



Office for People With Developmental Disabilities

Completing DDP Forms User Guide

Completing DDP Forms in CHOICES

(The personal information and accompanying data shown in this guide are fictional and are used for illustrative purposes only.)

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A. DDP Forms and Important Notes

DDP Forms

The forms covered in this guide are described briefly below.

DDP1

A Registration/Movement Form used, for people already known to TABS, to report general demographic information for that person, and to record when a person leaves the service system. It is also used to track an individual's movements into and out of programs.

For certain FSS programs, the DDP1 may also be used to register a new individual through CHOICES into TABS and into the FSS program. Contact the local DDRO to confirm which programs fit these criteria.

DDP1 Supplement

This form must be completed and attached to the DDP1 when submitting to enroll an individual in a new service or when requesting a change in service amount (units) for an existing service. The DDP1 Supplement must be used for the following service types: Day Habilitation, Community Habilitation, Community Pre-Vocational Services, Free Standing Respite, Hourly Respite, SEMP and Pathways to Employment. When requesting, a change in service amounts, either an Increase or a Decrease, the DDP1 Supplement is the only required form.

DDP2

The Developmental Disabilities Profile is used to provide an accurate and thorough description of the skills and challenges of a person with developmental disabilities that are related to their service needs.

DDP4

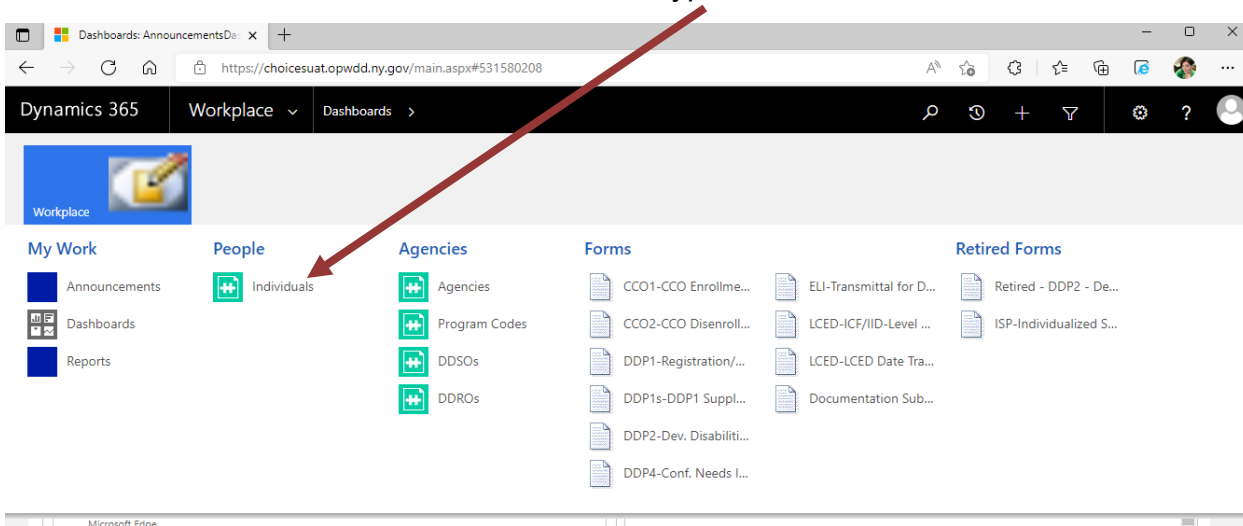
This form provides information to the NYS Office for People With Developmental Disabilities (OPWDD) which is used for planning. It helps to identify services needed for persons with developmental disabilities, whether these persons are receiving services from OPWDD or not.

Important Notes


- Be sure all Supporting Documents have been uploaded prior to submitting any DDP form.
- From the Individual's screen for an individual, you can access the Master Client History by clicking the TABS Inquiries link, select Individual inquiry, then Open PDF. All the DDP2 – ISPM scores appear on this inquiry once the form has been successfully submitted to TABS. For more information on Inquiries check the **CHOICES INQUIRIES** Guidance document.
- Fields that are required to be filled have **Red** asterisks *****.

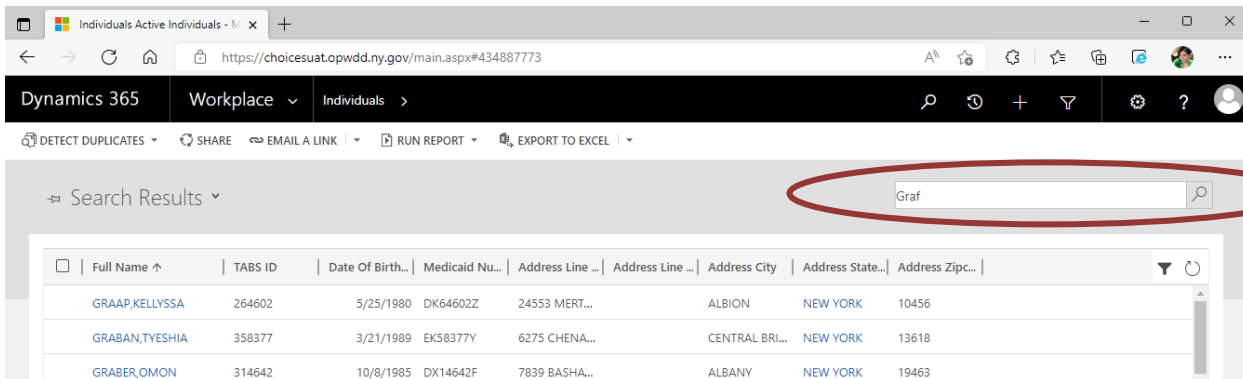
B. Find and Create A New DDP Form

To create any new DDP form, you will need to find the individual for which you want to create the form. To start, you will we will start in the **Workplace dropdown** section under **Individuals**, click the **Individuals** hyperlink:

