

DDP2 – Dev. Disabilities Profile

The DDP2 may be used to provide an accurate and thorough description of the skills and challenges of a person with developmental disabilities that are related to their service needs.

CHOICES has been developed to automate the process of completing and transmitting forms and generating certain reports.

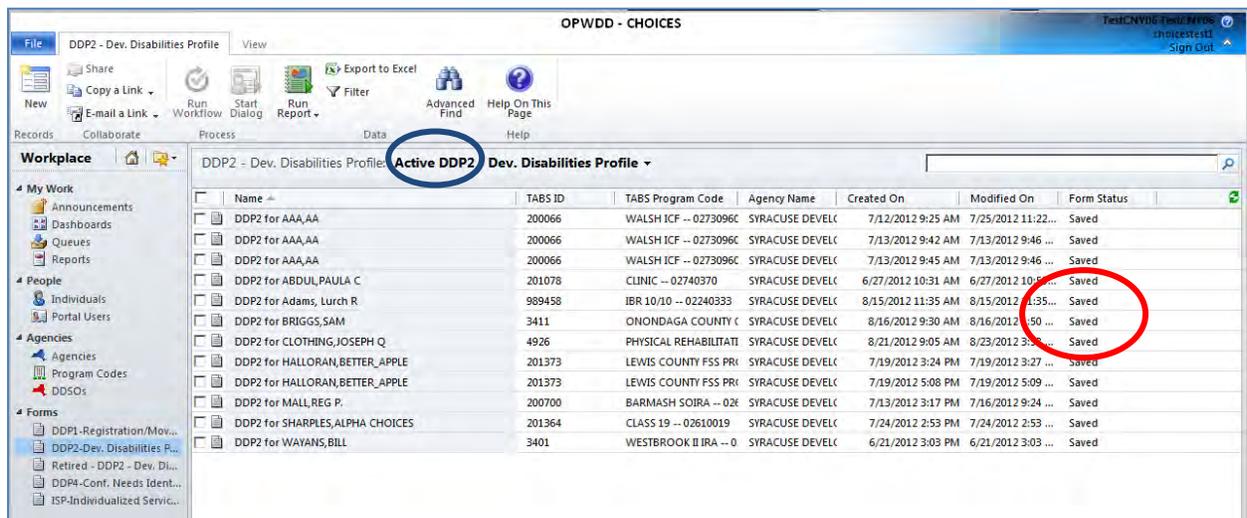
There is no “Delete” function in CHOICES.

DDP2

Click on DDP2 to review the list of applications from your agency:



The content pane will display any completed or partially completed and **Saved** DDP2 forms:

A screenshot of the OPWDD - CHOICES application interface. The "Active DDP2" tab is selected in the "Dev. Disabilities Profile" section. A table displays a list of forms with columns for Name, TABS ID, TABS Program Code, Agency Name, Created On, Modified On, and Form Status. The form for "BRIGGS, SAM" is circled in red, showing a status of "Saved".

| Name | TABS ID | TABS Program Code | Agency Name | Created On | Modified On | Form Status |
|----------------------------------|---------|-----------------------|-----------------|--------------------|---------------------|-------------|
| DDP2 for AAA, AA | 200066 | WALSH ICF -- 0273096C | SYRACUSE DEVELC | 7/12/2012 9:25 AM | 7/25/2012 11:22... | Saved |
| DDP2 for AAA, AA | 200066 | WALSH ICF -- 0273096C | SYRACUSE DEVELC | 7/13/2012 9:42 AM | 7/13/2012 9:46 ... | Saved |
| DDP2 for AAA, AA | 200066 | WALSH ICF -- 0273096C | SYRACUSE DEVELC | 7/13/2012 9:45 AM | 7/13/2012 9:46 ... | Saved |
| DDP2 for ABDUL, PAULA C | 201078 | CLINIC -- 02740370 | SYRACUSE DEVELC | 6/27/2012 10:31 AM | 6/27/2012 10:31 ... | Saved |
| DDP2 for Adams, Lurch R | 989458 | IBR 10/10 -- 02240333 | SYRACUSE DEVELC | 8/15/2012 11:35 AM | 8/15/2012 11:35 ... | Saved |
| DDP2 for BRIGGS, SAM | 3411 | ONONDAGA COUNTY C | SYRACUSE DEVELC | 8/16/2012 9:30 AM | 8/16/2012 11:50 ... | Saved |
| DDP2 for CLOTHING, JOSEPH Q | 4926 | PHYSICAL REHABILITATI | SYRACUSE DEVELC | 8/21/2012 9:05 AM | 8/23/2012 3:27 ... | Saved |
| DDP2 for HALLORAN, BETTER, APPLE | 201373 | LEWIS COUNTY FSS PRI | SYRACUSE DEVELC | 7/19/2012 3:24 PM | 7/19/2012 3:27 ... | Saved |
| DDP2 for HALLORAN, BETTER, APPLE | 201373 | LEWIS COUNTY FSS PRI | SYRACUSE DEVELC | 7/19/2012 5:08 PM | 7/19/2012 5:09 ... | Saved |
| DDP2 for MALL, REG P. | 200700 | BARMASH SOIRA -- 02E | SYRACUSE DEVELC | 7/13/2012 3:17 PM | 7/16/2012 9:24 ... | Saved |
| DDP2 for SHARPLES, ALPHA CHOICES | 201364 | CLASS 19 -- 02610019 | SYRACUSE DEVELC | 7/24/2012 2:53 PM | 7/24/2012 2:53 ... | Saved |
| DDP2 for WAYANS, BILL | 3401 | WESTBROOK II IRA -- 0 | SYRACUSE DEVELC | 6/21/2012 3:03 PM | 6/21/2012 3:03 ... | Saved |

