



PROVIDER CERTIFICATION AND TRAINING REQUIREMENTS

INDEPENDENT PROVIDERS

Link to the Ohio Department of Developmental Disabilities (DODD) website to view the steps to becoming a certified provider:

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

Certification Requirements

ALL independent providers are required to:

- Be at least 18 years of age and submit a copy of birth certificate
- Hold a high school diploma or GED (Note: Independent provider applicants who were certified or working for a certified provider agency since before October 1, 2012 are exempted from this requirement.
- Submit a copy of Social Security card
- Submit a copy of valid identification or Driver's license. 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.
- Bureau of Criminal Identification and Investigation (BCII) report
- Must have a personal email address
- Not be on the Abuser Registry
- Not be on the Nurse Aide Registry indicating the Ohio Department of Health has made a determination of abuse, neglect, or misappropriation of property of a resident of a long-term care or residential care facility.
- Be able to read, write, and understand English at a level sufficient to comply with rules governing the services provided.
- Be able to effectively communicate with the individual served
- Submit a copy of **valid First Aid certification**
- Submit a copy of **valid CPR certification**
- Submit a copy of **eight hours of training in: Serving individuals with developmental disabilities, Individual rights, Providing HCBS waiver services, Self-Determination, Self-Advocacy, Requirements of rule 5123:2-17-02 (Incidents Adversely Affecting Health and Safety), and Universal precautions for infection control.**
- Submit a copy of valid Automobile insurance
- **Official Driver's Abstract from Oh Bureau of Motor Vehicles.** Cost is \$8.50.
(For Transportation Services only)
- Verification of valid auto insurance (For Transportation Services only)
- Results of drug test and physician's statement . (For Non-Medical Transportation Service only).

1. REQUIRED TRAININGS (hold Ctrl button and click on links to open)

A. Eight Hours of Training is required before applying for Initial certification. Required topics are presented in two training sessions by NEON, see the link to the website:

MUI Training which covers: Incidents Adversely Affecting Health and Safety and Individual Rights, Person Centered Planning, Community Integration, Provider's role in Behavior Supports, Self-Determination and Self-Advocacy.

Overview of Working with People with Disabilities: Overview of DD, HCBS Waivers and Universal Precautions.

These trainings are available monthly in Cuyahoga County and are free of charge. Click on the link to the NEON website to view the training schedule and to register for the sessions: [NEON Training](#)

The 8 hour precertification training can also be obtained for a fee on-line at [OACB - Training Center](#) **OR** [TRAIN TO EXCEL](#) **OR** [CEU Certificates](#)

B. Valid CPR/ First Aid must be maintained and can be obtained for a fee from various individuals and entities throughout Cuyahoga County including:

Shull Medical Educators: John Shull, cell phone 330-730-1056
Garfield Heights Fire Dept., 5115 Turney Rd., Garfield Hts.

Clarence Gilmore - American Heart Association (AHA), Instructor CPR & First Aid
Phone: 216-925-9258 (c) or 216-432-1169 (h) e-mail: claygoody@gmail.com

Beulah Price Phone 216-239-7472 or email pricebeulah@aol.com

Tennie Millhouse – Phone 216-410-6711 or email honestyhouse_homecare@outlook.com

Save A Life CPR - Danielle Miller – Phone 440-381-4158 or email daniellemiller920@gmail.com

Good Strong Heart CPR training: John S. Bornstine, Phone: 330-939-0055
Email: stronggoodheart@yahoo.com

American Red Cross: [American Red Cross - Cleveland](#)

American Heart Association: [American Heart Association](#)

********* On line First Aid and CPR **Is NOT acceptable** to MEET THE REQUIREMENTS FOR CERTIFICATION. In order to be acceptable, the applicant must make arrangements and have evidence of demonstrating CPR and 1st Aid skills to a certified instructor.

2. BCII BACKGROUND CHECK

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

Click on this Link 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

CCBDD is available, **BY APPOINTMENT ONLY**, to complete criminal background checks. \$25 for BCII, \$50.00 for BCII and FBI. Payment is by credit card only, no cash. Credit cards accepted: Discover, VISA or MasterCard.

Appointment hours: Mon, Tues, Thurs, Fri between 9 am and 3 pm at the CCBDD Administration Building, 1275 Lakeside Ave., Cleveland 44114

Please call the CCBDD Provider Support Line at 216-931-7474 for an appointment.

If you have your BCI completed elsewhere, these are the BCI and FBI “Reason Codes” that must be used on Webcheck:

BCI: [Independent Provider or Agency CEO](#): Applicant for Supported Living – 5123.169
FBI code – Volunteer Children’s Act

3. COMPLETE THE APPLICATION - The “Provider Certification Wizard” (PCW) after logging in on the Oh Dept of DD website: <http://dodd.ohio.gov>
Required documents and signed & dated forms must be scanned and uploaded in the application. Paying the fee is the final step of the application and can be paid with VISA or MasterCard.

PCW will not allow the application to be submitted until all required documents are uploaded and the fee is paid. Assistance with the application is available, call the CCBDD Provider Line at 216-931-7474 to schedule an appointment.

Before your appointment, click this link to: [Create your username and password](#)

You will receive 3 emails from AgencyIDService@ohio.gov. The 1st with your temporary PIN, 2nd to create your Password and 3rd with your Username.

4. APPLICATION FEE

Payment of the application fee is the final step of the application process. It can be paid with VISA or MasterCard or electronic check. **NO CASH.**

	Initial Certification (3 year)	Renewal Certification (3 years)	Add Service(s) During Term of Certification
Independent Provider	\$ 125	\$ 125	\$ 25

5. When you receive your certification letter from DODD:

please notify CCBDD at 216-931-7474 or email provider.support@cuyahogabdd.org

6. Provider Orientation:

Once you are certified and have been selected to be someone's provider, be sure to notify the individual's CCBDD Support Administrator to meet and discuss the individual's needs and your responsibilities.

You are required to attend Documentation and Billing class to learn about the required documentation, how to bill, and how providers can access referrals of individuals who are seeking services.

A course designed to introduce providers to the billing process. The course complies with requirements for service documentation and billing for services contained in Rule 5123:2-2-01 Provider Certification for independent and agency providers. [Click here to access.](#)

In person training is also available for free at NEON Documentation and Billing training. See the link to **NEON** for the training schedule: [NEON Training](#)
This training also demonstrates how to create your Provider Profile to market yourself and how to find and respond to referrals of individuals who are looking for a provider.

Questions, please call the Provider Line at **216-931-7474** or send an email to provider.support@cuyahogabdd.org

You can also find information on the CCBDD website [Cuyahoga County Board of DD](#)

Go to - Resources for Providers button to find Certification Information, Forms, Training Schedule and Frequently Asked Questions.