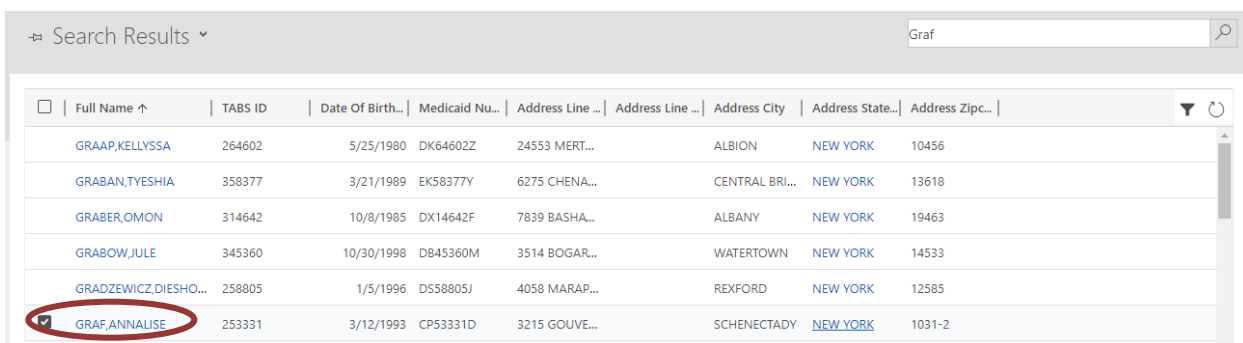


The Individuals section displays everyone that is known to TABS in your Agency.

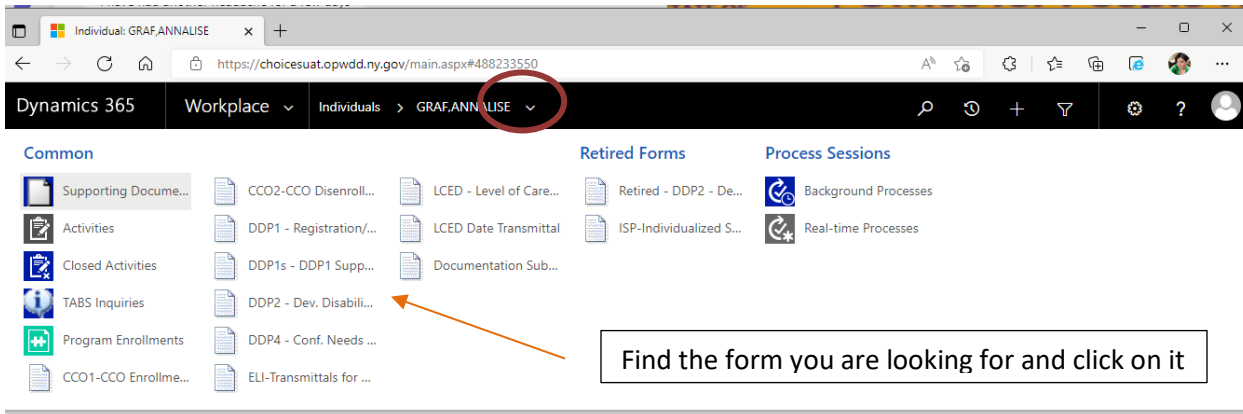
Search for the Individual by typing the last name in the search box and click the Start Search button .



A list matching our search displays. Click on the name to open the individual's record.



The individual's record displays. To start a new DDP form, click on the arrow next to the individual's Name. Then choose the correct DDP form from the options. In some cases, you may need to scroll using the arrow on the right-hand side in the ribbon to see all options.



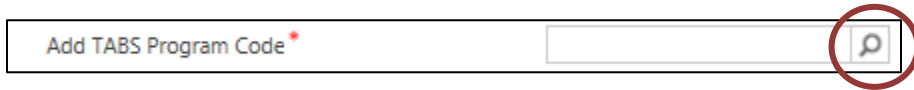
When you find the DDP form that you need, click on it. You may see a list of DDP forms. To start a new one, click on the + plus sign.



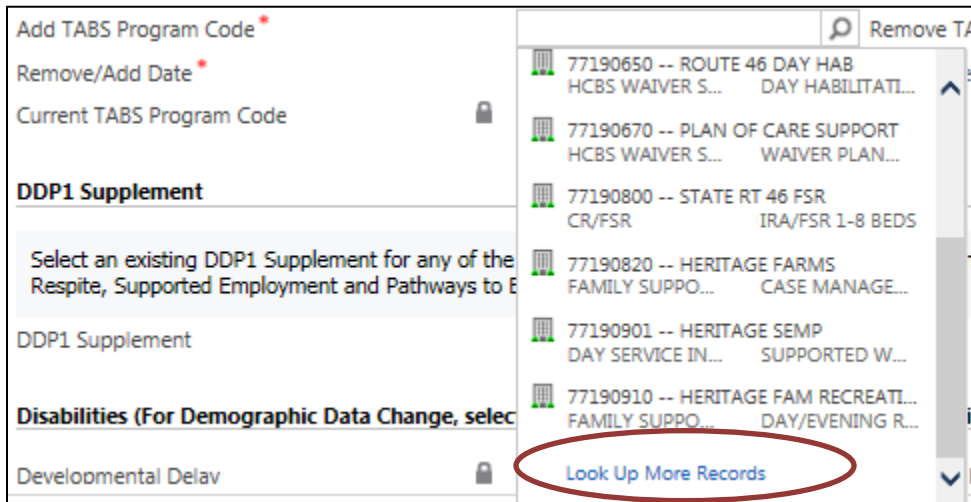
A new DDP form will open for the individual that you selected.

C. Find a Program Code within the Form

In the DDP1, DDP1 Supplement, and the DDP2 forms, you must select a program code. To find a program code within the form. To find a program code click on the search button.



This will show a list of program codes, but will not be the entire list for your agency. If the program code is not listed, scroll to the bottom and click on **Look Up More Records**.



The **Look Up Record** box will appear. You can sort by clicking on the *Program Code*, *Program Class*, *Program Type*, *Agency*, or *DDSO*, headings to sort the programs if you cannot find your code. When you find the program code that you are looking for, click on the left-hand side of the *Program Code* column and ✓ check the program that you need. Then click *Add*.

