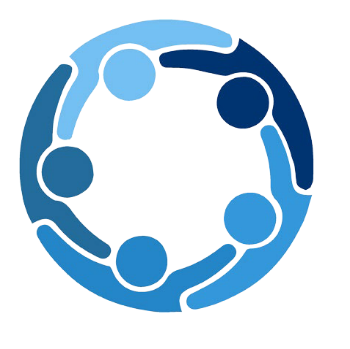
## A Guide for Independent I/O, Level 1 or SELF Waiver Providers

**1**

**Create an OH ID User Account and Download Apps**



**Delaware County Board of Developmental Disabilities**

*“To inspire, empower and support people to achieve their full potential.”*

**Becoming A Provider - A Step By Step Guide**

An OH ID user account will allow access to online training, applications, and billing for services. Create your account here: <https://ohid.ohio.gov/wps/portal/gov/ohid/login/> .

Step 1 Resource: <https://dodd.ohio.gov/wps/wcm/connect/gov/6032525e-cfb8-4413-8b08-f1a2cf31501b/GMS+OHID+Login+Guide.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00QO9DDDDM3000-6032525e-cfb8-4413-8b08-f1a2cf31501b-oEKaGVP>

Once your account is created, click on the app store and download the following apps to your dashboard. You will use these apps throughout the certification process.

* My DODD - Sandata – EVV Aggregator and EVV WebPortal
* Ohio BMV Online Service - Ohio Pays
* Provider Network Management

**2**

**Complete Required Training**

Training for New Independent Providers – This is an online training. From your OH ID dashboard, open the “My DODD” app. Once you have successfully logged in, click on “MyLearning”. Complete all modules of the “Training for New Independent Providers” training. Save a copy of your certificate.

Electronic Visit Verification is required for independent Homemaker/Personal Care, Participant Directed HPC, and Residential Respite. NOT required for Shared Living or Informal Respite. Click here to “Sign Up” for an account: <https://www.sandatalearn.com/learners/sign_in> . Create the account by clicking “Sign Up”. When registering, use Medicaid Number “9999999”. Agency number “9999999”. Select “Ohio” as your state. Select role “Agency Admin/Administrator. You will need to access non-agency provider training. There will be several trainings listed on your dashboard. You only need to complete the training listed as “Required”.

First Aid and CPR is required for most services, please check our required documents list. Classes must be completed either in-class or in a blended class. Certification from any entity teaching American Red Cross or American Heart Association courses is accepted.

**3**

**Obtain a Payee Number**

The Payee Number is required to apply for certification. The number allows the State of Ohio to pay providers for services rendered. For this step you will need your OH ID username and password and banking information. Apply for your Payee number using the Ohio Pays app on your OH ID dashboard.

Step 2 Resource: <https://www.butlerdd.org/wp-content/uploads/2024/05/3.-Setting-up-Supplier-ID-Number.pdf>

**4**

**Obtain an NPI Number**

The NPI Number is national provider identifier and is required for all Medicaid Waiver providers. You will need this number to access the certification application. Apply for your NPI number here: <https://nppes.cms.hhs.gov/#/> .

The NPI number application will require one or more taxonomy codes. Taxonomy Code Resource: <https://dodd.ohio.gov/about-us/resources/resource-npi-taxonomy-guidance>

Step 3 Resource: <https://nppes.cms.hhs.gov/assets/How_to_apply_for_an_NPI_online.pdf>

**5**

**Obtain BCI/FBI Background Check**

All providers must complete an Ohio BCI background check.Both the Ohio BCI and Federal BCI&I background checks are required if you have not lived in Ohio for the past five years.

You can find a Webcheck agency by visiting the following website: <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

Ohio BCI check must be submitted under the following reason code: “5123.169 Applicant for Supported Living Certification”

FBI checks must be submitted under the following reason code: “5126.28 Employment with DODD”

BCI and FBI check results MUST be sent directly to the Ohio Department of Developmental Disabilities at the following address: DODD – Provider Certification 30 E Broad St, 13th Floor, Columbus, OH 43215

You will not upload a copy of the background check results. They will go to DODD directly.

**67**

**Gather Required Documents**

Gather all required documents listed on the next page. The online application requires all documents to be scanned and uploaded. Be sure to have all documents gathered and scanned before completing the online application.

**7**

**Complete the Online Application**

Complete the online application and upload all required documents. If there is an application fee, the fee will be paid online at the time of submission. Once the application is submitted, you will receive updates via email. Access the online application through the Provider Network Management app on your OH ID dashboard. Click on “New Provider”, then “Click here for more application types…”, then “Medicaid Waiver (DODD)”.

Step 7 Resource: <https://dodd.ohio.gov/providers/all-provider-resources/new+to+pnm+application+-+a+new+provider>

**8**

**Notify County Board**

Once the certification process is complete, please contact the county board with your certification information and the name of the person who will be receiving support (if applicable).

REV 7.1.25

# Ohio Department of Developmental Disabilities Certification Application Checklist

## Homemaker/Personal Care, Shared Living, Informal Respite (non-family members), Residential Respite, and Participant Directed Homemaker/Personal Care, Transportation.

* If you are becoming a provider for someone in which you are also a court-appointed guardian; you must obtain approval from the probate court prior to the services being authorized. Find the application here: <https://probate.co.delaware.oh.us/wp-content/uploads/sites/16/2018/04/Application-for-Approval-of-Direct-Services.pdf>

# Birth certificate

# Social security card

# Government-issued photo id (proof of Ohio residency will be required if the address on your government-issued id is NOT current)

# High school diploma or GED, HS transcript showing a graduation date, college degree or transcript

# W9 form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf> )

# First Aid training certificate (American Red Cross or equivalent training, must include in-person skills assessment)

# CPR training certificate (American Red Cross or equivalent training, must include in-person skills assessment)

# Initial Training for Independent Providers training certificate (also listed on the application as “MUI” training and “Client Rights” training. DODD MyLearning website)

# Electronic Visit Verification training certificate (Sandata Learn website, not required for Shared Living)

# Email confirmation of Payee number (this will be listed on the application as “OSS verification of payee id number”

# Driver’s Abstract, only if you are applying for transportation certification (must be submitted within 14 days, may be obtained at your local BMV office)

# Auto Insurance, only if you are applying for transportation certification (must be current and have your name listed)

# $125.00 application fee, if application (fee may be waived depending on your services and application type. Fees are paid online at the time of application via credit card or electronic check)

REV 7.1.25

# Ohio Department of Developmental Disabilities Certification Application Checklist

## Informal Respite (family member)

# Birth certificate

# Social security card

# Government-issued photo id (proof of Ohio residency will be required if the address on your government-issued id is NOT current)

# High school diploma or GED

# W9 form (print and sign from your online application)

# Initial Training for Independent Providers training certificate (DODD MyLearning website)

# Email confirmation of Payee number

# $125.00 application fee, if application (paid online at the time of application via credit card or electronic check)

REV 7.1.25