# **DDD Vendor Directory Application User Manual**

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**Division of Developmental Disabilities** 



## **Department of Economic Security Division of Developmental Disabilities**

Project: Vendor DirectorySubject: User ManualDoc ID: DDD\_VD\_002

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## **Revision Sheet**

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8/19/2019	Susan Barrows	2	Updated contents of document to be more comprehensive.



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## 1 Introduction

The Provider Search – Directory Use Application is part of Qualified Vendor Contract Main Menu. This new application allows Qualified Vendors to update and maintain site-specific information that will be used for the Provider Directory and the on-line Provider Search.

This new application contains the following pages:

- Main Menu,
- Special Accessibilities,
- Linguistic Capabilities,
- Additional Information

The system allows updates can be made to a single service site or to multiple service sites at one time.

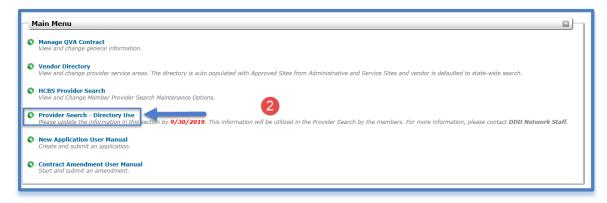


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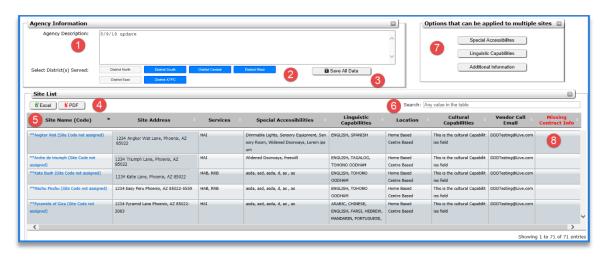
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## **Provider Search – Directory Use – How to Access**





## **Provider Search - Directory Use - Main Menu**



- 1. The Agency Description field is used to update the agency description for all sites.
- These buttons are used to select for all districts for all the sites.
- 3. The Save All Data button is used to save the changes on the main page for all the sites.



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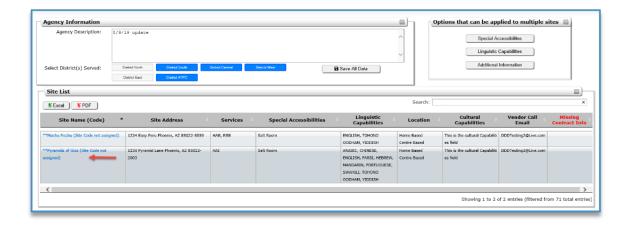
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- 4. The Excel and PDF buttons can be selected to get a download of all the information represented in the grid.
- 5. The Site List grid contains all the sites that can be updated on the main page. To access each individual site, just click on the blue hyperlink
- 6. The search field can be used to find any site information in the site grid.
- 7. To go to the other pages, click on the Special Accessibilities, Linguistic Capabilities or Additional Information buttons.
- 8. This column contains any missing information from the vendor information page that needs to be updated through an amendment.

## 4 Updating Single Site

Fist Click on the site that you want to make updates to by clicking the blue hyperlink.

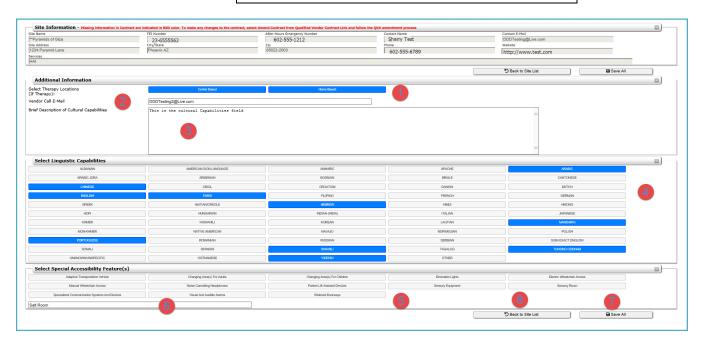


When the new page loads, the information section at the top of the page will be read only. Any missing information from the contract will be indicated in red. In order to update any missing information, go to the main menu and select the Qualified Vendor Contract link. Click the Contract Amendment User Manual link to start and submit an amendment.



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- 1. These buttons are used to make center and home-based therapy locations selections.
- 2. This field is used to update the vendor call e-mail address for this specific site.
- 3. This field is used to update the Brief Cultural Capabilities description.
- 4. The buttons under Linguistics Capabilities section are used to select all language selections for this specific site.
- 5. The buttons under the Special Accessibility section are used to add Special Accessibility features to the site.
- 6. The Other field is used to add Special Accessibility options that are not listed.
- 7. This button saves and updates all the changes to the site.
- 8. This button returns you to the main screen.