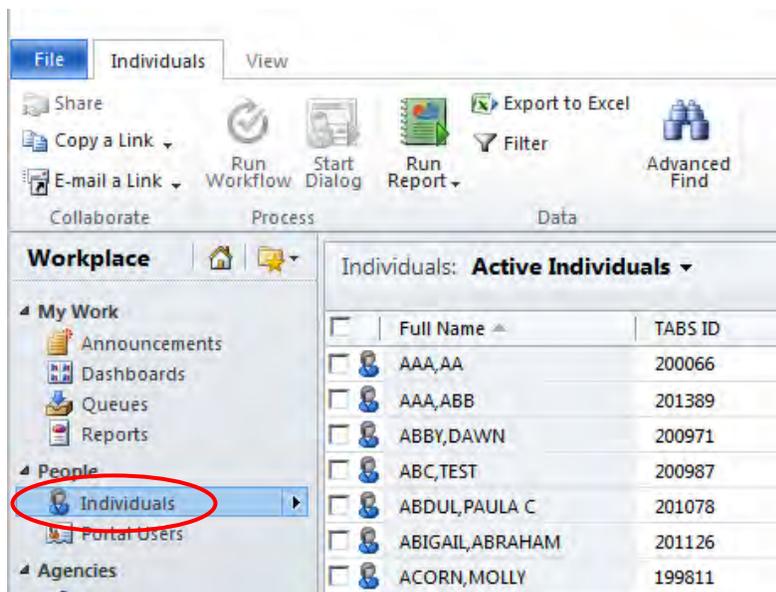
You can see the status of the current DDP2 for Sam Briggs is “Saved.” This means that this DDP2 has been saved but not submitted. Also, the **View** is set to Active.

If the view was changed to Inactive DDP2 using the dropdown arrow, you would be able to view any DDP2 that was submitted and successfully entered into TABS.



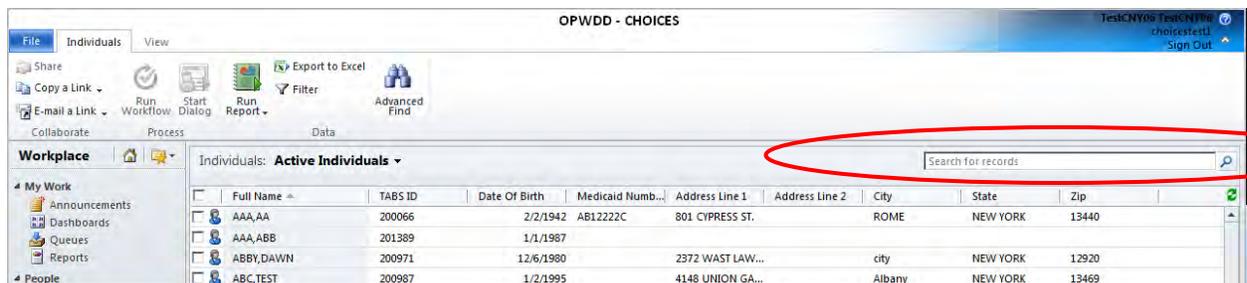
Create New DDP2 (Form)

To create a new DDP2 we will start in the **Workplace** section under **People**, click the **"Individuals"** link:



The Individuals section displays everyone that is known to TABS in your Agency.

In the Individuals section you can search by name either in the area where it states **Search for records** or you can narrow the search down by clicking a letter at the bottom.



| | ADAMS, APRIL | 147211 | 12/19/1988 | XG33486B | SRU FOR THER ... | NEW YORK |
|--|--------------|--------|------------|----------|------------------|----------|
| | ADAMS, BILL | 26279 | 7/26/1952 | AU46095Q | SRU FOR THER ... | NEW YORK |

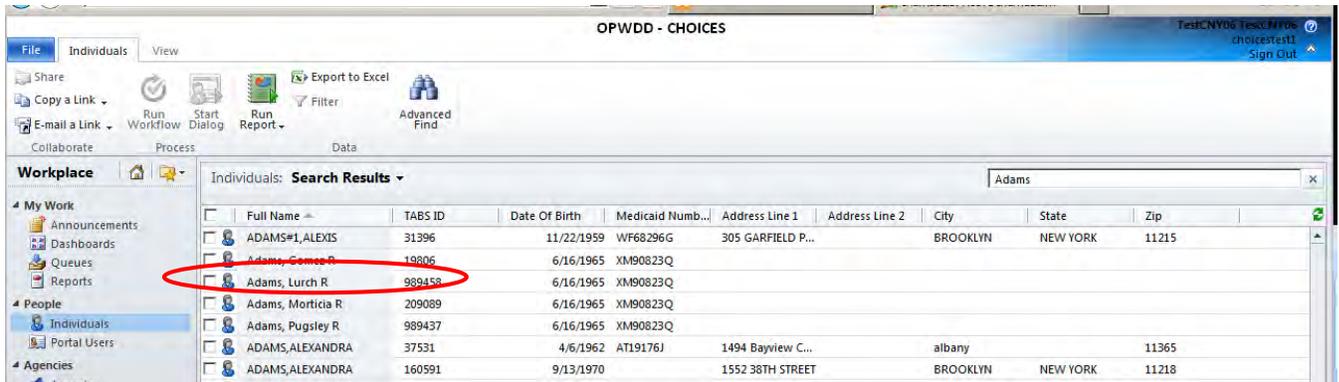
1 - 50 of 5000 - 0 selected

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

For this example we will show typing the name 'Adams' in the Search for records section. Then click the **Start Search** button .

A list matching our search displays.

