

## 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.

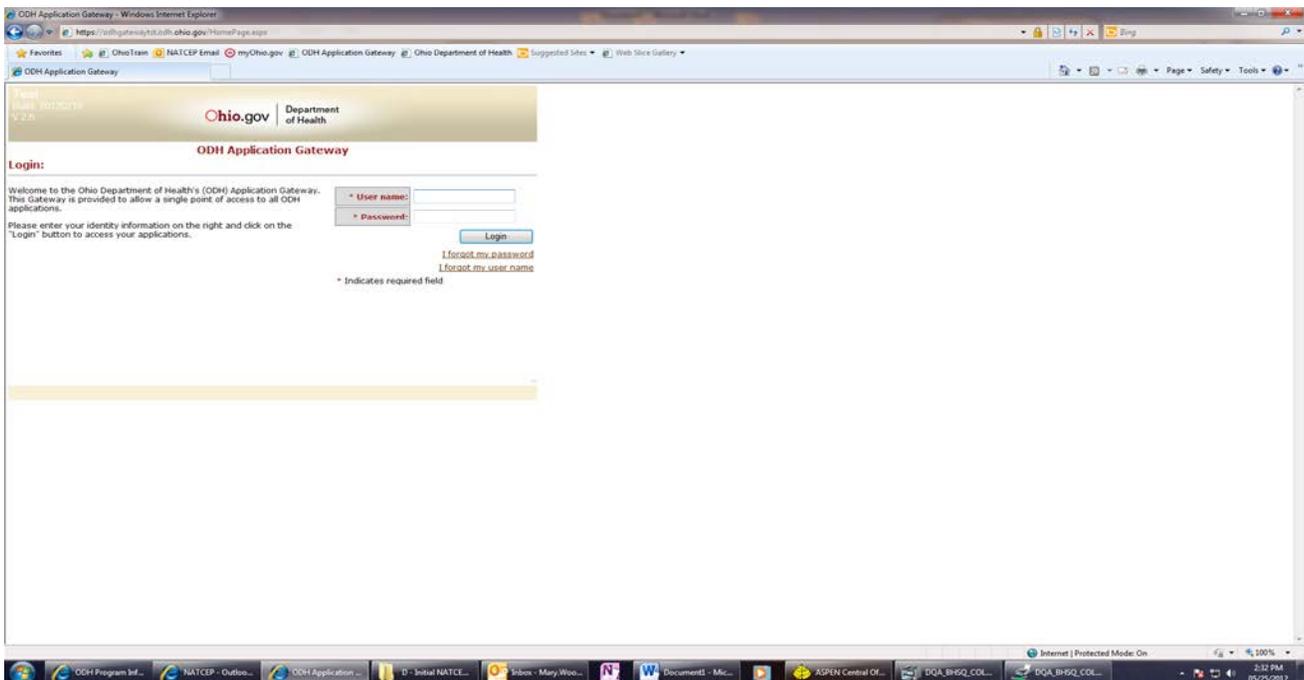
To submit a request for account access, please to to <http://publicapps.odh.ohio.gov/eid/UserAccountRequest/UserAccountRequest.aspx>. You will need a valid email address and your program's approval number (365xxxx) for this request. A username and temporary password will be emailed to you.

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.