Look Up Record

Enter your search criteria.

Look for: Program Code Show Only My Records

Look in: Non-MSC Programs in an Agency I am

Search: Search for records

Program Code	Program Class	
09875349 -- IBS TEST PROGRAM	HCBS WAIVER SERVI...	BEI
77190820 -- HERITAGE FARMS	FAMILY SUPPORT SE...	CA
77190940 -- AT HOME RES HAB-AM	UNCERTIFIED	CO
77190941 -- HERITAGE FARMS_AHRH_0233	UNCERTIFIED	CO
✓ 77190421 -- BOUCKVILLE DAY HAB	HCBS WAIVER SERVI...	DA
77190650 -- ROUTE 46 DAY HAB	HCBS WAIVER SERVI...	DA
77190913 -- HERITAGE FARM INC_GDH_0261	UNCERTIFIED	DA

1 - 14 of 14 (1 selected) Page 1

New Add Cancel Remove Value

D. Add Notes

Go to the **Notes** Section of the DDP form at the bottom of the page. The DDP1, DDP1 Supplement, and DDP4 all have a Notes Section.



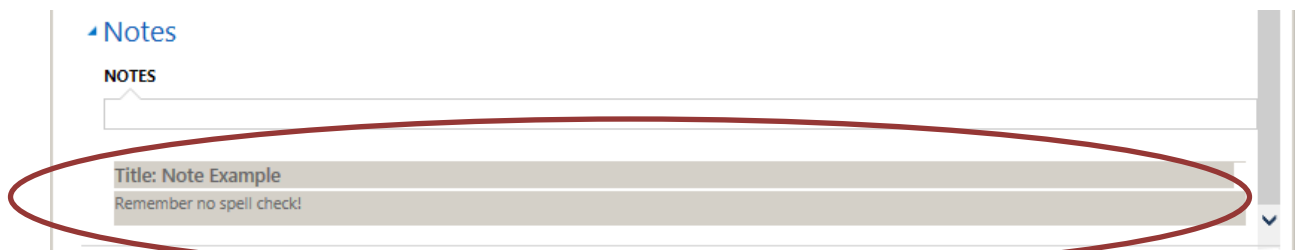
Notes

NOTES

Enter a note

No Notes found.

Click in the space to start a note. The cursor will automatically display within a writing section. Type your message. There is no Spell Check in CHOICES! Even without clicking Save, all messages are automatically saved once the cursor leaves the typing field - it is no longer editable. To add additional information, just click in the notes section again. Your previous note is saved below.



Notes

NOTES

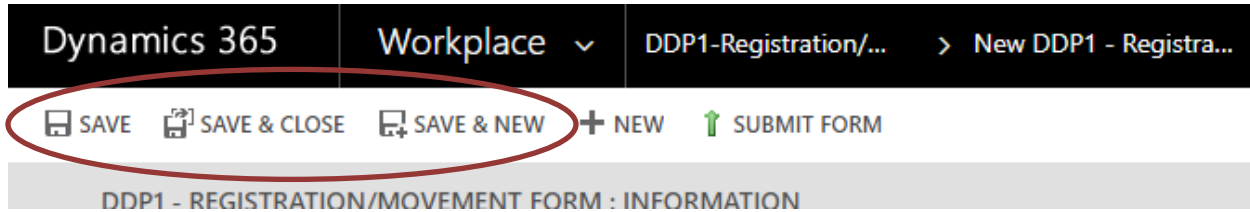
Title: Note Example
Remember no spell check!

E. Save A Form

Under the Workplace ribbon are form actions. On this line, you will find the **Save**, **Save & Close**, and **Save & New** buttons. To save a form, click on one of these buttons.

Save & Close: Saves and closes the form.

Save & New: Saves the current DDP4 and opens a new DDP4.



To save a form, all required fields must be completed. All saved forms are still fully editable. You can return to the form and even change a required field.

F. Print, Copy and Submit DDP Forms

Once the DDP form is saved additional buttons are available:

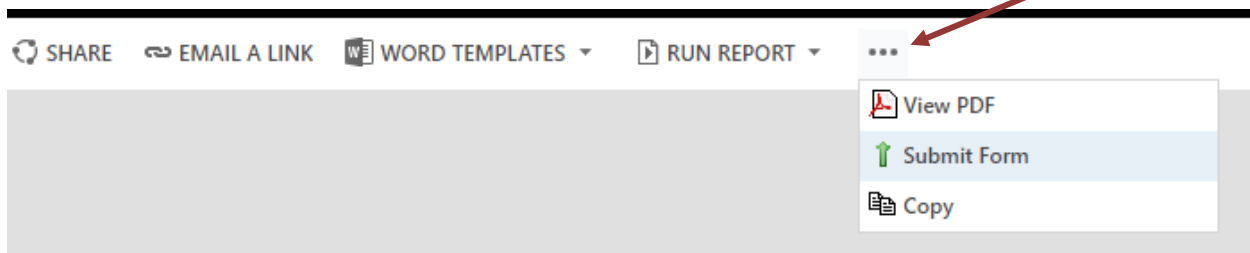
View PDF will display a PDF version of the form at the time of last “Save.” Thus, if you changed information and wish to view the latest information, click “Save” before you view the PDF.

Copy will copy the form and create a new form based on one that has been saved.

NOTE: Supporting documents will not forward to the copy. Since a new DDP form was created by copying another form, the new DDP form must be *saved* before “**Submit**” will be available.

Submit Form will submit the form to the DDSO for review and approval or denial.

Click on the three dots to access these buttons:

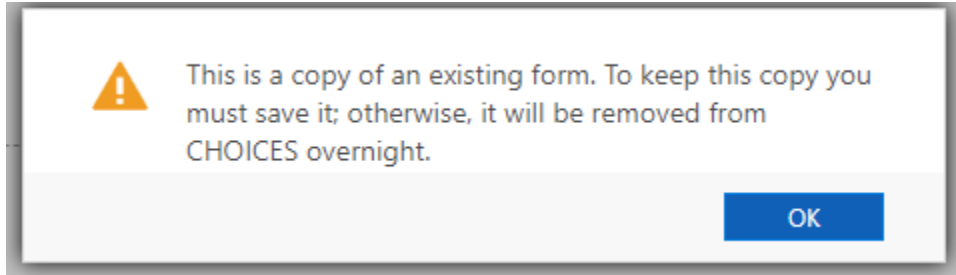


Click **View PDF** to open a pdf version of the DDP Form.

