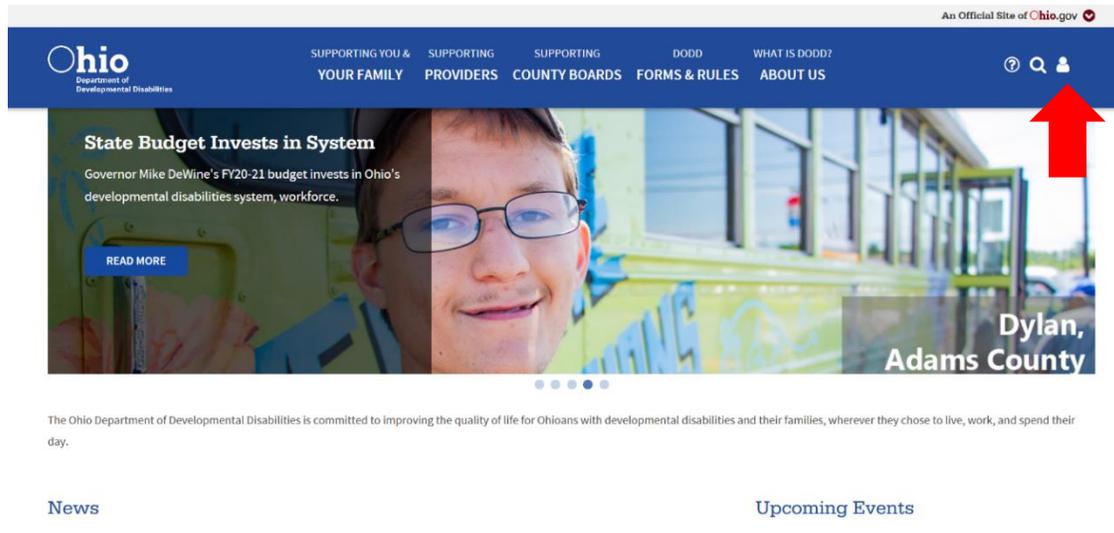


Viewing a PAWS

1. Access the DODD website

Go to <http://dodd.ohio.gov/Pages/default.aspx>

2. Click the Log In icon on the top right of the page



3. Type in your username and password, then click Log In

State of Ohio computer systems may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of these computer systems may subject violators to criminal, civil, and/or administrative action.

4. Click on Continue when this screen appears

Ohio | Department of Developmental Disabilities

Welcome [REDACTED]

Please select following option to proceed:

- Continue with Logged In User Account
[Account Type: Provider: Independent, Role: Pending]
- Create an additional New Account

CONTINUE

If you have any questions or comments regarding your request, please contact our ITS Call Center for assistance.
Email: ITSCallCenter@dodd.ohio.gov, **Phone:** 1-800-617-6733 (Toll Free) between 8.00 a.m. and 4.00 p.m. Select Option 4.

5. Once you are logged in, click on applications

HOME PAGE APPLICATIONS MYLEARNING APP RELEASE NOTES MY PORTAL SUPPORT CENTER

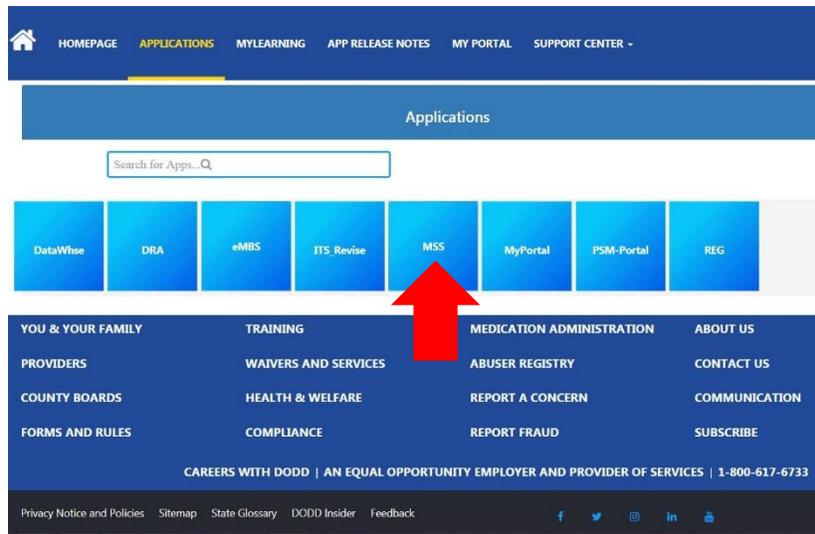
ANNOUNCEMENTS

MSS will be down for maintenance starting Friday, 01/10/2020 at 4pm. It will be back up on Monday, 01/13/2020 at 8am. Sorry for the inconvenience.
For all application issues except MAIS. Contact the DODD Information Technology Services Call Center at 1-800-617-6733, option 4 or ITSCallCenter@dodd.ohio.gov
for MAIS: RN Trainers /MAIS access: When trying to open MAIS if there is an error message that says you are not authorized to enter, please contact ma.database@dodd.ohio.gov

