - Initial NAT... Inbox - Mary.Wo... Welcome to the ... Document1 - Mi... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO...

2:49 PM
05/25/2012

Updated 02/22/13

Click **“Add a Trainee”**

Trainee List - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ClassroomParticipantList.aspx

File Edit View Favorites Tools Help

Favorites OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

Trainee List

Ohio.gov So much to Discover. Ohio Department of HEALTH

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Enhanced Information Dissemination & Collection MARY.WOODYARD

AMERICAN RED CROSS

Classroom: American Red Cross, Greater Cleveland Chapter
Schedule: 06/04/2012 through 06/15/2012

Report of Trainees for this Classroom Schedule

Be sure that the end date of the class on the Report of Trainees matches the end date on the Report of Future Schedules for this class, or send in a corrected schedule to explain.

Trainees [Add a Trainee](#)

(No Trainees entered yet)

Back to Classroom Details

Enhanced Information Dissemination & Collection Version 7.35.2
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Done

Internet | Protected Mode: On 100%

ODH Application... NATCEP - Outo... Trainee List - Wi... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - Mi... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO...

2:51 PM 05/25/2012

Updated 02/22/13

Enter the trainee's information. **All fields are required except for "Note."**

Trainee information is uploaded to D&S only for testing pre-registration purposes. No trainee information is given out by ODH or D&S to any other party. All information is kept securely by ODH and D&S.

If a trainee does not have an email address, please encourage them to get one (free through Yahoo, gmail and other email providers). Email is the primary communication tool used by D&S to advise of test date and test results. Advise trainees of this if they are reluctant to give out their email.

The screenshot shows a web browser window titled "Trainee List - Windows Internet Explorer" with the URL <https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ClassroomParticipantList.aspx>. The page header includes the "Ohio.gov" logo and "Ohio Department of HEALTH". The main content area is titled "Division of Quality Assurance" and "Enhanced Information Dissemination & Collection". It displays information for the "AMERICAN RED CROSS" classroom, including the "Classroom: American Red Cross, Greater Cleveland Chapter" and "Schedule: 09/04/2012 through 09/15/2012". A section titled "Report of Trainees for this Classroom Schedule" contains a red warning message: "Be sure that the end date of the class on the Report of Trainees matches the end date on the Report of Future Schedules for this class, or send in a corrected schedule to explain." Below this, there is a link to "Add a Trainee" and a red-bordered box stating "(No trainees entered yet)". A form for adding a trainee is visible, with fields for: Trainee First Name, Trainee Last Name, SSN, Address, City, State, Zip Code, Email Address, Home Phone (with a placeholder "(614) 555-1234"), Gender (a dropdown menu labeled "Pick Gender"), Date of Birth, ADA Request (a dropdown menu labeled "No"), and a Note field. At the bottom of the form are "Cancel" and "Add Trainee" buttons. A red message at the bottom of the page states: "*** Trainee Status section will be available after the the class is over ***". The taskbar at the bottom shows several open applications, including "ODH Application...", "NATCEP - Outli...", "Trainee List - Wi...", "Initial NATC...", "Inbox - Mary Wo...", "Welcome to the...", "Document1 - M...", "ASPHN Central...", "DQA_BRSQ_CO...", and "DQA_BRSQ_CO...". The system clock shows "2:51 PM" on "05/25/2012".

Click **"Add Trainee"** at the bottom of the page. When finished entering all trainees, click **"Back to Classroom Details."**

Trainee List - Windows Internet Explorer

https://odhgateways1st.odh.ohio.gov/eidc/NATCEP/ClassroomParticipantList.aspx

File Edit View Favorites Tools Help

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Change Provider

Classroom: American Red Cross, Greater Cleveland Chapter
Schedule: 06/04/2012 through 06/15/2012

Report of Trainees for this Classroom Schedule

Be sure that the end date of the class on the Report of Trainees matches the end date on the Report of Future Schedules for this class, or send in a corrected schedule to explain.

