

Overview of Brittco

Brittco is an application that allows us to track all the relevant information about the people we serve from demographics to services to family contacts to staff services. It is a web-based application which means it's available from any device that has access to the internet.

Accessing Brittco

You can access Brittco from any device that has access to the internet.

• Open a web browser – like Microsoft Edge or Google Chrome – click in the address bar and type <u>https://summitdd.brittcosoftware.com</u> then press **Enter**.



• This will open the Log-in screen, enter your **E-Mail Address** and your **Password**. Click **Login**.

Log-in	
í	
E-Mail Address	molesen@summitdd.org
Password	
	Login Forgot Your Password?

- If you've forgotten your password, if you want to reset it, or this is your first time logging in you can click the *Forgot Your Password?* link to reset it.
- This is the only way to change your password in Brittco.



If the login is successful, you'll be on the Brittco *Dashboard* where you can view any system update messages as well as upcoming events. If you scroll down, you'll also be able to see a quick overview of your *Messages* or *Incidents*.

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Staff	Dashboard																		
Local Funding		Mess	ages					Viev	v All										
Incidents		You h	ave no ne	w message	es.														
Reports		Incide	ents - Last	14 Days															
		1.0							In	idents									
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			09-8	09-9	09-10	09-11	09-12	09-13	09-14	09-15	09-16	09-17	09-18	09-19	09-20	09-21			

Looking Around the Neighborhood

From the Dashboard, you can see the Brittco modules you have available – **Staff**, **Local Funding**, **Incidents** and **Reports**.

Brittco = All Services Provider -		Ø Ericksonski, Marti
_{Staff} Dashboard		
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Reports	Incidents - Last 14 Days	
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	08 07 06	
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	0-09.8 09.9 09.10 09.11 09.12 09.13 09.14 09.15 09.16 09.17 09.18 09.19 09.20 09.21	

Module	Description
Staff	Gives you access to enter or edit members of your staff. You don't need to enter everyone but you should put in your DOO (Director of Operations) and any staff that should be contacted in the event of an emergency. You will also need to enter anyone who enters locally funded billing.



Local Funding	Gives you access to a listing of all the local funding authorizations that are in place for the individuals you serve and is where you'll create and submit billing files to send to the County Board.
Incidents	This module will not be used by Summit County Board of DD – any incidents that occur need to be reported to the MUI department 330-634-8684, <u>MUIReports@summitdd.org</u> .
Reports	Gives you access to several reports for Local Funding and PAWS. Local Funding information can also be seen in the Local Funding module but any PAWS authorizations can only be seen through the PAWS reports.

If at any time you end up on a screen and you're not sure how to get back to the Dashboard, just click on the **Brittco** icon in the upper left corner of the screen.

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Local Funding		Messages		View	All			
Incidents		You have no new me	ssages.					
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On the upper right side of the screen, you have access to some additional commands.

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Staff	Dashboard							Sto Log
Local Funding		Messages	View All					
Incidents		You have no new messages.						
Reports		Incidents - Last 14 Days						
			_	Incidents				

lcon	Description
₽	The envelope opens a panel to display system messages from Brittco. If there are unread messages, you'll see a yellow number to indicate how many unread messages there are.
0	The question mark opens a separate tab in your browser window and lists Help articles from Brittco to assist you in understanding modules and functionality.
🖉 🕐 Ericksonski, Martia 🔹	The drop down arrow next to your name gives a Log Out option.
Stop Impersonating Log Out	In our picture there is a Stop Impersonating option that you won't see but what it let's us do at the County is to impersonate you to help troubleshoot issues you many encounter and offer support.



Along the left side of the screen, you have a navigation panel that gives you access to the Brittco *modules*. Depending on your role and permissions, the modules you'll see may vary from others in the organization and within the modules you may be given full access or read only access.

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Once you click on a module, the screen updates to show the contents of that module. If you click on the *Staff* module, you'll see a listing of all the staff members.

