

Becoming an Independent Provider Toolkit

Review the Steps for Becoming an Independent Provider:


<https://dodd.ohio.gov/wps/portal/gov/dodd/providers/initial-renewal-certification/1become-an-independent-provider>

Learn about Provider Certification and the Services you will provide:

https://dodd.ohio.gov/wps/portal/gov/dodd/forms-and-rules/rules-in-effect/5123_2-2-01

Create your Provider Account with DODD:

<https://dodd.ohio.gov>

- Click the login icon () on the top right and then click “Create New Account”
- Once signed up, you will receive a series of emails. Follow those instructions to get your account set up finalized. Once finalized your account will be active.

MAKE SURE TO WRITE DOWN THE EMAIL ADDRESS AND PASSWORD YOU USED TO CREATE YOUR ACCOUNT AND YOUR DODD USERNAME AND PASSWORD.

Gather these Required Documentation:

FOR ANY SERVICES PROVIDED

- Current BCII (Background Check)
Must get an FBI check as well if have not been a resident of Ohio for the previous 5 consecutive years
- Verification of Age (must be at least 18), COPY OF BIRTH CERTIFICATE
- Copy of your Driver's License / State ID
- High School Diploma . GED (an Associate's, BA or MA are also accepted)
- Social Security Card
- First Aid & CPR Certification (must be current)
- State of Ohio Supplier ID Number (see below for details)
- Verification of training- DODD Independent Provider Orientation
- Verification of the required 8 hours of training for new providers
 - Overview of serving individuals with DD including ISP implementation
 - Role and responsibility of independent provider with regard to services including person-centered planning, community integration, self-determination and self-advocacy
 - Blood Borne Pathogens / Universal Precautions for Infection Control
 - Rights of Individuals
 - MUI Rule 5123-17-02 including Health and Welfare Alerts issued by the Department
- Electronic Visit Verification (EVV) Training Certificate (**only applicable if providing Homemaker Personal Care and/or IO Waiver Nursing**)

IF PROVIDING TRANSPORTATION (HPC or Non-Medical)

- Proof of insurance
- Driver's Abstract (can be obtained from local BMV, **must be dated within 14 days of submission of application**)

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Background Check:

All applicants must complete a BCII Background Check. FBI Checks are required if you have lived outside of Ohio in the last 5 years.

Ensure the proper code is being used: **BCII – 5123.169, FBI – 5126.28**

Results must be send **directly to** DODD:

DODD

Office of Provider Certification

30 E. Broad Street, 13th Floor

Columbus, Ohio 43215

State of Ohio Supplier ID Number:

New State of Ohio suppliers must first register online with the Ohio Office of Budget and Management (OBM) using the Supplier Self-Registration module of the Ohio Administrative Knowledge System (OAKS). Go to www.supplier.obm.ohio.gov and click 'Register a New Account'. To complete this process, you need access to a printer as well as a scanner. The registration process will take approximately 15 minutes to complete.

You need your bank account information. You will also be prompted to fill out a W-9 (link provided at the website)

Once you are assigned a Supplier Number, you will need to upload a copy of an email or screenshot of your account showing your name and assigned Supplier Number in the document upload.

Complete the Application:

Login to your account on <http://dodd.ohio.gov/Pages/default.aspx> by using the login button towards the top right of the screen.

Click Applications on the top of the page then on the right select PSM-portal from the menu to begin the application

The application is not considered complete until all required documentation is submitted and the application fees have been paid

HELPFUL HINT: When you are gathering your documentation, scan and upload them to your computer as PDF files, and name the file what it is (ex. Driver's License, Social Security Card, etc.). It will make uploading the documents easier. Do not scan them as one file, scan each item separately.

Application Fees:

The application fee is non-refundable. It must be paid with a credit card or electronic check.

The fee for an independent provider is **\$125**.

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What happens after the Application is submitted?

Once DODD receives your completed application, application fee, and the background check, your application will be reviewed. Within 30 days, one of three things will happen, your application will be approved, denied, or more information may be requested. If more information is requested, DODD will contact you via email to let you know and give you a timeline to submit what is being asked for. If you fail to submit the needed information within the time line, your application will expire, and you will have to start over again.

Once you are a certified provider, you will receive your certification letter via email. At this point contact the county board and inform them of your certification.

Additional Training

Within **60 days** of first providing services you must complete training for the following:

- Service Documentation
- Billing for services

For more Information:

Guernsey County Board of DD
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60770 Southgate Road
Byesville, Ohio 43723

DODD

<http://dodd.ohio.gov>

1-800-617-6733, Press 3 for certification questions

Guernsey County Board of
**Developmental
Disabilities**