



Office for People With Developmental Disabilities

CHOICES Navigation User Guide

Navigation & Terminology

This section will familiarize the user on the methods used to navigate through the CHOICES System.

Sign In

To Sign into CHOICES, either use the following URL:

<https://choices.opwdd.ny.gov>

Or, Sign In, at the OPWDD website, <http://www.opwdd.ny.gov> , Login, CHOICES

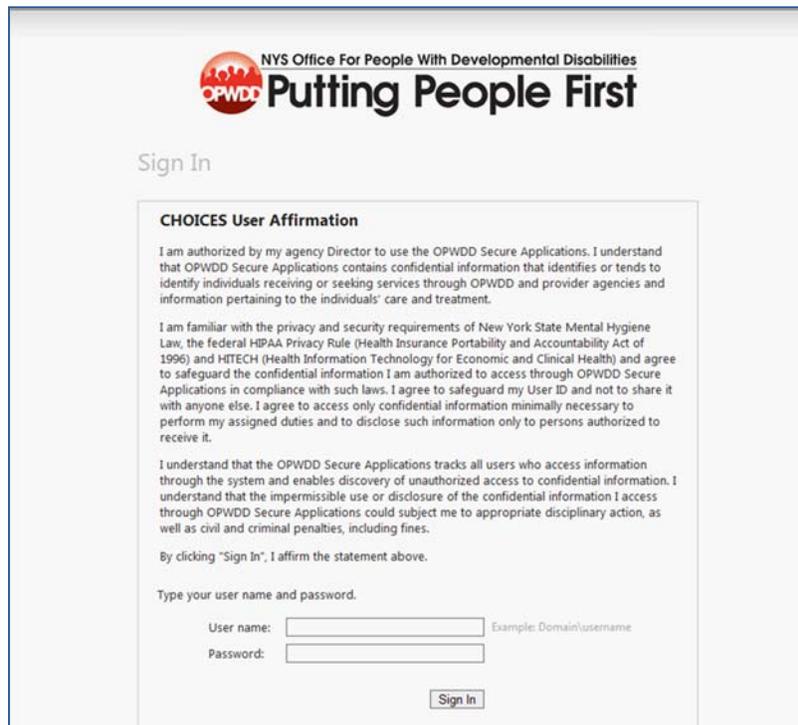
A realm page will display, select the appropriate option, Voluntary agencies will select Non OPWDD...

Then click “Continue to Sign In”



The screenshot shows a web browser window with the OPWDD logo and the slogan "Putting People First". Below the logo, the text "Sign In" is displayed. A message states: "The site that you are accessing requires you to sign in. Select your organization from the following list." A dropdown menu is open, showing "Non OPWDD Employees" as the selected option. A "Continue to Sign In" button is visible below the dropdown.

Please read the Affirmation and then enter your user name and password, then click the **Sign In**.



The screenshot shows the "Sign In" page with the OPWDD logo and slogan. Below the logo, the text "Sign In" is displayed. A section titled "CHOICES User Affirmation" contains the following text:

CHOICES User Affirmation

I am authorized by my agency Director to use the OPWDD Secure Applications. I understand that OPWDD Secure Applications contains confidential information that identifies or tends to identify individuals receiving or seeking services through OPWDD and provider agencies and information pertaining to the individuals' care and treatment.

I am familiar with the privacy and security requirements of New York State Mental Hygiene Law, the federal HIPAA Privacy Rule (Health Insurance Portability and Accountability Act of 1996) and HITECH (Health Information Technology for Economic and Clinical Health) and agree to safeguard the confidential information I am authorized to access through OPWDD Secure Applications in compliance with such laws. I agree to safeguard my User ID and not to share it with anyone else. I agree to access only confidential information minimally necessary to perform my assigned duties and to disclose such information only to persons authorized to receive it.

I understand that the OPWDD Secure Applications tracks all users who access information through the system and enables discovery of unauthorized access to confidential information. I understand that the impermissible use or disclosure of the confidential information I access through OPWDD Secure Applications could subject me to appropriate disciplinary action, as well as civil and criminal penalties, including fines.

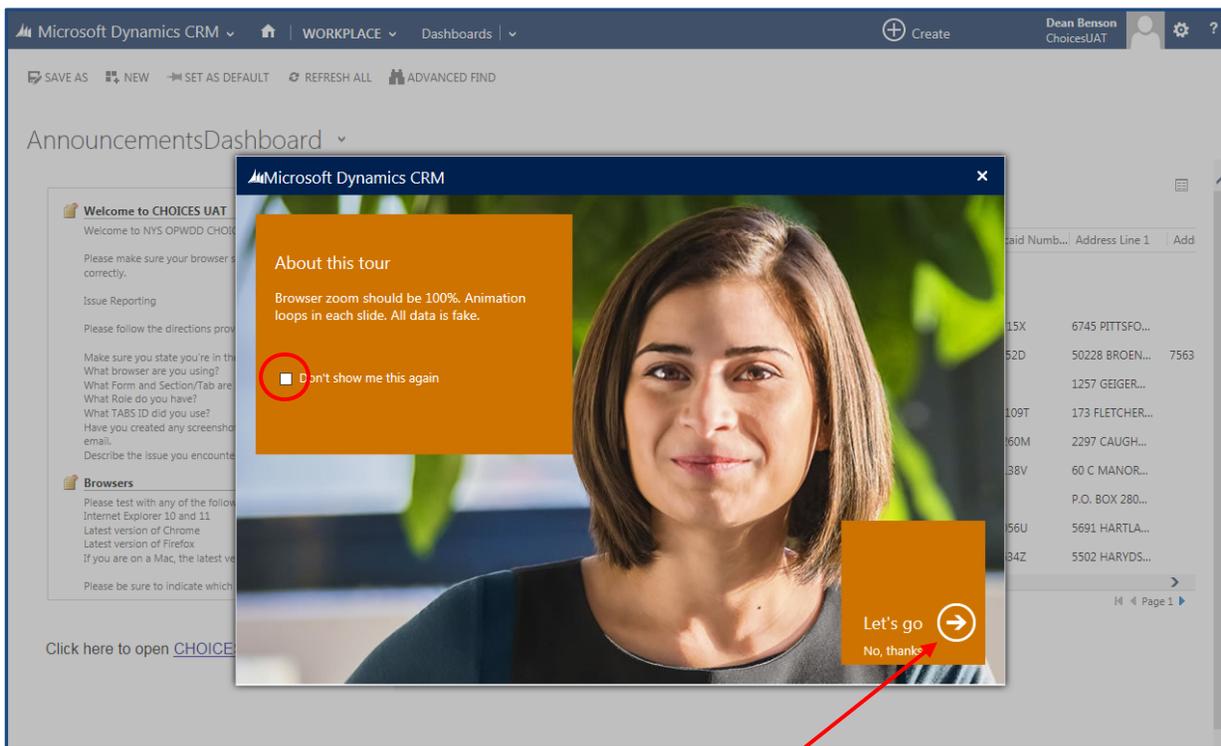
By clicking "Sign In", I affirm the statement above.

Type your user name and password.