A screenshot of the DDP-2 (07/10) DEVELOPMENTAL DISABILITIES PROFILE form. The form is titled "Putting People First" and "DEVELOPMENTAL DISABILITIES PROFILE". It is divided into three main sections: A. IDENTIFICATION, B. DISABILITY DESCRIPTION (cont.), and C. MEDICAL. Section A includes fields for Date Completed, TABS I.D., Agency/Program Name, Agency/Program Code, Print the individual's last name, first name, and middle initial, Birthdate, Sex, and Indicate individual's place of residence. Section B includes a question about the individual's level of intellectual functioning and a question about psychiatric diagnosis. Section C includes a table for medical conditions and a question about the individual's history of seizures. The form is displayed in a browser window with the URL "https://choicescitest1.dynamics.omr/PDF/PDFConfigurator/omrPDFHandler.aspx?pk=0170EECS-EE66-- Windows Internet Explorer pro".

You can now print the DDP Form. Click the **X** in the top right-hand corner to close the PDF.

To copy a form, click on **Copy**. The following message will appear (this may take a moment):



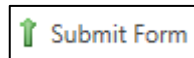
Click "OK." The form is now copied.

To view a copied form, return the individual's list of DDP1s. The status of the form will be "Copied." You may need to hit the refresh button to see the copied form. Click on the DDP form that you copied to go into it.

DDP1 Associated View ▾

<input type="checkbox"/>	Name	Created By	Agency Name...	Add TABS Pro...	Remove TABS ...	Approved Effe...	Form Status	Status	Purpose	Created On ↓
	DDP1 for AAGAARD,TEREM...	Train123 Tra...	0233 - BRO...				Copied	Active	Demograph...	11/23/2022 4:4...
	DDP1 for AAGAARD,TEREM...	Train123 Tra...	0233 - BRO...				Saved	Active	Demograph...	11/23/2022 4:3...
	DDP1 for AAGAARD,TEREM...	Train123 Tra...	0233 - BRO...	02330253 ~...		9/1/2022	Submitted	Active	Add	9/15/2022 12:4...
	DDP1 for AAGAARD,TEREM...	Alison DeSi...	0261 - CEN...	02730842 ~...		8/1/2018	Submitted	Active	Add	8/7/2018 1:51 PM

When the Form is ready for submission, click **Submit Form**



Note that submission of a form will be by the person logged in. The Submission Information section is automatically populated with the name and phone number of the user signed into CHOICES. Date Completed is also automatically populated, but can be edited.

Submission Information			
Agency/DDSO Contact	Train123 Train123	Phone Number	555-555-4444
		Date Completed	11/23/2022

An electronic submission box will display: Enter your password and click **Submit**. To go back without submitting click **Close**.

Form Submission

Please enter your password to submit this form.

Individual Name: **ADAMS,JACOB**

Agency/DDS Contact: **6 TRAIN1**

Enter Password:

If you are missing any required fields, you will receive an error message.

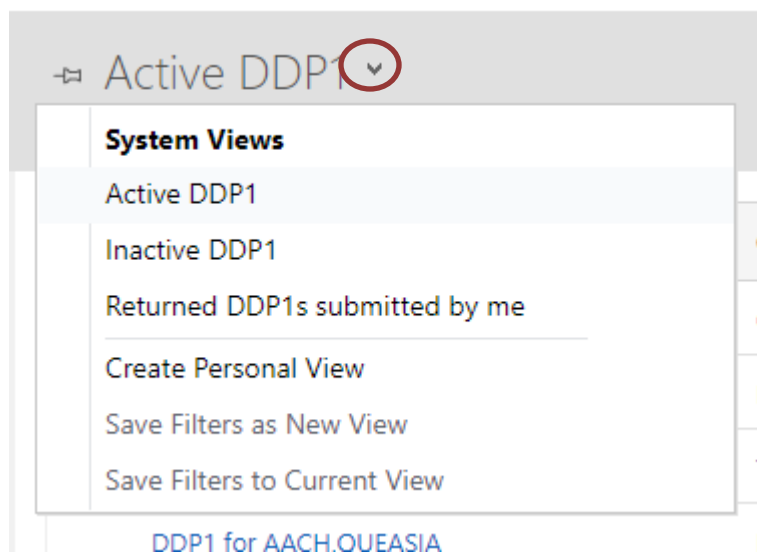
If you do not receive any error messages, the form is now signed and submitted. A copy is filed on the Individual's record and the form has also been submitted to the DDSO for processing. You are returned to the main screen, and you can view the DDP Form in the list under **Inactive**.


G. Access a Submitted or Saved DDP Form

To view forms that you have submitted click on the arrow next to *Workplace* and scroll until you see the DDP Form list that you want. Click on the DDP Form.

The content pane will display any saved or submitted DDP forms that have not yet been processed (i.e., Active DDP forms will show).


If the view is changed to **Inactive** using the dropdown arrow, you will be able to view any DDP4 that was submitted and processed into TABS. You can also select other views and create custom views.



You may have to refresh  the list to see the latest DDP Form that you have completed.

A screenshot of a table displaying a list of DDP forms. The table has columns for 'Name', 'Created By', 'Agency Name', 'Add TABS Pro...', and 'Remove TABS...'. A red circle highlights a refresh icon in the top right corner of the table area. The table contains two rows of data, both with 'DDP1 for AACH.QUEASIA' in the 'Name' column.

Each form, no matter the **Form Status**, is listed in the form's section for the **System View** selected.

Each column, in the section, has a heading button which will allow you to sort by clicking on that button. You can also filter by clicking on the funnel  next to the Refresh button. This will put down arrows next to each heading and allow you to choose the criteria.

