ICF IID ENHANCED PAYMENT PROGRAM

Vocational and Day Services

Data Collection Portal Instruction Manual

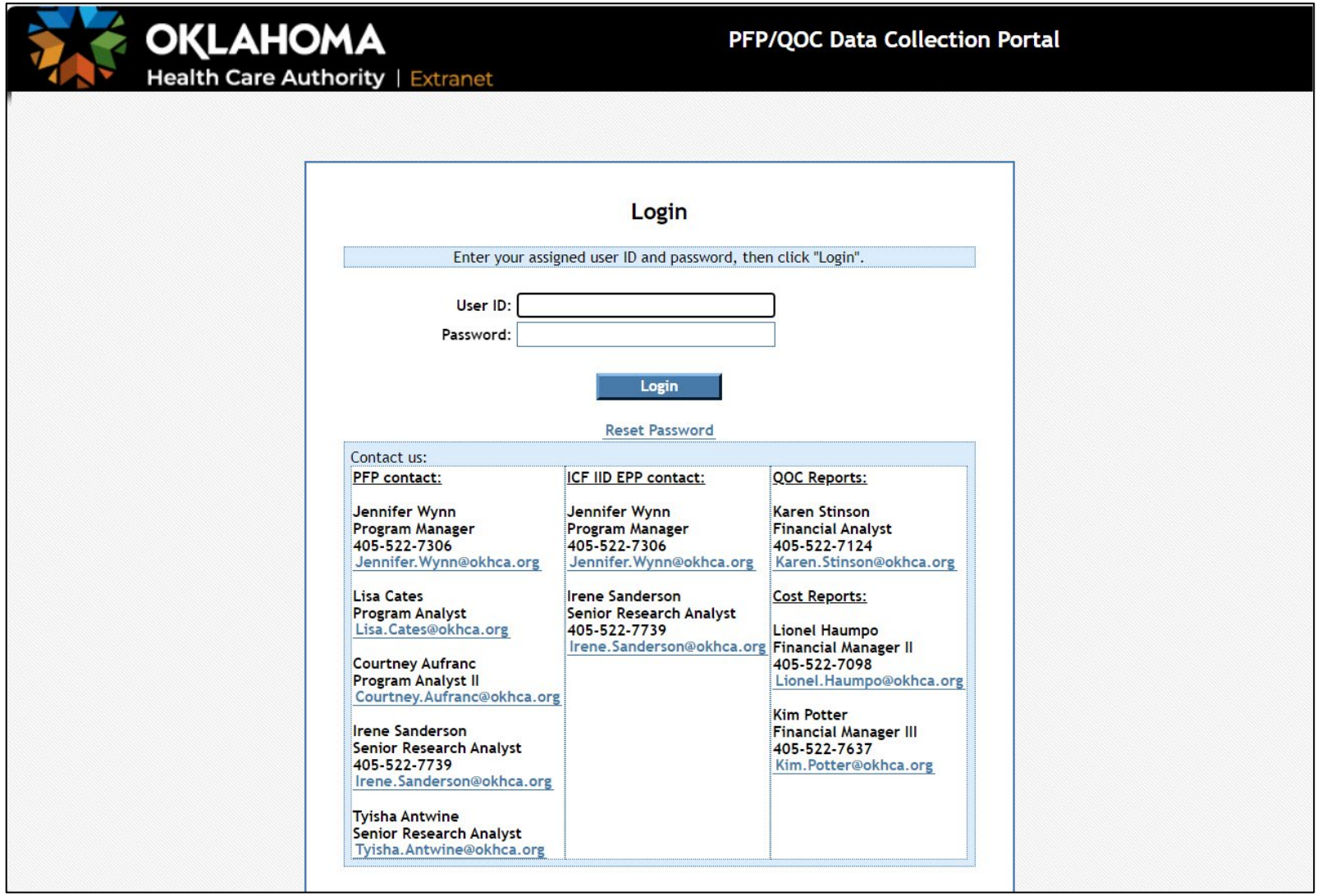
Live effective 4/1/2024

VOCATIONAL AND DAY SERVICES QUARTERLY SUBMISSION

- Effective 4/1/2024, Vocational and Day Services Reports will be submitted online via the PFP/QOC Data Collection Portal.
- Reports for Reporting Period January, February, and March are due 4/30/2024 by 5:00 pm via the portal.
- Facilities must complete the Vocational Services Report first.
- Portal will reflect upcoming submissions, overdue submissions, and completed submissions.