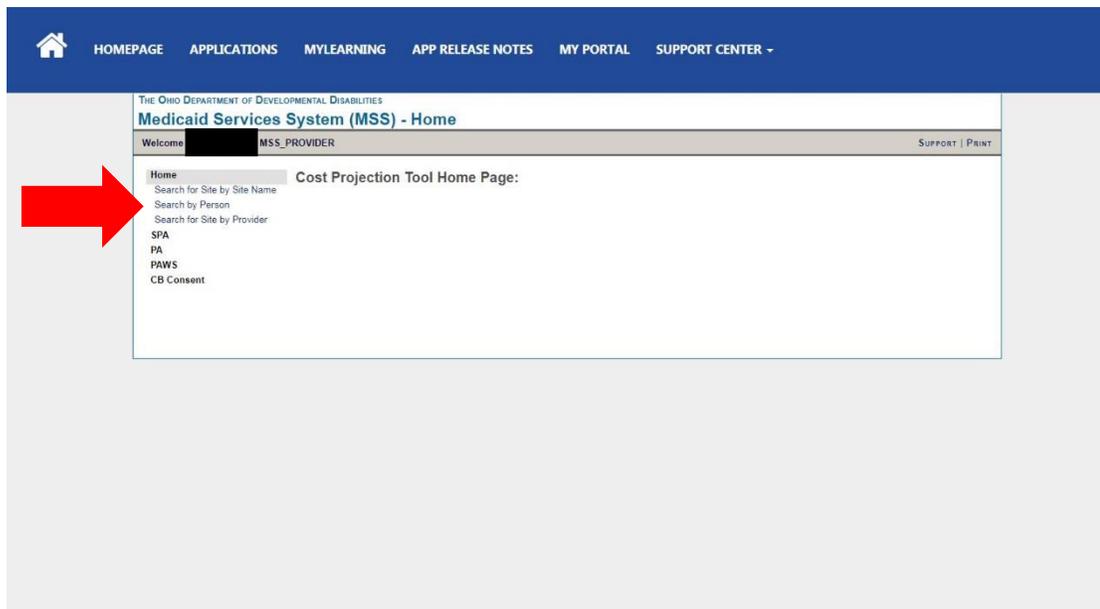
Individual & Families Providers County Boards UAT Testing Training Testing

Provider Search County Board Locations

6. Select MSS from the menu



7. Click "Search by Person" on the left side of the page



8. Fill in the last name of the individual you want to see the PAWS for and select the county the PAWS is in and click “Search”

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES
Medicaid Services System (MSS) - Search by Person

Welcome [REDACTED] MSS_PROVIDER SUPPORT | PRINT

Home
Search for Site by Site Name
Search by Person
Search for Site by Provider
SPA
PA
PAWS
CB Consent

Search By Person:

First Name: DODD Number:
Last Name: County: ALL COUNTIES
Medicaid Billing Number: Search by: Site by PAWS
SSN:

9. When the results appear, click on the Individual’s Number.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES
Medicaid Services System (MSS) - Search by Person

Welcome [REDACTED] MSS_PROVIDER SUPPORT | PRINT

Home
Search for Site by Site Name
Search by Person
Search for Site by Provider
SPA
PA
PAWS
CB Consent

Search By Person:

First Name: DODD Number:
Last Name: [REDACTED] County: [REDACTED]
Medicaid Billing Number: Search by: Site by PAWS
SSN:

Showing 1 - 1 of 1 records First Prev Next Last

Filter:	Select Site	CODB County	Individual No.	Last Name	First Name	DOB	Medicaid No.
	[REDACTED]	LAKE	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

10. A list of all the PAWS versions and spans will appear. The most current span and version are at the top of the list. Click on the version number to view the PAWS.

The screenshot displays the 'Medicaid Services System (MSS) - Paws Individual' interface. The top navigation bar includes links for Home, Applications, MyLearning, App Release Notes, My Portal, and Support Center. The user is logged in as 'MSS_PROVIDER'. The main content area is titled 'PAWS Individual Plan Information' and includes search filters for Individual Name, Individual Number, and DHS Medicaid#. Below the search filters are tabs for Plan Info, Comments, Suspension Info, and Waiver Management Info. A table lists the plan versions with the following columns: Version, Waiver Type, County, Match Source, Plan Begin Date, Plan End Date, Approval, and Approval Date. A red arrow points to the 'Version' column.

Version	Waiver Type	County	Match Source	Plan Begin Date	Plan End Date	Approval	Approval Date
1							
4							
1							
5							