

Waiting List Assessment App Quick Start Guide

(External to DODD)



Department of
Developmental
Disabilities

Information Technology Services

Welcome to the new Waiting List Assessment (WLA) app created by the Ohio Department of Disabilities (DODD)! The WLA app 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 WLA app:

1. [Creating an OHID Account](#)
 - You'll need the [DUO authentication mobile app](#) to complete your login.
2. [Adding the DODD Applications 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 online. When the online assessment is available, you will need an OHID to access it and use other DODD applications.

In the meantime, your SSA contact will provide a copy of your WLA assessment to you directly via email or paper printout.

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 into the OHID Portal (ohid.ohio.gov) and proceed to [step 2](#).
- **I don't have an OHID:** You'll need to create an account; refer to the [OHID User ID Creation Guide](#) (instructions also available at ohid.ohio.gov).
- **I don't remember my username or password:** Refer to the OHID Help Logging In page: <https://ohid.ohio.gov/wps/portal/gov/ohid/help-center/help-logging-in/help-logging-in>

2. Adding DODD Applications to Your OHID Account

- a. On the top navigation toolbar click **App Store**.



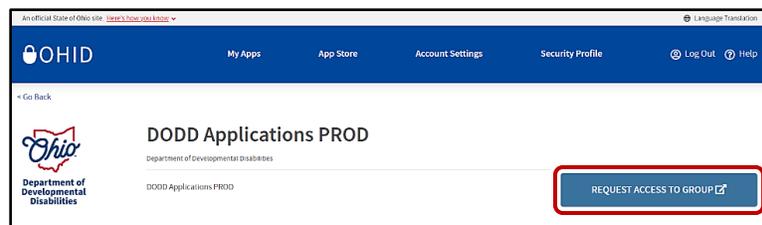
1. In the Search by Keyword field, type **DODD** and press **Enter** or click the **Search** button (magnifying glass icon at far right of Search by Keyword field).



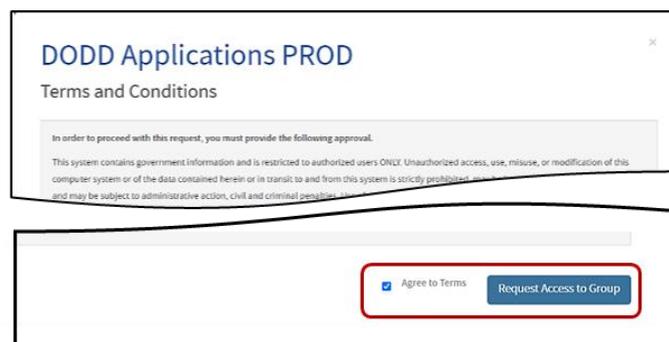
- b. In the search results, find the DODD Applications PROD tile and click Request **Access**.



- c. The DODD Applications PROD screen will appear. Click **Request Access to Group**.



- d. A Terms and Conditions popup window will appear. Check the box next to **Agree to Terms**. Click **Request Access to Group**.



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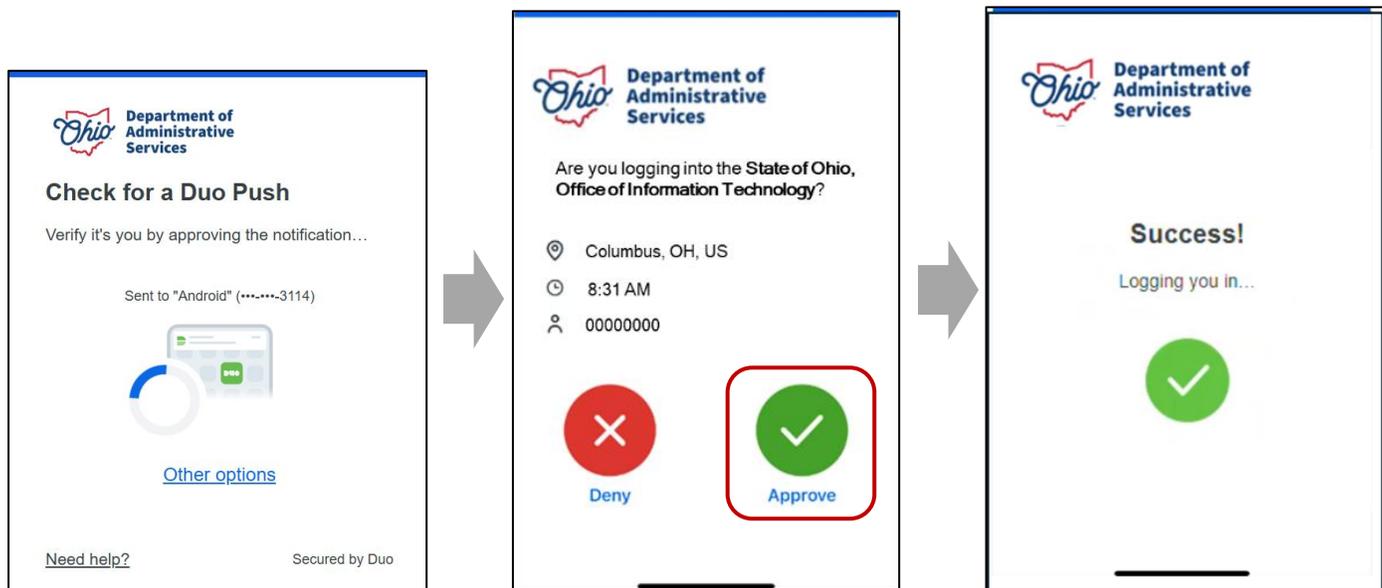
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- Your request will be submitted to the DODD ITS Team. You will receive an email notification shortly after your account has been created. You should receive a notification email the same day or at the latest within two business days. Please be sure to check your spam folder if you don't see it in your regular inbox. If you don't receive information about your account within that time, please contact the DODD ITS Call center: itscallcenter@dodd.ohio.gov.