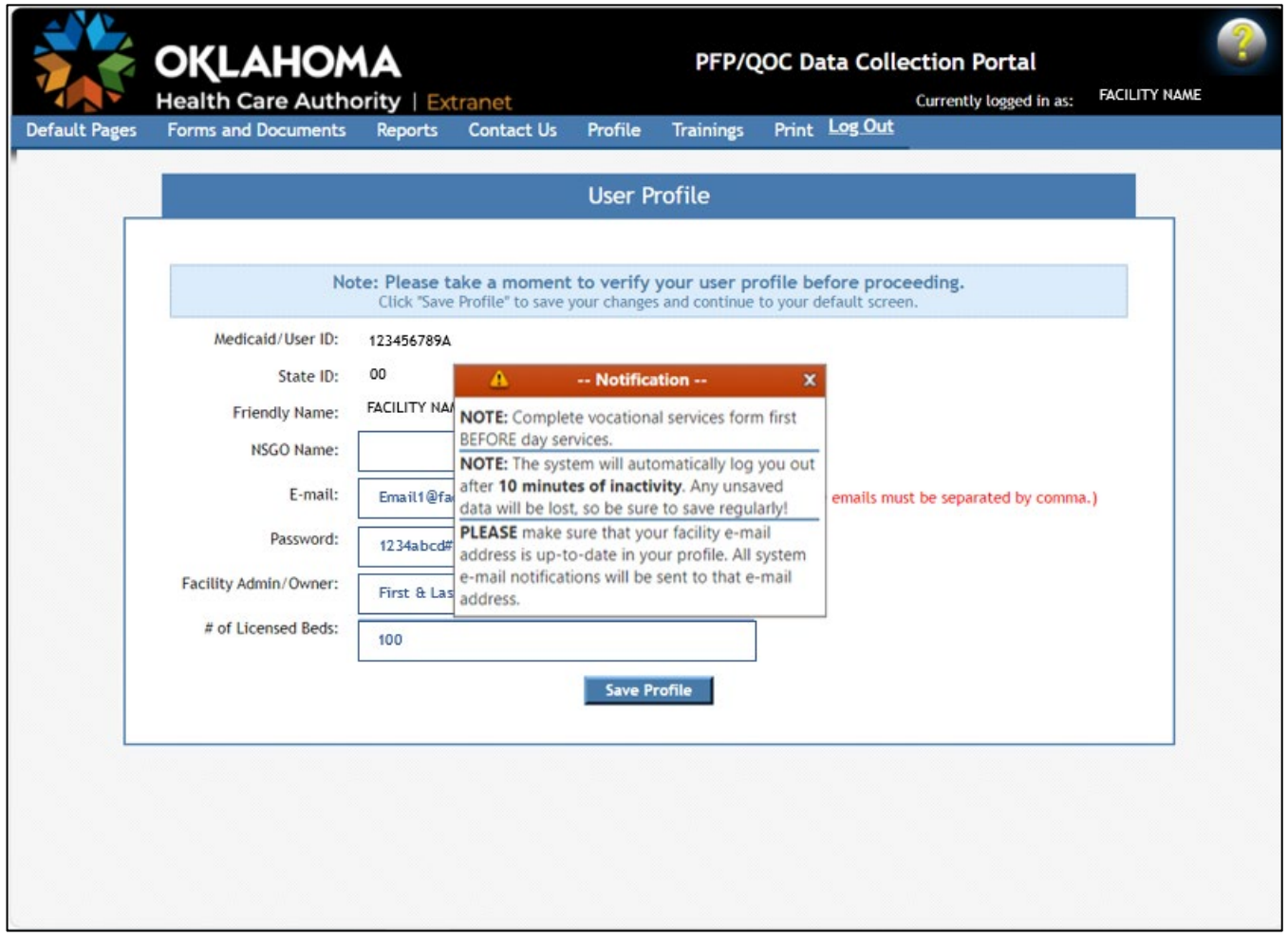
PFP/QOC DATA COLLECTION PORTAL

PFPQOCExternalPortal - Login (okhca.org)



