

# Brittco Instructions for Agency Providers Accessing OISP

The County Board has added an administrator to your Agency to access Brittco. Sherrie Simmons has emailed you a list of your administrators listed in Brittco.

The Administrator can easily add more administrators. Anyone needing to view and approve ISPs should be added as an administrator.

The Instructions listed below should walk you through all of the steps.

## **Here is an overview:**

1. An Administrator must add staff who will need to view/approve ISPs
2. Once the Administrator has added staff, each new staff will need to create an account.
3. Then all you need to do is log onto Brittco and approve and view ISPs 😊 .
4. Please let Sherrie know any questions you may have: [ssimmons@knoxdd.com](mailto:ssimmons@knoxdd.com)

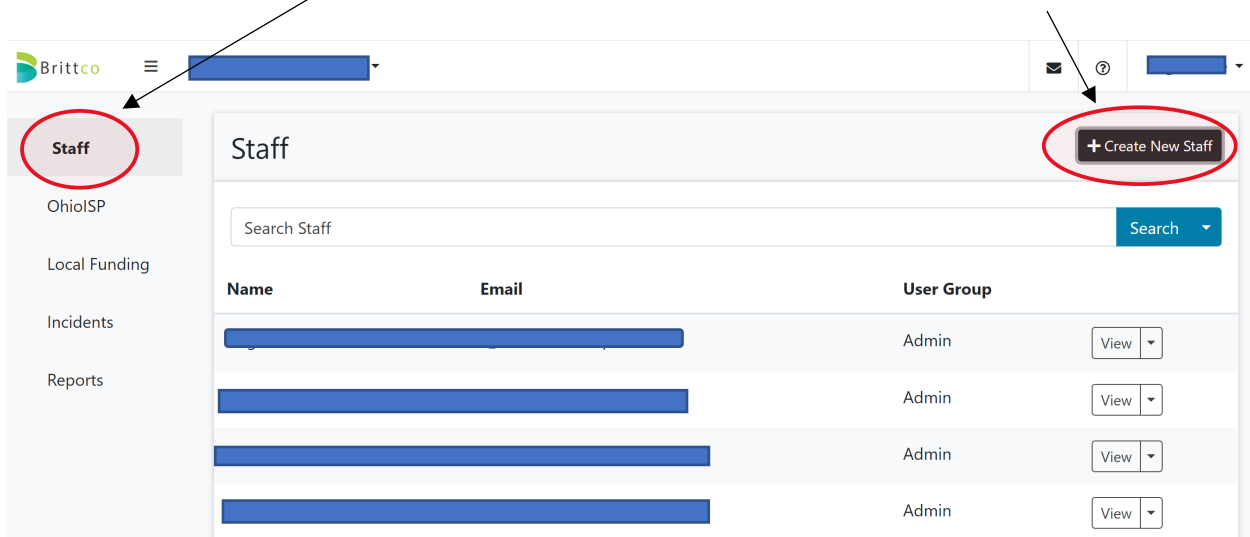
## Agencies That Need to “Add Administrators”

This would be for anyone you want to view/approve ISPs.

The county board has added at least one "Admin" level user account to the provider. If you have not accessed Brittco before you must “create your account” See next section of instructions “Logging Into Brittco for the First Time”.

Once the initial Admin user for the provider has been created, the Admin is then responsible for creating accounts for their own staff who will need access to the Ohio ISP.

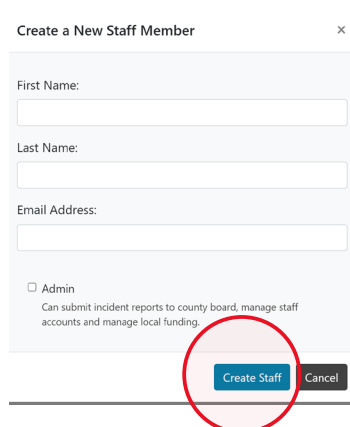
Click on “Staff” On left side. To add a new administrative staff, click on “Create New Staff”



The screenshot shows the Brittco web application interface. On the left sidebar, the 'Staff' menu item is highlighted with a red circle. In the top right corner of the main content area, the '+ Create New Staff' button is also circled in red. The main content area displays a search bar and a table with the following columns: Name, Email, and User Group. The table contains four rows of data, each with a 'View' button.

Name	Email	User Group	
[Redacted]	[Redacted]	Admin	View
[Redacted]	[Redacted]	Admin	View
[Redacted]	[Redacted]	Admin	View
[Redacted]	[Redacted]	Admin	View

Complete the boxes and hit “Create Staff”. You have now added staff.



The screenshot shows the 'Create a New Staff Member' form. It has the following fields: First Name, Last Name, and Email Address. There is a checkbox for 'Admin' with a description: 'Can submit incident reports to county board, manage staff accounts and manage local funding.' The 'Create Staff' button is circled in red.

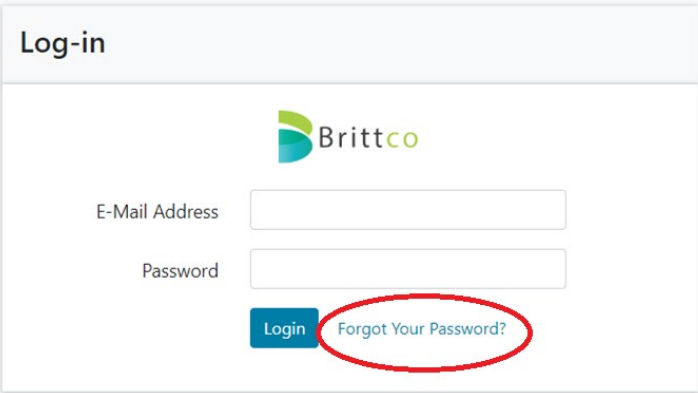
Admin  
Can submit incident reports to county board, manage staff accounts and manage local funding.

