Helping People, Changing Lives

Independent Providers are people who make a difference. An independent provider is a self-employed person who directly provides services to people with developmental disabilities.

You must be at least 18 years old, have a high school diploma or GED and be able to read, write and understand English.

Once you've decided that this is what you want to do, it's a matter of gathering information, filling out required forms and applications, completing trainings and submitting all this information to the Ohio Department of DD for approval.

The process to becoming an Independent Provider will take a little time, but it will be worth it because you will be joining thousands of others who understand what it means to have a job you love.

BHN Alliance

**Belmont-Harrison-Noble
County Boards of Developmental Disabilities**

Becoming an Independent Provider

Review the Steps for Becoming an Independent Provider

Become an Independent Provider | Department of Developmental Disabilities (ohio.gov)

Learn About Provider Certification and the Services You Will Provide

5123-2-08 (Agency) 5123-2-09 (Ind) – Provider Certification
The rules for all the services available can be found on this page.
https://dodd.ohio.gov/wps/portal/gov/dodd/forms-and-rules/rules-in-effect/administrative-rules-list

The Process

- Allow 45-90 days for the Certification Process

- Create Your OH/ID

- Gather the Required Documentation

- Establish and Maintain an Email Account

- Complete Background Check(s)

- Obtain a State of Ohio Payee ID

- Complete All Required Trainings

- Complete the Application

- Pay the Application Fee

- What Happens After the Application is Submitted?

- Who to Call for Assistance with the Process

FOR MORE INFORMATION OR ASSISTANCE

Mandy Jackson

MUI/Provider Support Coordinator

740-695-0407, ext. 365 or

mjackson@bcbdd.org

Becoming an
Independent Provider

Create Your OH/ID (Username and Password to access all State of Ohio Agency sites)

https://ohid.ohio.gov Click *Create New Account.*

After signing up, click on "APP Store" and select both "My DODD" and "Provider Network Management" and request access to both.

Make sure you WRITE DOWN and/or REMEMBER the Username and Password you used to create your OH/ID Account

Background Check

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

- o The Belmont County Board of DD office is equipped to complete the BCII ($22) or BCI/FBI ($47.25).
    - Can be paid with exact cash or check, **credit cards are not accepted**
    - Driver's license or State ID required

Ensure the proper code is being used: BCII – 5123.169   FBI – 5126.081

Results must be sent directly from BCII to the Ohio Department of Developmental Disabilities:

DODD
Office of Provider Certification
30 E. Broad Street, 13th Floor
Columbus, OH 43215

Apply for a State of Ohio Payee ID   Questions 1-877-644-6761

Go to https://ohiopays.ohio.gov and Login using your OH/ID.

Click *'New Payee Registration.'*

Complete the Registration, you will need your bank account information and a voided check to upload. You will also be prompted to sign a W-9 electronically.

Once you complete your New Payee Registration and submit, you will receive an email in approximately 1-7 days with your Payee ID number. **PRINT AND SAVE THIS EMAIL** (Will need uploaded with your application to become a provider)

APPLY FOR A NATIONAL PROVIDER IDENTIFIER (NPI)

Go to https://nppes.cms.hhs.gov/#/

- o Step-by-Step guide attached
    - Taxonomy Codes:
        - Shared Living – 253Z00000X
        - HPC – 3747P1801X
        - HPC Transportation – 347C00000X

COMPLETE REQUIRED TRAININGS

☐ First Aid & CPR Certification (must be current and include hands-on skills)
☐ Proof of Completion of the required Independent Provider Initial Training through "MyLearning" at www.dodd.ohio.gov
   - o Go to "MyLearning"
   - o Enroll in "Independent Provider Initial Training" and complete all modules
     - ▪ Getting Started
     - ▪ Introduction to Supporting People with DD
     - ▪ Bill of Rights for People with DD and the NADSP Code of Ethics
     - ▪ Trauma-Informed Care and Restrictive Measures
     - ▪ Health and Safety – part 1 & part 2
     - ▪ Valued Roles
     - ▪ Introduction to Empathy-Based Care
     - ▪ 2022 Health and Welfare Alerts
     - ▪ Billing and Service Documentation
   - o **PRINT & SAVE CERTIFICATE** (Will need uploaded with your application to become a provider)
☐ Electronic Visit Verification (EVV) Training Certificate (Currently, only applicable if providing Homemaker Personal Care, Participant Directed Services and/or IO Waiver Nursing but subject to change with the Independent Provider responsible to meet the requirements of the rule)
   - o Questions 1-855-805-3505 or email ODMCustomerCareEmail@sandata.com
   - o Go to https://www.sandatalearn.com/
   - o Click "Sign Up"
   - o Under "Sign Up": enter your first name, last name, email address, password and re-enter password, enter "Non-Agency User" for the Agency Name, enter "9999999" for the Provider Medicaid ID# and then click "Sign Up"
   - o Follow the prompts and complete the self-paced Non-Agency EVV Training
   - o Once completed, print the training certificate. You will need the certificate when it is time to complete your Independent Provider Certification Application.

Gather the Required Documentation

FOR ANY SERVICE PROVIDED

☐ Verification of Age (must be at least 18), COPY OF BIRTH CERTIFICATE
☐ Copy of your Driver's License / State ID
☐ High School Diploma or GED or transcripts (an Associate's, BA or MA are also accepted)
☐ Social Security Card

IF PROVIDING HOMEMAKER PERSONAL CARE TRANSPORTATION

☐ Proof of insurance
☐ Driver's Abstract (obtain from local or online BMV) **Abstract must be dated within 14 days of submission of application**
☐ Valid driver's license

Complete the Application   1-800-617-6733 Opt. 5

☐ Go to https://ohpnm.omes.maximus.com/OH_PNM_PROD/
   - o Log in with your OH/ID
   - o Agree to terms

- o Select, "New Provider?"
- o Select, "Click here for more application types"
- o Select, "Medicaid Waiver (DODD)"
- o Complete all sections and select, "Save and Submit"
- o Once completed, you will be re-routed to DODD's landing page
- o On DODD's website, Click your application, "PROV-APP-_____"
- o Complete all sections of the application and upload attachments

The application is not considered complete until all required documentation is submitted, and the application fee has been paid.

HELPFUL HINT: When you are gathering your documentation, scan and upload documents 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. Scan and name each item separately. Do not scan them as one file.

Application Fees

The fee for an independent provider is $125.

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

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:

1. Your application will be approved,
2. Your application will be denied, *or*
3. More information may be requested from you through a **Supplemental Application**.

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 requested. If you fail to submit the needed information within the timeline, 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.

Send the certification letter to your county board and let them know you are interested in providing services.

For More Information or Assistance with the Application Process

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