To start a DDP2 for 'Lurch Adams' we simply click his name



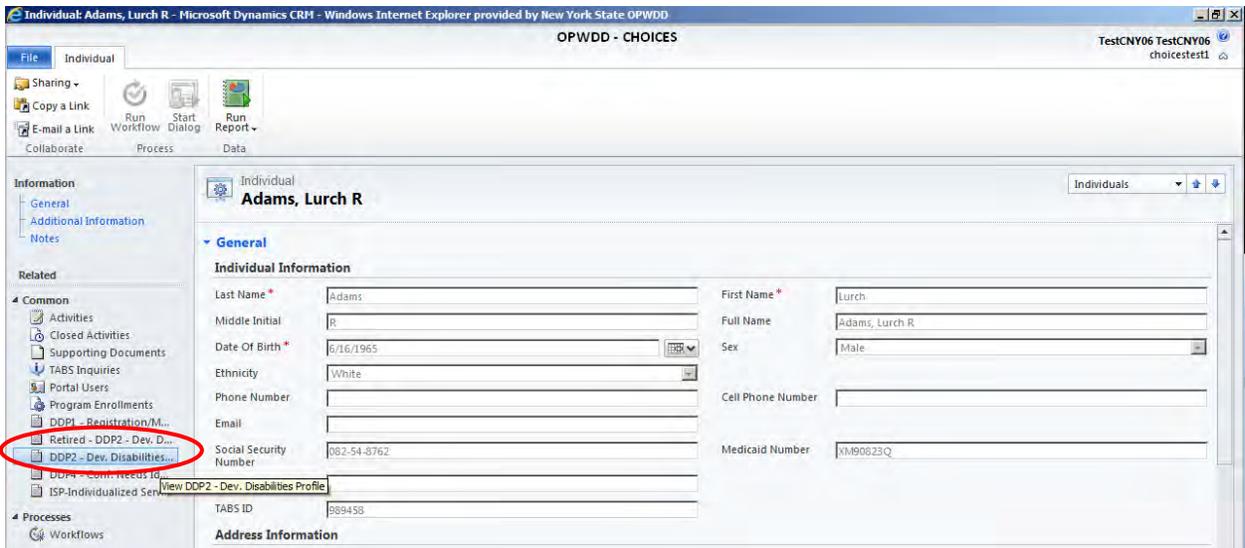
OPWDD - CHOICES

Individuals: Search Results

| | Full Name | TABS ID | Date Of Birth | Medicaid Num... | Address Line 1 | Address Line 2 | City | State | Zip |
|--------------------------|-------------------|---------|---------------|-----------------|-------------------|----------------|----------|----------|-------|
| <input type="checkbox"/> | ADAMS#1, ALEXIS | 31396 | 11/22/1959 | WF68296G | 305 GARFIELD P... | | BROOKLYN | NEW YORK | 11215 |
| <input type="checkbox"/> | Adams, Corine R | 19806 | 6/16/1965 | XM90823Q | | | | | |
| <input type="checkbox"/> | Adams, Lurch R | 989458 | 6/16/1965 | XM90823Q | | | | | |
| <input type="checkbox"/> | Adams, Morticia R | 209089 | 6/16/1965 | XM90823Q | | | | | |
| <input type="checkbox"/> | Adams, Pugsley R | 989437 | 6/16/1965 | XM90823Q | | | | | |
| <input type="checkbox"/> | ADAMS, ALEXANDRA | 37531 | 4/6/1962 | AT19176J | 1494 Bayview C... | | albany | | 11365 |
| <input type="checkbox"/> | ADAMS, ALEXANDRA | 160591 | 9/13/1970 | | 1552 38TH STREET | | BROOKLYN | NEW YORK | 11218 |

A screen appears with her information pulled directly from TABS.

To start a new DDP2, click the DDP2 link under **Details**.



Individual: Adams, Lurch R

Individual Information

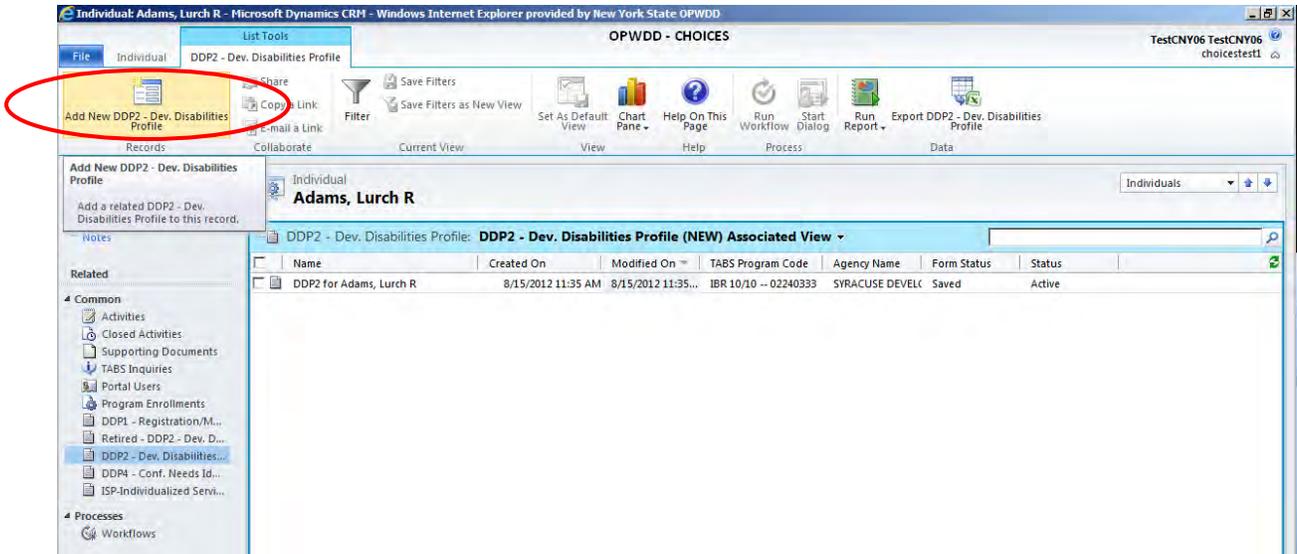
| | | | |
|------------------------|-------------|-------------------|----------------|
| Last Name * | Adams | First Name * | Lurch |
| Middle Initial | R | Full Name | Adams, Lurch R |
| Date Of Birth * | 6/16/1965 | Sex | Male |
| Ethnicity | White | Cell Phone Number | |
| Phone Number | | Medicaid Number | XM90823Q |
| Email | | | |
| Social Security Number | 082-54-8762 | | |
| TABS ID | 989458 | | |