## Logging into Brittco for the VERY first time:


Click on this Link to Log into Brittco:

<https://knoxdd.brittcsoftware.com/login>

CLICK "FORGOT PASSWORD"



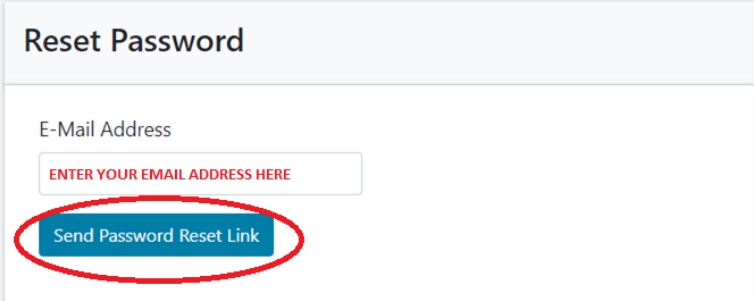
Log-in

 Brittco

E-Mail Address

Password

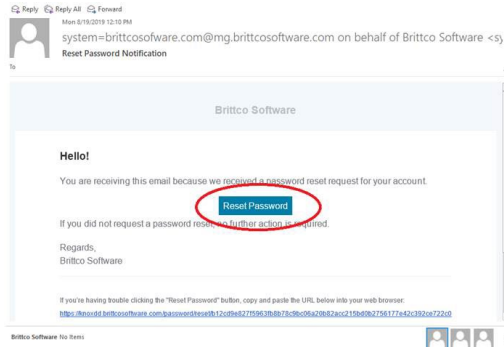
ENTER YOUR EMAIL ADDRESS AND CLICK "SEND PASSWORD RESET LINK" AND CLOSE WINDOW



Reset Password

E-Mail Address

GO TO EMAIL, OPEN EMAIL FROM BRITTCO SOFTWARE AND CLICK “RESET PASSWORD”



ENTER YOUR EMAIL ADDRESS, ENTER A PASSWORD OF YOUR CHOOSING, RE-ENTER PASSWORD AND CLICK RESET PASSWORD.

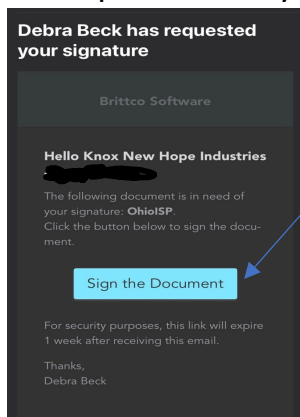
A screenshot of a 'Reset Password' form. The title is 'Reset Password'. There are three input fields: 'E-Mail Address' with a red placeholder 'ENTER YOUR EMAIL ADDRESS HERE', 'Password' with a red placeholder 'ENTER A PASSWORD OF YOUR CHOOSING THAT MEETS THE REQUIREMENTS BELOW' and a red arrow pointing to the requirements: 'Minimum of 6 characters. Must include at least one number, uppercase and lowercase letter.', and 'Confirm Password' with a red placeholder 'RE-ENTER PASSWORD'. A blue button labeled 'Reset Password' is circled in red at the bottom of the form.

YOUR DASHBOARD WILL BE DISPLAYED. **You now have access to Brittco.**  
To Access Brittco from now on, just click on the Brittco link and sign in.

## How to View the ISP

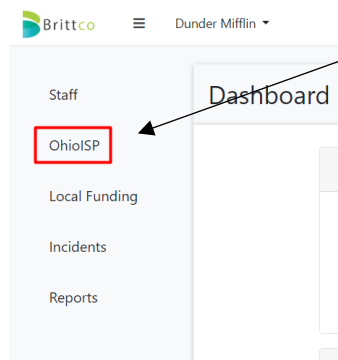
1. SSAs will create the OISP in the Brittco System. When the ISP is ready for signature, you will receive an email asking you to review the ISP and Sign.  
**NOTE: This link is only good for 7 days.** At this point, you can only access the ISP through this link. You will not see it in Brittco-YET! The email will come from “**Brittco Software**”

Example of what you will see:



**Once all signatures have been obtained and the SSA has published the ISP, you can view the ISP in Brittco.**

**To View the ISP: Log into Brittco using the link above. From your Dashboard in Brittco, click on OhioISP**



You will see all the ISPs that have been published for everyone you support. To View them, click on the “View Button”.



Client  Plan Year

[Apply Filters](#)

Name	Span Date	Case Manager	Version	Effective Date	Status	
Ant Jr, Atom	02/01/2022 - 01/31/2023		Rev. 1		Published	<a href="#">View</a>
Ant Jr, Atom	02/01/2022 - 01/31/2023		Annual		Published	View

Showing 1-2 of 2

You can navigate the OhioISP or if you click on Actions in the top right hand corner you can download the plan as a PDF:

  Michael Scott ▾

[← Back to OhioISPs](#) [Actions](#) ▾

[Download PDF](#)

Individual Service Plan