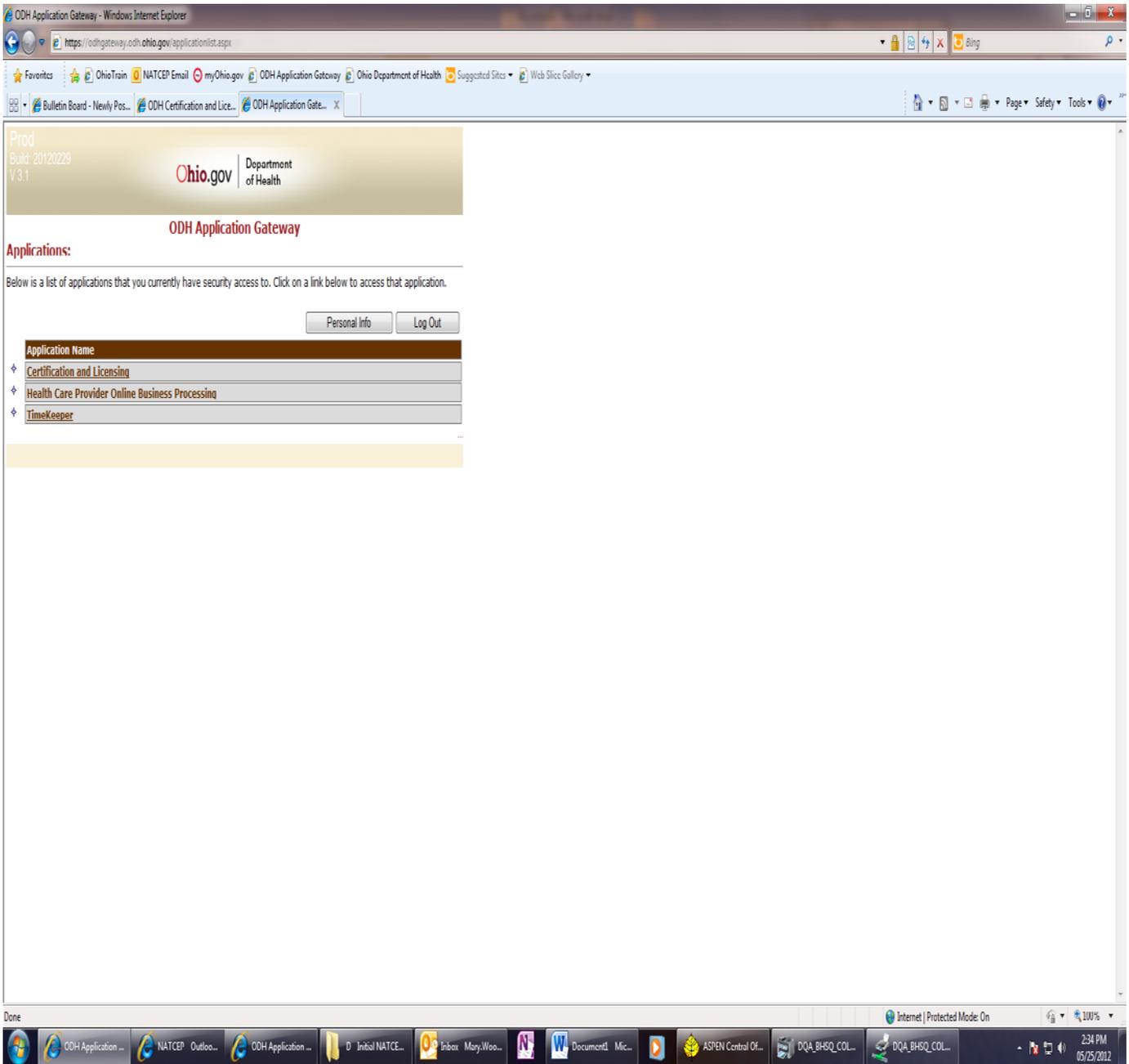
### Options if you have forgotten or lost your username and/or password:

- 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.”



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 header includes the Ohio.gov logo and the Ohio Department of Health logo. The main content area is titled "Division of Quality Assurance" and "Enhanced Information Dissemination & Collection". A left sidebar contains a navigation menu with the following items: 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 "Update Information" link is highlighted. The main content area features a grid of four small images. At the bottom of the page, there is a footer with the text: "Enhanced Information Dissemination & Collection Version 7.35.2 (Built with .NET 2.0 Framework) Updated Last on: 05/16/2012". The 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 tray shows the time as 2:36 PM on 05/25/2012.

Updated 02/22/13

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

Ohio.gov So much to Discover  
Ohio Department of HEALTH

Division of Quality Assurance  
Enhanced Information Dissemination & Collection

AMERICAN RED CROSS

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  
Change Provider

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

MARY.WOODYARD

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.

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
<a href="#">Resign</a>	<a href="#">Edit</a>	PC	PI	Diane	Minor	M
<a href="#">Resign</a>	<a href="#">Edit</a>		PI	Beryl	Bufford	
<a href="#">Resign</a>	<a href="#">Edit</a>		PI	Mary Jane	Carpenter	
<a href="#">Resign</a>	<a href="#">Edit</a>		PI	Linda	Carter	J
<a href="#">Resign</a>	<a href="#">Edit</a>		PI	Patricia	Collins	
<a href="#">Resign</a>	<a href="#">Edit</a>		PI	Patricia	Cruikshank	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

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

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.”**

The screenshot shows a web browser window titled "NATCEP Personnel Search - Windows Internet Explorer". The address bar shows the URL: <https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/PersonnelSelector.aspx>. The browser's Favorites bar includes links for OhioTrain, NATCEP Email, myOhio.gov, ODH Application Gateway, Ohio Department of Health, Suggested Sites, and Web Slice Gallery. The main content area features the Ohio Department of Health logo and the text "Ohio Department of HEALTH". Below this is a navigation bar for the "Division of Quality Assurance" with links for "Help" and "Log Out". The page title is "Enhanced Information Dissemination & Collection" and the user name "MARY.WOODYARD" is displayed in the top right. A sidebar on the left contains a menu with items: 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 contains a search form with the instruction: "Use the search capability below to find and add personnel to your programs NATCEP Personnel Listing." The search form has a text input field labeled "License Number (RN/PN):", a "Search" button, and a "Cancel" button. A small example text "(e.g. RN123456 or RN-123456)" is visible next to the search button. 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...", "NATCEP Person...", "D - Initial NATCE...", "Inbox - Mary.Woo...", "Document1 - Mic...", "ASPEN Central Of...", "DQA\_BHSQ\_COL...", and "DQA\_BHSQ\_COL...". The system tray shows the time as 2:42 PM on 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 displaying the "Provider Personnel Details" form for AMERICAN RED CROSS. The form is titled "Provider Personnel Details" and includes the following fields:

- License Number:
- License Expire Date:
- First Name:
- Middle Initial:
- Last Name:
- Email Address:
- TTT Certification Date:
- Telephone Number (Home):  Ext:
- Telephone Number (Work):  Ext:
- Cell Phone Number:
- Adding to program as PC:
- Adding to program as PI:
- Is this person the DON? (select):

Below the form, there is a "Documentation" section with the following text:

Please select a single method of submission for the required documentation.  
(TTT Certificate, resume, and verification of employment).

Method of Submission: (Select Submission Method)

Legend:  =required fields

Buttons:

The browser window shows the URL: <https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ProgramPersonnelDetails.aspx>

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.

**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”**).

AMERICAN RED CROSS

Assigned Clinical Sites [\(Add to List\)](#)

	Clinical Site Name
<a href="#">End Service</a>	<a href="#">ANCHOR LODGE NURSING HOME INC</a>
<a href="#">End Service</a>	<a href="#">AUTUMN AEGIS NURSING HOME</a>
<a href="#">End Service</a>	<a href="#">COUNTRY CLUB RET CENTER III</a>
<a href="#">End Service</a>	<a href="#">GARDENS OF MCGREGOR AND AMASA STONE</a>
<a href="#">End Service</a>	<a href="#">JUDSON PARK</a>
<a href="#">End Service</a>	<a href="#">KENT CENTER</a>
<a href="#">End Service</a>	<a href="#">OMNI MANOR NURSING HOME</a>
<a href="#">End Service</a>	<a href="#">ROCKYNOL RETIREMENT COMMUNITY</a>
<a href="#">End Service</a>	<a href="#">SHEPHERD OF THE VALLEY HOWLAND</a>
<a href="#">End Service</a>	<a href="#">ST AUGUSTINE MANOR</a>

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](#)

Enhanced Information Dissemination & Collection Version 7.35.2  
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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://odhgateway1st.odh.ohio.gov/eids/NATCEP/ClinicalSelectionList.aspx

Ohio Department of HEALTH

Division of Quality Assurance

Enhanced Information Dissemination & Collection

AMERICAN RED CROSS

MARY.WOODYARD

Home

Update Information

License Renewal Program Re-approval

Nurse Aide Information

Self Reported Incident

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Contact ODH

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:  Search (/e. 3651111)

Provider Name:  Search

Back to Program Clinical Site Page

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

Done

Internet | Protected Mode On

100%

2:41 PM 05/25/2012

Click "Add" next to the facility name.

Division of Quality Assurance  
Enhanced Information Dissemination & Collection

AMERICAN RED CROSS

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  (ie. 365111)  
Provider Name:

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

	Fac Id	MCare Id	Nursing Home Name
<a href="#">Add</a>	OH00100	365398	BEST CARE NURSING & REHAB CTR

(Row Limit 50 max)

Enhanced Information Dissemination & Collection Version 7.35.2  
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Done