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Staff	Staff				+ Create New Staff
Local Funding	Search Staff				Search 👻
incidents	Name	Email	Us	er Group	
Reports	Ericksonski, Martia	ericksonski@allservices.com	Ad	lmin View	v 💌
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Search

Type in any part of staff's name and click **Search** to zero in on a smaller subgroup of names. The text string you enter can be found in any part of the name – it doesn't have to be at the very beginning or the very end.



Introduction to Brittco

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Local Funding	eric						Search 🔻
Incidents	Name	Email		User Group			
Reports	Ericksonski, Martia	ericksonski@allservices.com		Admin	View -		
			Showing 1-1 of 1				

If you click on the drop-down arrow next to the **Search** button, you have additional choices. By default, inactive staff members are not displayed. If you need to see someone who's no longer active, choose **View Inactive** to view only inactive individuals. This is not a composite list where inactive individuals are italicized – this list only shows those who are inactive. Click on the **Search** drop-down arrow again to choose **View Active** to switch back.

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Local Funding	eric				[Search 👻
Incidents	Name	Email		User Group		View Inactive Advanced Search
Reports	Ericksonski, Martia	ericksonski@allservices.com		Admin	View	Export
			Showing 1-1 of 1			



If you choose **Advanced Search**, you can get additional filters that you can apply to the *Staff* list including *Job Title* or *Department*. Once you've made your entries, click **Apply Filters** to get the result list. To return to the original search screen, click on **<Back to Simple Search**.

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Local Funding	First Name		Last Name		Status	
Incidents					All	~
Reports	Job Title		Department		User Group	
					~	¥
						Apply Filters 🔫
	Name	Email		User Group		
	Ahern, Lisa	LAhern@SummitDD.org		QA		View *
	Akers, Alyssa	aakers@summitdd.org		SSA and RSS		View -
	Albright, Margaret	MAlbright@SummitDD.c	org	ELT - Read Access		View •
	Allen, Antoinette	AAllen@summitdd.org				View *
	Altizer, Natalie	naltizer@summitdd.org		SSA and RSS		View -
	Anders, Lois	LAnders@SummitDD.org	9	Community Supp Spec.	and Asst.	View -
	Apazeller, Elizabeth	eapazeller@summitdd.o	rg			View -
	Armbruster, Alyssa	AArmbruster@SummitD	D.org	Community Supp Spec.	and Asst.	View 👻

At the bottom of any list, you'll have a page navigation option available to help you flip through the results list.

Barnes, Barry	322 Perry Rd Tallmadge, OH 44278	(330) 612-9509 (C) jmetker740@gmail.com	May 7, 1967	View •
		1 2 3 4 » Showing 1-15 of 58		

The last option from the **Search** drop-down button is **Export**. You can export any list to Excel by clicking on it and then locating the export in your *Downloads* folder.

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Local Funding	Search Staff					Search 🔻
Incidents	Search Star					Search
	Name	Email	Use	er Group		
Reports	Bacola, Robin	rbacola@ccneohio.co	Adn	nin	View -	
	Erickson, Marcia	marcia.l.erickson@gmail.com	Adn	nin	View -	
			Showing 1-2 of 2			



Once in Excel, you can apply filters from **Home>Editing>Sort & Filter** to further navigate through the list. Remember – if you download data from Brittco you need to keep HIPAA regulations in mind and protect the data of those we serve.

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2	9944	5 Bacola, Robin	rbacola@ccneohio.co	Admin	CEO									2023-04-24 13:	57:40			
3	9944	4 Erickson, Marcia	marcia.l.erickson@gmail.com	Admin	Fake Staff Person									2023-04-24 13:	04:58			I

Level of Access

Depending on your role, you may have read-only access to the records in certain modules or you may have full access (read/edit/create) to the records. For example, a staff member with full access would see the **Create New Staff** button at the top of the *Staff* module.

Brittco = All	Services Provider 🝷				🖉 🕐 Ericksonski, Martia 👻
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Local Funding	Search Staff				Search 🝷
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Reports	Ericksonski, Martia	ericksonski@allservices.com		Admin	View -
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In addition, when you look at the staff records, everyone will have a **View** button but those with full access can click on the drop-down arrow next to **View** and choose **Edit**. Full access to records is limited to maintain data integrity and consistency.