Address Information

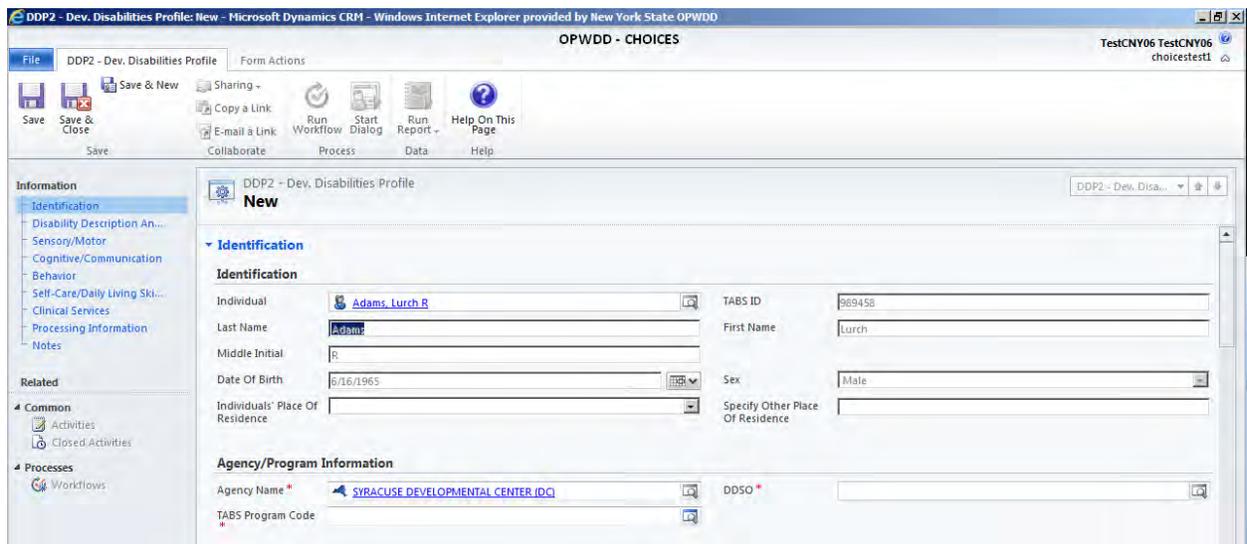
The DDP2 screen for Lurch Adams appears

Currently, there is one DDP2 for Lurch Adams.

To start a new DDP2 click the New DDP2 – Dev. Disabilities Profile link.



This will open a new DDP2 for Lurch Adams.

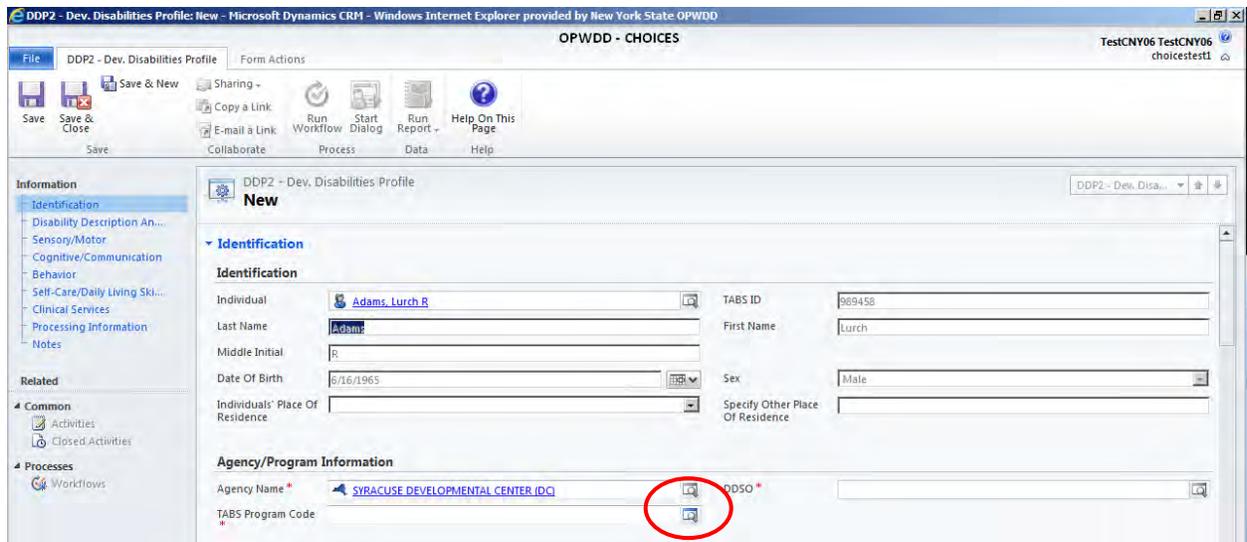


Completing the DDP2

Fill in all **required** (*) fields and any other information known. (**Required** is noted by asterisk.)

