

## How to become a certified Agency Waiver Provider

Review the steps to becoming an agency provider at this link to the Ohio Department of Developmental Disabilities: <http://dodd.ohio.gov/Providers/Pages/AP.aspx>

An agency provider is an entity that employs other people for the purpose of providing services to individuals with developmental disabilities.

The following documents must be submitted to the Ohio Department of Developmental Disabilities in order to apply for initial certification:

- **Verification of age:** All provider applicants must be at least 21 years of age and submit a copy of birth certificate.
- **High School Diploma/GED**
- **Either a bachelor's degree** from accredited university or college
- **or 4 years of full-time paid work experience** as a supervisor of programs or services for individuals with DD.
- **At least one year of paid work** experience in services to individuals with DD with responsibility for personnel matters, supervision of employees, program services and financial management.
- **State Identification:** Valid driver's license or other government-issued photo identification. If your current address does not match the driver's license, you must also submit proof of residency, preferably in the form of a utility bill.
- **Social Security Card:** a copy is required to be submitted with your application.
- **Current report from the Bureau of Criminal Identification and Investigation (BCII)**  
Organizations that offer web check for civilian and FBI checks can also be found on-line at [Webcheck Locations](#)
- **Certificate** from the Secretary of State verifying your agency status.
- **IRS letter** verifying Employer Identification Number
- **Bureau of Worker's Compensation** employer identification number.
- **Must be current** with payroll taxes, workers' compensation premiums and unemployment compensation premiums.
- **Evidence of comprehensive general liability insurance of \$500,000.**
- **Disclose** name, country of birth, date of birth and social security number of any person owning a 5% or more interest in the agency.
- **Submit written policies and procedures that address the agency provider's management practices in:** Person-centered planning and self-determination; Confidentiality of individual's records; Management of individual's funds; Incident reporting and investigation; Individual's satisfaction with services delivered; Internal monitoring and evaluation procedures to improve services delivered; Supervision of staff; Staff training plan; Annual written notice to each employee explaining the conduct for which the employee may be placed on the abuser registry and Requirement for employee to notify agency provider if formally charged with, convicted of, or plead guilty to any offenses within 14 days.

The application for certification must be completed online at the Ohio Department of Developmental Disabilities website, on the Provider Certification Wizard.

**This is the Provider Certification rule; it is highly recommended that each applicant read the certification rule and the rule related to each service the provider is interested in providing.**

Chapter 5123:2-2	Provider Standards
<a href="#">5123-2-2-01</a>	Provider certification

- Agency providers must submit:
  - Certificate from Secretary of State demonstrating status as a for-profit corporation, nonprofit corporation, limited liability company, or limited liability partnership,
  - Internal Revenue Service employer identification number, and
  - Bureau of Workers’ Compensation employer identification number.
  
- ☑ Agency providers must be current in payment of payroll taxes, workers’ compensation premiums, and unemployment compensation premiums.
- Agency providers must have comprehensive general liability insurance in the amount of \$500,000.
- ☑ Agency providers must report in writing to the Department the name, country of birth, date of birth, and social security number for any person owning a financial interest of five percent or more in the agency provider.
  
- ☑ Agency providers must demonstrate an established internal system to ensure compliance with requirements for:
  - Provider certification,
  - Background investigations and appropriate actions in accordance with rule [5123:2-2-02](#), and
  - Service delivery, service documentation, and billing for services for specific Home and Community-Based Services provided.
  
- ☑ Chief Executive Officers must be at least 21 years age.
- ☑ The Chief Executive Officer or a person designated by the Chief Executive Officer must be directly and actively involved in day-to-day operation of the agency provider and oversee provision of services.
- ☑ Agency providers must report in writing to the Department when the Chief Executive Officer designates another person to be responsible for administration of the agency.
- ☑ Agency providers must report in writing to the Department when the Chief Executive Officer or other person responsible for administration leaves the agency’s employ.
- ☑ The Chief Executive Officer and person responsible for administration must consent to be enrolled in Rapback.

Agency providers must enroll newly hired direct services staff in Rapback. rule 5123:2-2-02.

- ☑ Prior to providing direct services, staff of agency providers must complete training specific to each individual he or she will support that includes:  
What is important to the individual and what is important for the individual, and the individual’s support needs including behavioral support strategy, management of the individual’s funds, and medication administration/delegated nursing.