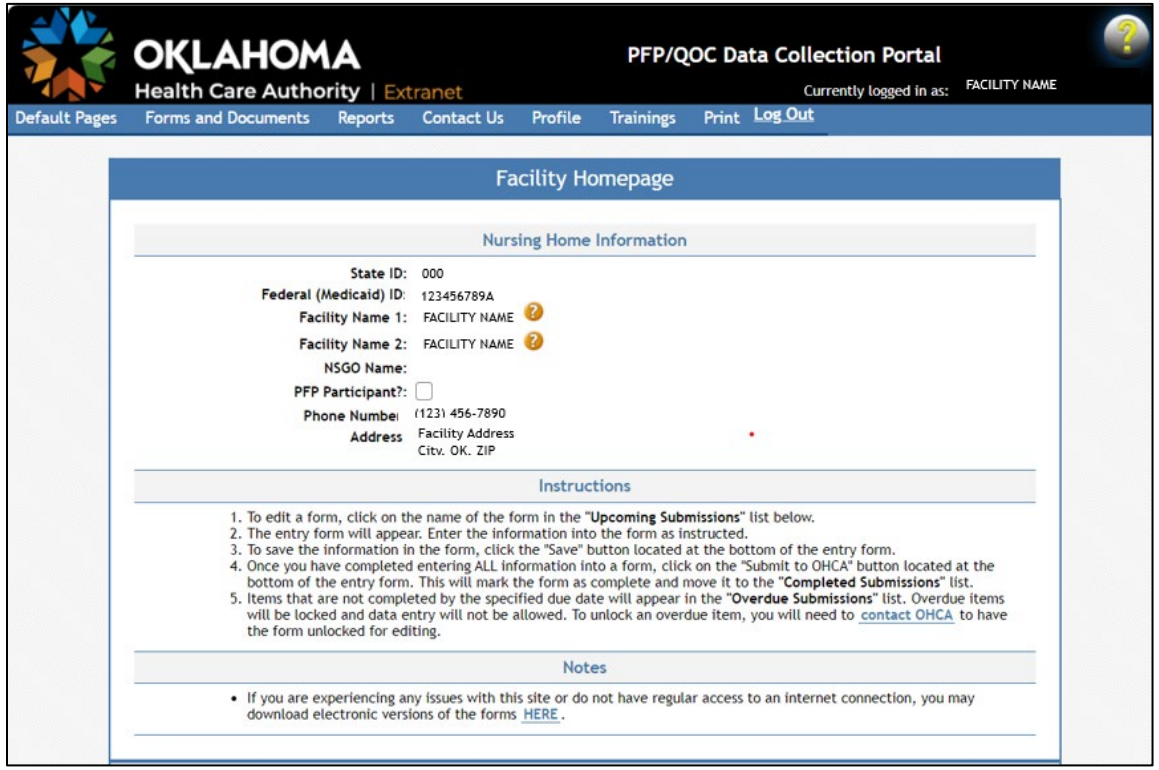
FACILITY PROFILE PAGE

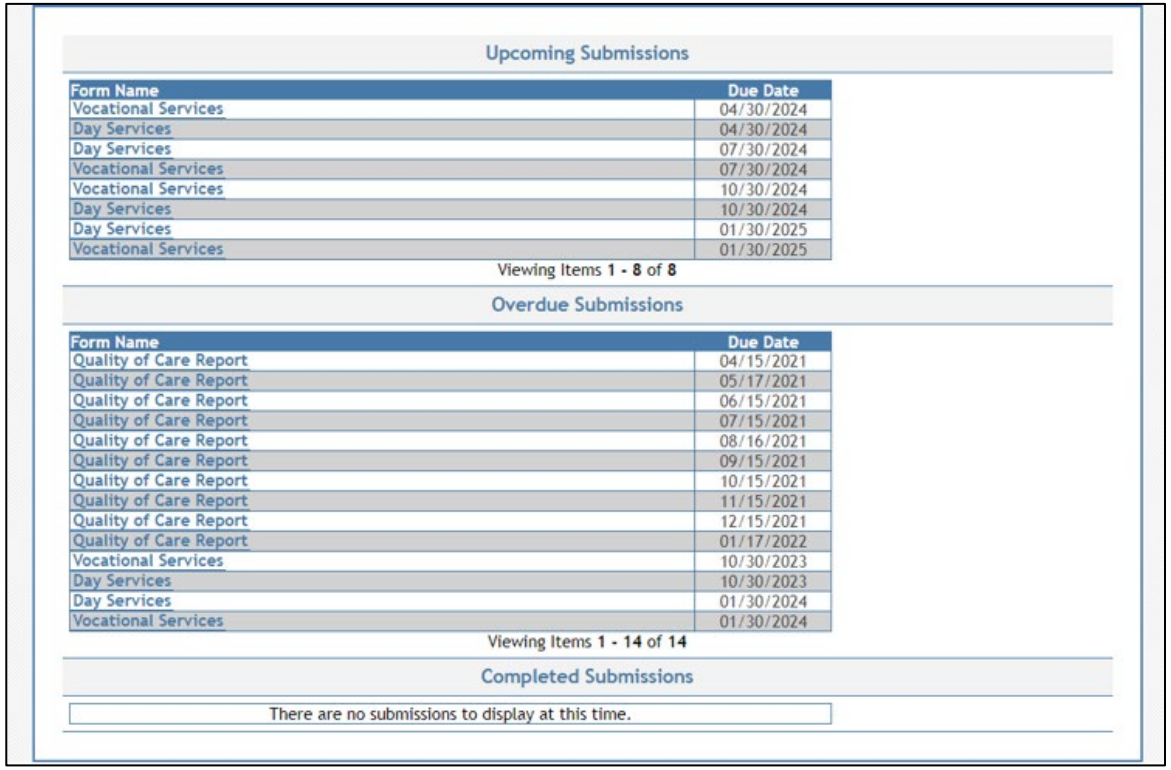
- Verify facility information and make changes if necessary.
- Add multiple email addresses by separating with a comma (,).
