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 😊 .

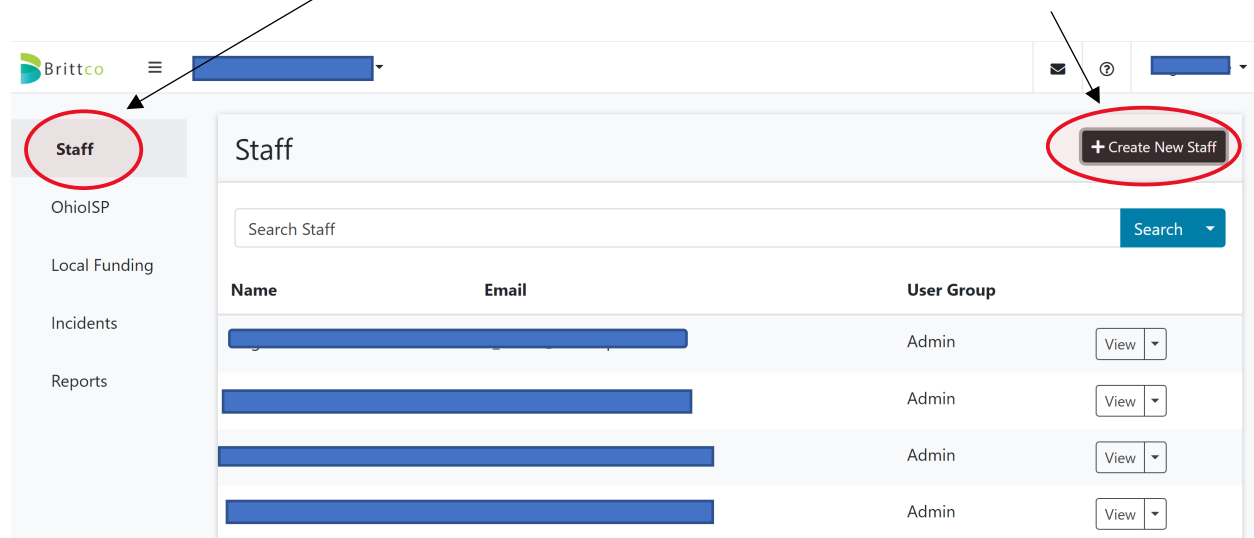4. Please let Sherrie know any questions you may have: ssimmons@coshdd.org

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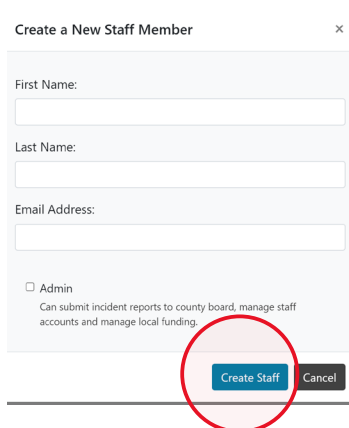
Click on "Staff" On left side. To add a new administrative staff, click on "Create New Staff"

Complete the boxes and hit "Create Staff". You have now added staff.
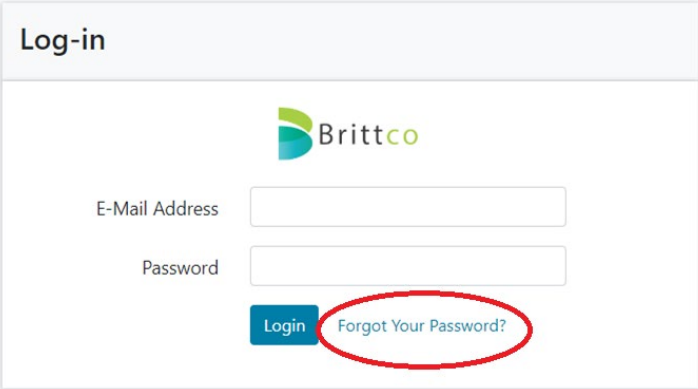
Logging into Brittco for the VERY first time:

Click on this Link to Log into Brittco:

https://coshoctoncb.brittcosoftware.com/login
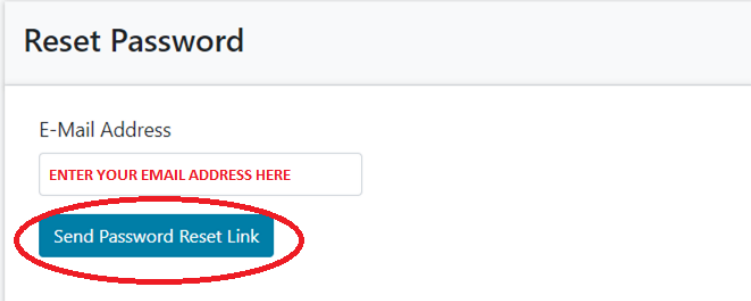
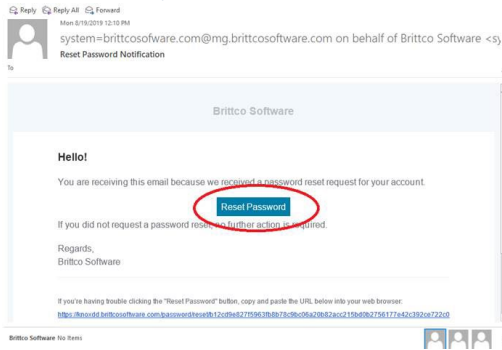CLICK "FORGOT PASSWORD"

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

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.


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.
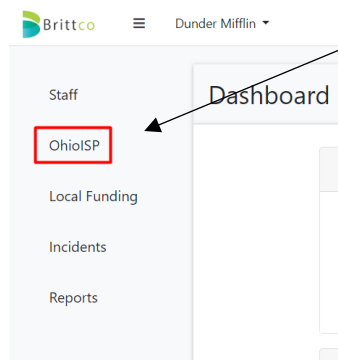
How to View the ISP

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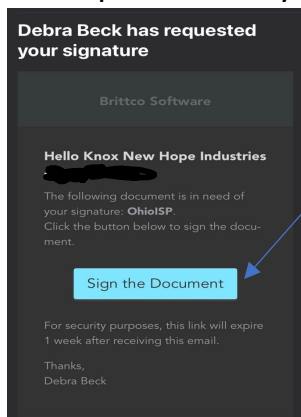
Once all signatures have been obtained and the SSA has published the ISP, you can view the ISP in Brittco.

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".

Name	Span Date	Case Manager	Version	Effective Date	Status	
Ant Jr, Atom	02/01/2022 - 01/31/2023		Rev. 1		Published	View
Ant Jr, Atom	02/01/2022 - 01/31/2023		Annual		Published	View

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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