A screenshot of a table displaying a list of DDP forms. The table has columns for 'Name', 'Created B...', 'Agency N...', 'Add TABS...', 'Remove T...', 'Approved...', 'Form Stat...', 'Purpose', and 'Created On'. Red circles highlight the 'Purpose' and 'Created On' columns. The table contains four rows of data, all with 'DDP1 for AACH.QUEASIA' in the 'Name' column.

At the Individual's record, you can also view all forms pertaining to that Individual.

Choose the individual, click on the down arrow next to the individual's name to reveal the ribbon and then scroll to the DDP Forms that you wish to view.

Dynamics 365 Workplace ▾ Individuals > AAGAARD,TEREMAC... ▾

Common

- Supporting Docume...
- Activities
- Closed Activities
- TABS Inquiries
- Program Enrollments
- CCO1-CCO Enrollme...
- CCO2-CCO Disenroll...
- DDP1 - Registration/...**
- DDP1s - DDP1 Supp...
- DDP2 - Dev. Disabili...
- DDP4 - Conf. Needs ...
- EAA-Eligibility, Asses...
- ELI-Transmittals for ...
- LCED - Level of Care...
- LCED Date Transmittal
- Documentation Sub...
- Caseload Assignmen...
- Portal Users

DDP1 Associated View ▾ Search for records 🔍

+ ADD NEW DDP1 - REGIST... CHART PANE ▾ RUN REPORT ▾ EXPORT DDP1 - REGISTR... ▾

<input type="checkbox"/>	Name ↑	Created By	Agency Name...	Add TABS Pro...	Remove TABS ...	Approved Effe...	Form Status	Status	Purpose	Created On	🔼 🔽 ↻
	DDP1 for AAGAARD,TEREM...	Train123 Tra...	0233 - BRO...				Submitted	Active	Demograph...	11/23/2022 4:3...	
	DDP1 for AAGAARD,TEREM...	Train123 Tra...	0233 - BRO...				Saved	Active	Demograph...	11/23/2022 4:4...	
	DDP1 for AAGAARD,TEREM...	Train123 Tra...	0233 - BRO...	02330253 -...		9/1/2022	Submitted	Active	Add	9/15/2022 12:4...	
	DDP1 for AAGAARD,TEREM...	train162 trai...	0233 - BRO...	02330110 -...		1/15/2014	Rejected	Inactive	Add	1/15/2014 10:2...	
	DDP1 for AAGAARD,TEREM...	Alison DeSi...	0261 - CEN...	02730842 -...		8/1/2018	Submitted	Active	Add	8/7/2018 1:51 PM	

H. Moving through the DDP1

+ ADD NEW DDP1 - REGIST...

Click the *Add New DDP1 – Registration/Movement Form*, button

A new DDP1 displays and the *Purpose*, of the form defaults to “Add.” When the new DDP1 opens, change the Purpose to the correct choice: click on the down arrow to open the drop-down menu, point the cursor to highlight and then click to select. Each selection will have its own required fields, marked with a red asterisk *.

The screenshot shows the 'Purpose Of DDP1' section of the form. The 'Purpose' field is marked with a red asterisk and has a dropdown menu open. The dropdown menu lists the following options: 'Demographic Data Change' (highlighted in blue), 'Add', 'Moved out of State', 'Remove', 'Died', and 'Transfer Within Agency'. An 'Add' button is visible to the right of the dropdown. Below the Purpose field is the 'Individual Information' section, which shows the name 'AAGAARD,TEREMACHUS' next to a lock icon.

For an Add, scroll down the form to the **Agency / Program Information Section** and complete the 2 required fields: *Add TABS Program Code* and *Remove/Add Date*. The DDSO will automatically populate based on the program code selected.

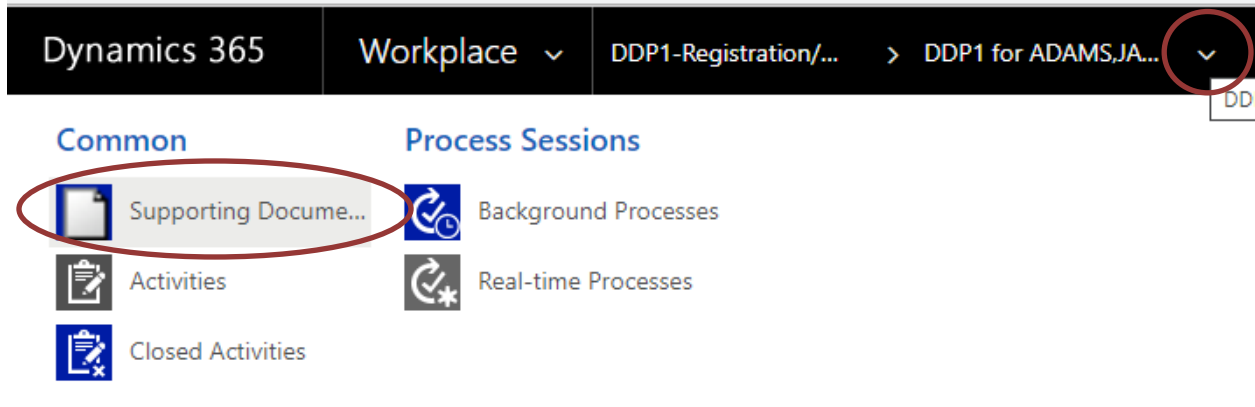
The screenshot shows the 'Agency / Program Information' section of the form. The 'Agency Name' is 'HERITAGE FARM, INC.' and the 'DDSO' is 'CENTRAL NEW YORK DDSO'. The 'Add TABS Program Code' field is populated with '77190420 -- HERITAGE FAR' and is circled in red. The 'Remove TABS Program Code' field is empty. The 'Remove/Add Date' field is empty and is also circled in red. The 'Date of Death' field is empty. The 'Current TABS Program Code' field is empty.

For a Remove, the 2 required fields are: *Remove TABS Program Code* and *Remove/Add Date*. The DDSO will automatically populate based on the program code selected.