**Depending on Services, other items will be required. Read the rule for each service.**

## 1. TRAINING

### A. Within 30 days of initial certification - New Provider Agency CEO

**Orientation** is a required web-based orientation that offers information to support new agency CEOs. <http://dodd.ohio.gov/Providers/BecomeAProvider/Pages/Agency.aspx>

It takes about 20 minutes to complete. Users with Internet Explorer 9 can have difficulty loading modules. If you are experiencing technical difficulty, consider updating your browser or your Flash Player.

**B. Within 60 days of initial certification** or hire as the CEO, must have training related to service documentation, billing for services, internal compliance programs, rights of individuals, requirements of rule 5123:2-17-02 – Addressing Major Unusual Incidents and Unusual Incidents to ensure health, welfare and continuous quality improvement. Certain services are exempt from the training requirements, see the certification rule 5123:2-2-01, pages 11 – 12, paragraph (E).

## 2. BCII BACKGROUND CHECK

All applicants must complete a **BCII criminal background check**. An FBI Background check is also required if you have lived outside of Ohio in the last 5 years.

[Webcheck Locations](#) link to the Attorney General's website to find webcheck locations near you: Please check with them for their fees.

**Results must be sent directly to:**

**The Ohio Dept of DD, Provider Certification Unit**

**30 E. Broad Street, 13th Floor, Columbus, Ohio 43215-3434**

**BCI and FBI “Reason Codes” that must be used on Webcheck:**

**BCI:** [Agency CEO](#): Applicant for Supported Living – 5123.169

**FBI code** – Volunteer Children’s Act

## 3. CREATE AN ACCOUNT

Request a new provider account with DODD by entering your contact information. Click this link:

<http://dodd.ohio.gov/Providers/Pages/Create-a-Provider-User-Account.aspx>

(disregard windows security, click OK, then X to close. You will be routed to the account page)

You will receive 3 emails and must complete 3 steps to create your account.

## 4. COMPLETE THE APPLICATION ON THE OH DEPT OF DD WEBSITE

Certification Application forms must be completed on line and the application fee must be paid online, Visa, Master Card or check. Assistance with the application is available, call the Provider Line at 216-931-7474 to schedule an appointment at the CCBDD administration office in downtown Cleveland

**Once you have your username and password, Click LOG IN to the right of the Search button on the main page. Click Providers on the lower left side of the page and select Provider Certification Wizard to begin the application.**

## 4. SUBMITTING REQUIRED DOCUMENTS

It is best to scan and upload the required documents in the online DODD application.

## 5. APPLICATION FEE

The application fee must be paid on the DODD website, it is part of the application process. It can be paid with credit card or electronic check. NO CASH. Application fees are not refundable. Certain services are exempt from the application fee, see the certification rule 5123:2-2-01, pages 18 – 19, paragraph (L).

	<b>Initial Certification (3 years)</b>	<b>Renewal Certification (3 years)</b>	<b>Add Service(s) During Term of Certification</b>
<b>Small Agency Provider</b> (Serves 50 or fewer individuals)	\$ 800	\$ 800	\$ 75
<b>Large Agency Provider</b> (Serves 51 or more individuals)	\$1,600.00	\$1,600.00	\$150.00

## 6. Medicaid Application Fee

\$542.00 application fee, which is separate from the above listed fees. The fee will be paid as a part of the application process. Provider cannot begin providing services until the Medicaid number is assigned.

**7. Pre-Certification Site Visits:** Effective September 14, 2015, the Ohio Department of Medicaid will initiate the process of conducting site visits of agency applicants after DODD certification and prior to enrolling them as Medicaid providers. These pre-enrollment visits are required under the Affordable Care Act for organizations that may pose a moderate to high risk of Medicaid fraud. The purpose of the visits is to ensure the agencies have the necessary infrastructure to conduct Medicaid business. This may delay certification. This may also result in the applicant being denied certification.

## 8. When you receive your certification letter:

Providers certified to deliver Medicaid Services are assigned a Medicaid number necessary to obtain federal reimbursement. Once certified, providers are responsible for contacting local County Boards to notify them that they are eligible to provide services under the Level One (L1) and/or Individual Options (IO) Waivers.

Please forward your certification email to [provider.support@cuyahogabdd.org](mailto:provider.support@cuyahogabdd.org) or call 216-931-7474.

Once CCBDD is notified of your certification, we will add you to the Provider Search Tool and will forward you your username and password and information about accessing referrals and posting information about your agency.

## 9. More information is available on the DODD website:

<http://dodd.ohio.gov> or call Provider Certification Line at 1-800-617-6733, press 3 for certification questions.