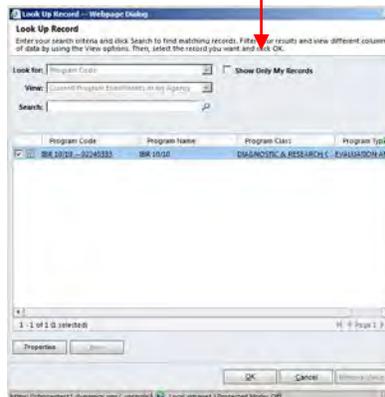
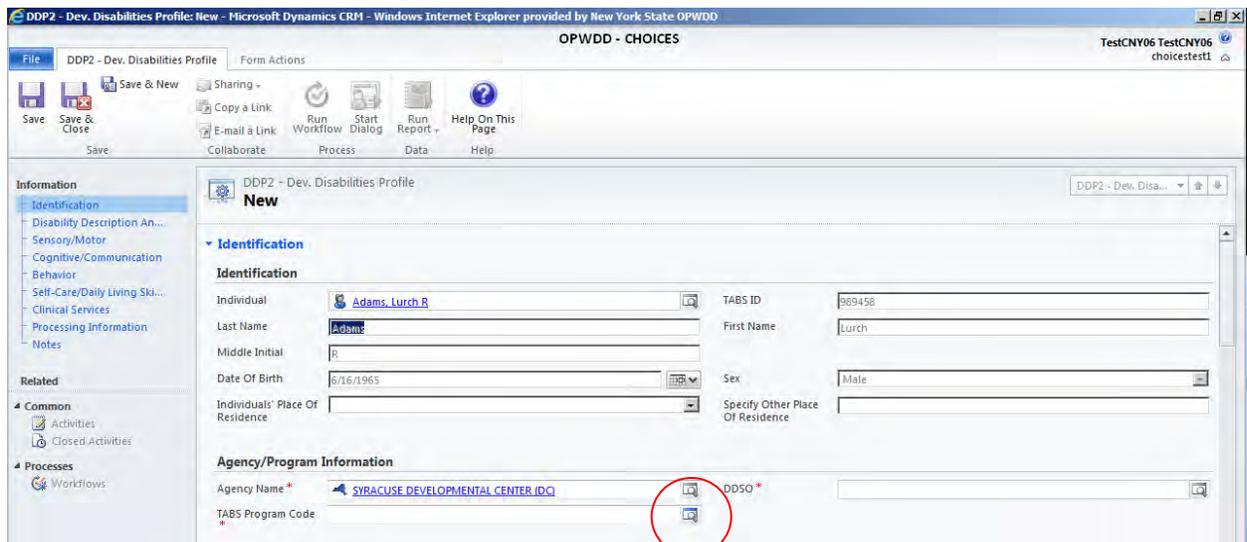
There is a **“Find” icon**  with each field that has a list of values to assistance in selecting a choice.

Choose the appropriate TABS Program Code by clicking on the **Find** icon.



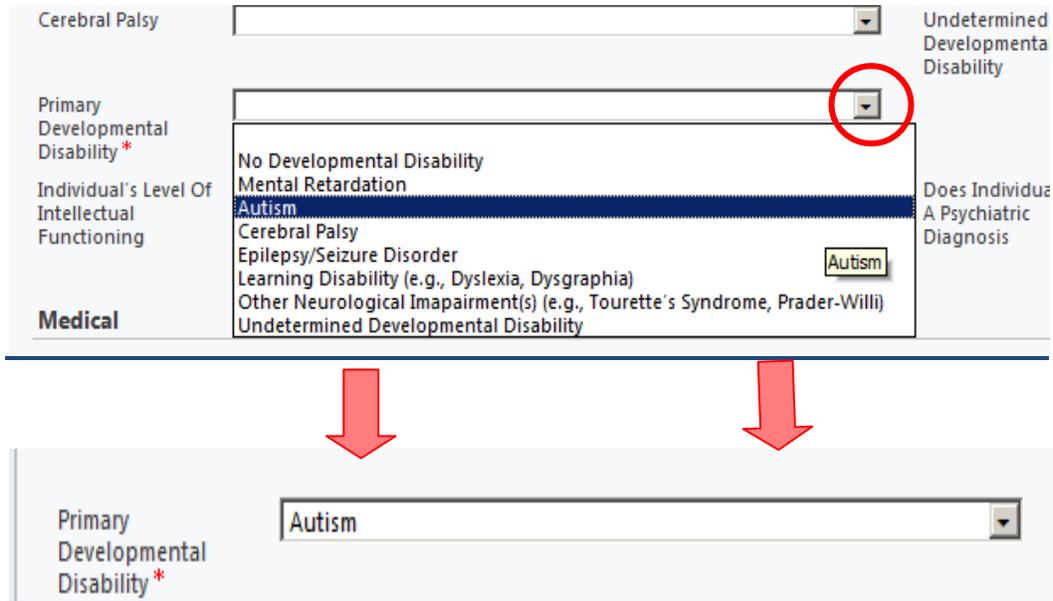
The lookup window will display with Program Codes that you can select for the individual.

Example of clicking the Find icon and getting a pop up displaying options:



Throughout the DDP2 there are dropdown lists that should be filled out if you have the information.

To enter information into a field with a dropdown list click the dropdown arrow and select a choice from the list by clicking on that item.

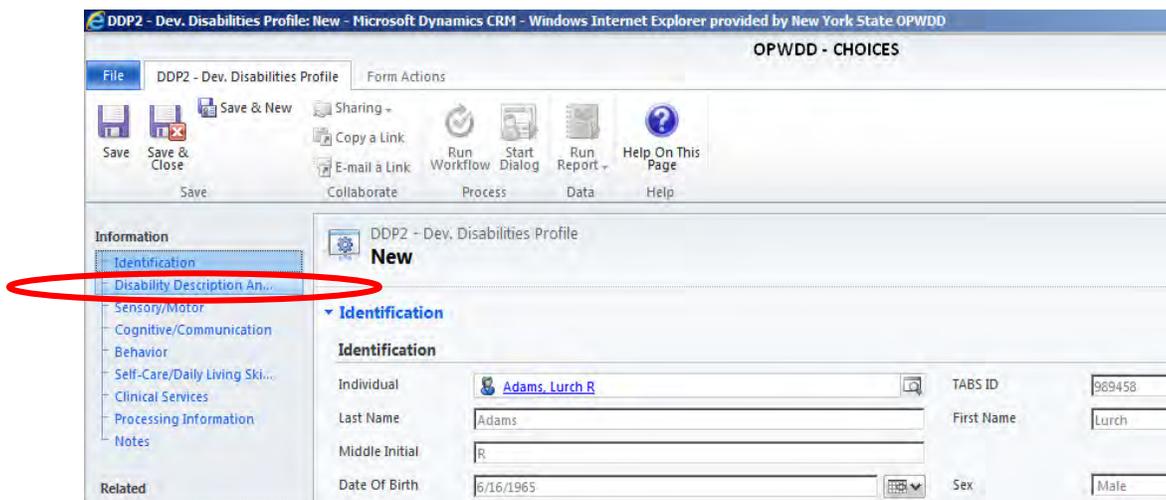


Moving through the DDP2

There are links in the left pane titled Information to move through the different areas of the DDP2.