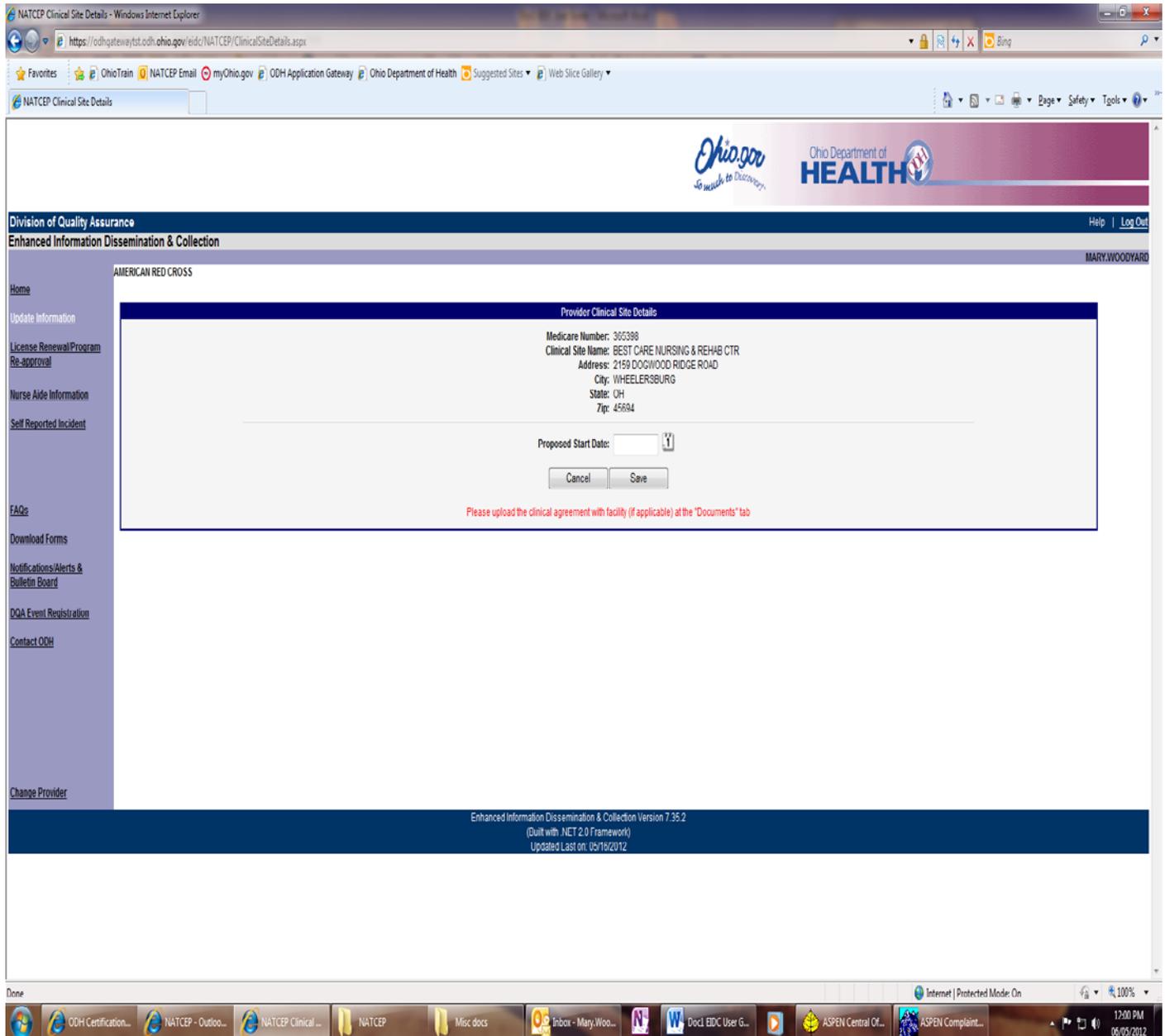
Internet | Protected Mode: On

11:59 AM  
06/05/2012

Updated 02/22/13

Enter a proposed start date.

Click **“Save.”**



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.**

Updated 02/22/13

**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).”**

Division of Quality Assurance Help | Log Out

Enhanced Information Dissemination & Collection MARY.WOODYARD

AMERICAN RED CROSS

Home

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

Assigned Classroom Sites [\(Add to List\)](#)

End Service	Classroom Site Name	Type
<a href="#">End Service</a>	<a href="#">AMERICAN RED CROSS OF SUMMIT AND PORTAGE COUNTIES</a>	OTHER
<a href="#">End Service</a>	<a href="#">AMERICAN RED CROSS PORTAGE COUNTY CHAPTER</a>	OTHER
<a href="#">End Service</a>	<a href="#">AMERICAN RED CROSS, GREATER CLEVELAND CHAPTER</a>	OTHER
<a href="#">End Service</a>	<a href="#">AMERICAN RED CROSS, GREATER CLEVELAND CHAPTER</a>	OTHER
<a href="#">End Service</a>	<a href="#">AMERICAN RED CROSS, LORAIN COUNTY CHAPTER</a>	OTHER
<a href="#">End Service</a>	<a href="#">AMERICAN RED CROSS-ASHTABULA COUNTY CHAPTER</a>	OTHER
<a href="#">End Service</a>	<a href="#">AMERICAN RED CROSS-TRUMBULL</a>	OTHER
<a href="#">End Service</a>	<a href="#">CCS TRANS THE ROSE ROOM</a>	OTHER
<a href="#">End Service</a>	<a href="#">MASONIC TEMPLE AND AUDITORIUM</a>	OTHER
<a href="#">End Service</a>	<a href="#">THE AMERICAN RED CROSS MAHONING COUNTY</a>	OTHER
<a href="#">End Service</a>	<a href="#">UNITED METHODIST CHURCH OF THE MASTER</a>	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](#)

Enhanced Information Dissemination & Collection Version 7.35.2  
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**To Add a Schedule:** Click on the name of the classroom (see previous slide) and then click on **“Add Multiple Dates”** (see slide below).