User name: Example: Domain\username
Password:

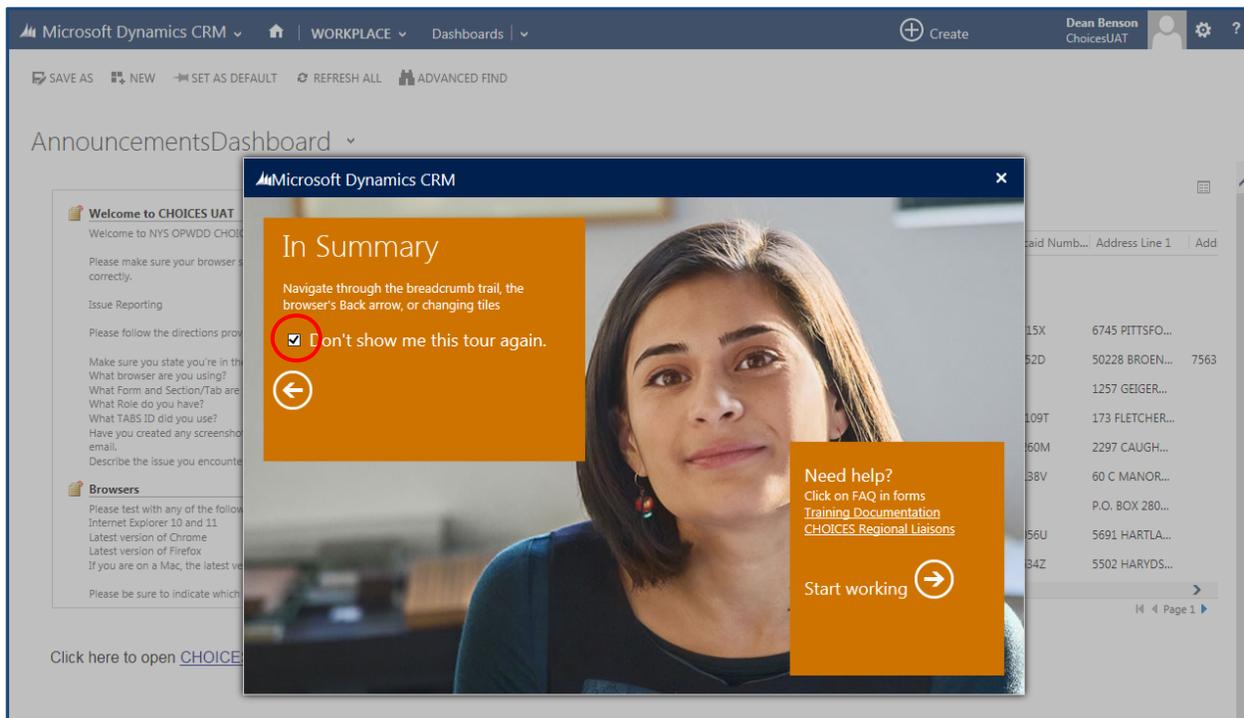
If successful, you will be brought to the **Dashboards** screen for CHOICES.

Initially, you may see a video that discusses the changes that occurred in the last upgrade. To close the video and never see it again, check the box that reads, **'Don't show me this again.'**

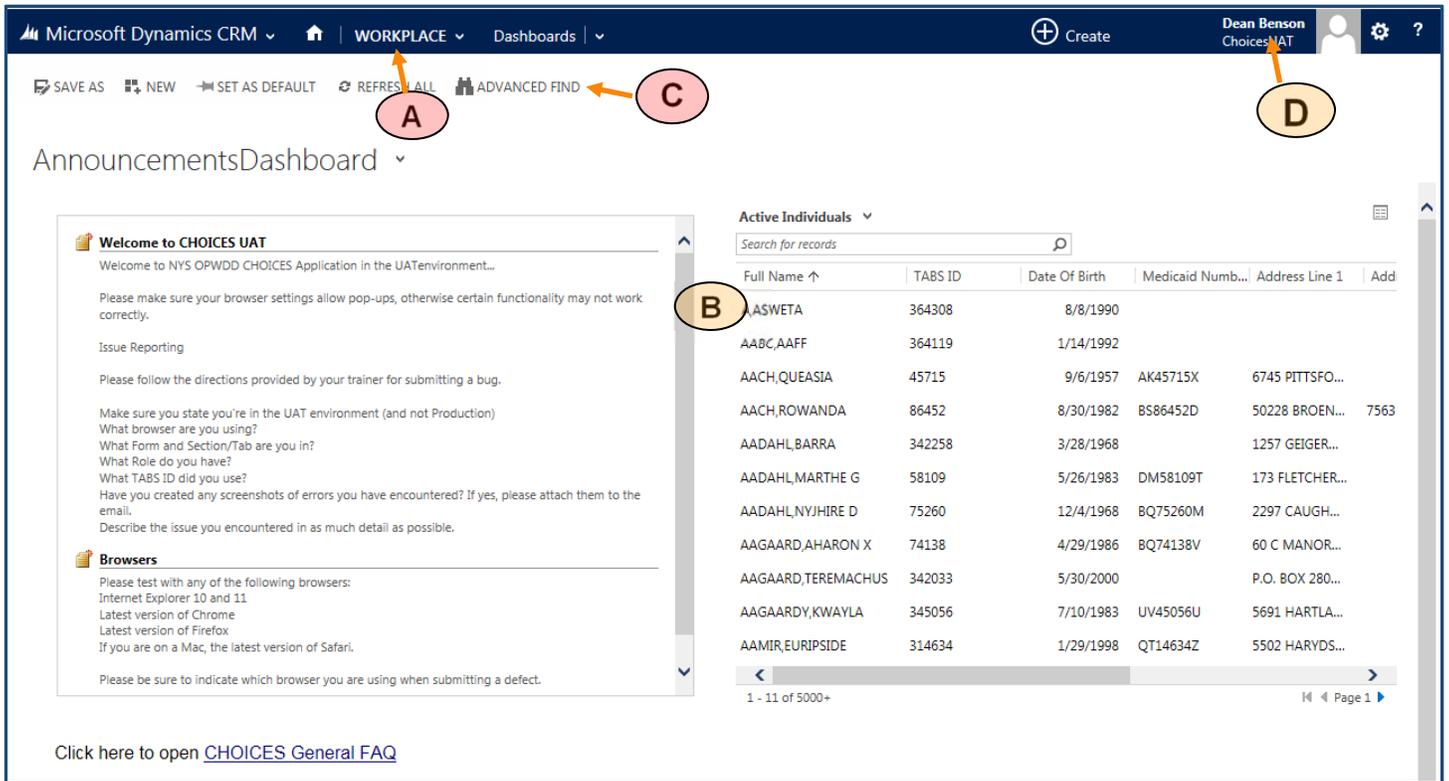


To view the video tutorial click the arrow at the bottom to scroll through each screen.

If you want to be able to view this video again, after scrolling through the slides, once you get to the end of the video, uncheck the box that reads, **'Don't show me this again.'**



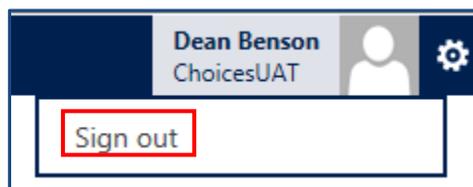
Once you close the video tutorial, you will see the CHOICES dashboard. There is an option to change your default pane. Please see the Step by Step, **View User Profile**.



- A** The Workplace Menu or navigation tiles move you around inside the application
- B** The content pane displays whatever folder you have moved to in the Workplace Menu
- C** Area which contains all the actions necessary for *the section selected* in Workplace
- D** Display of the user signed on to the system and the **Sign Out** Area.

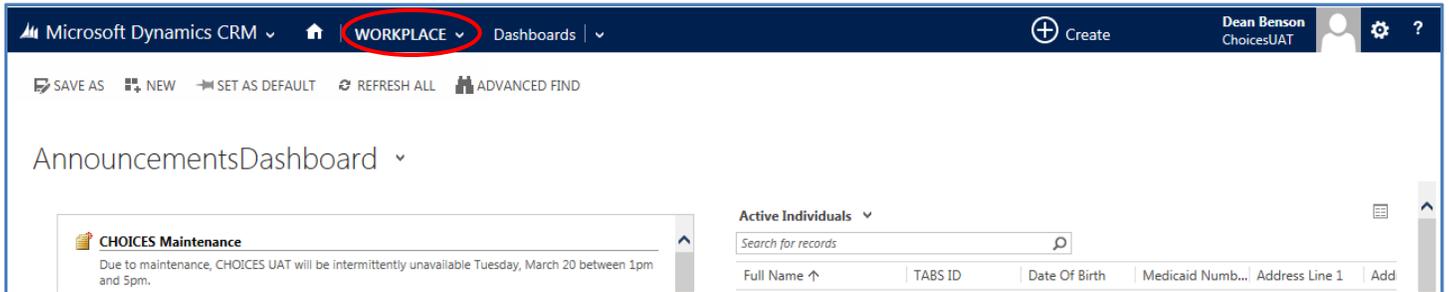
Note: Items displayed in the Workplace Menu are based on whether you are an Agency or DDSO staff and the role you have within CHOICES.