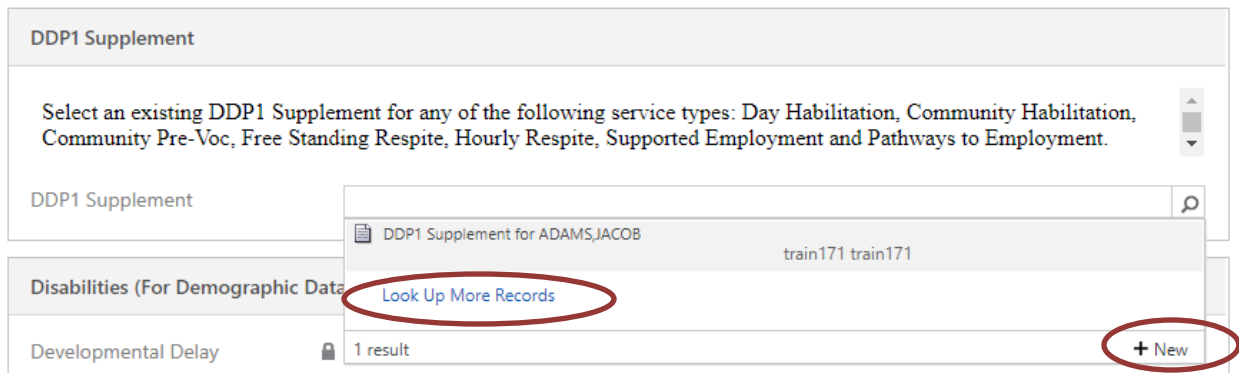
The screenshot shows the 'Agency / Program Information' section of the form. The 'Agency Name' is 'HERITAGE FARM, INC.' and the 'DDSO' is 'BROOME DDSO'. The 'Add TABS Program Code' field is empty. The 'Remove TABS Program Code' field is populated with '77190912 -- HERITAGE FAR' and is circled in red. The 'Remove/Add Date' field is empty and is also circled in red. The 'Date of Death' field is empty. The 'Current TABS Program Code' field is empty.

Click the **Save** button to activate the Supporting Documents section of the DDP1. (See the Supporting Documents User Guide for full instructions on uploading). Click on the arrow next to the individual's Name and select Supporting Documents.

Note that DDSOs will return any form that does not have the supporting documents uploaded directly to the form.



Depending on the service a DDP1 Supplement will also need to be linked. Go to the **DDP1 Supplement** Section. Click on the box, any related DDP1s will appear. Choose the appropriate DDP1 Supplement. You can also search by clicking on **Look Up More Records**. If a DDP1 Supplement has not been completed yet, you can also click on **New**.



When the *Demographic Change Purpose* is selected certain fields in the *Individual Information: Disabilities, Primary Disability, Preferred Spoken Languages, Preferred Nonverbal Languages,* and the *Preferred Understood Languages* Sections can be updated. Clicking on the “yes” or “no” in the *Disabilities* Section will change the field.

To update the other sections, check or uncheck the box.

Disabilities (For Demographic Data Change, select as many as applicable except for Primary Disability)			
Developmental Delay	Yes	Intellectual Disability	No
Autism Spectrum Disorder	No	Cerebral Palsy	No
Epilepsy/Seizure Disorder	No	Learning Disability	No
Other Neurological Impairment	No	Psychiatric Disability	No
Chronic Physical/Medical Condit	No	Sensory Impairment	No
Undetermined	No	Traumatic Brain Injury (TBI)	No
Prader-Willi Syndrome (PWS)	No	Fetal Alcohol Syndrome	No
Narcolepsy	No	Neurofibromatosis	No
Spina Bifida	No	Tourette Syndrome	No
Toxic Substance Exposure	No	Child Under 5 Unable To Diagno	No
Other	No	Other (Specify)	<input type="text"/>

For a Demographic Change, select which DDSO to send the information. Even if one automatically fills in, you can click on the *Find* icon to do a Look up of all the DDSOs your agency serves.

Agency / Program Information			
Agency Name *	<input type="text" value="HERITAGE FARM, INC."/>	DDSO *	<input type="text" value="CENTRAL NEW YORK D..."/>
Add TABS Program Code	<input type="text"/>	Remove TABS Program Code	<input type="text"/>
Remove/Add Date	<input type="text"/>	Date of Death	<input type="text"/>
Current TABS Program Code	<input type="text"/>		

CENTRAL NEW YORK DDSO 0261

[Look Up More Records](#)

1 result

With all Demographic changes, use the **Notes** section of the DDP1 to state what it is you are changing. The DDP1 will not have any fields marked as different or changed, so the DDSO will not know what specifically you are changing. Please see **Add Notes** on how to enter notes.

Once all Sections are completed Submit the form as described earlier: **Print, Copy and Submit DDP Forms.**