- Select Save Profile to save changes/updates.



FACILITY HOMEPAGE

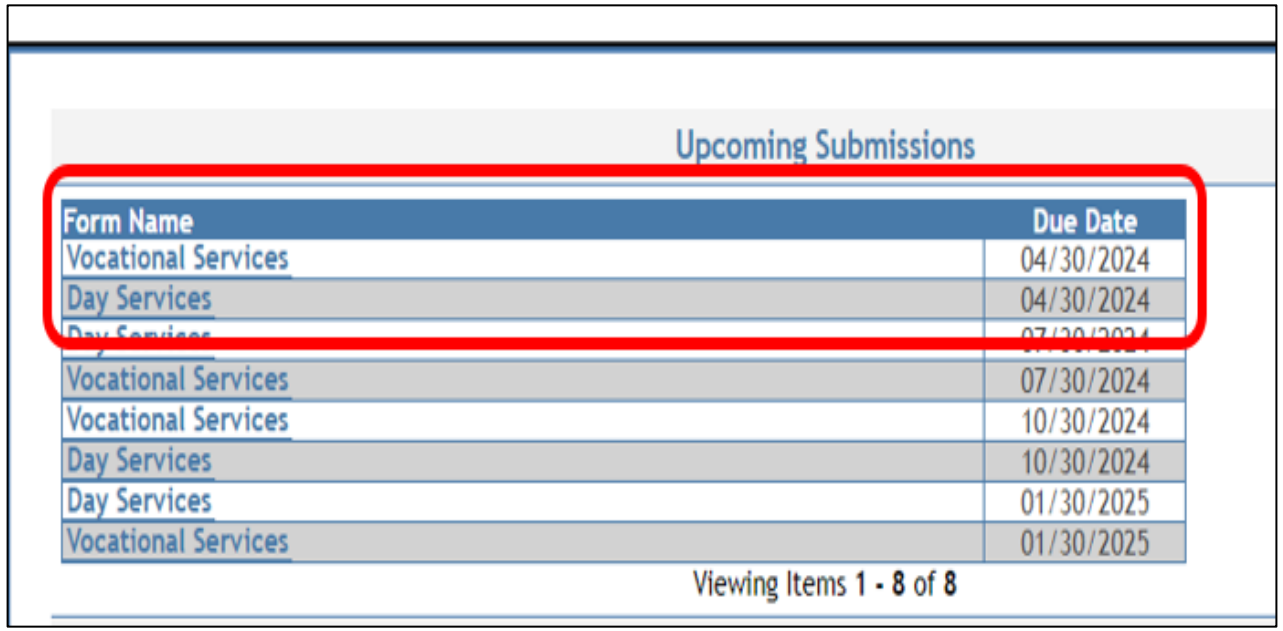
REFLECTS UPCOMING SUBMISSIONS, OVERDUE SUBMISSIONS, AND COMPLETED SUBMISSIONS.