When finished working in CHOICES, please be sure to sign out by clicking your name in the top right corner of the screen and then click **Sign Out** to disconnect.

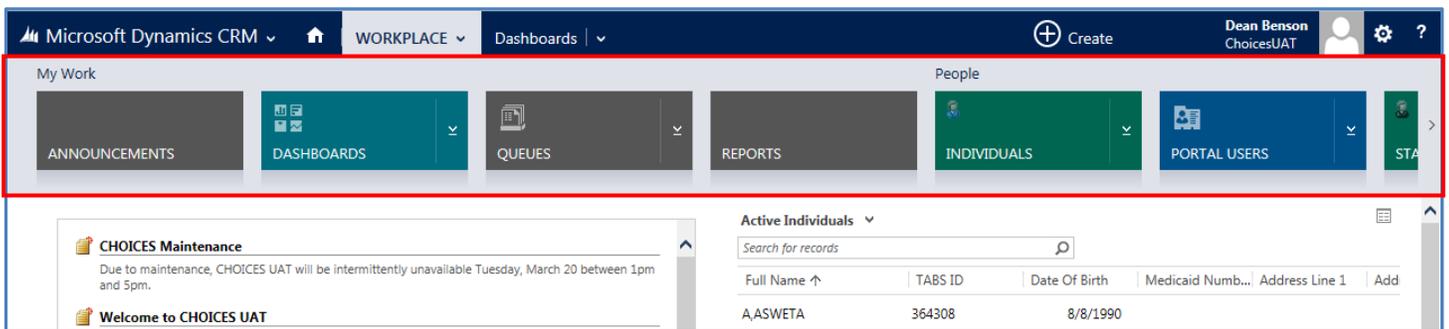


Navigation

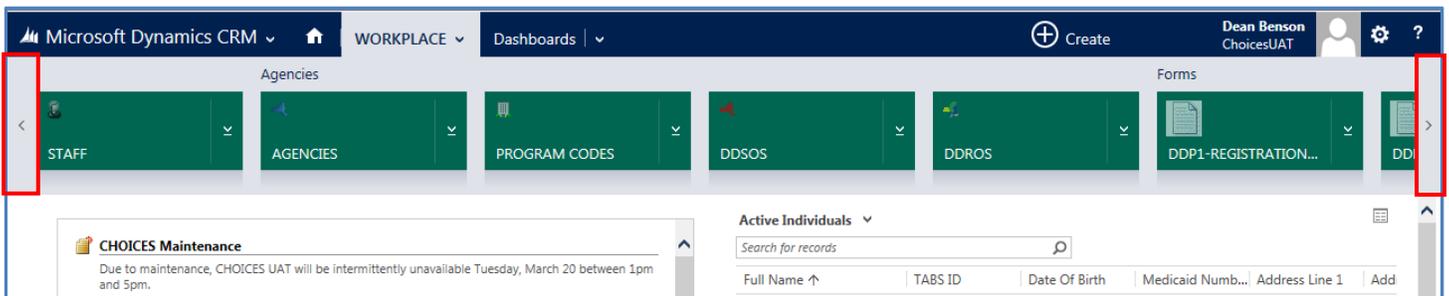
To move to (or display) another section or form, place your cursor over the Workplace selection at the top of the screen.



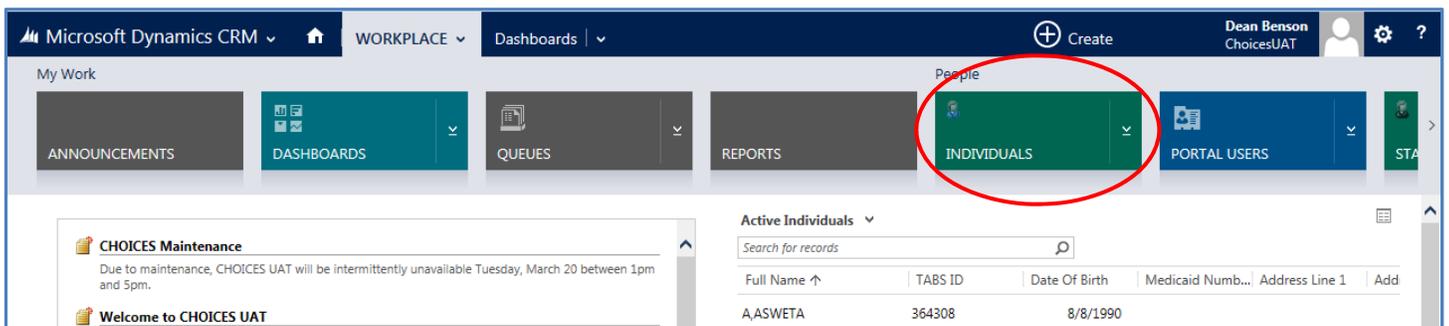
Once you hover over the Workplace selection a list of Tiles will drop down. This is how you Navigate to Reports, Individuals and Forms.



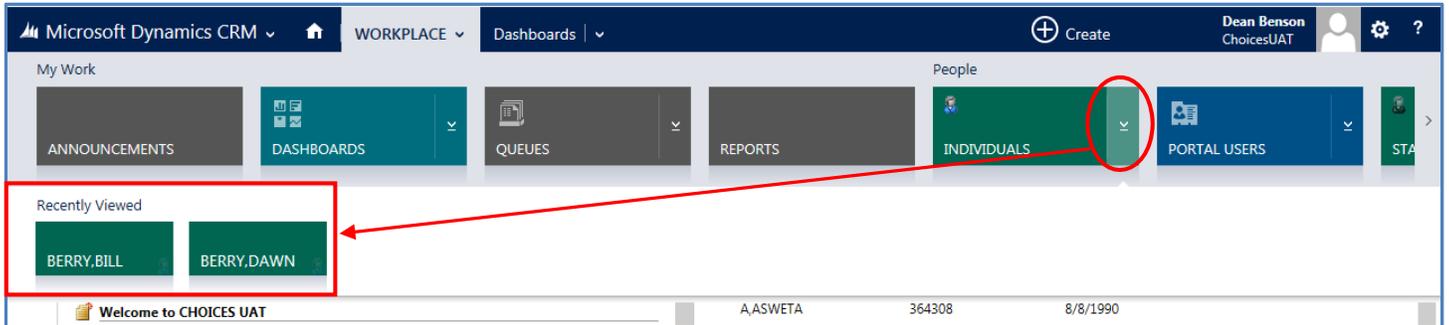
You can use the arrow at the left or right to scroll through more Tiles/Sections.



In this example, we are moving from Workplace to the Individuals folder. Click the Individuals Tile.



Note: Next to some Tiles, such as Individuals, there is another dropdown arrow next to the Tile. This will display any Recently viewed Individuals. This makes it easier to navigate to that person's record.

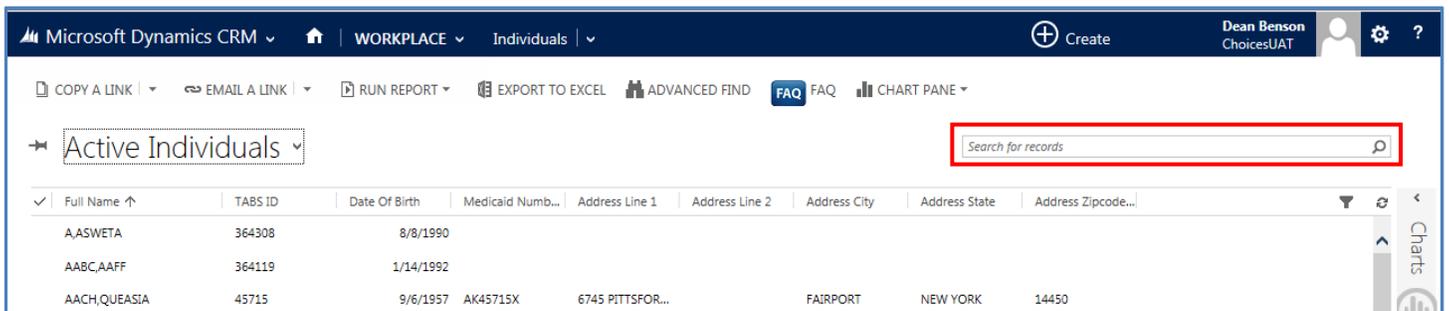


The Individuals section displays everyone that is known to TABS and served by the agency. DDSO *Individuals* section, will have all Individuals known to TABS.