Trainees ([Add a Trainee](#))

(No Trainees entered yet)

Trainee First Name: John
Trainee Last Name: Brown
SSN: 999999999
Address: 1234 Main St
City: Anycity
State: OH
Zip Code: 12345
Email Address: xxx@xxx.xxx
Home Phone: 555-555-5555 ie. (614) 555-1234
Gender: Male
Date of Birth: 01/01/2012
ADA Request: No
Note:

Cancel Add Trainee

*** Trainee Status section will be available after the the class is over ***

Status: (Select Status)

Back to Classroom Details

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Internet | Protected Mode: On

ODH Applicatio... NATCEP - Outlo... Trainee List - Wi... D - Initial NATC... Inbox - Mary.Wo... Welcome to the... Document1 - Mi... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO...

2:52 PM
05/25/2012

If the schedule is correct and all faculty and trainees have been added, click **“Save.”**

Classroom Site Details - Windows Internet Explorer

https://odhgateways.odh.ohio.gov/odh/NATCEP/ClassroomSiteDetails.aspx

File Edit View Favorites Tools Help

Favorites OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

Classroom Site Details

Ohio.gov Ohio Department of HEALTH

Division of Quality Assurance Help Log Out

Enhanced Information Dissemination & Collection MARY.WOODYARD

AMERICAN RED CROSS

Classroom Site Details

Classroom Name: American Red Cross, Greater Cle
 Address: 3747 Euclid Avenue, Room 21
 Address2:
 City: Cleveland
 State: OHIO
 Zip: 44115
 County: CUYAHOGA

Telephone: (216) 431-3010
 Telephone Ext:
 Room Capacity: 30
 Optional Room Telephone: (000) 000-0000
 Optional Room Telephone Ext:

Start Date: 01/01/2008
 End Date: 12/31/2012

Assigned Classroom Schedules (Add Schedule)

Schedule Range	Clinical Hours	Classroom Hours	Total Hours
06/04/2012 through 06/15/2012	16	60	76

Undo Changes

Legend:
 ● = Changes not yet sent to ODH
 ⇄ = Changes in Transition with ODH
 ✖ = Schedule was cancelled or requested to be cancelled
 👤 = (Clickable Image Link) Link to Schedule Faculty
 👤 = (Clickable Image Link) Link to Report of Trainees
 🏢 = Schedules that use multiple clinical groups

(Schedule changes are sent to ODH through the Update button on the Main Classroom Page.)

Required fields

Cancel Save

Enhanced Information Dissemination & Collection Version 7.35.2
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Done

Internet | Protected Mode On 100%

ODH Application... NATCEP - Out... Classroom Site... Initial NATC... Inbox - Mary.Wo... Welcome to the... Document1 - M... ASPEN Central... DQA_BHQ_CO... DQA_BHQ_CO... 2:48 PM 05/25/2012

NOTE: From this page, schedules can be modified if needed. Click on the schedule you need to modify and make the appropriate changes; submit as usual. Also, you will update trainee statuses by clicking on the trainee icon and then click on the trainee’s name. At the bottom, select the appropriate status and then update.

Updated 02/22/13

Click "Update"

NATCEP Classroom Sites - Windows Internet Explorer

https://odhgatewayst1.odh.ohio.gov/eidc/NATCEP/ClassroomSites.aspx?tabId=24

File Edit View Favorites Tools Help

★ Favorites OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

NATCEP Classroom Sites

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AMERICAN RED CROSS

Demographics Personnel Clinical Sites Classroom Sites Topic Hours Documentation

Assigned Classroom Sites (Add to List)

