

Step-by-Step Process for Submitting Plan of Correction or Appeal

For visual assistance with navigating the portal, please view the following webinar:
<https://attendee.gotowebinar.com/recording/1510490754741991682>

- 1) Visit <https://dodd.ohio.gov>
- 2) Click on the blue figure in the top right hand corner which will take you to a log-in page for OH|ID account.
- 3) Log in using your DODD username and password.
- 4) Click on MyPortal near the top and middle of the screen.
- 5) Click Continue Logon
- 6) Click on the link for your review under the "Review Name" column.
- 7) Under the "Citations" tab, you will see each of your citations.
- 8) Click on "POC" under the "Plan of Correction" column if you agree with the citation and wish to submit a Plan of Correction.
- 9) Type in your Plan of Correction in the box that appears. Remember not to use identifying information if making reference to an individual served. Use the ID# from the Individual Sample Key for the individual you are referencing. Also list the date for which you will implement the Plan of Correction.
- 10) Click "Save."
- 11) If you have documentation to support the fact that you've implemented the changes from your Plan of Correction, click on the paperclip icon under the "Attachments" column. Upload any files that show that your Plan of Correction has been implemented.
- 12) Repeat these steps for all citations. If there are any citations with which you disagree, repeat the same steps, except click on "Appeal" instead of "POC." For appeals, you will need to attach supporting documentation to support your reason for the appeal.
- 13) After addressing all citations, click "Submit POC(s)" above the table.
- 14) Wait to receive an email notification from the reviewer as to whether your Plan of Correction has been approved.