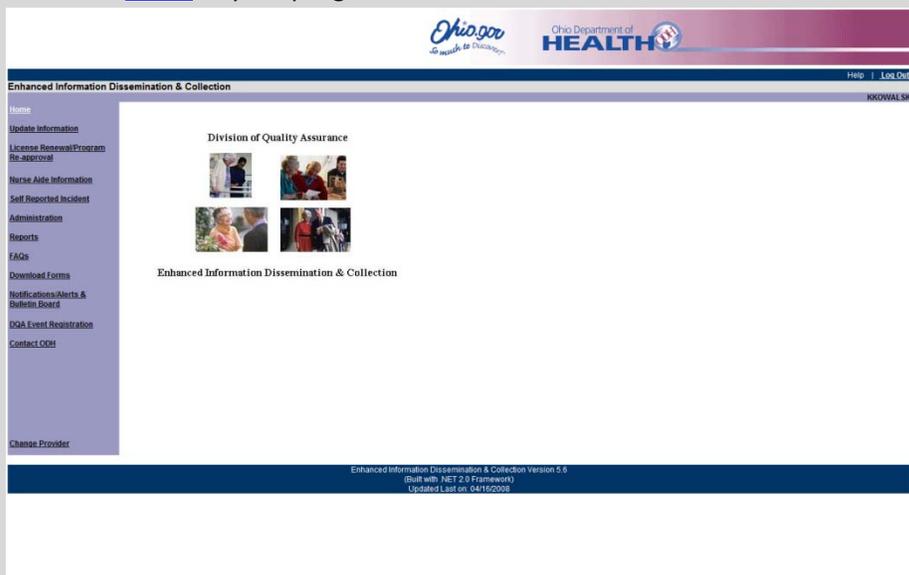**DIVISION OF QUALITY ASSURANCE**
Enhanced Information Dissemination & Collection (EIDC) – NATCEP Module

Access EIDC to submit a Report of Changes, schedule, trainee report, or NATCEP Re-approval

- Enter User Name & Password at https://odhgateway.state.oh.us (screen capture below)
- Once you have logged on to the system, select Health Care Provider Online Business Processing

- Select Update Information to submit a Report of Changes, schedule, trainee report, or License Renewal/Program Re-approval to re-approve your NATCEP program
- Select the name of your program from the list

If you select Update Information the screen below will appear.

- The example below illustrates the Demographics tab. Change requests can be submitted to update other information including personnel, clinical, classroom sites, and topic hours.
- Select Edit to edit information, Done when you are done, & the [Update] button for submission
- Click on the Classroom Sites tab to submit schedules and/or trainee reports. There will be hover text to guide you.
- You will receive an e-mail confirmation with an attached PDF file showing changes made to your program. You can print the PDF file for your program files.

If you select License Renewal/Program Re-approval the screen below will appear.

- Update applicable information (Select Edit to edit information & Done when you are done)
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Re-approval Personnel Tab

- Review and update applicable information
- If you hover your mouse over Resign, Edit, or Add to List, hover text will describe the action
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Re-approval Clinical Sites Tab

- Review and update applicable information
- If you hover your mouse over End Service, Add to List, etc., hover text will describe the action
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Re-approval Classroom Sites Tab

- Review and update applicable information
- If you hover your mouse over End Service, Add to List, etc., hover text will describe the action
- Select the [Next] button to proceed to the next tab/ with the online re-approval process

Re-approval Classroom Summary Tab

- A PDF form is generated that you can review, print, and save
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Re-approval Topic Hours Tab

- Review and update applicable information
- As illustrated on the screen: Please note that the "Required Hours" columns represent the minimum number of hours required by the Ohio Administrative Code for each topic area. The total hours for Preclinical, Classroom, and Clinical hours must equal at least 75 hours.
- Select the [Update] button to calculate hours and check data entry
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Re-approval Schedule Plan Tab – Illustration A (no existing Schedule Plans)

- Select Add to List to enter a Schedule Plan

Re-approval Schedule Plan Tab – Illustration B

- Enter Schedule Plan information and select the [Update] button

Re-approval Schedule Plan Tab – Illustration C

- A Schedule Plan entered in the system will now be listed
- Select Remove Plan to remove plan, Days of the Week value to edit the plan, or Add to List to add another Schedule Plan
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Re-approval Documentation Tab

- Select the [Browse] button to browse for a file and upload it if applicable
- Select the [Next] button to proceed to the next tab/with the online re-approval process

Re-approval Affirmation Tab

- Enter your name & select the [Yes] checkbox if you agree with the affirmation statement
- Select the [Finish] button to proceed to submit the re-approval
- You will be redirected to the program summary screen where you can Edit the re-approval or select the [Pay fee] button