The screenshot displays the NATCEP Schedule Details web application. The browser window shows the URL <https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ClassroomScheduleDetails.aspx>. The page header includes the Ohio Department of Health logo and the text "Ohio.gov So much to Discover". The main content area is titled "AMERICAN RED CROSS" and contains the following elements:

- Classroom Schedule Date, Time and Hour Details**
- Schedule Dates** with links for [\(Add a Single Date\)](#) and [\(Add Multiple Dates\)](#). A red box highlights this area with the message: **(No Schedule Dates entered yet)**.
- Legend for status icons:
  - Yellow circle: = Changes not yet sent to ODH
  - Green circle with arrow: = Changes in Transition with ODH
  - Red square: = Schedule day was cancelled or requested to be cancelled
- Checkboxes:
  - Uses Multiple Clinical Groups
  - Cancel the Entire Classroom Schedule
- Buttons: [Back to Classroom Details](#) and [Save](#)

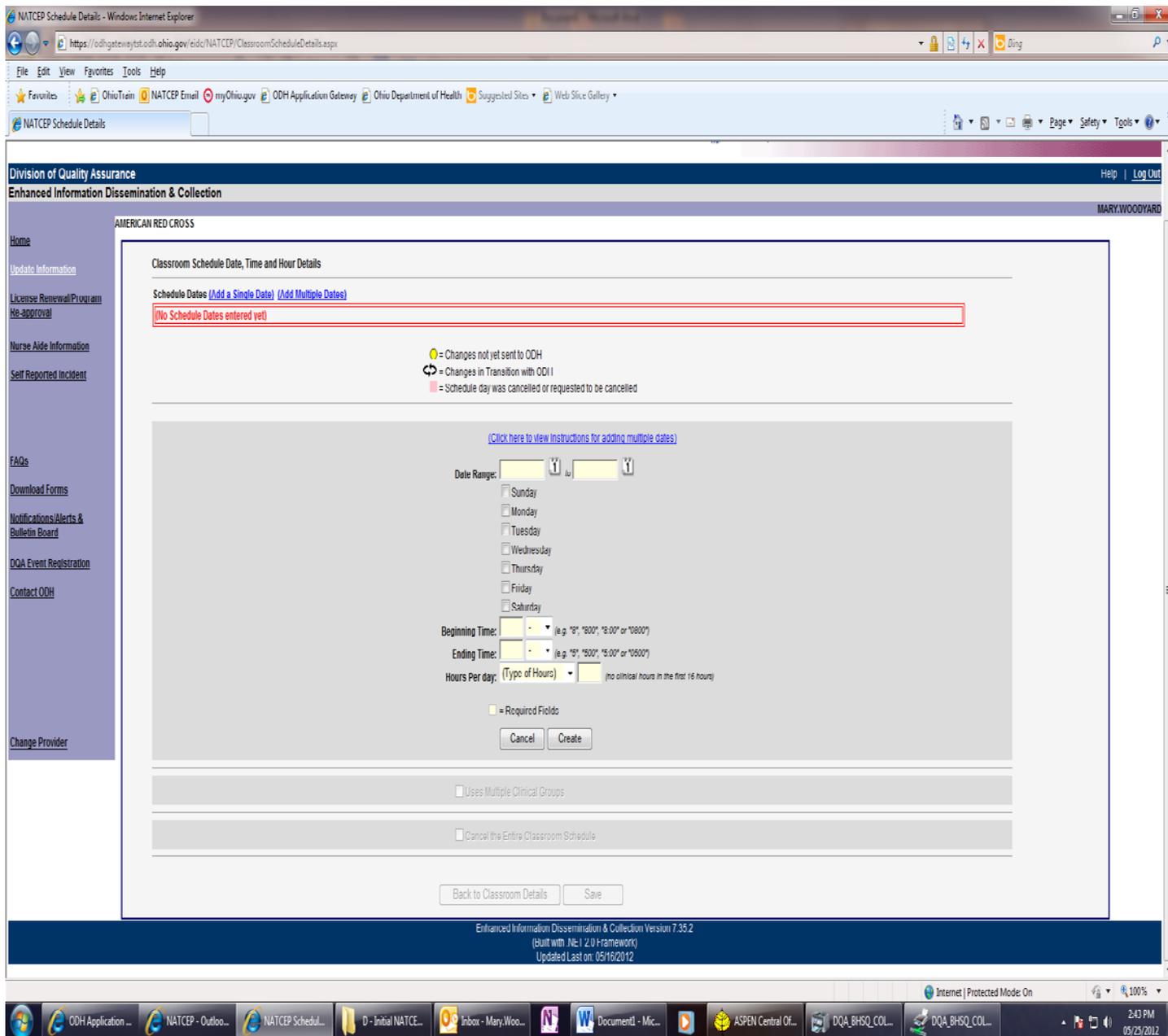
The footer of the application displays: "Enhanced Information Dissemination & Collection Version 7.35.2 (Built with .NET 2.0 Framework) Updated Last on: 05/16/2012". The Windows taskbar at the bottom shows the system tray with the date and time: 2:43 PM, 05/25/2012.

**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.



# Click "Create"

The screenshot shows a web browser window displaying the NATCEP Schedule Details page. The browser's address bar shows the URL: <https://odhgatewayst.odh.ohio.gov/eidc/NATCEP/ClassroomScheduleDetails.aspx>. The page header includes "Division of Quality Assurance" and "Enhanced Information Dissemination & Collection". The user is logged in as "MARY.WOODYARD".

