

# BECOMING AN INDEPENDENT PROVIDER

---

## Review the Steps for Becoming an Independent Provider on DODD

<http://dodd.ohio.gov/Providers/Pages/IP.aspx>

---

## Learn About Provider Certification and the Services you will Provide

<http://dodd.ohio.gov/RulesLaws/Pages/RulesInEffect.aspx>

5123:2-2-01 – Provider Certification

The rules for all the services available can be found on this page as well

---

## Create your Provider Account with DODD

<https://registerassociate.prodapps.dodd.ohio.gov/?dept=prv&ShowHeaders=true&GUID=>

After signing up, you will receive a series of emails. Follow those instructions to get your account set up finalized, and once it is final, your account will be active.

**Make sure you WRITE DOWN and/or REMEMBER the email address and password you used to create your account AND your DODD Account Username and Password**

---

## Gather the Required Documentation

### FOR ANY SERVICES PROVIDED

- Current BCII (Background Check)
  - o 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 (<https://mylearning.dodd.ohio.gov/>)
- Verification of the required 8 hours of training for new providers
  - o Overview of serving individuals with DD including ISP implementation
  - o Role and responsibility of independent provider with regard to services including person-centered planning, community integration, self-determination and self-advocacy
  - o Blood Borne Pathogens / Universal Precautions for Infection Control
  - o Rights of Individuals
  - o MUI Rule 5123:2-17-02 including Health and Welfare Alerts issued by the Department

- Get it FREE! Here: <https://mylearning.dodd.ohio.gov/> Your Login account from above can be used to access these free trainings or you may create a new login.

## 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**)
- Result of Drug/Alcohol Test (for NMT per trip and per mile)
- Physician statement indicating No Medical Conditions (For NMT per trip only)

---

## Background Check FYI

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

You may schedule this at our Mueller campus by calling Delores Beard at 937-346-0745 or visiting a Webcheck location ([www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing](http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing) )

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

DODD

Office of Provider Certification

30 E. Broad Street, 13<sup>th</sup> Floor

Columbus, Ohio 43215

---

## State of Ohio Supplier ID Number FYI

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](http://www.supplier.obm.ohio.gov) and click 'Register a New Account'. 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.

To complete this process, you need access to a printer as well as a scanner. The process will take approximately 15 minutes to complete.

You need a Voided Check OR Bank Verification Letter with your account information. You will also be prompted to fill out a W-9 (link provided at the website)

---

## 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" across the top of the page and choose "PSM Portal" from the drop down box provided. Click "Load Application" to get started.

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 individually 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

---

## **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**.

---

## **What happens after the Application is submitted?**

---

If your application is missing information, DODD will contact you via email to let you know. You will have 30 days to submit the missing information. 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.

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

---

## **Additional Training**

---

### **Within 60 days of initial certification**

Training related to:

Service Documentation, Billing for Services (This is also found at DODD My Learning)

---

## **For More Information**

---

### **YOU CAN CONTACT:**

Developmental Disabilities of Clark County

Provider Liaison, Sarah Hess

2527 Kenton St., Springfield, Ohio 45505 (P) 937.346.0740 (F) 937.328.4575 (E) [shess@clarkdd.org](mailto:shess@clarkdd.org)

DODD-

<http://dodd.ohio.gov>

1.800.617.6733, press 3 for certification questions