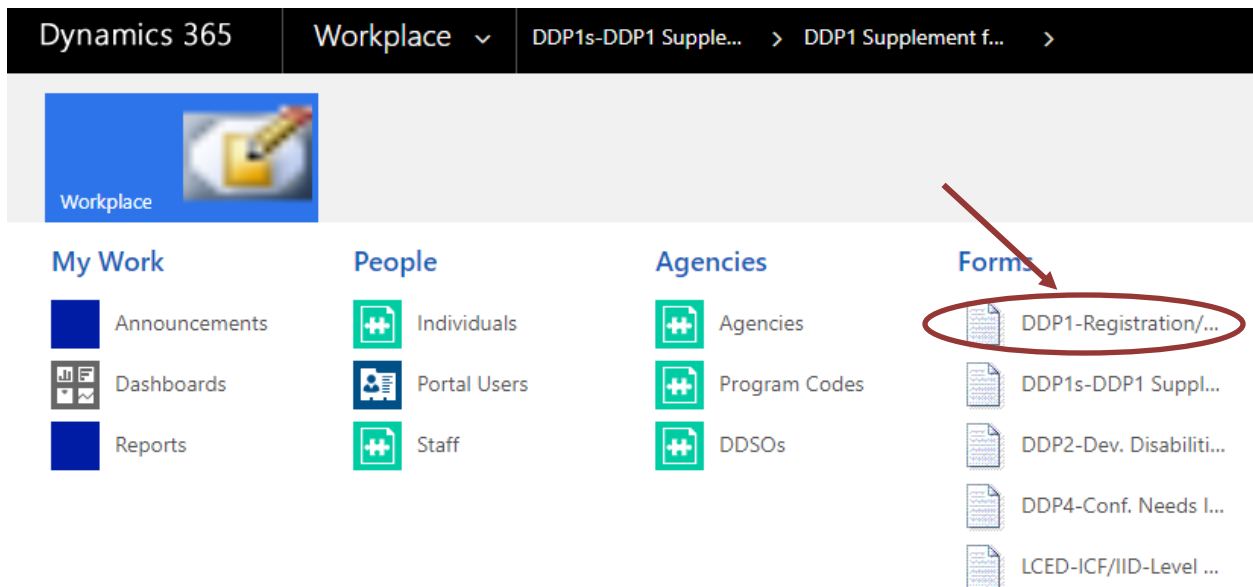
ADD AN INDIVIDUAL, NOT KNOWN TO TABS, TO A PROGRAM:

The **Add** process, shown below, registers a new individual and adds him/her to a program. This process should only be used for FSS programs clearly denoted as not needing eligibility prior to the Add.

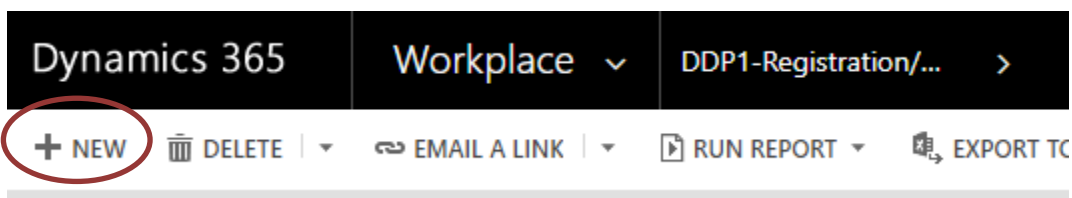
Please confirm with your Regional Office before enrolling someone who is not known to TABS.

This process allows for enrollment of an individual who is not registered in TABS. It does not replace any eligibility processes or Front Door steps. This process should not be used unless directed by the Regional Office.

Go to Workplace and scroll until you find the DDP1 form. Click on **DDP1-REGISTRATION/...**



Then Click on **New** in the upper left-hand corner.



The following **Lookup** screen will appear. You must have all the correct identifying information for an individual: spelling of name, Social Security number and Medicaid number.

Type in the Individual's name and at least one of the identifying numbers, either the Social Security or Medicaid number.

Then click **Lookup**.

General

The screenshot shows a web form with two main sections: "Look up by TABS ID" and "Look up by other criteria". The "Look up by TABS ID" section has a single text input field labeled "TABS ID *". The "Look up by other criteria" section contains several fields: "Last Name", "Social Security Number", "County" (a dropdown menu), "Date Of Birth", "First Name", "Medicaid CIN *", and "Sex" (a dropdown menu). At the bottom right of the form are two buttons: "Lookup" and "New Individual".

If the Individual, is truly unknown, no results will be returned. When this happens, click on the **New Individual** button in the lower right.

A new DDP1 will display with the name and number you input to the Lookup box. Complete the DDP1 for the new Individual.

If you get a return of information showing the Individual's name, then the Individual is known to TABS, but not your agency. From the information displayed, click on the TABS ID Number. Notice the number is **blue**, it is a hyperlink.

General

The screenshot shows a table with two columns: "TABS ID" and "Name". The "TABS ID" column contains the value "363309" which is highlighted in blue, indicating it is a hyperlink. The "Name" column contains the value "ADAMS, JACOB". A red arrow points to the "363309" value.

TABS ID	Name
363309	ADAMS, JACOB

The DDP1 will open with the Individual's information populated. Complete the DDP1 for the program you are adding the Individual to.

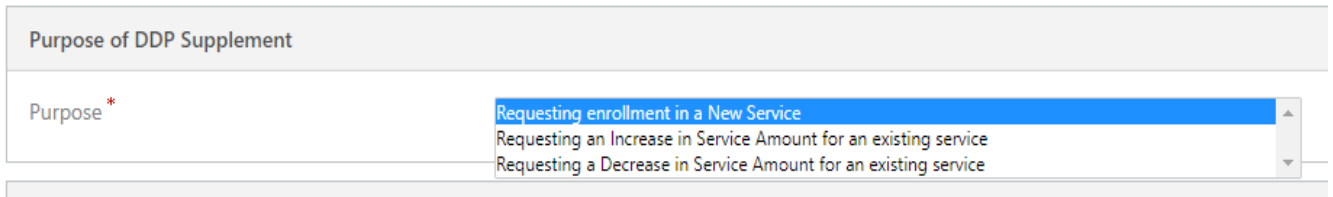
If the Individual is not yet being served by your agency, the Individual's record will not be available to the agency until the Add to Program has been approved, but this form will be on the list of Active DDP1s for your agency.

I. Moving through the DDP1 Supplement

Once you have created a new DDP1 Supplement for the individual, the DDP1 Supplement will display with the Individual's demographic information.

The first field to complete will be *Purpose*. Select one of the following:

- Requesting a new service
- Requesting an Increase to an Existing Service
- Requesting a Decrease to an Existing Service



The screenshot shows a form section titled "Purpose of DDP Supplement". Below the title is a dropdown menu labeled "Purpose *". The dropdown is open, showing three options: "Requesting enrollment in a New Service" (highlighted in blue), "Requesting an Increase in Service Amount for an existing service", and "Requesting a Decrease in Service Amount for an existing service".

Fill in all the required fields. For the *Total Annual Units being Requested* field, the annual total units must be entered no matter when during the year the request is being made.