The main content area is titled "AMERICAN RED CROSS" and "Classroom Schedule Date, Time and Hour Details". It features a "Schedule Dates" section with links for "Add a Single Date" and "Add Multiple Dates". A red-bordered box contains the text "(No Schedule Dates entered yet)".

Legend:

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

Form fields include:

- Date Range: 06/04/2012 to 06/15/2012
- Days: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked)
- Beginning Time: 8 am
- Ending Time: 4:00 pm
- Hours Per day: Classroom, 7.5 (no clinical hours in the first 16 hours)

Buttons: "Cancel", "Create", "Back to Classroom Details", "Save".

Footer: "Enhanced Information Dissemination & Collection Version 7.35.2 (Built with .NET 2.0 Framework) Updated Last on: 05/18/2012".

Click "Affirm"

Division of Quality Assurance Help | Log Out

Enhanced Information Dissemination & Collection MARY.WOODYARD

AMERICAN RED CROSS

Home

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Re-approval

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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 100%

ODH Applicatio... NATCEP - Outo... NATCEP Schedu... D - Initial NATC... Inbox - Mary.Wo... Welcome to the ... Document1 - M... 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 3<sup>rd</sup> 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](#)

**Enhanced Information Dissemination & Collection** | [MARY.WOODYARD](#)

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
<a href="#">Remove day</a>	● #1	06/04/2012	08:00 am	04:00 pm	7.50	0
<a href="#">Remove day</a>	● #2	06/05/2012	08:00 am	04:00 pm	7.50	0
<a href="#">Remove day</a>	● #3	06/06/2012	08:00 am	04:00 pm	7.50	0
<a href="#">Remove day</a>	● #4	06/07/2012	08:00 am	04:00 pm	7.50	0
<a href="#">Remove day</a>	● #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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**To Add Faculty** (must add to each schedule): Click on the **black** stick figure icon to the left of the schedule.

Classroom Site Details

Classroom Name: American Red Cross, Greater Cle  
 Address: 3747 Euclid Avenue, Room 21  
 Address 2:  
 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:

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

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.)

Legend:  
 \* = required fields

Buttons: Cancel, Save

Enhanced Information Dissemination & Collection Version 7.35.2  
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**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://odhgatewaystst.odh.ohio.gov/eidc/NATCEP/ClassroomTeachers.aspx

Ohio Department of HEALTH

Division of Quality Assurance

Enhanced Information Dissemination & Collection

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

Enhanced Information Dissemination & Collection Version 7.35.2  
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Updated Last on 05/18/2012

Internet | Protected Mode: On

Done

05/25/2012 2:50 PM

Updated 02/22/13

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

Ohio.gov  
Ohio Department of HEALTH

Division of Quality Assurance  
Enhanced Information Dissemination & Collection

MARY.WOODYARD

AMERICAN RED CROSS

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

	First Name	Last Name	MI	License Number
<a href="#">Add</a>	Diane	Minor	M	RN221648
<a href="#">Add</a>	Lula	Robinson	M	RN148935
<a href="#">Add</a>	Lula	Robinson	M	RN148935

[Back to Schedule Faculty List Page](#)

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Click "OK"

The screenshot shows a web browser window displaying the 'Enhanced Information Dissemination & Collection' application. The page header includes the 'Ohio.gov' logo and 'Ohio Department of HEALTH'. The user is logged in as 'MARY.WOODYARD'. The main content area is titled 'AMERICAN RED CROSS' and contains a table for adding program coordinators to a schedule. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to add DIANE MINOR as a PC for this schedule?'. The dialog box has 'OK' and 'Cancel' buttons.

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

	First Name	Last Name	MI	License Number
<a href="#">Add</a>	Diane	Minor	M	RN221648
<a href="#">Add</a>	Lula	Robinson	M	RN148935
<a href="#">Add</a>	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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Click “Add” next to appropriate PI’s

Division of Quality Assurance  
Enhanced Information Dissemination & Collection

AMERICAN RED CROSS

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

	First Name	Last Name	MI	License Number
<a href="#">Add</a>	Beryl	Bufford		RN-135052
<a href="#">Add</a>	Mary Jane	Carpenter		RN-210013
<a href="#">Add</a>	Linda	Carter	J	RN-178752
<a href="#">Add</a>	Patricia	Collins		RN126255
<a href="#">Add</a>	Patricia	Cruikshank	J	RN-119154
<a href="#">Add</a>	Beverly	Douglas		RN319173
<a href="#">Add</a>	Mary Lou	Fischer	L	RN137238
<a href="#">Add</a>	Khaliah	Fisher-Grace		RN308538
<a href="#">Add</a>	Judith	Flynn		RN-105367
<a href="#">Add</a>	Aisha	Hamptom	M	RN310360

[Back to Schedule Faculty List Page](#)

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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”**

The screenshot shows a web browser window displaying the EDC/NATCEP Application. The page header includes the Ohio Department of Health logo and the text "Ohio.gov So much to Discover". The main content area is titled "Division of Quality Assurance" and "Enhanced Information Dissemination & Collection". A sidebar on the left contains navigation links such as "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 displays "AMERICAN RED CROSS" and a "Listing of Faculty per this Schedule". The table below shows one faculty member: Diane M. Minor, PC. A legend explains the status icons: a yellow circle for changes not yet sent to ODH, a circular arrow for changes in transition, and a pink square for requested removal. A "Back to Classroom Details" button is located at the bottom of the table.

