



Department of  
Developmental Disabilities

Division of Medicaid Development & Administration

John R. Kasich, Governor  
John L. Martin, Director

**To:** County Board Superintendents, SSA Directors, and Council of Government Directors

**From:** Angel Morgan, Provider Certification Manager

**Date:** July 7, 2014

**Subject:** Transitions DD Waiver Amendment – Provider Enrollment

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The Ohio Department of Developmental Disabilities (DODD) will begin to accept applications for personal care aide services through the Transitions DD (TDD) waiver from agencies that are not Medicare-certified or otherwise accredited home health agencies. Below is a summary of the new application process that will be available on July 25, 2014.

Personal care aide

- Medicare-certified or otherwise accredited home health agencies
  - Must apply through the MITS portal (<https://portal.ohmits.com/Public/Providers/Enrollment/tabId/44/Default.aspx>)
  - After enrollment as a personal care aide provider agency, submit an e-mail to [TDDinbox@dodd.ohio.gov](mailto:TDDinbox@dodd.ohio.gov) which includes the agency's Medicaid provider number to request to have the Transitions DD Waiver specialty added to the existing personal care aide contract.
- Other agencies, including providers of traditional DD services
  - Apply through DODD's Provider Certification Wizard (PCW) (<https://doddportal.dodd.ohio.gov/PRV/certification/Pages/default.aspx>)
  - These agencies may provide personal care aide services to only individuals enrolled in the Transitions DD Waiver and are not authorized to provide personal care aide to individuals enrolled in the Ohio Home Care Waiver or the Transitions Carve-Out Waiver.
- Independent (non-agency) providers
  - Apply through DODD's Provider Certification Wizard (PCW)
  - Applicants who are not state-tested nurse aides (STNAs) may be enrolled as personal care aides under the consumer-supplied training option (CSTO) if all other qualifications are met. A personal care aide enrolled under this option must complete training specific to the needs of the

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individual to be served, prior to being added to the individual's service plan and authorized to provide services. Documentation of this training must be maintained by the individual's service and support administrator at the local county board of developmental disabilities.

Nurses (LPNs and RNs)

- All agency and non-agency applicants with valid nursing licenses must apply through the MITS portal to be a provider of waiver nursing and/or personal care aide services.

If you have any additional questions regarding the changes to the TDD waiver provider requirements or enrollment process, please feel free to contact [TDDinbox@dodd.ohio.gov](mailto:TDDinbox@dodd.ohio.gov).