Selection of a Record

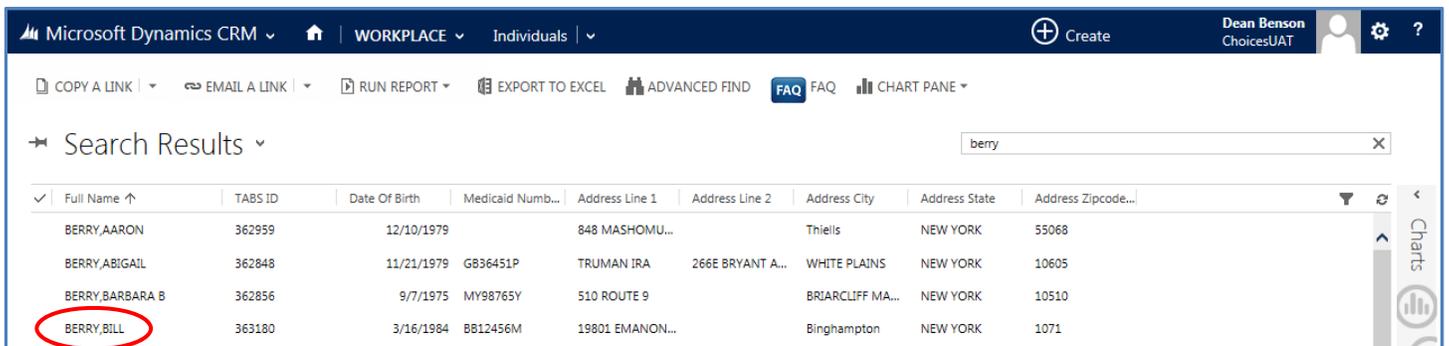
To find a specific Individual:

In the box to the right, above the list of Individuals, type the last name, or last and first name of the Individual using a comma and no spaces, click the Enter key or click the Find icon.

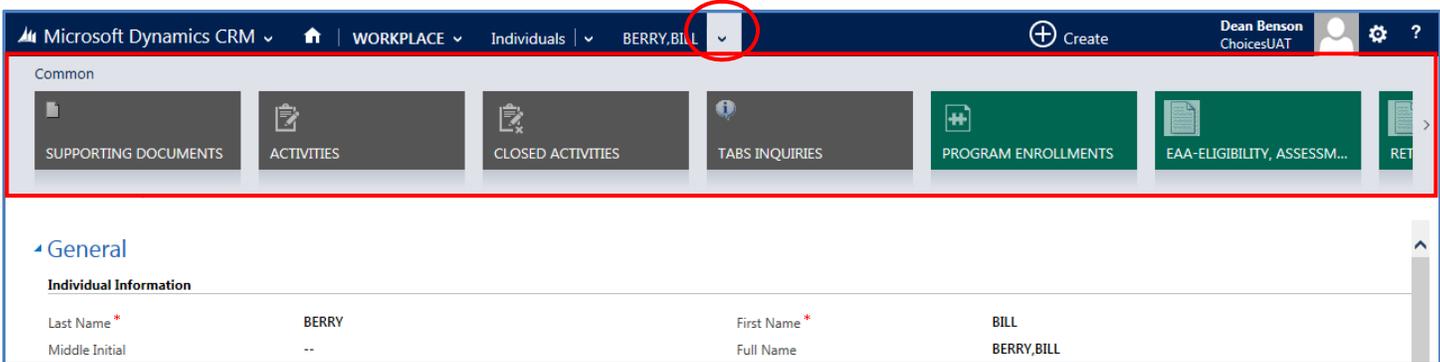


The names that match that search appear in the list.

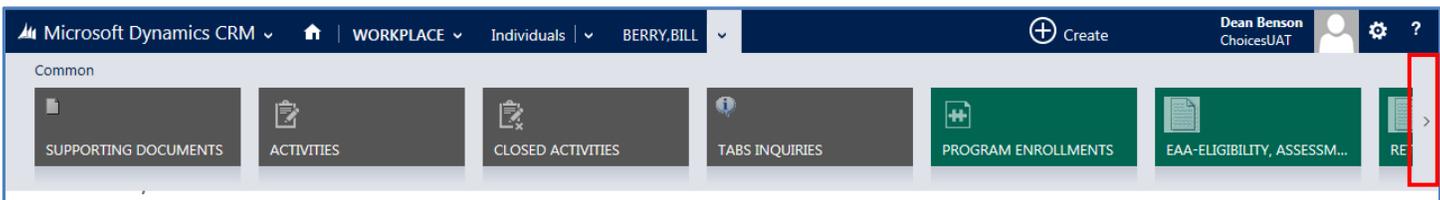
From the list of Individuals displayed by last name, click on the correct Individual's name to open their record...



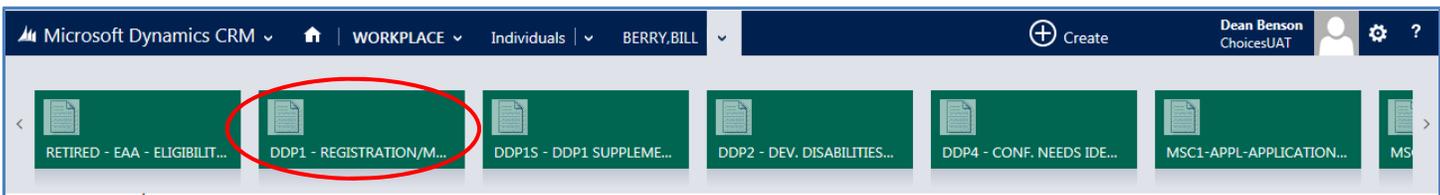
Once the Individual's record is opened, you once again use the Tiles at the top to Navigate to the Section or Form you wish to access. Click the arrow next to the person's name, at the top of the screen.



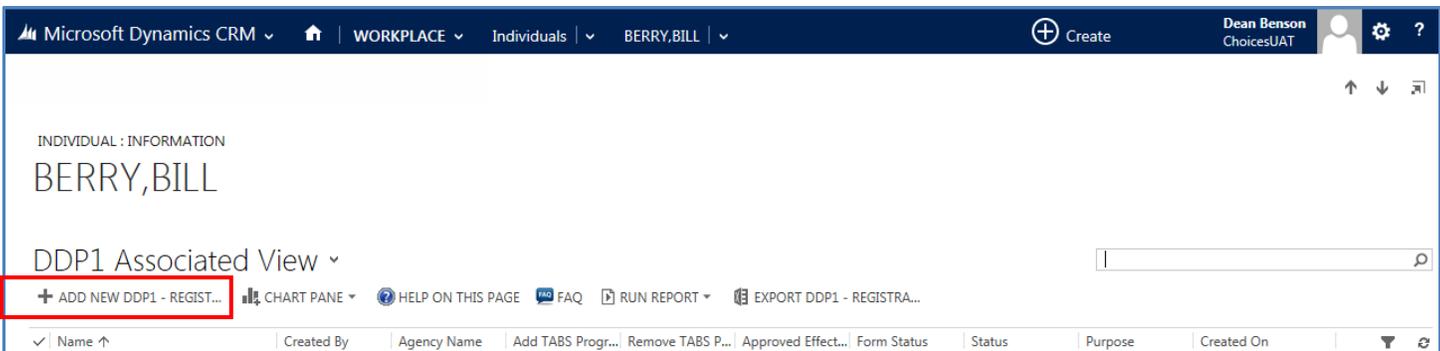
Use the arrow to scroll across through the Tiles.