	First Name	MI	Last Name	Type
<a href="#">Remove</a>	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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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.

**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://odhgateways1st.odh.ohio.gov/eidc/NATCEP/ClassroomSiteDetails.aspx

Division of Quality Assurance

Enhanced Information Dissemination & Collection

AMERICAN RED CROSS

Classroom Site Details

Classroom Name: American Red Cross, Greater Cle

Address: 3747 Euclid Avenue, Room 2I

Address 2:

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

= 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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## Click "Add a Trainee"

The screenshot shows a Windows Internet Explorer browser window displaying the URL <https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ClassroomParticipantList.aspx>. The page title is "Trainee List".

The page header features the "Ohio.gov" logo and the "Ohio Department of HEALTH" logo. Below the header, the navigation bar includes "Division of Quality Assurance" and "Enhanced Information Dissemination & Collection".

The main content area is titled "AMERICAN RED CROSS". It displays the following information:

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

The "Report of Trainees for this Classroom Schedule" section includes 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 is a link for "Trainees (Add a Trainee)". A red box highlights the text "(No Trainees entered yet)" in a text input field.

A "Back to Classroom Details" button is located at the bottom of the main content area.

The footer of the page contains the text: "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 - Outlo...", "Trainee List - Wi...", "D - Initial NATC...", "Inbox - Mary.Wo...", "Welcome to the...", "Document1 - Mi...", "ASPEN Central...", "DQA\_BHSQ\_CO...", and "DQA\_BHSQ\_CO...". The system clock shows 2:51 PM on 05/25/2012.

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 displaying a form for reporting trainees. The browser's address bar shows the URL: <https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ClassroomParticipantList.aspx>. The page header includes the Ohio Department of Health logo and the text "Ohio Department of HEALTH". The main content area is titled "Report of Trainees for this Classroom Schedule" and includes the following information:

- Classroom: American Red Cross, Greater Cleveland Chapter
- Schedule: 09/04/2012 through 09/15/2012

The form contains the following fields:

- Trainee First Name:
- Trainee Last Name:
- SSN:
- Address:
- City:
- State:
- Zip Code:
- Email Address:
- Home Phone:  ie. (014) 555-1234
- Gender:
- Date of Birth:
- ADA Request:
- Note:

Buttons for "Cancel" and "Add Trainee" are located at the bottom of the form. A message at the bottom of the page reads: "\*\*\* Trainee Status section will be available after the class is over \*\*\*".

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

The screenshot shows a web browser window titled "Trainee List - Windows Internet Explorer". The address bar displays the URL: <https://odhgateways1st.odh.ohio.gov/eidc/NATCEP/ClassroomParticipantList.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility.

The main content area is titled "Trainee List" and contains the following information:

- 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](#))
- A red-bordered box containing the text: **(No Trainees entered yet)**
- A form for adding a trainee with the following fields:
  - 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 (614) 555-1234
  - Gender: Male
  - Date of Birth: 01/01/2012
  - ADA Request: No
  - Note: (empty text area)
- Buttons: **Cancel** and **Add Trainee**
- Footer text: **\*\*\* Trainee Status section will be available after the the class is over \*\*\***
- Status: (Select Status)
- Back to Classroom Details** button

The footer of the page contains the following text: "Enhanced Information Dissemination & Collection Version 7.35.2 (Built with .NET 2.0 Framework) Updated Last on: 05/16/2012".

The taskbar at the bottom shows several open applications: Internet Explorer, ODH Application..., NATCEP - Outlo..., Trainee List - Wi..., D - Initial NAT..., Inbox - Mary.Wo..., Welcome to the..., Document1 - Mi..., ASPEN Central..., DQA\_BHSQ\_CO..., and DQA\_BHSQ\_CO... The system clock shows 2:52 PM on 05/25/2012.