SUBMISSIONS

- Upcoming Submissions.
  - Vocational Services.
  - Day Services.
- Select Form Name for the report you wish to complete with correct Due Date.
- Facilities **must complete Vocational Services Form first** even if there are no residents participating in the Vocational Services.
- Only enter residents that are **Medicaid**; no private pay.



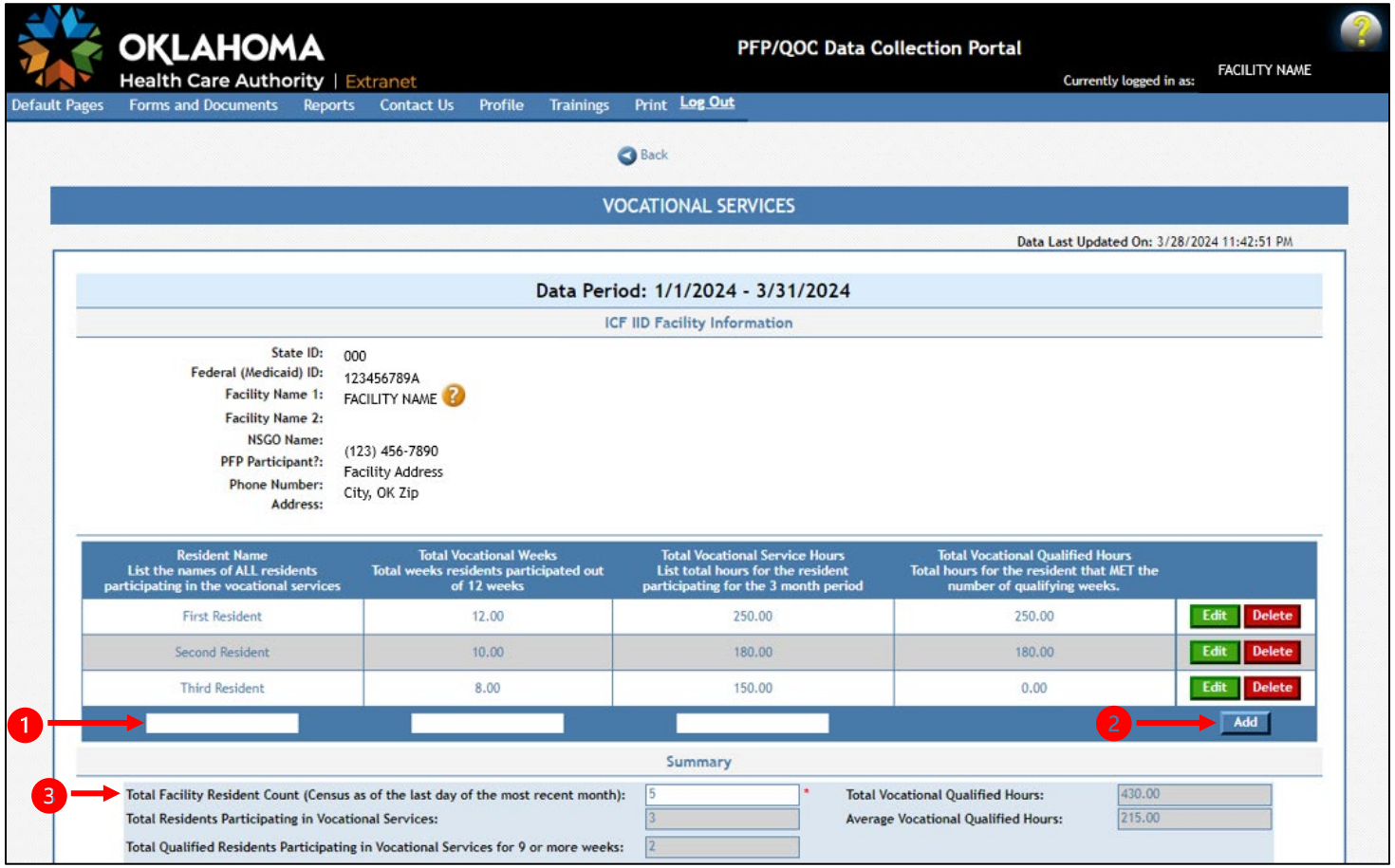
Upcoming Submissions

Form Name	Due Date
Vocational Services	04/30/2024