	Classroom Site Name	Type
Undo Changes	AMERICAN RED CROSS, GREATER CLEVELAND CHAPTER	OTHER
End Service	AMERICAN RED CROSS OF SUMMIT AND PORTAGE COUNTIES	OTHER
End Service	AMERICAN RED CROSS PORTAGE COUNTY CHAPTER	OTHER
End Service	AMERICAN RED CROSS, GREATER CLEVELAND CHAPTER	OTHER
End Service	AMERICAN RED CROSS, LORAIN COUNTY CHAPTER	OTHER
End Service	AMERICAN RED CROSS-SHTABULA COUNTY CHAPTER	OTHER
End Service	AMERICAN RED CROSS-TRUMBULL	OTHER
End Service	CCS TRANS.THE ROSE ROOM	OTHER
End Service	MASONIC TEMPLE AND AUDITORIUM	OTHER
End Service	THE AMERICAN RED CROSS MAHONING COUNTY	OTHER
End Service	UNITED METHODIST CHURCH OF THE MASTER	OTHER

Please note that at least one classroom site is required.

● = Changes not yet sent to ODH (please use Update button below)

↻ = Changes in Transition with ODH (pending ODH approval)

■ = An End Date was given and will be removed from Program

[Verification of Rule Compliance](#)

When finished Adding and Updating the program classroom sites, use the Update Button below to notify ODH.

Update

Enhanced Information Dissemination & Collection Version 7.35.2
(Built with .NET 2.0 Framework)
Updated Last on: 05/16/2012

Done

Internet | Protected Mode: On

ODH Applicatio... NATCEP - Outlo... NATCEP Classro... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - Mi... ASPEN Central ... DQA_BHSQ_CO... DQA_BHSQ_CO... 2:53 PM 05/25/2012

Updated 02/22/13

If your schedule information is correct, you will see this screen. Affirm your submission by typing in your name and clicking **“Confirm Update(s)”** (you will see this screen with any type of submission you make).

If your schedule is not correct, you will get a pop-up box indicating what needs to be corrected.

The screenshot shows a web browser window titled "NATCEP Classroom Sites - Windows Internet Explorer". The address bar displays the URL: <https://odhgatewaytst.odh.ohio.gov/eisd/NATCEP/ClassroomSites.aspx?tabId=24>. The browser's Favorites bar includes links to OhioTrain, NATCEP Email, myOhio.gov, ODH Application Gateway, Ohio Department of Health, Suggested Sites, and Web Slice Gallery. The page header features the Ohio.gov logo and the Ohio Department of Health logo. Below the header, the page is titled "Division of Quality Assurance" and "Enhanced Information Dissemination & Collection". A user named "MARY.WOODYARD" is logged in. The left sidebar contains a navigation menu with links: Home, Update Information, License Renewal/Program Re-approval, Nurse Aide Information, Self Reported Incident, FAQs, Download Forms, Notifications/Alerts & Bulletin Board, DQA Event Registration, and Contact ODH. The main content area is for the "AMERICAN RED CROSS" and has tabs for Demographics, Personnel, Clinical Sites, Classroom Sites (selected), Topic Hours, and Documentation. A large text box contains the following text: "I hereby certify that all information submitted is true and accurate, and that the Program Coordinator of this TCE Program is aware of all additions, corrections, cancellations, or changes made during this online session. I further certify that all information submitted during this online session meets the requirements described in Ohio Administrative Code 3701-18-06.1." Below this text is a label "Please provide your name:" followed by a text input field. At the bottom of the text box are two buttons: "Cancel" and "Confirm Update(s)". The footer of the page states "Enhanced Information Dissemination & Collection Version 7.35.2 (Built with .NET 2.0 Framework) Updated Last on: 05/16/2012". The Windows taskbar at the bottom shows several open applications, including "ODH Application...", "NATCEP - Out...", "NATCEP Classo...", "D - Initial NATC...", "Inbox - Mary.Wo...", "Welcome to the...", "Document1 - M...", "ASPEN Central ...", "DQA_BHSQ_CO...", and "DQA_BHSQ_CO...". The system clock shows "2:58 PM 05/23/2012".

