DODD Assessments: WLA Quick Start Guide
(External to DODD)

Department of Developmental Disabilities

Information Technology Services

Welcome to the DODD Assessments app and the online Waiting List Assessment (WLA) created by the Ohio Department of Developmental Disabilities (DODD)! The online Waiting List Assessment is ready to connect you with our DD support community and resources.

In this tip sheet, we'll work through three major steps in getting started with the DODD online Waiting List Assessment:

1. Creating an OHID Account

   - You'll need the DUO authentication mobile app to complete your login.

2. Adding the DODD Assessments App to Your OHID Account

3. Launching the DODD Assessments Application and Viewing Assessments

When you receive your OHID information, enter it here for easy access.

OHID user name:
(*example:* taylortestuser)

OHID #: (8-digit number)

Password hint:

Person Served-Family Guardians:
As of July 2025, the WLA assessment is not yet available for viewing-only access.
When the online assessment is available, you will need an OHID to access the online WLA and use other DODD applications.
In the meantime, your SSA contact will provide a copy of your WLA assessment via email.

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1. Creating an OHID Account

An OHID account enables you to work with and access resources from State of Ohio agencies, including DODD. OHID accounts have a user number of eight digits and access the domain ohio.id.gov.

- **I have an OHID:** Log in to the OHID Portal (ohid.ohio.gov) and proceed to step 2.

- **I don't have an OHID:** You'll need to create an account. Create an account at https://ohid.ohio.gov/create-account. You will receive a confirmation email after your account is created for you.

- **I don't remember my username or password:** If you've forgotten your login credentials, contact the Department of Administrative Services (DAS) support line at (614) 644-6860.

Duo Authentication App – While you're waiting for your OHID account, download and install the Duo Authentication mobile app to your mobile phone. You'll need this later to log into the DODD portal.

The DODD digital environment requires two-part authentication (2FA) for access. This means that in addition to 1) providing your username and password, you'll need to 2) confirm your access with the DUO authentication app.
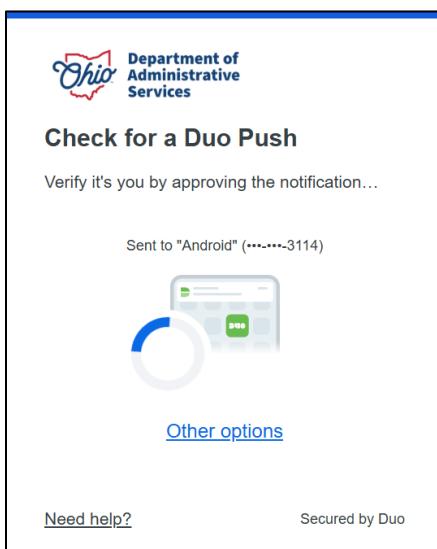

| *On computer:* *Duo Push: Prompt from OHID to approve login notification.* | *On phone:* *Prompt in Duo mobile app: Press Approve to approve login.* | *On phone:* *Confirmation of successful authentication.* |
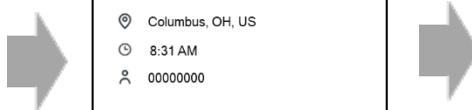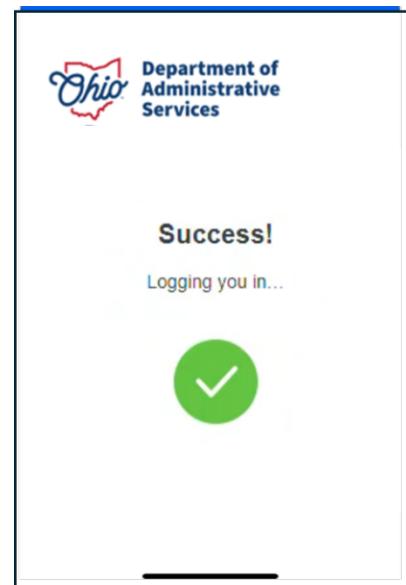
Duo app first, then login. Unlock your phone and open your Duo app before you login to OHID. This gives you more time to approve the login before the Duo Push times out.

2. **Adding DODD Assessments App to Your OHID Account**

    a. In the left menu panel of the My Apps page, click **App Store**.
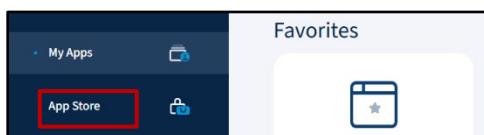
b. In the search term field, type "WLA" and press Enter or click **Search**.