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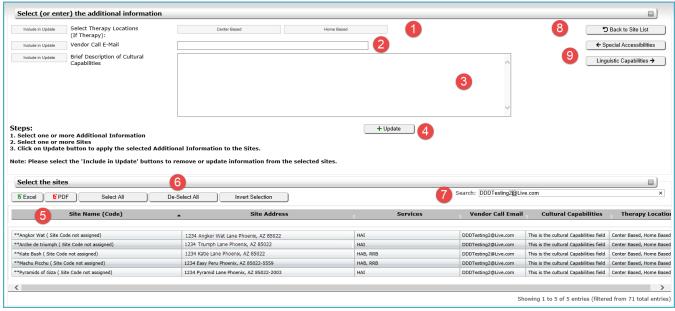
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## 5 Updating Multiple Sites

## **Additional Information**

This section includes,

- Therapy Location (if therapy service provided)
- Vendor Call Email
- Brief Description of Cultural Capabilities.



- 1. These buttons are used to make center and home-based therapy location selections.
- 2. This field is used to update vendor call e-mail addresses. Individual sites or all sites can be updated.
- 3. This field is used to update the sites with a Brief Cultural Capabilities description. Individual sites or all sites can be updated.
- 4. The Update button is used to update individual or all sites with the information added in the Additional Information section.
- 5. The Excel and PDF buttons can be selected to get a download of all the information represented in the grid.
- 6. Select All can be used to select all the sites. De-Select can be used de-select all the sites. Invert Selection is used when you want to select the opposite of what is currently selected.
- 7. The Search field can be used to look up any information within the Site Name grid.
- 8. The Back to Site List button returns you to the main page.

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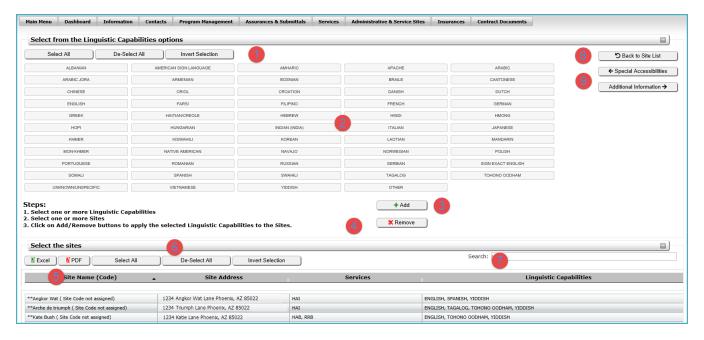
9. Special Accessibilities button takes you to the Special Accessibilities page and the Linguistic Capabilities button takes you to the Linguistic Capabilities page.



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## Linguistic Capabilities



- 1. The first Select All can be used to select all language options. The first De-Select can be used deselect all language options. The first Invert Selection can be used when you want to select the opposite of what is currently selected.
- 2. These are all the languages that can be selected for any given site.
- 3. This button is used to add the languages to the selected sites.
- 4. This button is used to remove all the languages selected from the sites.
- 5. The Excel and PDF buttons can be selected to get a download of all the information as represented in the grid.
- 6. The Select All button under the Select the Sites heading can be used to select all the sites. The De-Select button can be used de-select all the sites. The Invert Selection button under the Select the Sites heading is used when you want to select the opposite of what is currently selected.
- 7. The Search field can be used to find any site information in the Site grid.
- 8. This button returns you to the main screen.
- 9. Special Accessibilities button takes you to the Special Accessibilities page and the Additional Information button takes you to the Additional Information page.

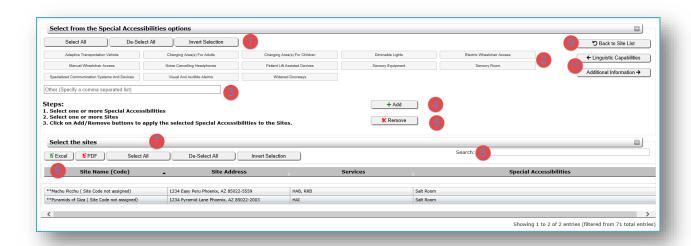


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## Special Accessibilities



- 1. The Select All button under the Select from the Special Accessibilities Options heading can be used to select all the Special Accessibilities options. The De-Select button is used to de-select all the Special Accessibilities options. Use the Invert Selection button to select the opposite of what is currently selected.
- 2. These are all the Special Accessibilities options that can added to any given site.
- 3. This Other text field is used to add the Special Accessibilities options that are not otherwise available.
- 4. This button is used to add the Special Accessibilities options to the sites selected.
- 5. This button is used to remove all the Special Accessibilities options selected from the site.
- 6. The Excel and PDF buttons can be selected to get a download of all the information represented in the Site grid.
- 7. This Select All button is used to select all the sites. The De-Select can be used to de-select all the sites. The Invert Selection button is used when you want to select the opposite of what is currently
- 8. The Search field can be used to find any site information in the Site grid.
- 9. This button returns you to the main screen.

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10. The Linguistic Capabilities button takes you to the Linguistic Capabilities page and the Additional Information button takes you to the Additional Information page.