NATCEP Topic Hour Changes - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/TopicHourChanges.aspx?tabId=28

File Edit View Favorites Tools Help

Favorites OhioTrain NATCEP Email myOhio.gov ODH Application Gateway Ohio Department of Health Suggested Sites Web Slice Gallery

NATCEP Topic Hour Changes

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AMERICAN RED CROSS

Demographics Personal Clinical Sites Classroom Sites **Topic Hours** Documentation

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Please note that the "Required Hour" columns represent the minimum number of hours required by the Ohio Administrative Code for each topic area. The total hours for Preclinical, Classroom, and Clinical hours must equal at least 75 hours.

Topic Area	Required Classroom Hours	Current Classroom Hours	New Classroom Hours	Required Clinical Hours	Current Clinical Hours	New Clinical Hours	Total Hours Required	Current Total Hours	New Total Hours
I. Overview	0.5	1	0	N/A			0.5	1	0
II. Communication and Interpersonal Skills	4.5	5.50	0	N/A			4.5	5.50	0
III. Infection Control	2.5	3	0	N/A			2.5	3	0
IV. Safety and Emergency Procedures	6.5	8	0	N/A			6.5	8	0
V. Promoting Residents' Independence	1.0	1.50	0	N/A			1.0	1.50	0
VI. Respecting Residents' Rights	1.0	2	0	N/A			1.0	2	0
Total Preclinical Hours	16	21	0	N/A			16.0	21	0
VII. Basic Nursing Skills	9 to 13	14.50	0	6 to 10	10	0	19.0	24.50	0
VIII. Personal Care Skills	14.5 to 15.5	22	0	7 to 8	8	0	22.5	30	0
IX. Mental Health and Social Services Needs	7.5 to 9.5	8.50	0	2 to 4	3	0	11.5	11.50	0
X. Basic Restorative Services	2 to 3	4	0	1 to 2	2	0	4.0	6	0
XI. Residents' Rights	1 to 2	2	0	0 to 1	1	0	2.0	3	0
Subtotal Classroom and Clinical Hours	34 to 43	51	0	16 to 25	24	0	59	75	0
Overall Total (Preclinical plus Classroom and Clinical)		72	0		24	0		96	0

☐ =required fields

Cancel Update

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Documentation: From this area, you can upload documentation to send to ODH NATCEP. Documentation may include clinical site agreements and supporting documentation for personnel.

NATCEP Program Documentation - Windows Internet Explorer

https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ProgramDocumentation.aspx?tabId=25

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Demographics Personnel Clinical Sites Classroom Sites Topic Hours **Documentation**

	Date Loaded	Document Name	Document Note
View	09/21/2010	SKMBT_36310092116560	Clinical site agreement with Anchore Lodge

⚙ = Changes not yet sent to ODH (please use Update button below)
↻ = Changes in Transition with ODH (pending ODH approval)

Select Document to Attach:

Optional Note:

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Done

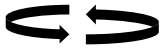
Internet | Protected Mode: On 100%

CDH Application ... NATCEP - Outloo... NATCEP Program... D - Initial NATCE... Inbox - Mary.Woo... Document1 - Mic... ASPEN Central Of... DQA_BHSQ_COL... DQA_BHSQ_COL...

2:40 PM 05/25/2012

ADDITIONAL INFORMATION:

 A yellow dot next to something means you have entered information but have not yet submitted it to ODH NATCEP.



Two circling arrows means you have successfully submitted your information to ODH NATCEP but it has not yet been addressed. If you know that information was accepted/approved but are still seeing these arrows, please contact the NATCEP Unit to have them removed. While these arrows are present, you cannot enter and submit new information.

Remember that you have not submitted information to ODH NATCEP unless you have completed the screen that requires your name and you have clicked “**Confirm Update(s).**”

EIDC can be very slow when trying to submit information. Please be patient. Other providers from other areas within ODH use this system as well which can slow things down. You may need to come back and try submitting again. Once you have entered information and saved it, it will stay there even if you log out before submitting.