Brittco ≡ All	Services Provider 💌				2 (Ericksonski, Martia •
Staff	Staff					+ Create New Staff
Local Funding	Search Staff					Search 🝷
Incidents	Name	Email		User Group		
Reports	Ericksonski, Martia	ericksonski@allservices.com		Admin	View	
			Showing 1-1 of 1		Edit	



Getting Help in Brittco

If you are working in a module or running a report and you need assistance, Brittco has online help available to you. From any module, you can click on the **Help** icon in the upper right corner by your name.

Brittco = Al	I Services Provider 👻				Ericksonski, Martia •
Staff	Staff				+ Create New Staff
Local Funding	Search Staff				Search 💌
Incidents	Name	Email		User Group	
Reports	Ericksonski, Martia	ericksonski@allservices.com		Admin	View
			Showing 1-1 of 1		

This opens a general Help web page where you can scroll through to see the help topics available. If you don't find the topic you're interested in, you can click in the *Search* box and type in a topic and press **Enter** on your keyboard.

Brittco		Submit a request Sign in	
Brittco Software Help & Learning > Britt	tco Software for County Boards	Q PAWS)
	Brittco Software for County Boards		
	Getting Started - SSA	Getting Started - Administrator	
	Overview: SSA	Overview: Administrator	
	Understanding the Tabs: SSA	Setting Up Users	
	Writing A Case Note	Staff Tab and Impersonating a Staff Member	
	Review Case Notes	Clients Tab	

It will call up your search results and you may be able to find an answer in the articles. Click a link to open an article. If you still can't find what you're looking for, click on the **Submit a Request** link.



i	Brittco		Submit a request Sign in	Î
E	Brittoo Software Help & Learning > Search results	Q PAWS		
1	Search results 13 results for "PAWS"			
I	Knowledge base			
r E	Verify PAWS Authorization Siftico Software Help & Learning -> Brittco Software for DD -> Setup - Brittco Support 4 rears ago			
1	Company Info' tab and check the 'Verify PAWS Authorization' checkbox: mport the PAWS Utilization report. With this feature			
i E S	How to Access PAWS Utilization Information Brittoo Software Help & Learning -> Brittoo Software for DD -> Client Information Brittoo jupport 6 years ago			

This opens a *Submit a Request* page. Enter your **Email Address** and then a **Subject** – but be aware that as soon as you type in a subject, you'll probably get a list of articles they hope might help.

Brittco	Submit a request	Sign in
Brittco Software Help & Learning > Submit a request	Q Search	
Submit a request		
molesen@summitdd.org		
Subject*		



Submit a request

Your email address *

molesen@summitdd.org

Subject*

PAWS

Suggested articles

Verify PAWS Authorization

How to Access PAWS Utilization Information

How to Create a PAWS Utilization Report from the DODD Data Warehouse



When this happens, just scroll down to **Description** and **Agency Name** to complete your request. Click **Submit**.

Subject*
PAWS
Suggested articles
Verify PAWS Authorization
How to Access PAWS Utilization Information
How to Create a PAWS Utilization Report from the DODD Data Warehouse
How to Import DODD Reports
Inhibit HPC Time Entry if Authorized Dollars Exceeded
Setting up Brittco as a Vendor in CNT
How To Import Billing Data
December 2019 Updates
FAQs
August 2019 Updates
Description *
I need some assistance in locating previous versions of PAWS authorizations.
Please enter the details of your request. A member of our support staff will respond as soon as possible.
Agency Name*
Summit County Board of DD
Attachments
Add file or drop files here
Submit

Note: You can take screenshots of any issues you're having using the Snipping Tool and saving them as attachments.

SUMMIT COUNTY BOARD OF DD		
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Logging Out of Brittco

When you've completed your work, you can log out of Brittco by clicking on your name in the upper right corner (also referred to as your account) and choosing **Log Out**.

Brittco = All	iervices Provider 👻					M
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nding		Messages	View All			
		You have no new messages.				
		Incidents - Last 14 Days				
				Incidents		

If you are logged into Brittco but not actively working in the system, you'll receive a warning about your inactivity at 25 minutes. If your system continues to be idle, at 30 minutes you are automatically logged out.