To move to a different section of the DDP2, click the link for the section you want to enter.

Example: To move from Identification to Disability Description And Medical, click the **Disability Description And Medical** link



NOTE: Some selections that you make may be dependent on other selections made in the DDP2

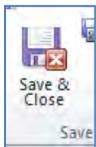
Saving, Printing and Submitting the DDP2

Once the form is completed, all required fields are completed and all information available is entered into the DDP2 form you can either **Save** or **Submit** the form.

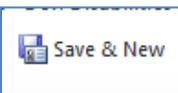
In the top left-hand corner of the screen you will find a **Save**, **Save and Close**, **Save & New** buttons (under the DDP2 – Dev. Disabilities Profile tab) and **Submit** button (under the Form Actions tab).



Saves the DDP2



Saves the DDP2 and closes the form



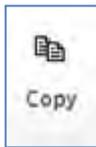
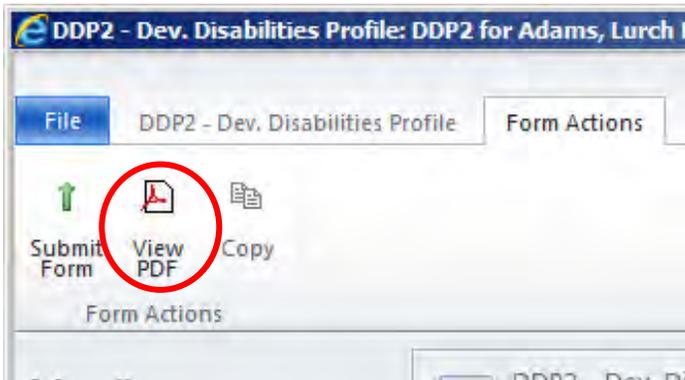
Saves the DDP2 and opens a new DDP2 form



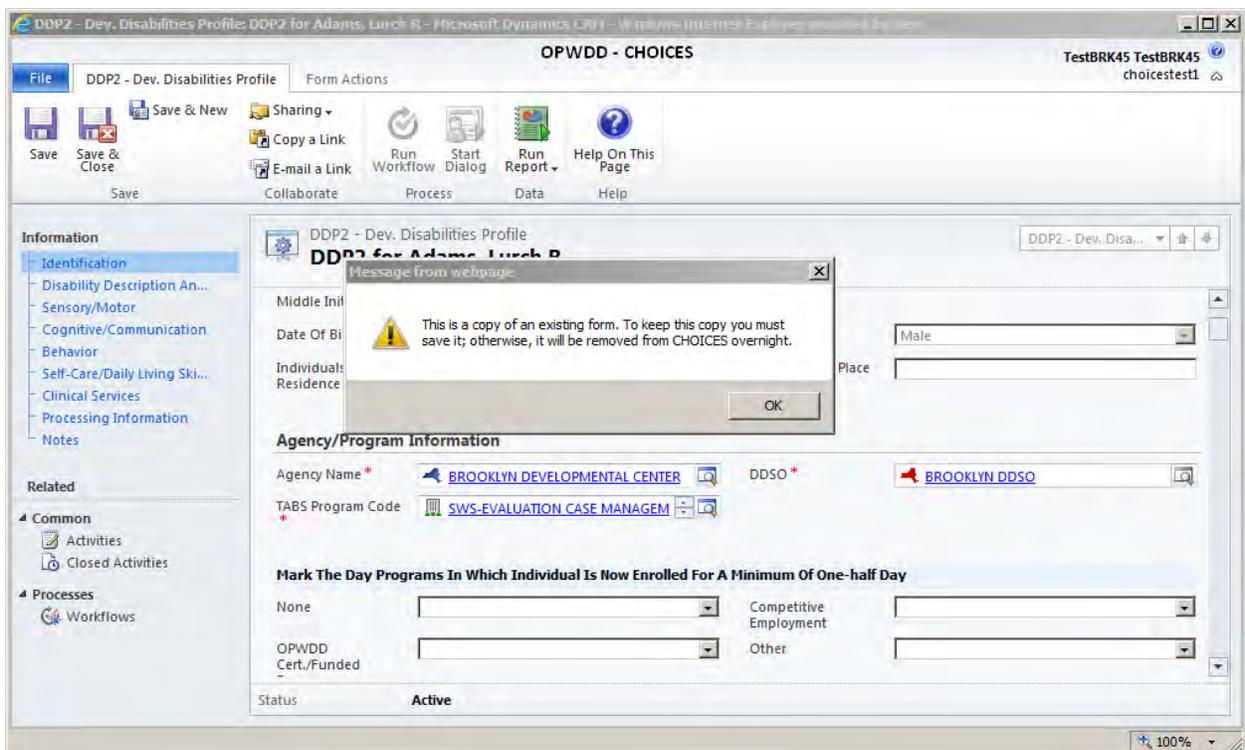
Submits the DDP2 to TABS

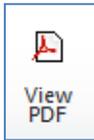
In this example we click **Save** to Save the DDP2 but keep the form open.

Once the DDP2 is saved two more buttons appear, the first button is **View PDF** for printing:



The **Copy** button is used for creating a new form based on one that has been saved.





Click **View PDF** to open a pdf version of the DDP2.

