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

**General Hints and FAQs**

**Q**: I was a provider years ago, should I follow the process as outlined in the Step by Step Guide?

**A**: Yes but be sure to use your original accounts. This may require you to recover usernames and passwords. During the process, you may find that you already have some of the requirements. For example, you may already have a Payee number. You should use your existing number. DO NOT create NEW profiles or numbers.

**Q**: I’m an LPN/RN. I understand the process is different for me. Is that accurate?

**A**: Yes. Nursing licensure rules require LPNs/RNs to enroll with the Ohio Department of Medicaid BEFORE beginning the process for DODD waiver certification.

**Hint**: When completing online applications. Always use your name and address. You will NOT use individual information during the certification process. For example: Practice address is YOUR address, not the person you will be supporting as a provider.

**Hint**: Complete REQUIRED fields only.

**Hint**: Your tax id is your social security number. Your tax id effective date is your birthday.

**Hint**: Be sure to make a note of all usernames and passwords. You may need them in the future.

**Hint**: To become a provider, you must be at least 18 years old, have a high school diploma/GED, and an acceptable background check.

**Q**: Can I still apply if I’m not 18 yet?

**A**: You can start the process by completing the training and gathering your documents. Once you are 18, you can complete the background check and submit the application.

**Step By Step Hints and FAQs**

**1**

**Create an OH ID User Account**

**Delaware County Board of Developmental Disabilities**

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

**Becoming A Provider – Hints and FAQs**

**Q**: I already have an OH ID for my job. Can I use this account?

**A**: No. You should create a new OH ID Account using a personal email address.

**2**

**Complete Required Training**

**Hint**: Be sure to save certificates on your computer. You will need to upload these to your online application.

**Hint**: When registering for First Aid and CPR, inform the instructor you will need your card to complete your application for certification. Be sure your card lists both First Aid and CPR.

**3**

**Obtain a Payee Number**

**Hint**: If you use a credit union or smaller bank, be prepared to upload a voided check or letter from the bank to complete this process.

**Hint**: During the process you will create a W9. Save this to your computer. You will upload the file to your online application later in the process.

**Hint**: Save a pdf of the email you receive with your Payee number. You will upload the file to your online application later in the process.

 **Obtain an National Provider Identifier (NPI) Number**

**4**

 **Q**: I already have an NPI number as a Speech Therapist. Can I use this one?

 **A**: No, you will need to create a new NPI number, but you can use the same user account.

 **Hint**: Make a note of your NPI number, you will need to enter it online during the application process.

**Obtain BCI/FBI Background Check**

**5**

 **Q**: Do I also need to have my fingerprints taken for the BCI/FBI Background Check?

 **A**: Yes. Fingerprints are a part of the BCI/FBI Background Check process.

 **Q**: I’ve had my fingerprints taken within the past year. Can I use those?

**A**: Likely No. The BCI/FBI check must be submitted under the correct code and the results sent directly to the Ohio Department of Developmental Disabilities. If you’ve had your fingerprints taken before, it was likely under a different code

**Gather Required Documents**

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**Q**: Where do I send my documents?

**A**: You will not send your documents to a person or address, rather you will upload them to your online application.

**Q**: I don’t have a scanner, what do I do?

**A**: The application will accept many file types. You can take a picture on your phone if you’d like. Be sure that the picture is clear and that you include the entire document. Don’t cut off edges.

**Q**: What if I don’t have one of the required documents?

**A**: There are alternatives listed on the required documents list. However, if you are missing a document and do not have an alternative, please contact DODD directly to inquire: 800-617-6733.

**Hint**: You may upload the same document more than once, for example: your driver’s license may be used for the driver’s license and government issued photo id.

**Hint**: Be sure your name, address, and effective dates are current on all documents. If your HS diploma has a maiden name, that is ok.

**Q**: My birth certificate is in another language. Can I still submit it?

**A**: Documents in other languages need to be discussed directly with DODD at 800-617-6733.

**7**

 **Complete the Online Application**

**Hint**: Be sure to follow the General Hints and FAQs at the top of this document when completing your online application.

**Hint**: When logging in for the first time be sure to choose “CEO Certified” account type. Choosing a different account type will cause problems with the application.

**Q**: I don’t have the “New Provider” button? What should I do?

**A**: Contact the help desk at the number listed at the bottom of the screen. Let them know you do not have the New Provider button.

**Hint**: Be sure to complete “Medicaid Waiver (DODD)” application. Starting the wrong application will delay the process.

**Hint**: Be sure to know the name of the service for which you should be certified. Choosing the wrong services will cause substantial delays in the process.

**8**

**Notify County Board**

**Q**: I received my certification; can I start providing support now?

**A**: No. Services must be authorized by the assigned Support Administrator (SA) BEFORE you begin providing support.

**Q**: I received my certification, now what?

**A**: First, Congratulations! If you are connected to a specific person, contact the assigned SA or the person you will be supporting. Once the SA is aware, he/she/they will reach out to you. If you are not connected to a specific person or you are open for new business, you can view available opportunities and respond with your interest by registering for our Free Choice of Provider portal at <https://rfp.delawarecountyboardofdd.org/provider_register.aspx>.