We want to access the DDP1 section for this person, so we will click **DDP1 – REGISTRATION/M...**



Click **ADD NEW DDP1 – REGIST...** to start a new DDP1.



This will open a new DDP1 for this person.

DDP1 - REGISTRATION/MOVEMENT FORM : INFORMATION

New DDP1 - Registration/Movement Form

General

Purpose Of DDP1

| | | | |
|----------|-----|-------------------------|------|
| Purpose* | Add | Demographic Data Change | 🔒 No |
|----------|-----|-------------------------|------|

Individual Information

| | | | |
|----------------|--------------|------------------|-------------|
| Individual | 🔒 BERRY,BILL | TABS ID* | 🔒 363180 |
| Last Name* | 🔒 BERRY | First Name* | 🔒 BILL |
| Middle Initial | 🔒 -- | Date Of Birth* | 🔒 3/16/1984 |
| Sex* | 🔒 Male | Medicaid Number* | 🔒 BB12456M |

An example of a Form ribbon

The Save and Submit buttons can be found at the top of the page on the Form ribbon.

DDP1 - REGISTRATION/MOVEMENT FORM : INFORMATION

New DDP1 - Registration/Movement Form

Fields that have a Double Dash are fields that you can fill in. Fields that have a padlock icon are locked and you cannot edit them.

Agency / Program Information

| | | | |
|---------------------------|-----------------|--------------------------|------|
| Agency Name* | 🔒 0233 - BROOME | DDSO | 🔒 -- |
| Add TABS Program Code* | 🔒 -- | Remove TABS Program Code | 🔒 -- |
| Remove/Add Date* | 🔒 -- | Date of Death | 🔒 -- |
| Current TABS Program Code | 🔒 -- | | |

Fields like **Add TABS Program Codes** have selections that you have to select for that field.

The screenshot shows a user profile form for 'BERRY, BILL'. The 'Add TABS Program Code' field is highlighted with a red box, and a dropdown menu is open, showing a list of program codes. The dropdown menu is also highlighted with a red box. The dropdown menu contains the following items:

- 02330110 -- CHENANGO R.C. SATELI... CLINIC
- 02330113 -- CHENANGO CONTRACTE... CLINIC - OFF SITE
- 02330120 -- TOMPKINS R.C. SATELI. C... CLINIC
- 02330130 -- DELAWARE R.C. SATELI. C... CLINIC
- 02330140 -- BROOME-TIOGA R.C.SAT... CLINIC
- 02330141 -- HIGH-RISK BIRTH CLINIC CLINIC - OFF SITE
- 02330142 -- HIGH RISK BIRTH CLINIC CLINIC

The dropdown menu also shows '10 results' and a 'Remove TABS Program Code' button.

If you do not see the selection you wish to make, scroll to the bottom of the list and click **Look Up More Records**.

The screenshot shows the 'Look Up Record' popup window. The window has a search criteria section with the following fields:

- Look for: Program Code
- Look in: Non-MSC Programs in an Agency I am
- Search: []

The 'Show Only My Records' checkbox is unchecked. Below the search criteria is a table of results:

| Program Code | Program Class |
|--|---------------|
| 02330110 -- CHENANGO R.C. SATELI. CLINIC | CLINIC |
| 02330113 -- CHENANGO CONTRACTED CLINIC | CLINIC |
| 02330120 -- TOMPKINS R.C. SATELI. CLINIC | CLINIC |
| 02330130 -- DELAWARE R.C. SATELI. CLINIC | CLINIC |
| 02330140 -- BROOME-TIOGA R.C.SAT. CLINIC | CLINIC |
| 02330141 -- HIGH-RISK BIRTH CLINIC | CLINIC |
| 02330142 -- HIGH RISK BIRTH CLINIC | CLINIC |

The first row is selected. Below the table is a pagination bar showing '1 - 50 of 308 (1 selected)' and 'Page 1'. At the bottom of the window are buttons for 'New', 'Add', 'Cancel', and 'Remove Value'. To the left of the popup, a list of program codes is shown, with the 'Look Up More Records' button highlighted in red.

From the Look Up Records popup, you can select the Program you would like and click Add, to add that record to the **Add TABS Program Code** field.

Fields like the **Remove/Add Date** have calendar features, where you can click the calendar to add the date.

Agency / Program Information

| | | | |
|---------------------------|-------------------------------|--------------------------|-------------|
| Agency Name * | 0233 - BROOME | DDSO | BROOME DDSO |
| Add TABS Program Code * | 02330110 -- CHENANGO R.C. SAT | Remove TABS Program Code | -- |
| Remove/Add Date * | <input type="text"/> | Date of Death | -- |
| Current TABS Program Code | -- | | |

Choose the Year, Month and Day to complete Calendar fields, Once you have the Month and Year selected, you will choose the date by clicking on the day you wish to select.

Calendar for March 2018:

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 25 | 26 | 27 | 28 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Today: 3/12/2018

Once you Save the DDP1, at the top of the form, you will not see a dropdown arrow next to the DDP1 for header.

Microsoft Dynamics CRM | WORKPLACE | DDP1-Registration/... | DDP1 for BERRY,BILL

Hover over that dropdown to be able to view sections for things like **Supporting Documents**.

Common | Process Sessions

- SUPPORTING DOCUMENTS
- ACTIVITIES
- CLOSED ACTIVITIES
- BACKGROUND PROCESSES

The other thing that occurs when you Save the form is that the Submit button goes away, and is replaced with three dots. Click the dots to view the **PDF**, **Copy** and **Submit Form** buttons.

DDP1 - REGISTRATION/MOVEMENT FORM : INFORMATION

DDP1 for BERRY,BILL

- Help On This Page
- FAQ
- View PDF
- Submit Form
- Copy

Click **Submit Form** to Submit the DDP1.

The **View PDF** button creates a PDF version of the form for viewing and printing. The **Copy** button allows you to create an editable copy of an existing form.

Icons



File, New, is to create a New Record for an Individual NOT known to your agency.



Share, is to share the selected individual, with other CHOICES users.



Displays a list of forms you recently looked up. Individuals has the same feature.



Returns user to the Dashboards (Home) Page

Navigating to other sections

Agencies

In the Agencies section you can find information about **Agencies**, **Program Codes** and **DDSOs**. Place your cursor to highlight the section and click. Select a record by clicking on the name of the record to open.

The screenshot shows the Microsoft Dynamics CRM interface. The top navigation bar includes 'Microsoft Dynamics CRM', 'WORKPLACE', and 'Agencies'. The main content area displays a table titled 'Active Agencies' with columns for Agency Name, Agency Code, Address Line 1, and City. The table contains 18 rows of agency data.

| Agency Name | Agency Code | Address Line 1 | City |
|--------------------------------|-------------|-------------------------|----------------|
| PARKCHESTER/BRONXDALE DAY CARE | 62410 | 1880 WATSON AVENUE | BRONX |
| 0225 - SUNMOUNT | 51420 | 2445 STATE ROUTE 30 | TUPPER LAKE |
| 0227 - LONG ISLAND | 51350 | 45 MALL DRIVE | COMMACK |
| 0230 - BERNARD FINESON | 51470 | P.O. BOX 280507 | QUEENS VILLAGE |
| 0233 - BROOME | 51940 | 249 GLENWOOD ROAD | BINGHAMTON |
| 0235 - BROOKLYN | 51380 | 888 FOUNTAIN AVENUE | BROOKLYN |
| 0260 - CAPITAL DISTRICT | 51760 | 500 BALLTOWN ROAD | SCHENECTADY |
| 0261 - CENTRAL NEW YORK DDSO | 51240 | 101 WEST LIBERTY STREET | ROME |
| 0262 - HUDSON VALLEY DDSO | 51210 | P.O. BOX 470 | THIELLS |
| 0263 - FINGER LAKES | 51780 | 620 WESTFALL ROAD | ROCHESTER |
| 0264 - WESTERN NEW YORK | 51330 | 1200 EAST AND WEST ROAD | WEST SENECA |
| 0265 - METRO NEW YORK | 51450 | SECOND FLOOR | NEW YORK |
| 0275 - TACONIC | 51250 | 26 CENTER CIRCLE | WASSAIC |
| 0276 - STATEN ISLAND | 51270 | 1150 FOREST HILL ROAD | STATEN ISLAND |
| A A B R - CLOSED AGENCY | 70890 | 164-09 HILLSIDE AVENUE | JAMAICA |
| A VERY SPECIAL PLACE, INC. | 71760 | 1429 HYLAN BOULEVARD | STATEN ISLAND |

Once any record is open, you can access information like TABS Inquiries and Program Codes by clicking the dropdown arrow.