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

Classroom Site Details

Classroom Name: American Red Cross, Greater Cle  
Address: 3747 Euclid Avenue, Room 21  
Address2:  
City: Cleveland  
State: OHIO  
Zip: 44115  
Country: 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: [Y]

Assigned Classroom Schedules (Add Schedule)

	Schedule Range	Clinical Hours	Classroom Hours	Total Hours
<a href="#">Undo Changes</a>	05/04/2012 through 05/15/2012	16	60	76

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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**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"

**AMERICAN RED CROSS**

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

Assigned Classroom Sites ([Add to List](#))

	Classroom Site Name	Type
<a href="#">Undo Changes</a>	AMERICAN RED CROSS, GREATER CLEVELAND CHAPTER	OTHER
<a href="#">End Service</a>	AMERICAN RED CROSS OF SUMMIT AND PORTAGE COUNTIES	OTHER
<a href="#">End Service</a>	AMERICAN RED CROSS PORTAGE COUNTY CHAPTER	OTHER
<a href="#">End Service</a>	AMERICAN RED CROSS, GREATER CLEVELAND CHAPTER	OTHER
<a href="#">End Service</a>	AMERICAN RED CROSS, LORAIN COUNTY CHAPTER	OTHER
<a href="#">End Service</a>	AMERICAN RED CROSS-ASHTABULA COUNTY CHAPTER	OTHER
<a href="#">End Service</a>	AMERICAN RED CROSS-TRUMBULL	OTHER
<a href="#">End Service</a>	COS TRANS.THE ROSE ROOM	OTHER
<a href="#">End Service</a>	MASONIC TEMPLE AND AUDITORIUM	OTHER
<a href="#">End Service</a>	THE AMERICAN RED CROSS MAHONING COUNTY	OTHER
<a href="#">End Service</a>	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.

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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 displaying the NATCEP Classroom Sites application. The browser's address bar shows the URL: <https://odhgatewaytst.odh.ohio.gov/eidc/NATCEP/ClassroomSites.aspx?tabId=24>. The page header includes the Ohio Department of Health logo and the text "Ohio Department of HEALTH". Below the header, the page is titled "Division of Quality Assurance" and "Enhanced Information Dissemination & Collection". The user is identified as "MARY.WOODYARD".

The main content area is for "AMERICAN RED CROSS" and includes tabs for "Demographics", "Personnel", "Clinical Sites", "Classroom Sites", "Topic Hours", and "Documentation". The "Classroom Sites" tab is active. A confirmation message is displayed in a white box with a blue border:

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.

Please provide your name:

Buttons for "Cancel" and "Confirm Update(s)" are located below the text input field.

The footer of the page contains the text: "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 - Outlo...", "NATCEP Classo...", "D - Initial NAT...", "Inbox - Mary.Wo...", "Welcome to the...", "Document1 - M...", "ASPEN Central...", "DQA\_BHSQ\_CO...", and "DQA\_BHSQ\_CO...". The system tray shows the time as 2:58 PM on 05/25/2012.

**Topic Hours:** To change your topic hours, enter the changes under the “New Classroom Hours” or “New Clinical Hours” columns. Do not leave any blanks even if the information is not changing. Click “Update.” **REMEMBER** that your total hours cannot fall below 75.

**AMERICAN RED CROSS**

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

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
<b>Total Preclinical Hours</b>	<b>16</b>	<b>21</b>	<b>0</b>	<b>N/A</b>			<b>16.0</b>	<b>21</b>	<b>0</b>
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
<b>Subtotal Classroom and Clinical Hours</b>	<b>34 to 43</b>	<b>51</b>	<b>0</b>	<b>16 to 25</b>	<b>24</b>	<b>0</b>	<b>59</b>	<b>75</b>	<b>0</b>
<b>Overall Total (Preclinical plus Classroom and Clinical)</b>		<b>72</b>	<b>0</b>		<b>24</b>	<b>0</b>		<b>96</b>	<b>0</b>

=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.

The screenshot shows a web browser window displaying the NATCEP Program Documentation application. The browser address bar shows the URL: <https://odhgatewaystst.odh.ohio.gov/eidc/NATCEP/ProgramDocumentation.aspx?tabId=25>. The page header includes the Ohio Department of Health logo and the text "Ohio Department of HEALTH". Below the header, the page is titled "Division of Quality Assurance" and "Enhanced Information Dissemination & Collection". The user is logged in as "MARY.WOODYARD".

The main content area is for "AMERICAN RED CROSS" and is divided into several tabs: "Demographics", "Personnel", "Clinical Sites", "Classroom Sites", "Topic Hours", and "Documentation". The "Documentation" tab is active, showing a table with the following data:

	Date Loaded	Document Name	Document Note
<a href="#">View</a>	09/21/2010	SKMBT_36310092116560	Clinical site agreement with Anchore Lodge

Below the table, there are two status indicators:

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

The form below the table includes a "Select Document to Attach:" field with a "Browse..." button, an "Optional Note:" text area, and an "Add Document" button. At the bottom of the form is an "Update" button.

The footer of the page contains the text: "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...", "NATCEP Program...", "D - Initial NATCE...", "Inbox - Mary.Woo...", "Document1 - Mic...", "ASPEN Central Of...", "DQA\_BHSQ\_COL...", and "DQA\_BHSQ\_COL...". The system clock shows the time as 2:40 PM on 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.