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 user name 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.*

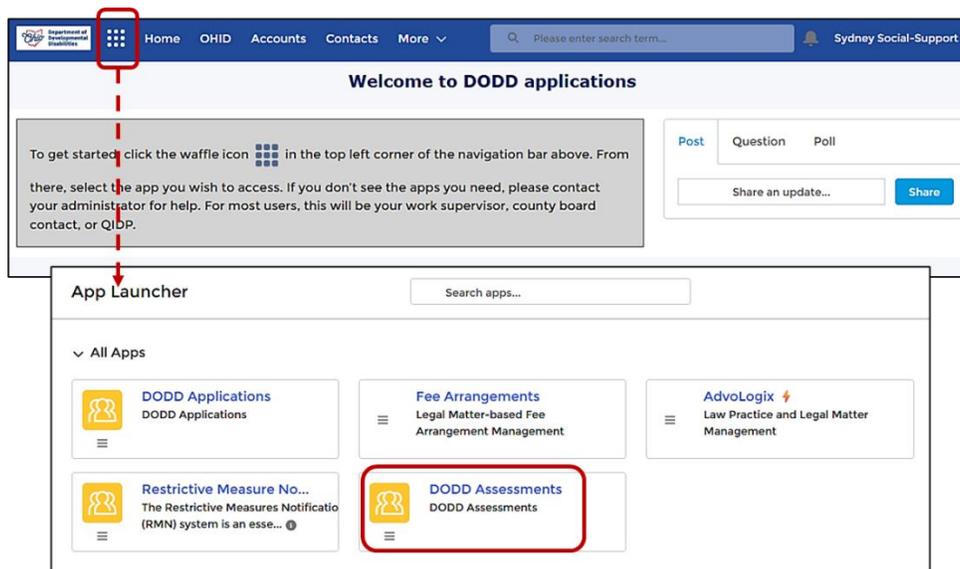


TIP

Duo app first, then login. Unlock your phone and open your Duo app before you login. This gives you more time to approve the login before the Duo Push times out.

3. Launching the DODD Assessments Application and Viewing Assessments

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



- The Application Launcher window will appear. Click the **DODD Assessments** tile.
- A list of **All Assessments** available for your viewing will appear.

The screenshot shows the 'Assessments' page with a table of 'All Assessments'. The table has columns for Name, Account, DO, Repo, Date, W, W, Waiting, T, Date, Complet, and Created. The first three rows are visible.

	Name	Account	DO	Repo	Date	W	W	Waiting	T	Date	Complet	Created
1	WLA - €			Lucas		Not Approved		Immediate ...	2	3/2/2025		3/3/2025
2	WLA - €			Lucas		Not Approved		No Unmet ...	0	4/21/2025	4/21/2025, ...	3/11/2025
3	WLA - €			Lucas	4/30/2025	Withd rawn				4/24/2025		3/11/2025

- Click on the assessment you wish to view.

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NEXT

County Board WLA App 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 App Administrators: For instructions specific to user management, view the WLA County Board Admin Tip Sheet, [available from the WLA page on the DODD website](#).

Send questions and feedback regarding the
Waiting List Assessment App to: WLA@dodd.ohio.gov.

DOCUMENT HISTORY (Reverse Chronological Order)

Revision Description (Owner/Completed by)	Revision Completed	Doc Release Date
Approved for release (Jessica McGonigle)	6/18/2025	6/23/2025
Reviewed and approved (Heather Stubbs)	6/10/2025	6/23/2025