Highlight and click on any section, to move to that section.

Microsoft Dynamics CRM | WORKPLACE | Agencies | BLIND WORK ASSO... | Create | Dean Benson ChoicesUAT

Common | Process Sessions

TABS INQUIRIES | ACTIVITIES | CLOSED ACTIVITIES | PROGRAM CODES | BACKGROUND PROCESSES

General

| | | | |
|-------------------|------------------------------|-------------|-----------|
| Agency Name * | BLIND WORK ASSOCIATION, INC. | Agency Code | 91590 |
| Is this a DDSO? * | No | DDSO | -- |
| Corp | 20850 | Sector | VOLUNTARY |

Forms

There are *multiple Views* of each Form's list.

Active will display only those forms with an Active Status. For an agency, on the DDP1 example, that will be Saved and Submitted, meaning they are not finalized. And other forms may have additional Active Status, e.g. the ISP will have "In Process".

To access this area click the dropdown area next to where it says Active DDP1. You can change the view to Inactive DDP1s, Returned DDP1s that you submitted, or your own personal views.

Microsoft Dynamics CRM | WORKPLACE | DDP1-Registration/... | Create | Dean Benson ChoicesUAT

+ NEW | COPY A LINK | EMAIL A LINK | RUN REPORT | EXPORT TO EXCEL | ADVANCED FIND | HELP ON THIS PAGE

Active DDP1

| Created By | Agency Name | Add TABS Progr... | Remove TABS Progr... | Approved Effecti... | Form Status | Purpose | Created On |
|--------------------|---------------|-------------------|----------------------|---------------------|-------------|--------------------|---------------------|
| Train123 Train123 | 0233 - BROOME | 02330263 -- MA... | | 6/1/2015 | Submitted | Add | 5/15/2015 8:43 AM |
| CRMQA hossan... | 0233 - BROOME | | 02330171 -- CE... | 7/2/2016 | Submitted | Moved out of St... | 3/23/2016 10:04 AM |
| 6 Train1 | 0233 - BROOME | | 02330110 -- CH... | 5/1/2014 | Submitted | Moved out of St... | 5/1/2014 3:44 PM |
| Train123 Train123 | 0233 - BROOME | | | | Saved | Demographic D... | 12/10/2015 10:36 AM |
| Patricia Walshw... | 0233 - BROOME | | | | Saved | Demographic D... | 7/2/2015 2:48 PM |
| CRMQA hossan... | 0233 - BROOME | 02330110 -- CH... | | | Submitted | Add | 4/29/2016 1:58 PM |
| CRMQA hossan... | 0233 - BROOME | 02330140 -- BR... | | | Saved | Add | 4/29/2016 2:27 PM |
| Train123 Train123 | 0233 - BROOME | 02330296 -- TO... | | 2/23/2016 | Submitted | Add | 3/3/2016 11:03 AM |

In the Active View, of any form list, you can search for all forms, of that type, for a particular Individual.

In this example I am searching for only Berry's DDP1s.

The screenshot shows the Microsoft Dynamics CRM interface with a search filter applied to the 'berry' field. The search results table is as follows:

| Name | Created By | Agency Name | Add TABS Progr... | Remove TABS Pr... | Approved Effecti... | Form Status | Purpose | Created On |
|------------------------|--------------------|------------------|--------------------|-------------------|---------------------|-------------|--------------------|---------------------|
| DDP1 for BANKS,BERRY B | Jean Lewis | HERITAGE FARM... | | | | Submitted | Demographic D... | 11/14/2017 10:18 AM |
| DDP1 for BANKS,BERRY B | Jean Lewis | HERITAGE FARM... | | 77190912 -- HE... | 11/10/2017 | Submitted | Moved out of St... | 11/14/2017 11:56 AM |
| DDP1 for BERRY,BILL | Patricia Walshw... | 0233 - BROOME | 02330024 -- RES... | | | Saved | Add | 5/20/2011 12:10 PM |
| DDP1 for BERRY,BILL | Dean Benson | 0233 - BROOME | | | 1/23/2018 | Submitted | Demographic D... | 6/2/2011 11:28 AM |

NOTE: If the Individual is known to your agency, use the *Individual's* record to search for any forms. All forms created for an Individual reside on their record and copy over to the Forms list.

Search for Forms created by a Particular User

This is a more common search, to find all the forms, such as DDP1s, you may have been working on.

The columns have heading buttons and each allows the user to sort the information by that field. Hover over the button to highlight and then click.

In this example, all the DDP1s are now sorted accordingly and grouped by the user who created the forms.

The screenshot shows the Microsoft Dynamics CRM interface with a search filter applied to the 'berry' field. The search results table is sorted by the 'Created By' column, which is circled in red. The search results table is as follows:

| Name | Created By | Agency Name | Add TABS Progr... | Remove TABS Pr... | Approved Effecti... | Form Status | Purpose | Created On |
|-----------------------|-------------|------------------|--------------------|-------------------|---------------------|-------------|------------------|--------------------|
| DDP1 for BERRY,BILL | 8 TRAIN1 | HERITAGE FARM... | 09875349 -- IBS... | | | Submitted | Add | 11/29/2012 3:24 PM |
| DDP1 for Berry, Bobby | Dean Benson | 0233 - BROOME | 02330140 -- BR... | | | Submitted | Add | 10/8/2010 10:25 AM |
| DDP1 for BERRY,BILL | Dean Benson | 0233 - BROOME | | | 1/23/2018 | Submitted | Demographic D... | 6/2/2011 11:28 AM |

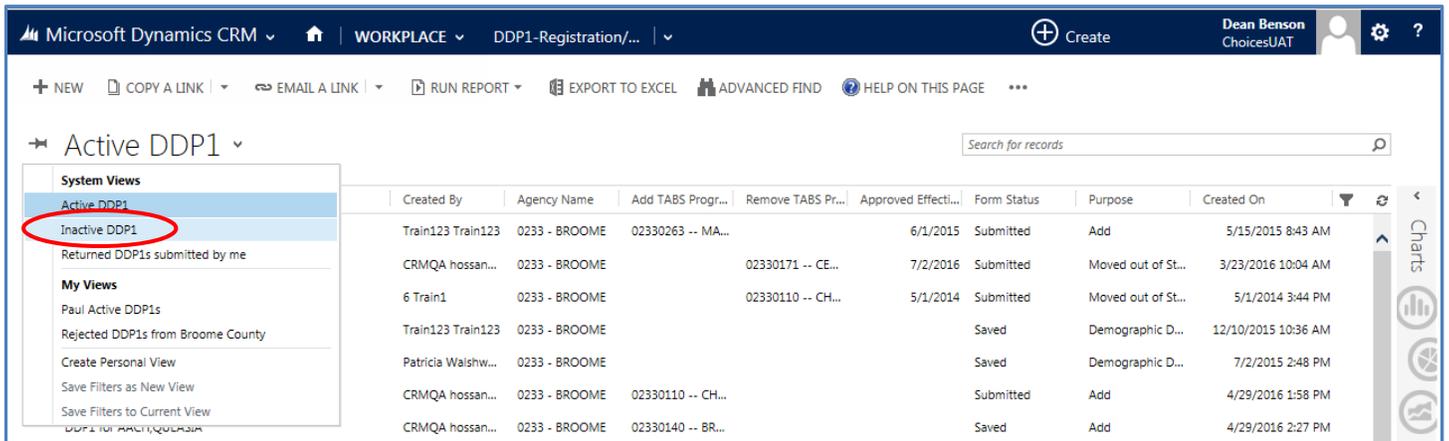
NOTE: Each search described above can be done for all Forms, sorted by any of the columns and done for any of the Views.