Day Services	04/30/2024
[illegible]	[illegible]
Vocational Services	07/30/2024
Vocational Services	10/30/2024
Day Services	10/30/2024
Day Services	01/30/2025
Vocational Services	01/30/2025

Viewing Items 1 - 8 of 8

VOCATIONAL SERVICES

1 Enter information for Residents participating in Vocational Services.



VOCATIONAL SERVICES

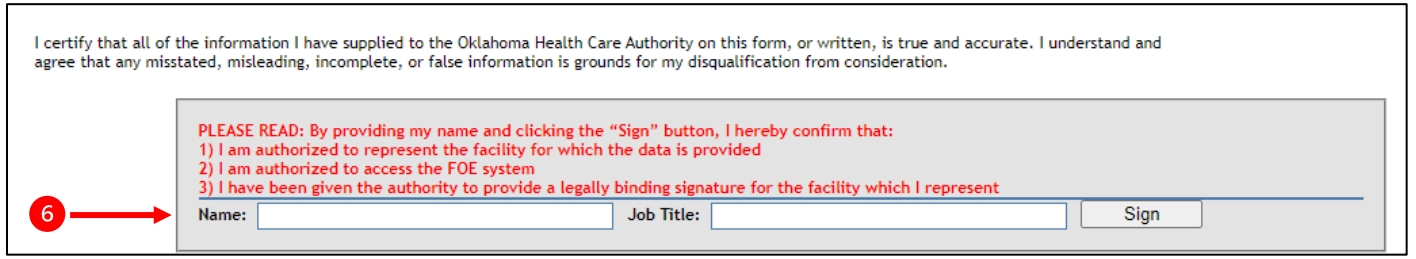
4 Enter Additional Comments/Explanation (optional).

i.e. COVID outbreak, flu outbreak, resident on extended leave.

