MEMO – All Employees

To: All Employees

From: Dwayne Milley – VP of Operations

Date: April 11, 2024

Re: **Operations Database (ODB)**

Important News about the Operations Database (ODB)

The time has arrived – we are ready to move away from the Operations Database (ODB)! There have been so many people involved in helping us progress with AlayaCare – thank you, each one of you, in helping us to get to this place.

I'm grateful for the leadership and facilitation of the Digital, Technology & Innovation team in this effort, and I'm excited about what is ahead and how AlayaCare will help us toward person-directed services and person-directed funding. It also will help us to understand the huge, positive impact we will have had in a person's life.

Of course, with any change such as this, there are challenges in the transition. We set aside our old tools and learn new ones. That's certainly no different here. Please note the details below as we continue in this work.

First, on April 15, 2024, Passport Tracking, TAMS, and Service History Tracking will be available in a new application called Unison which looks very similar to what is in the ODB currently. A **link to the Unison app** will be available in the Favorites section on CH Connect. A resource page for Unison will be provided on CH Connect under *Tools and Resources -> Databases and Systems*. Note that Passport Tracking is no longer available in the ODB as of April 2, 2024. TAMS and Service History Tracking will no longer be available in the ODB from April 10, 2024.

Next, it's important to know that the ODB should not be used after April 15, 2024. Information from the ODB will still be available if needed.

Third, beginning May 2024, users will NOT have to enter non-financial reporting data for individuals as it will be derived from service history in the Unison app and reports will be generated automatically.

Finally, other functions of the ODB have already been replaced by AlayaCare. AlayaCare is now the platform for information on people who use services, support documentation, forms, goals and actions, etc. We'll share more updates in the weeks ahead about other improvements.

You might be thinking, '**What training will be provided?'** We know the importance of user guides and videos for different learning styles and are working on providing user guides in PDF format as well as videos.

One more thing – if you find that there's something that needs to be documented and we don't yet have it built into Alayacare, Unison, Teams, or another app, please use paper and inform your supervisor. We'll use that information to help us in our next steps and priorities.

Thank you so much for your continued commitment to supporting people as we change these system support. We are valuing people, fostering belonging, serving others, and celebrating gifts – together.

Sincerely,

Dwayne