Inactive

Inactive will display only those forms with an Inactive Status.

Change the View by hovering over the Active View to display other Views available for that list.

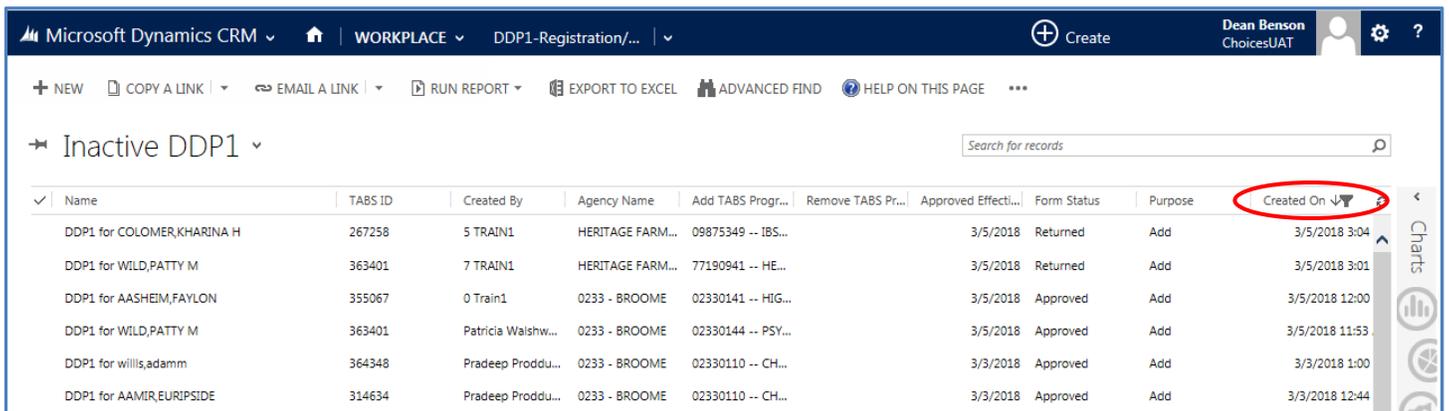
Highlight the Inactive MSC1, or whichever list you are searching, and then click to display all of the Inactive forms.



The screenshot shows the Microsoft Dynamics CRM interface for the 'DDP1-Registration/...' entity. The 'Active DDP1' view is currently selected. The 'System Views' dropdown menu is open, and 'Inactive DDP1' is highlighted with a red circle. The main table displays a list of records with columns: Created By, Agency Name, Add TABS Progr..., Remove TABS Pr..., Approved Effecti..., Form Status, Purpose, and Created On.

| Created By | Agency Name | Add TABS Progr... | Remove TABS Pr... | Approved Effecti... | Form Status | Purpose | Created On |
|--------------------|---------------|-------------------|-------------------|---------------------|-------------|--------------------|---------------------|
| Train123 Train123 | 0233 - BROOME | 02330263 -- MA... | | 6/1/2015 | Submitted | Add | 5/15/2015 8:43 AM |
| CRMQA hossan... | 0233 - BROOME | | 02330171 -- CE... | 7/2/2016 | Submitted | Moved out of St... | 3/23/2016 10:04 AM |
| 6 Train1 | 0233 - BROOME | | 02330110 -- CH... | 5/1/2014 | Submitted | Moved out of St... | 5/1/2014 3:44 PM |
| Train123 Train123 | 0233 - BROOME | | | | Saved | Demographic D... | 12/10/2015 10:36 AM |
| Patricia Walshw... | 0233 - BROOME | | | | Saved | Demographic D... | 7/2/2015 2:48 PM |
| CRMQA hossan... | 0233 - BROOME | 02330110 -- CH... | | | Submitted | Add | 4/29/2016 1:58 PM |
| CRMQA hossan... | 0233 - BROOME | 02330140 -- BR... | | | Saved | Add | 4/29/2016 2:27 PM |

Remember: you can sort any list, by any column, by clicking on the column's heading button.



The screenshot shows the Microsoft Dynamics CRM interface for the 'DDP1-Registration/...' entity. The 'Inactive DDP1' view is selected. The 'Created On' column heading is highlighted with a red circle. The main table displays a list of records with columns: Name, TABS ID, Created By, Agency Name, Add TABS Progr..., Remove TABS Pr..., Approved Effecti..., Form Status, Purpose, and Created On.

| Name | TABS ID | Created By | Agency Name | Add TABS Progr... | Remove TABS Pr... | Approved Effecti... | Form Status | Purpose | Created On |
|----------------------------|---------|--------------------|------------------|--------------------|-------------------|---------------------|-------------|---------|----------------|
| DDP1 for COLOMER,KHARINA H | 267258 | 5 TRAIN1 | HERITAGE FARM... | 09875349 -- IBS... | | 3/5/2018 | Returned | Add | 3/5/2018 3:04 |
| DDP1 for WILD,PATTY M | 363401 | 7 TRAIN1 | HERITAGE FARM... | 77190941 -- HE... | | 3/5/2018 | Returned | Add | 3/5/2018 3:01 |
| DDP1 for AASHEIM,FAYLON | 355067 | 0 Train1 | 0233 - BROOME | 02330141 -- HIG... | | 3/5/2018 | Approved | Add | 3/5/2018 12:00 |
| DDP1 for WILD,PATTY M | 363401 | Patricia Walshw... | 0233 - BROOME | 02330144 -- PSY... | | 3/5/2018 | Approved | Add | 3/5/2018 11:53 |
| DDP1 for willis,adamm | 364348 | Pradeep Proddu... | 0233 - BROOME | 02330110 -- CH... | | 3/3/2018 | Approved | Add | 3/3/2018 1:00 |
| DDP1 for AAMIR,EURIPSIDE | 314634 | Pradeep Proddu... | 0233 - BROOME | 02330110 -- CH... | | 3/3/2018 | Approved | Add | 3/3/2018 12:44 |

Clicking 2Xs on the column will re-sort the information by the latest date or last letter of the criteria of that column.

To Search for a Returned Form

Go to the Inactive section of a Forms list.

Returned forms are always assigned a status of Inactive. Users will first be viewing all Inactive forms, not just Returned. Sort the list by clicking on Form Status.

Microsoft Dynamics CRM | WORKPLACE | DDP1-Registration/... | Create | Dean Benson ChoicesUAT

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Inactive DDP1

| Name | TABS ID | Created By | Agency Name | Add TABS Progr... | Remove TABS Pr... | Approved Effecti... | Form Status | Purpose | Created O |
|-----------------------|---------|-------------------|---------------|--------------------|-------------------|---------------------|-------------|------------------|-----------|
| DDP1 for AACH,QUEASIA | 45715 | 0 Train1 | 0233 - BROOME | | 02330171 -- CE... | 7/13/2012 | Rejected | Remove | 7/16/... |
| DDP1 for AACH,QUEASIA | 45715 | Train112 Train112 | 0233 - BROOME | 02330142 -- HIG... | | 5/2/2011 | Returned | Add | 5/11/... |
| DDP1 for AACH,QUEASIA | 45715 | Train116 Train116 | 0233 - BROOME | | | 10/4/2012 | Approved | Demographic D... | 5/11/... |
| DDP1 for AACH,QUEASIA | 45715 | Train115 Train115 | 0233 - BROOME | 02330142 -- HIG... | | 5/2/2011 | Returned | Add | 6/1/20... |
| DDP1 for AACH,QUEASIA | 45715 | Train104 Train104 | 0233 - BROOME | | | 7/30/2012 | Approved | Demographic D... | 5/10/... |
| DDP1 for AACH,QUEASIA | 45715 | Train103 Train103 | 0233 - BROOME | 02330011 -- TEA... | | 5/10/2012 | Rejected | Add | 5/10/... |

The DDP1 Section, has a unique Returned DDP1s submitted by me (the user signed in)

