<div align="center">**INITIAL PROVIDER CERTIFICATION PROCESS:**</div>

Before Starting the Process
Consider the commitment! Click here to read about what to expect, including:

- NECESSARY Computer skills
- Timeline of Process
- Tax/Benefits Considerations

Other alternatives to becoming an Independent Provider, but still provide service to people with DD:
Family Choice by the ARC, Parent-Directed Program by I am Boundless, Agency Provider Employment

Are you able to meet the basic requirements?

- At least 18 years old
- Proof of valid Social Security Number
- State of Ohio ID/Valid Driver's license or other government-issued photo ID
- Compliant background check
- Have GED or High School Diploma
  - (This element is not waived for Independent Providers. It can only be waived for AGENCY Employees)
- obtain CPR/First Aid certification
- Able to read/write/understand English at a level sufficient to comply with all rule/law requirements
- complete all required **internet-based** trainings, initially and annually

Still Interested? Let's get started!

Start with Background Check (BCII):

The results can take up to 45 days to be completed and sent to DODD.
Applicants who have not lived in the state of Ohio for the past 5 consecutive years must also complete an FBI check.
- **Locations:** WebCheck locations, Fast Finger Prints
- **Code:** 5123.169 Applicant for a supported living certificate.
- **WebCheck location must send results DIRECTLY to:**
  Ohio Department of Developmental Disabilities
  Attn: Provider Certification
  30 East Broad Street, 13th Floor
  Columbus, OH 43215

Create an Account in the OHID System:
- Click HERE then click "Create Account" and follow the steps in their entirety.
- Use an Email Address that you check OFTEN.
- A final username and password will be emailed to you within 1-7 days
- This username and password is used to access the MyLearning Training, the Supplier ID Application, and Provider Certification Application.

Apply for an NPI (National Provider Identifier) Number:
- Click HERE for instructions on how to apply for an NPI Number

Apply for a Supplier ID Number:
- Click HERE for Instructions on how to apply for a Supplier ID Number
- Your login info is the same as the DODD Log in Info, as it is under the OHID group
- Note: Independent Providers Business name is your Legal Name, and Tax ID number and classification is SSN.
- This system will send your final Supplier ID number via email in 1-7 days. SAVE both the number and the email.

Complete Initial Required Training:
- In-Person CPR/First Aid
- DODD MyLearning Online Independent Provider- Initial Training (sign into DODD account to access)
- Electronic Verification Visit (EVV) Training-Click HERE to create a login and complete this training
    - EVV is NOT required for Providers that are only certifying for Shared Living

Research Which Services To Certify For:
- Providers can certify for as many services they want and are qualified for. Click HERE for a list of services, descriptions, and rules.

When all prerequisites are met, Providers seeking <u>Transportation Certification</u> can request an official copy of their Driver's Abstract at their local BMV.
- The cost for this document averages between $12-$15. The Abstract must be dated within 14 days of application submission. Abstracts older than this will not be accepted and you will need to obtain- and pay for- a more recent one.

Finally! Completing the Application Packet:

Log into the Provider Network Manager (PNM) on the PNM website:
- Click Log in With OHID and log in
- Click Yes, that you have read the terms and agreement
- Click "New Provider?" button in far right corner
- Click "Click here for more application types"
- Select "Medicaid Waiver (DODD)"
- Choose Independent
- Complete all demographic information, save it, save and submit.

You will now be transferred to the DODD Provider Services Manager (PSM)
- Click the application number in the table. You'll be directed to the fee schedule and can continue after reviewing
- Review and submit the intro page (this page has been pre-populated with the info completed in PNM).
- Complete all demographic information (click the check boxes of each applicable address if you want it to auto copy to each section; submit.
- Select Waiver & Non-Waiver services; submit. Choose all services that you want to provide (as researched above); submit.
- Answer all following questions truthfully and review all disclosures before initialing, accepting, or e-signing.
- Upload scans (PDFs) or photos (JPEGs) of each piece of documentation as indicated in the application:
    - Social Security card,
    - birth certificate,
    - high school diploma or GED,
    - driver license or state ID,
    - certificates or transcripts for completed training,
    - CPR/First Aid Card
    - Supplier ID assignment email
    - Additional Documents required for Transportation Services:
        - Proof of Insurance (Declarations Page from Insurance Company)
        - Driver's Abstract (not older than 14 days prior to application submission)

Your previously completed Background check, sent to the address above, will be matched with your application after submission.
- Submit the application.
- You will be redirected to the payment page to pay the $125 application fee
- Once it is paid, your application is completely submitted!

Application Review
- DODD will review and respond to an application within approximately 30 days of the application submission.

- DODD may request additional documents as needed.
- The application is considered complete the date that all supporting documents have been submitted and the background check results are received by DODD.
- After 30 days, applications missing documentation are closed and a new application and application fee will be required.

Final Approval Letter
- Sent via email, the approval will list the DODD contract number, Medicaid provider number, certification effective date, and expiration date.
- Click HERE to learn what to do next and how to get started in the Provider Field!