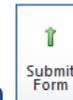
https://choicescsitest1.dynamics.omr/PDF/PDFConfigurator/omrPDFHandler.aspx?pk=0170EECS-EEF6 - Windows Internet Explorer pro

NYS Office For People With Developmental Disabilities
Putting People First
 DEVELOPMENTAL DISABILITIES PROFILE
 DDP-2 (07/10)

Fill in the Blanks or Mark the Appropriate Box(es) for Each Item.

| A. IDENTIFICATION | B. DISABILITY DESCRIPTION (cont.) | | | | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------|-----|----|--|--------------------------|--------------------------|---|--------------------------|--------------------------|---|--------------------------|--------------------------|--|--------------------------|--------------------------|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| 1. Date Completed : 08/15/2012 2. TABS I.D. : 989458 3. Agency/Program Name : SYRACUSE DEVELOPMENTAL CENTER (DC) 4. Agency/Program Code : 02240333 5. Print the individual's last name, first name, and middle initial : Adams Lurch R 6. Birthdate : 06/16/1965 7. Sex : <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female 8. Indicate individual's place of residence : <input type="checkbox"/> Living independently <input type="checkbox"/> Living with relatives <input type="checkbox"/> OPWDD Certified Residence <input type="checkbox"/> Health Facility (SNF, HRF, NH) <input type="checkbox"/> Other (specify) 9. Mark the day programs in which individual is now enrolled for a minimum of one-half day : <input checked="" type="checkbox"/> None <input type="checkbox"/> OPWDD Cert./Funded Program <input type="checkbox"/> School <input type="checkbox"/> Competitive Employment <input type="checkbox"/> Other (specify) | 12. From the most recent assessment available, indicate individual's level of intellectual functioning : <input type="checkbox"/> Normal or above <input checked="" type="checkbox"/> Mild retardation <input type="checkbox"/> Moderate retardation <input type="checkbox"/> Severe retardation <input type="checkbox"/> Profound retardation <input type="checkbox"/> Not determined at this time 13. Does individual have a psychiatric diagnosis (e.g., psychosis, personality disorder, neurosis)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | |
| | C. MEDICAL | | | | | | | | | | | | | | | | | | | | | |
| | 14. Indicate YES or NO for each of the following medical conditions : <table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td>a. Respiratory (e.g., asthma, emphysema, cystic fibrosis).....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>b. Cardiovascular (e.g., heart disease, high blood pressure).....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>c. Gastro-Intestinal (e.g., ulcers, colitis, liver and bowel difficulties).....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>d. Genito-Urinary (e.g., kidney problems).....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>e. Neoplastic Disease (e.g., cancer, tumors).....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>f. Neurological Diseases (e.g., MS, Organic Brain Syndrome, ALS, Huntington's Disease).....</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> 15. a. Does individual have a history of seizures? <input type="checkbox"/> Yes (Answer Questions 15b and 15c) <input type="checkbox"/> No (Click on Question 15b) | | Yes | No | a. Respiratory (e.g., asthma, emphysema, cystic fibrosis)..... | <input type="checkbox"/> | <input type="checkbox"/> | b. Cardiovascular (e.g., heart disease, high blood pressure)..... | <input type="checkbox"/> | <input type="checkbox"/> | c. Gastro-Intestinal (e.g., ulcers, colitis, liver and bowel difficulties)..... | <input type="checkbox"/> | <input type="checkbox"/> | d. Genito-Urinary (e.g., kidney problems)..... | <input type="checkbox"/> | <input type="checkbox"/> | e. Neoplastic Disease (e.g., cancer, tumors)..... | <input type="checkbox"/> | <input type="checkbox"/> | f. Neurological Diseases (e.g., MS, Organic Brain Syndrome, ALS, Huntington's Disease)..... | <input type="checkbox"/> | <input type="checkbox"/> |
| | Yes | No | | | | | | | | | | | | | | | | | | | | |
| a. Respiratory (e.g., asthma, emphysema, cystic fibrosis)..... | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| b. Cardiovascular (e.g., heart disease, high blood pressure)..... | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| c. Gastro-Intestinal (e.g., ulcers, colitis, liver and bowel difficulties)..... | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| d. Genito-Urinary (e.g., kidney problems)..... | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| e. Neoplastic Disease (e.g., cancer, tumors)..... | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| f. Neurological Diseases (e.g., MS, Organic Brain Syndrome, ALS, Huntington's Disease)..... | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| B. DISABILITY DESCRIPTION | | | | | | | | | | | | | | | | | | | | | | |
| 10. Mark all the developmental disabilities that apply : <input type="checkbox"/> No developmental disability | | | | | | | | | | | | | | | | | | | | | | |

You can print the DDP2 out this way. Click the **X** in the top right-hand corner to close the PDF.



When the DDP2 is ready for submission, click the **Submit Form** button.

DDP2 - Dev. Disabilities Profile: DDP2 for Adams, Lurch R - Microsoft Dynamics CRM - Windows Internet Explorer

OPWDD - CHOICES

File DDP2 - Dev. Disabilities Profile Form Actions

Submit Form View PDF Copy

Form Actions

Submit Form
Submits the form.

Disability Description An...
Sensory/Motor
Cognitive/Communication
Behavior
Self-Care/Daily Living Ski...
Clinical Services

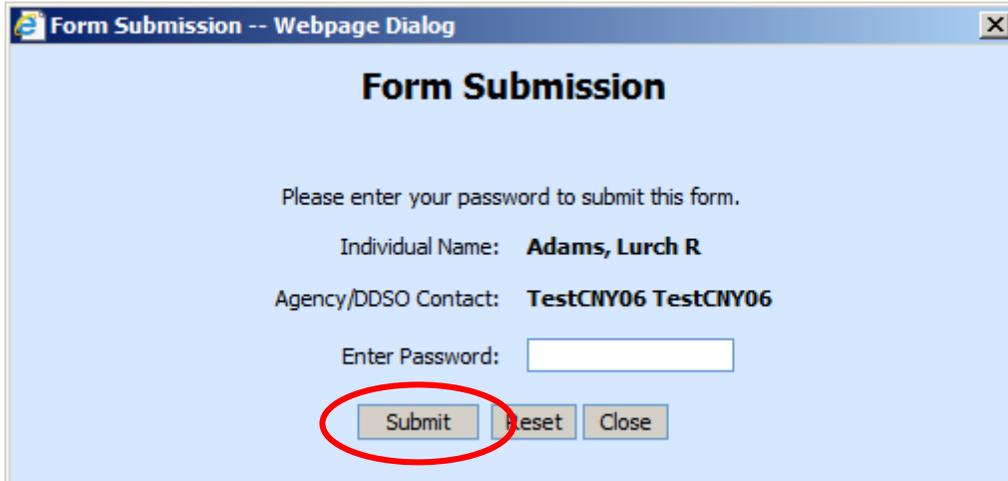
DDP2 - Dev. Disabilities Profile
DDP2 for Adams, Lurch R