Note: If the filter defaults to your agency and you can't find the app, switch the filter to All Agencies for a broader search.
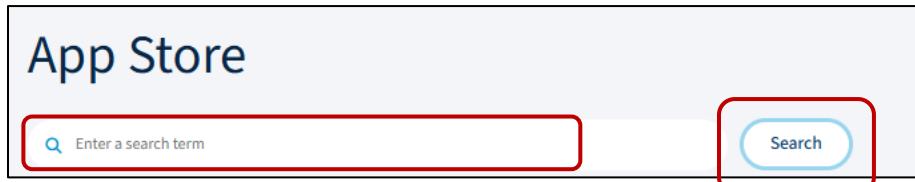
c. The DODD Assessments app is included in DODD Applications. In the search results, find DODD Applications PROD and click **Request Access**.

d. The DODD Applications PROD popup will appear. Click **Request Access**.
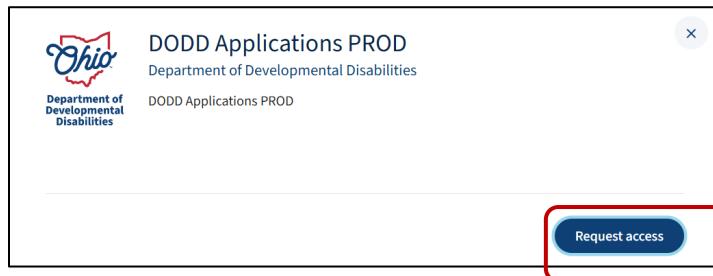
e. A Terms and Conditions popup window will appear. Check the box next to **I agree**. Click **Send request**.
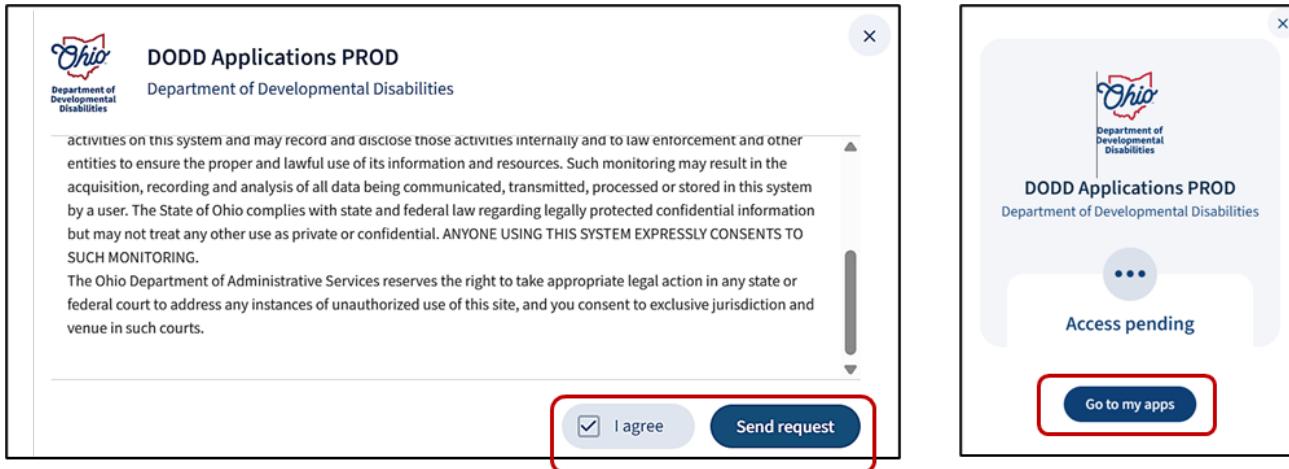
f. A popup will appear indicating that your access to the app is pending. To check if the app has been added to your OHID account, click on **Go to my apps**. You can go to the My Apps screen anytime to view your available applications.

3. **Launching the DODD Assessments App and Viewing Assessments**

   a. After you receive the email notification that your OHID account has been created, log into ohid.ohio.gov. Click **My Apps** to view available applications; the DODD Applications Tile should be shown in your available options. In the DODD Applications PROD tile, click **Open App** to Continue.