Microsoft Dynamics CRM | WORKPLACE | DDP1-Registration/... | Create | Dean Benson ChoicesUAT

NEW | COPY A LINK | EMAIL A LINK | RUN REPORT | EXPORT TO EXCEL | ADVANCED FIND | HELP ON THIS PAGE

Inactive DDP1

Search for records

- System Views
 - Active DDP1
 - Inactive DDP1
 - Returned DDP1s submitted by me
- My Views
 - Paul Active DDP1s
 - Rejected DDP1s from Broome County
 - Create Personal View
 - Save Filters as New View
 - Save Filters to Current View
 - DDP1 for AACH,QUEASIA

| Name | TABS ID | Created By | Agency Name | Add TABS Progr... | Remove TABS Pr... | Approved Effecti... | Form Status | Purpose | Created O |
|-----------------------|---------|-------------------|---------------|--------------------|-------------------|---------------------|-------------|------------------|-----------|
| DDP1 for AACH,QUEASIA | 45715 | 0 Train1 | 0233 - BROOME | | 02330171 -- CE... | 7/13/2012 | Rejected | Remove | 7/16/... |
| DDP1 for AACH,QUEASIA | 45715 | Train112 Train112 | 0233 - BROOME | 02330142 -- HIG... | | 5/2/2011 | Returned | Add | 5/11/... |
| DDP1 for AACH,QUEASIA | 45715 | Train116 Train116 | 0233 - BROOME | | | 10/4/2012 | Approved | Demographic D... | 5/11/... |
| DDP1 for AACH,QUEASIA | 45715 | Train115 Train115 | 0233 - BROOME | 02330142 -- HIG... | | 5/2/2011 | Returned | Add | 6/1/20... |
| DDP1 for AACH,QUEASIA | 45715 | Train104 Train104 | 0233 - BROOME | | | 7/30/2012 | Approved | Demographic D... | 5/10/... |
| DDP1 for AACH,QUEASIA | 45715 | Train103 Train103 | 0233 - BROOME | 02330011 -- TEA... | | 5/10/2012 | Rejected | Add | 5/10/... |
| DDP1 for AACH,QUEASIA | 45715 | Train104 Train104 | 0233 - BROOME | 02330142 -- HIG... | | 5/2/2011 | Returned | Add | 5/10/... |

NOTE: Returned forms can only be copied to resubmit. You cannot resubmit the original returned form, copy it and then fix the mistakes or upload the additional supporting documents.

Purpose Of DDP1

Purpose* Add Demographic Data Change No

Individual Information

Individual --

Last Name* Berry

Middle Initial --

Sex* Male

Social Security Number* 888-58-5645

Individual's Residence Type Alone

Ethnicity/Race -- Specify Other Residence Type

Brad 3/12/1980

Message from webpage

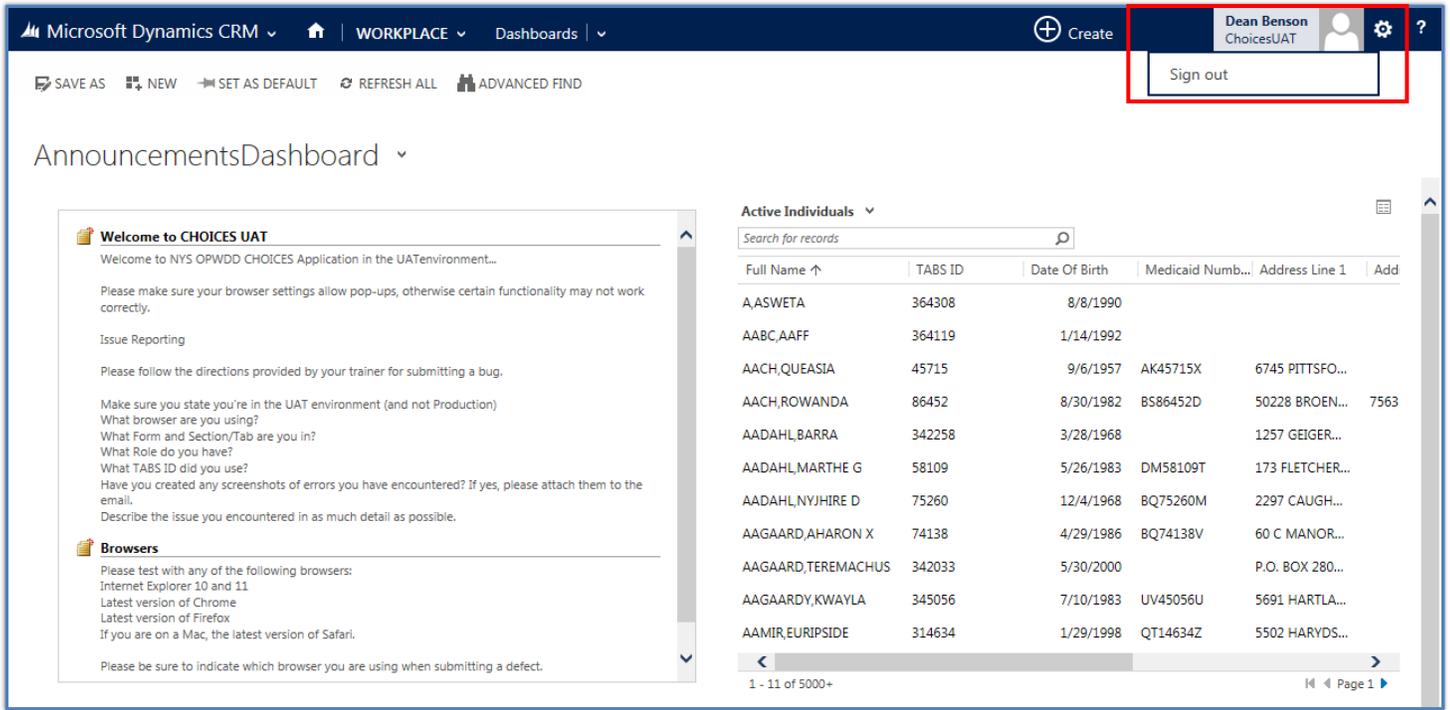
This form was returned. Check "Notes" for the returner's comments. Use the "Copy" feature in the toolbar to resubmit the information on this form.

OK

Sign Out

To Sign out of CHOICES, at the top of the page where your name is displayed, click the icon that looks like a person.

The option to Sign Out will display. Click **Sign Out**.



The screenshot shows the Microsoft Dynamics CRM interface. At the top right, the user profile for 'Dean Benson ChoicesUAT' is visible. A red box highlights the 'Sign out' button located below the user name. The main content area displays the 'AnnouncementsDashboard' on the left and a table of 'Active Individuals' on the right.

| Full Name ↑ | TABS ID | Date Of Birth | Medicaid Numb... | Address Line 1 | Add |
|--------------------|---------|---------------|------------------|-----------------|------|
| A,ASWETA | 364308 | 8/8/1990 | | | |
| AABC,AAFF | 364119 | 1/14/1992 | | | |
| AACH,QUEASIA | 45715 | 9/6/1957 | AK45715X | 6745 PITTSFO... | |
| AACH,ROWANDA | 86452 | 8/30/1982 | BS86452D | 50228 BROEN... | 7563 |
| AADAH,LABARRA | 342258 | 3/28/1968 | | 1257 GEIGER... | |
| AADAH,MARTHE G | 58109 | 5/26/1983 | DM58109T | 173 FLETCHER... | |
| AADAH,NYJHIRE D | 75260 | 12/4/1968 | BQ75260M | 2297 CAUGH... | |
| AAGAARD,AHARON X | 74138 | 4/29/1986 | BQ74138V | 60 C MANOR... | |
| AAGAARD,TEREMACHUS | 342033 | 5/30/2000 | | P.O. BOX 280... | |
| AAGAARDY,KWAYLA | 345056 | 7/10/1983 | UV45056U | 5691 HARTLA... | |
| AAMIR,EURIPSIDE | 314634 | 1/29/1998 | QT14634Z | 5502 HARYDS... | |