Identification
 Identification

Individual Adams, Lurch R TABS ID

An electronic submission box will display:

Enter your password and click Submit:



TIP: If you are missing any required fields you will receive an error message.

The form is now signed and submitted. You are returned to the main screen and you can view the DDP2 in the list under **Inactive DDP2**.



| Name | TABS ID | TABS Program Code | Agency Name | Created On | Modified On |
|----------------------------|---------|------------------------|----------------|--------------------|--------------------|
| DDP2 for ABC,TEST | 200987 | SWS-EVALUATION CAS | BROOKLYN DEVEL | 8/6/2012 10:59 AM | 8/6/2012 11:03 ... |
| DDP2 for Adams, Fester R | 209078 | 80 -- 10000005 | BROOKLYN DEVEL | 7/25/2012 1:46 PM | 8/17/2012 9:57 ... |
| DDP2 for ADAMS,ALEXANDRA J | 37531 | COMMUNITY CARE -- 0 | BROOKLYN DEVEL | 8/16/2012 2:19 PM | 8/16/2012 2:33 ... |
| DDP2 for ALBANESE,WILLIAM | 39140 | FOLK, PETRA BOURDOI | BROOKLYN DEVEL | 6/6/2012 8:59 AM | 6/6/2012 9:00 AM |
| DDP2 for BULLWINKLE,ROCKY | 201407 | CARE AT HOME III -- 02 | BROOKLYN DEVEL | 8/28/2012 10:54 AM | 8/28/2012 10:55... |
| DDP2 for BURGARD,JOYCE | 201360 | SO SEMP (0235) #2 -- 0 | BROOKLYN DEVEL | 7/24/2012 2:07 PM | 7/24/2012 2:07 ... |
| DDP2 for BURGARD,JOYCE | 201360 | CRISIS INTERVENTION . | BROOKLYN DEVEL | 7/12/2012 11:19 AM | 7/12/2012 11:20... |

NOTE:

From the Individuals screen for an individual you can access the Master Client History by clicking the TABS Inquiries link, select Individual inquiry, then Open PDF. All the DDP2 – ISPM scores appear on this inquiry once the form has been successfully submitted to TABS. For more information on Inquiries check the [CHOICES INQUIRIES](#)

OPWDD - CHOICES

File Individuals View Charts

Share Copy a Link E-mail a Link Run Workflow Start Dialog Run Report Filter Export to Excel Advanced Find

Collaborate Process Data

Workplace

My Work
Announcements
Dashboards
Queues
Reports
People
Individuals
Portal Users
Staff
Agencies

Individuals: Active Individuals

Search for records

| | Full Name | TABS ID | Date Of Birth | Medicaid Num... | Address Line 1 | Address Line 2 | City |
|-------------------------------------|----------------|---------|---------------|-----------------|---------------------|----------------|----------|
| <input type="checkbox"/> | AAA,AA | 200066 | 2/2/1942 | AB12222C | 801 CYPRESS ST. | | ROME |
| <input type="checkbox"/> | AAA,ABB | 201389 | 1/1/1987 | | | | |
| <input type="checkbox"/> | ABBY,DAWN | 200971 | 12/6/1980 | | 2372 WEST LAW... | | city |
| <input type="checkbox"/> | ABC,TEST | 200987 | 1/2/1995 | | 4148 UNION GA... | | Albany |
| <input checked="" type="checkbox"/> | ABDUL,PAULA C | 1078 | 3/12/1955 | | 1455 CONEY ISL... | | BROOKLYN |
| <input type="checkbox"/> | ABDUL,PAULA C | 200126 | 1/1/1973 | | | | |
| <input type="checkbox"/> | ACORN,MOLLY | 199811 | 7/12/1976 | | 272 E. 91st STRE... | | BROOKLYN |
| <input type="checkbox"/> | ADAMS#1,ALEXIS | 31396 | 11/22/1959 | WF68296G | 305 GARFIELD P... | | BROOKLYN |

click here to view the data

Information
General
Additional Information
Notes

Related
Common
Activities
Closed Activities
Supporting Document...
TABS Inquiries
Portal Users
Caseload Assignments
Program Enrollments

Individual
ABDUL,PAULA C

Individuals

General

Individual Information

Last Name * ABDUL
Middle Initial C
Date Of Birth * 3/12/1955
Ethnicity Hispanic
Phone Number 718-252-9800
Email

First Name * PAULA
Full Name ABDUL,PAULA C
Sex Female
Cell Phone Number

View TABS Inquiries

Information
General
Additional Information
Notes

Related
Common
Activities
Closed Activities
Supporting Document...
TABS Inquiries
Portal Users
Caseload Assignments
Program Enrollments

Individual
ABDUL,PAULA C

Individuals

Inquiries
Individual Inquiries

Choose an Inquiry:

Individual
DDP2

Information
General
Additional Information
Notes

Related
Common
Activities
Closed Activities
Supporting Document...
TABS Inquiries
Portal Users
Caseload Assignments
Program Enrollments
DDP1 - Registration/...

Individual
ABDUL,PAULA C

Individuals

Inquiries
Individual Inquiries

Choose an Inquiry:

Individual

DDSO
BROOKLYN DDSO

TABS ID
201078

Open PDF...