   b. In the top left corner of the screen, click the **Application Launcher** waffle menu.
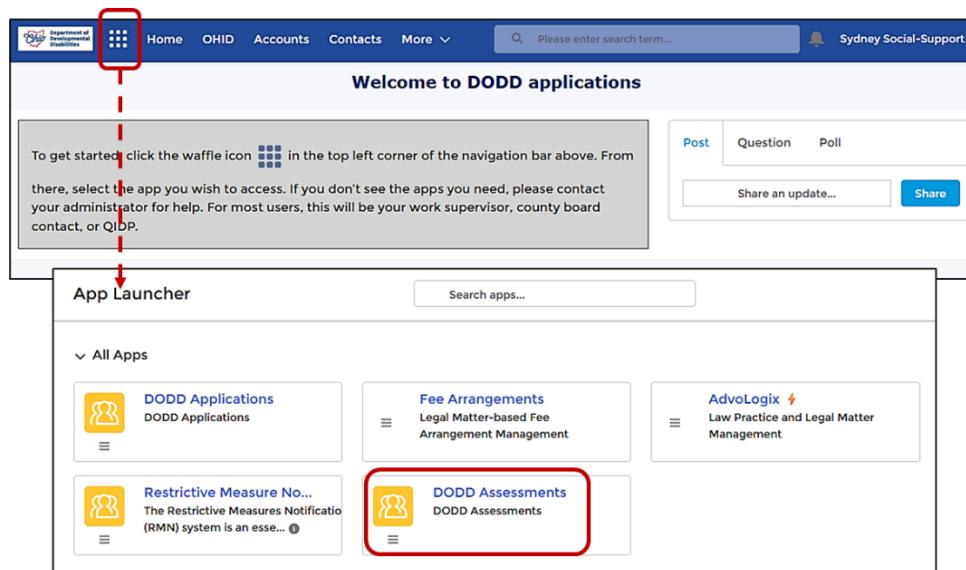
   c. The Application Launcher window will appear. Click the **DODD Assessments** tile.

   d. In the Assessments screen pull-down menu, select **All Assessments**.
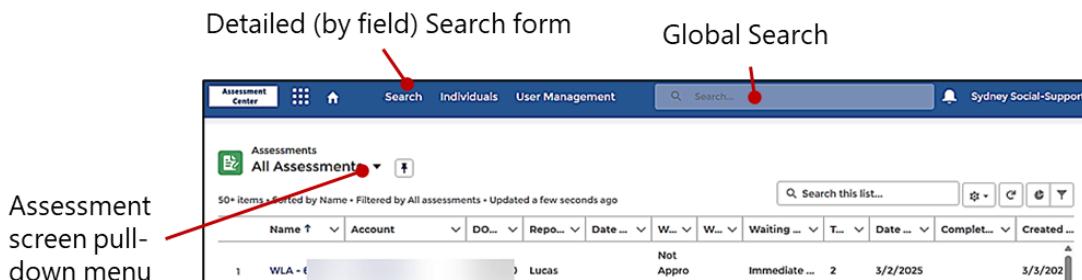
   e. To locate the Individual/Person Served name and view assessments:

   - In the global search field, enter the Individual/Person name. From the results, select the assessment you wish to view.

   OR

- In the Assessment screen pull-down menu, select All Assessments. Locate the Individual/Person Served name in the Account column and select the assessment you wish to view.

NEXT

County Board WLA End Users (non-administrators): For your next steps, view the WLA County Board End User Guide, available from the WLA page on the DODD website. This focuses on the assessment creation, development, completion, and approval phases of the assessment process. (Available last week of June/first week of July 2025.)

County Board WLA Administrators: For instructions specific to user mangement, view the WLA County Board Admin Tip Sheet, available from the WLA page on the DODD website.

> Documentation and training for the online WLA can be found on the Ohio Assessment for Immediate Need and Current Need web page on the DODD web site:
> (https://dodd.ohio.gov/county-boards/assessments/assessment-immediate-current-need)
>
> Send questions and feedback regarding the Waiting List Assessment App to:
> WLA@dodd.ohio.gov.

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Revision Description	Completed (Sign/Date)	Reviewed (ISign/Date)	Approved (ISign/Date)
Added further detail in locating/viewing assessment (3e); added support information callout block; updated OHID info.	*Rosielind Alcorn* 08/26/25	*Jessica McGonigle* 08/27/25	*Jessica McGonigle* Jessica McGonigle (Aug 27, 2025 07:38:52 EDT) 08/27/25
Changed account notification text to separate OHID (email) from DODD Applications (check Ohio Portal acct) expectations.	RA 7/3/2025		JM 07/03/2025
Changed title and language throughout from "WLA app" to DODD Assessments app > WLA. Moved DUO info forward where it logically flows better.	RA 6/30/2025	HS 7/1/2025	JM 07/02/2025
Initial publication	RA 6/10/2025	HS 6/10/2025	JM 6/18/2025

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