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**Memo Monday**  
DODD News, Guidance, and Training



**Department of  
Developmental  
Disabilities**

**Monday, December 8, 2025**

**Highlight of the Week: Holiday Baking with Dr. Sorg and Friends**

# Sorry

We're having a little trouble.



## **In This Memo Monday**

- Medicaid Services System Soft Launch Coming Soon – Key Dates and Webinars for County Boards
- Update to the Notification of Individual Change in Status Disenrollment Reasons
- Reminder: Action Required: Imagine!S Decommissioning on February 19, 2026 – Download and Archive Documentation
- Reminder: Updates on Place on the Path to Community Employment
- Participate in Charting the LifeCourse Side-By-Side Guided

Implementation Series for Day Program Staff and People with Lived Experience

- OhioISP Gatherings
- Now Available: Self-Direction and Role of the Support Broker Training

## Medicaid Services System Soft Launch Coming Soon – Key Dates and Webinars for County Boards

***Attention: County Boards, Councils of Government Staff, Providers, Billing Agents***

DODD is excited to announce a major upgrade to the Medicaid Services System (MSS) application, shaped by the challenges you’ve shared. The upgrade will create a more efficient system designed to make your work easier.

### What’s New

The redesigned MSS will be:

- Easier to use with a guided, step-by-step experience
- Equipped with real-time costing, validations, and notifications
- Enhanced with multi-user access, archiving tools, and sandbox collaboration
- Streamlined with a unified calendar and scheduling

### Key Dates

- Soft Launch: January 2026 – county boards can begin transitioning active sites
- Go Live: July 1, 2026
- Transition into MSS: December 31, 2026 – the vast majority of users transitioned into MSS
- Legacy MSS: Available through July 2027 for edits to pre-July 1, 2026, service dates

### For county boards only:

Join an upcoming DODD county board webinar. Select your preferred date to complete registration.

- [December 17, 2025](#)
- [January 6, 2026](#)

For questions or concerns, email DDD-MSS Support [msssupport@dodd.ohio.gov](mailto:msssupport@dodd.ohio.gov).

## Update to the Notification of Individual

# Change in Status Disenrollment Reasons

**Attention: County Boards and Service and Support Administrators**

Due to the increase in disenrollments relating to admissions to Psychiatric Residential Treatment Facilities (PRTFs), the department is adding this as a reason on the Notification of Individual Change in Status (NICS) for disenrollment.

If you have any questions relating to this change, please email [LOC@dodd.ohio.gov](mailto:LOC@dodd.ohio.gov).

## Action Required: ImagineIS Decommissioning on February 19, 2026 – Download and Archive Documentation

**Attention: County Boards, Providers**

The ImagineIS application will be decommissioned on February 19, 2026. After this, plans and reports will no longer be accessible through the ImagineIS app or portal.

To ensure compliance with applicable rules and to avoid disruption, DODD strongly encourages you to download and securely store all necessary documentation (including service plans and reports) **prior to February 19**.

### What This Means

The ImagineIS application will no longer be available to you or your agency. Your agency may have documents, reports, and other materials that have not been saved outside of ImagineIS. If you're unsure which documents or reports you need to retain, please review these guidelines:

- [Rule 5123-9-06](#)
- [Rule 5123-9-40](#)

### What You Need to Do

- Download all relevant plans and reports from ImagineIS before February 19, 2026.
- Store or archive these documents in a secure and accessible location that meets your agency's record retention policies and audit readiness standards.
- Ensure your team is aware of this change and has a plan in place to complete the download process in time.

You will still be able to access information through CRM-IDS. A blue tile will be within your applications that states "IDS" so you can continue

entering demographic information, Level of Care, and other important data.

If you have any questions or need assistance with accessing or downloading documentation, please contact the Call Center at 800-617-6733.

## Updates on Place on the Path to Community Employment

***Attention: County Boards, Intermediate Care Facilities, Developmental Center Staff Responsible for Entering the Place on the Path to Community Employment***

Thank you for your continued patience as DODD works through Place on the Path to Community Employment (PPCE) updates.

Important information about upcoming changes to PPCE data entry, timelines, data accuracy steps, and the roles needed in Salesforce is now posted on DODD's [Outcome Tracking Data Website](#). Please review the full details so you can prepare for these changes.

If you have any questions, please email [Lindsay.Terry-Stine@dodd.ohio.gov](mailto:Lindsay.Terry-Stine@dodd.ohio.gov).

## Participate in Charting the LifeCourse Side-By-Side Guided Implementation Series for Day Program Staff and People with Lived Experience

***Attention: County Boards, Service and Support Administrators, Providers***

Charting the LifeCourse (CtLC) is a framework created to help people served and families of all abilities and ages develop a vision for a good life, think about what they need to know and do, identify how to find or develop supports, and discover what it takes to live the lives they want to live.

Join the Family Resource Network of Ohio (FRNO) for a side-by-side guided implementation of CtLC for Adult Day Support staff and people with lived experience. This free series offers hands-on practice with CtLC tools in small, supportive groups.

The four-session series will meet select Mondays from 10 AM-11:30 AM

on January 12 and 26, and February 9 and 23.

Day Program providers can apply for the Side By Side Guided Implementation Series [on Microsoft Forms](#). The deadline to apply is December 23, 2025.

If you have questions or need an accommodation, email Barbara Sapharas at: [bsapharas@aol.com](mailto:bsapharas@aol.com).

## OhioISP Gatherings

***Attention: Qualified Intellectual Disability Professionals, Service and Support Administrators***

OhioISP Gatherings are designed for qualified intellectual disability professionals (QIDPs) and service and support administrators (SSAs) to come together to discuss a variety of topics related to the OhioISP. The OhioISP Team will facilitate group discussions around regional needs and interests. Gatherings are a great opportunity to connect and collaborate with DODD and other professionals.

Please visit the OhioISP [website](#) for Gathering details, including how to join. Gatherings will be offered both in person and virtually across the state, and discussions will vary from month to month. Feel free to attend whichever sessions work best for you and your schedule.

If you need an accommodation, please email [OhioISP@dodd.ohio.gov](mailto:OhioISP@dodd.ohio.gov).

# Training Opportunities

## Now Available: Self-Direction and Role of the Support Broker Training

***Attention: Support Brokers, Service and Support Administrators, People with DODD Waivers***

[Self-Direction and the Role of the Support Broker](#) training is now available on DODD MyLearning.

Effective January 1, 2026, this training is required by [Ohio Administrative Code \(OAC 5123-9-47\)](#) for new support brokers. The course explains the core philosophy, legal foundations, and daily workflow of support brokers so they can help people direct their own services with confidence.

Current support brokers, service and support administrators (SSAs), and anyone interested in learning more about the support broker's role are strongly encouraged to view this training.

More information about self-direction and support brokers, including short videos, can be found on the [Self-Directed Services](#) page of the DODD website. Resources about support brokerage can be found on the [Support Brokerage](#) page. These resources will be updated as the department gets closer to implementation of the new rule.



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