

### DODD has a new Support Center!!

- By calling the Support Center, you will be able to speak with DODD staff. The phone number is **1-800-617-6733**. The Support Center is open Monday through Friday from 8 a.m. to 4 p.m. It is closed on state holidays. You may leave a voice mail if you call after hours.
- When you call, you will be given a list of five options. Based on the option you select, a staff person will assist you. The options are:
  1. Reporting Neglect or Abuse (These calls are routed directly to the MUI Dept.)
  2. Claims Services and Billing
  3. Provider Certification
  4. Security (System Access, passwords resets, etc.)
  5. All other calls

### What is the process to select a provider?

- The Shelby County Board of DD has in place a Free Choice of Provider process that will guide you through the selection process.
- Amy Berger will email all providers who are interested in serving Shelby County. The email will include a brief description about the individual. Please reply whether you are interested or not. The individual will then choose who to interview. Amy will send out another email with details on when and where the interview will take place.
- Once the interviews are over the individual may select you right away or within a few days you will be notified whether you have been chosen or not.
- Within 60 days of first providing services, an independent provider shall successfully complete training in Service documentation and billing for services.

Commencing in the second year of certification, an independent provider shall successfully complete annual training in accordance with standards established by the department in:

- A) An independent provider's role and responsibilities with regard to services including person-centered planning, community integration. Self-determination, and self-advocacy:
- B) The rights of individuals set forth in sections 5123.62 to 5123.64 of the Revised Code: and
- C) The requirements of rule 5123:2-17-02 of the Administrative Code including a review of health and welfare alerts issued by the department since the previous year's training.

### Provider Requirements

- Providers are responsible for maintaining a current email address on file with the Department.
- Providers must disclose in writing to the Department if they are a related party of a person or entity for which certification has been denied or revoked.
- Provider must participate as requested by the Department in service delivery system data collection initiatives.
- Topics of the initial eight-hour training for Independent providers and direct services staff of agency providers have been adjusted as indicated:

All Providers are required to document services. If you choose to bill for yourself it is on the DODD website. [www.DODD.ohio.gov](http://www.DODD.ohio.gov)

- Log in then click on applications
  - Click on the pull down tab on EMBS
  - Click on DODD Independent Provider Billing training
- NEED HELP ? CALL 1-800-617-6733 OPTION 2**

Shelby County pays \$4.27 per unit to Independent Providers. One unit equals 15 minutes.

**\$17.08 an hour.**

# How to become a paid Independent Provider for those with developmental disabilities.



Call Amy today to get started on your application process today!

**Amy Berger**  
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### What is an Independent Provider?

Providers are independent business owners who are certified to provide services to individuals on waivers. You are not employed through the state.

### What are the steps to becoming a Certified Independent Provider?

Each provider must have 8 hours of training in 5 specific topics PRIOR to application to DODD.

#### These topics are:

- Overview of serving individuals with developmental disabilities including implementation of individual service plans.
- An independent provider's role and responsibilities with regard to services including person-centered planning, community integration, self-determination, and self-advocacy
- Universal Precautions
- Individual Rights
- Major Unusual Incidents (MUIs)

**Refer to Rules 5123:2-2-01 & 5123:2-09-30**

### Where can I get these trainings?

- <http://training.westconco.org/trainings.html> (\$10 for Independent Providers, \$15 for Agency each class. online)
- [www.oacbdd.org](http://www.oacbdd.org) (\$95 for 8 hours online)
- [www.ceucertificates.com](http://www.ceucertificates.com) (\$60 8 hours online)  
Provider must also hold a current certification in CPR and First Aid.
- Wilson Memorial Hospital (\$50.00) each class
- Red Cross

### Prior to submitting application you must complete orientation:

- [dodd.ohio.gov](http://dodd.ohio.gov) click on Training
- Independent Provider Orientation (20)min

### Additional documents Providers will need to collect include:

- Proof of Age
  - High School Diploma or GED
  - Social Security Number
  - State of Ohio Identification
  - BCII Background Check
  - FBI Background Check (if you've lived outside of Ohio during the past 5 years)
  - Driver's License (if doing Transportation services)
  - Proof of Driver's insurance (if doing Transportation services)
  - Driver's Abstract
  - Birth Certificate
  - Piece of mail with current name and address
- BACKGROUND CHECK**
- Applicants who have never lived in Ohio require an FBI check
  - Applicants who have lived in Ohio from 1 day to 5 years require both BCI & FBI check
  - Applicants who lived in Ohio for more than 5 years require a BCI check only.

All background checks **MUST BE SUBMITTED DIRECTLY TO DODD** from where you are fingerprinted.

#### Send to:

The Ohio Department of Developmental Disabilities  
Attention Provider Certification  
30 E. Broad Street  
13th Floor

### How do I obtain a Driving Record Abstract?

#### **Method 1 – On the BMV Website (No charge).**

To obtain this abstract, you will go to [www.bmv.ohio.gov](http://www.bmv.ohio.gov) and click on BMV Online Services then select "View an Unofficial Copy of your Driving Record".

### Once you've completed your training and collected your supporting documentation,

#### IT'S TIME TO APPLY!

- Go to [www.dodd.ohio.gov](http://www.dodd.ohio.gov)
- Click on Providers then under General Information click on How to become a Provider. Click on the blue print that says learn more about how to become an Independent Provider
- Read through the information and follow the steps to request a new provider account.
- DODD will email you information so you may continue the certification process. Check your junk email.
- Follow prompts in the email and start the provider certification wizard to start submitting all of your needed documents.
- Payment for the certification will occur at the end of the application process and requires a credit/debit card or electronic check. **(\$125.00)**
- Once certified you will remain active for 3 years. Per rule providers have to keep current demographics with DODD. Log into DODD often to get notifications about your certifications.
- Providers are responsible for maintaining their documentation sheets and annual training certificates.
- Contact Amy Berger if you would like assistance with submitting your application. Call or email her to set up an appointment.
- Once you submit your application on-line, DODD will respond to you within 45 days. DODD will communicate directly with you, NOT the county board. You will receive a "final" approval notices via e-mail. Be sure to **forward your final approval** notice to our Coordinator of Provider Services. Amy Berger