The screenshot shows a form section titled "Agency/Program Information". The form contains the following fields:

Agency *	HERITAGE FARM, INC.	DDSO *	CENTRAL NEW YORK DDSO
Service Type *	Day Habilitation	TABS Program Code *	77190650 -- ROUTE 46 DAY
Projected Start Date *	11/25/2022	Total of Annual Units being Requested *	<input type="text" value=""/>
Are new units required? *	No	Please consult the unit conversion chart in the Help for more information.	

The "Total of Annual Units being Requested" field is circled in red.



The Help document has a conversion chart for the units.

When Requesting a New Service, the form must be saved, then closed. The DDP1 Supplement will need to be linked (attached) to the DDP1.

Once the Supplement has been saved, open and complete the DDP1. The Supplement field will be blank until the user clicks on the Lookup icon to select the correct saved Supplement to link to the DDP1. Once the Supplement is displayed on the DDP1, submit as usual.

When Requesting an Increase (or Decrease) to an Existing Service, the DDP1 Supplement is the only form needed and must be submitted to the DDRO for processing. The *Projected Start Date* field can be a future date but cannot be beyond 30 days from the current date. CHOICES will send an auto-generated email once the DDP1 Supplement has been processed by the DDRO.

The individual's record will show the current form status for either Purpose.

J. Moving through the DDP2

Click the *Add New DDP2 – Developmental Disabilities Profile*, button.



Fill in all required fields, as noted by a red asterisk *, and any other information known.

Choose the appropriate TABS Program Code as described earlier: **Find a Program Code within the Form.**

Throughout the DDP2 there are dropdown lists and the correct choice needs to be selected To enter information into a field with a dropdown list click the dropdown arrow and select a choice from the list by clicking on that item.

In the DDP2, some selections that you make are dependent on other selections made in the DDP2, so some sections will only become available depending on the choice made.

For example, if you select “no” in the *History of Seizures* field, the next set of questions will remain locked, but if you select “yes” in this field the questions will be unlocked and must be answered. See the two screenshots below.

Seizures	
History Of Seizures	
Yes	
Which Types Of Seizures Has Individual Experienced In The Last 12 Months? (Select all that apply)	
No Seizures This Year* <input type="checkbox"/>	Generalized - Tonic-Clonic (Grand Mal)* <input type="text"/>
Simple Partial* -----	Generalized - Absence (Petit Mal)* <input type="text"/>
Complex Partial (Loss Of Awareness)* <input type="text"/>	Had Some Type Of Seizure - Not Sure Of Type* <input type="text"/>

When finished completing the DDP2, submit the form. See the **Print, Copy and Submit DDP Forms** Section.

K. Moving through the DDP4

Click the *Add New DDP4 – Confidential Needs Identification*, button.



Not all sections are available to be completed. Disabilities and Other Demographic is grayed out, since the purpose of this form is NOT to modify that information. (Use a DDP1 to modify those items).

To complete the DDP4, answer the two items under the **Individual Information** Section:

Age Of Primary Care Giver (Years)	Use Wheelchair On Regular Basis	No
-----------------------------------	-------	---------------------------------	----

Then scroll to the **Unmet Needs** Section and select the type of support that is needed. For example, click in the box for *Unmet Residential Support Need* and select the type of residential support that the individual needs that is not being met.

Residential Support	
Unmet Residential Support Need	<ul style="list-style-type: none">This Person Needs To Move Into A Residence That Provides 24 Hour SupportThis Person Needs To Move Into A Residence And Receive Part-Time Assistance And/Or SupportThis Person Needs Services/Supports At Home Instead Of An Alternative Residence
Individual and Family Need	

Then move to the next sections and choose “yes” or “no” for the services needed. Clicking in a field will automatically change the answer.

You must click on each field if you want to change the default answer of “no.”

Individual and Family Need (Indicate UNMET need for any of the following OPWDD services. It is OK to skip this section if the item does not apply at this time.)			
Supports			
In-home Residential Habilitation Service:	No	Home Care/Home Maker	No
Recreation	No	Service Coordination	No
Transportation	No	Behavior Management	No
Parent Training	No	Advocacy	No
Sexuality Counseling	No	Future Planning (e.g., Guardianship, Trus	No
Substance Abuse Services	No	Rent Subsidy	No

Once the **Unmet Needs Section** is complete, scroll to the **Submission Information Section**.

The **Agency Reporting Need** subsection will automatically populate according to the user completing the form. Select which **DDSO*** this request needs to be submitted to for processing (Only DDSOs your agency works with will be displayed in the **Look Up record**).

Choose the **TABS Program Code** for which the DDP2 is being completed.

Agency Reporting Need	
Agency Name *	HERITAGE FARM, INC.
Agency/DDS Contact *	train171 train171
Agency / DDSO Contact's Electronic Sigr	-----
Date Completed *	11/18/2016

Information Provided By

The next section, **Information Provided By**, gives two options for an individual or family member to sign the DDP4.

- 1) **Individual or Family Member signed a paper acknowledging this document**, check the box and additional required fields display, *Date Signed*, *Phone Number*, and *Name of Individual or Family Member*.

Scan and upload the paper copy of the DDP4 as a Supporting Document (See *Supporting Documents User Guide* on how to Upload).

- 2) **Does Individual or Family Member choose not to sign?** If the individual or family member is signing the form, the answer should remain "No." If no one chooses to sign the form, then "yes" should be chosen and you should call the Regional Office contact prior to submission.

Information Provided By	
<input checked="" type="checkbox"/> Check if individual or family member signed paper acknowledging this document	Date Signed *
Phone Number *	11/30/2022
-----	Name of Individual or Family Member *
-----	-----
Individual or Family Member (if signing through CHOICES Portal)	Individual or Family Member's Electronic Signature
-----	-----
Relationship To Individual	Specify Other
-----	-----
Send Form to Choices Portal?	Does Individual or Family Member choose not to sign?
<input type="checkbox"/> No	<input checked="" type="checkbox"/> No

The form can now be signed and submitted as described earlier in the **Print, Copy and Submit DDP Forms** section.