

## DEFINITIONS

**Homemaker Personal Care:** is provided in a person's home and/or community settings and helps a person with daily living activities such as personal hygiene, dressing, eating, housekeeping, medical appointments and community outings specified by the individual plan.

**Transportation:** means a service offered in order to enable individuals served on a waiver to gain access to waiver or other community services, activities, and resources specified by the individual plan.

**Informal Respite:** is support on a short term basis to a person who receives the waiver to give family members a break specified by the individual plan.



DEVELOPMENTAL  
DISABILITIES  
OF CLARK COUNTY

Developmental Disabilities of Clark County offers the following services to all providers:

- Training
- Technical Assistance
- BCII Background Checks (by appointment only)

### Contact for Questions:

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## Become a Provider of DD Services

### Technical Assistance Guide



DEVELOPMENTAL  
DISABILITIES  
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WHERE PEOPLE GROW

## Pre-Application Requirements

Provider certification is managed by the Ohio Department of Developmental Disabilities. However, Developmental Disabilities of Clark County can help you prepare by offering training and technical assistance.

The following standards apply to each independent provider; CEO's of agencies have additional requirements. These standards must be met before certification is granted.

1. Proof that you are at least 18 years of age (must be birth certificate)
2. Copy of a high school diploma or GED
3. Valid Social Security Number
4. A State of Ohio identification, a valid driver's license, or other government-issued photo identification
5. A current report from the Bureau of Criminal Identification and Investigation (BCII). An additional record check by the FBI is required for those who have not lived in Ohio for the past five years.
6. Have completed eight (8) hours of training (see right)
7. Have completed an online initial overview provided by DODD.
8. Hold a valid certification in First Aid (American Red Cross or equivalent)
9. Hold valid certification in CPR (American Red Cross or equivalent)

These are basic requirements; each service a provider wants to do may have additional requirements.

For example; if you would like to provide Transportation services, you will also need to submit proof of car insurance, a currently valid Ohio Driver's License, and a Driver's Abstract.

## Resources & Potential Costs

Item/Activity	Potential Cost	Resources
<p>Criminal Background Check</p> <p>(A criminal records check is considered current if it is not more than one year old)</p> <p>Cost is dependent on the agency processing the background check, but is a minimum of \$22.</p> <p>If you've had a BCII check recently, you can request that BCII send a copy to DODD without having to repeat the check.  <a href="http://www.ohioattorneygeneral.gov/FAQ">http://www.ohioattorneygeneral.gov/FAQ</a>            \$8.00</p>	<p>BCII \$22 - \$62</p> <p>FBI \$24 - \$64</p>	<p><i>Clark County Sheriff's Office</i> 937.521.2114</p> <p><i>Springfield Deputy Registrar (License Bureau)</i> 937.328.5166</p> <p><i>Developmental Disabilities of Clark County</i> 937.346.0744 <i>appointment required, no drop-ins</i></p>
<b>Drivers Abstract</b>	Free	Online at <a href="https://www.oplates.com/">https://www.oplates.com/</a>
<b>8-hours required training</b>		
<p>Provider's Role &amp; Responsibilities</p> <p>Overview of serving individuals with developmental disabilities</p> <p>Universal Precautions</p> <p>Individual Rights</p> <p>Requirements of OAC rule 5123:2-17-02 (Major Unusual Incidents)</p>	\$20—\$95	<p><i>Developmental Disabilities of Clark County</i> 937.346.0744 or <a href="http://clarkdd.org/training-for-providers">http://clarkdd.org/training-for-providers</a></p>
<p>Evidence of a valid CPR certification</p> <p>Evidence of a valid First Aid certification</p> <p>*CPR and First Aid must include a hands-on demonstration of skills. Online-only classes will not be accepted.</p>	\$20- \$90	<p><i>Developmental Disabilities of Clark County</i> 937.346.0744 or <a href="http://clarkdd.org/training-for-providers">http://clarkdd.org/training-for-providers</a></p> <p><i>Springfield Family YMCA</i> 937-323-3781</p> <p><i>American Red Cross</i> 937.937.222.6711</p> <p><i>American Heart Association</i> 800.AHA.USA1</p>

**Becoming certified can be a complicated and confusing process.**

**Let us help you; contact us with questions!**

**Becky Ketron, Training Specialist, 937-346-0744 or [bketron@clarkdd.org](mailto:bketron@clarkdd.org)**