5 Click Sign Form button.

6 Enter Staff Name and Title completing the form, then click Sign button .

7 Save, Print and Submit to OHCA from menu below.



DAY SERVICES

1 Enter information for Residents participating in Day Services.

DAY SERVICES

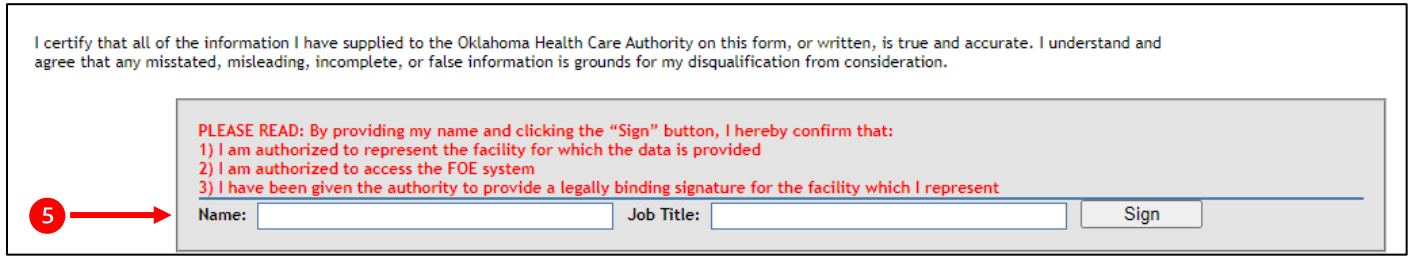
3 Enter Additional Comments/Explanation (optional).

i.e. COVID outbreak, flu outbreak, resident on extended leave.

4 Click Sign Form button.

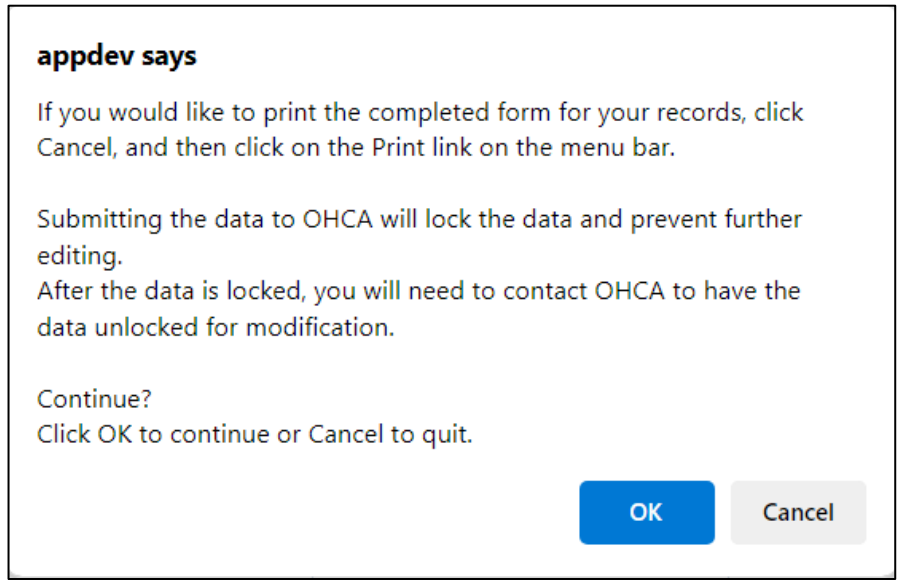
5 Enter Staff Name and Title completing the form, then click Sign button.

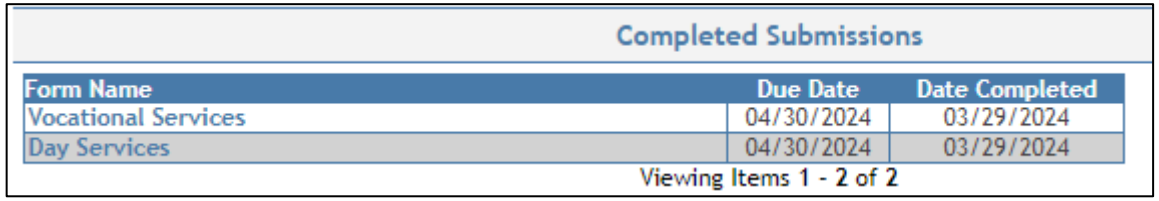
6 Save, Print and Submit to OHCA from menu below.



SUBMISSIONS

- You will be reminded to print forms before you submit to OHCA.
- Once you submit the forms to OHCA, you will need to contact LTC QA Team to request to unlock form.
- Form cannot be unlocked after the quarterly due date and time.
- You have the option to print document after it has been submitted by locating document under the Completed Submissions Section in the Facility Default Page.





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