**List of Provider Support information**

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| **SUMMIT DD Links-** Visit our website at [**www.summitdd.org**](http://www.summitdd.org)  or go to our provider page at: [summitddproviders.org](file:///\\pdvfs01\department\Provider%20Relations%20101\Linda's%20Working%20files\1aPC-PROVIDER%20SUPPORTS-resources\summitddproviders.org) | |
| **Topic** | **Who to contact at Summit DD?** |
| Provider questions about being a provider, certification, renewal, billing, Provider meetings, trainings, documentation, using the portal, etc.  Provider Compliance Reviews, Plan of Correction questions,  Provider Support, development, agency related issues  Provider development-Day Array, Vocational, Supported Employment  Information about local funding contracts | **Provider Relations Department:**  [**providersupport@summitdd.org**](mailto:providersupport@summitdd.org)  **or call 330-634-8110** |
| Newly Certified, need portal access for referrals, How to get Summit DD emails  Change email, address and phone with Summit DD or for issues with password for portal or portal access | [newproviders@summitdd.org](mailto:newproviders@summitdd.org) |
| MUI (annual and semi-annual) analysis or UIR logs email to: | [uilogs@summitdd.org](mailto:uilogs@summitdd.org) |
| Report possible MUI | **MUI reporting**  **During Business hours** 330-634-8684  After hours emergency line 1-877-271-6733  MUI FAX 330-634-8553  MUI E-mail [MuiReports@summitdd.org](mailto:MuiReports@summitdd.org) |
| Get electronic online access (iData) to ISPs, trouble accessing ISPs | Request through your SSA Contact |
| Trouble with encrypted emails from Summit DD | [ithelpdesk@summitdd.org](mailto:ithelpdesk@summitdd.org)  or contact **Provider Relations Department** |
| Background checks completed at Summit DD | **Human Resources Department:**  Contact to schedule an appointment with:  330-634-8019 or  330-634-8054 |
| Provider Trainings offered at Summit DD  8 hr required Initial and renewal certification classes  CPR and First Aid  PMT | <http://www.signupgenius.com/go/9040d4fafa92aa46-20171>  <http://summitddproviders.org/resources/events/> |
| Speech and Language Pathologist at Summit DD-help with assessments, eating guidelines, staff training, modifications and equipment. | Ask your SSA to refer you to our SLP on staff |

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| **TRAINING Resources** | | | |
| **Name of Organization** | **Training Offered** | **Training Link** | **Other Info** |
| American Heart Association | First Aid/CPR | <http://www.heart.org/HEARTORG/CPRAndECC/FindaCourse/Find-a-Course_UCM_303220_SubHomePage.jsp> | Classroom and skills, then enter zip code |
| American Red Cross | First Aid/CPR | <http://www.redcross.org/oh/akron> | Click on training, then enter by location |
| CPR for Life | First Aid/CPR | <http://www.cprforlifeohio.com/courses.html> | Will come to an agency |
| Hattie Larlham | 1st Aid/CPR, Med. Adm. & PMT | http://www.hattielarlham.org/v/services.asp | Click on Professional training at the bottom |
| Local Fire Dept. | First Aid/CPR |  | Contact directly |
| Summit DD | First Aid/CPR, 8 hours Initial and Annual Training,  PMT | <http://www.signupgenius.com/go/9040d4fafa92aa46-20171>  <http://summitddproviders.org/resources/events/> |  |
| Ohio County Boards Association (OACBDD) | Initial & annual renewal, adult services | http://www.oacbdd.org | Click on Training Center |
| Beyond Our Boundaries | Initial & annual renewal, adult services | www.CEUCertificates.com | Read topics covered |
| Train to Excel | Initial & renewal | <http://www.traintoexcel.net/index.html> |  |
| Clearwater Council of Government (COG) | Initial & annual renewal, how to conduct UI investigations or Med. Errors and prevention | [www.clearwatercog.org/](http://www.clearwatercog.org/) | Will come to an agency & on-line courses. Click on training |
| The Ohio Alliance of Direct Support Professionals (OADSP) | Initial & annual renewal, documentation and writing incidents | <http://www.oadsp.org/> | Some free classes, in person classes and on-line. Click on trainings and look under seminars. |
| Ohio Department of Developmental Disabilities (DODD) | Various topics including becoming a provider and billing | <http://dodd.ohio.gov/Training/Pages/default.aspx> | Click on Providers for specific classes |
| DODD | Medication Administration | <https://mais.prodapps.dodd.ohio.gov/MAIS_PASearch.aspx> | Click on DD personnel training |
| DODD | Health and Welfare Alerts | <http://dodd.ohio.gov/HealthandSafety/Pages/Health-and-Safety-Alerts.aspx> | Required to read annually |
| Nursing Navigators | Med Adm | [nursingnavigators.com](http://nursingnavigators.com) or Jennifer Blevins at 330-603-7303 | Help w/audits/reviews, delegation & consulting |
| Northwest Ohio Waiver Administration Council (NOWAC) | Med. Admin. | <http://www.nowac.com> | Click on trainings. Classroom and correspondence |

**\*Summit DD does not endorse any of these. All information is provided to assist you in exploring your options.**

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| **Department of Developmental Disabilities (DODD)**  DODD Provider Support Center 1-800-617-6733 or [provider.support@list.dodd.ohio.gov](mailto:provider.support@list.dodd.ohio.gov) -questions about certification, billing, website, etc. |
| Home page: <http://dodd.ohio.gov/Pages/default.aspx> |
| To update address, email and phone at DODD website go to <http://dodd.ohio.gov/Providers/Resources/Pages/MaintainProfile.aspx> |
| To subscribe to Rules Notice Service, send email to [join-rules-notice@list.dodd.ohio.gov](mailto:join-rules-notice@list.dodd.ohio.gov) |
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| **DODD rules and laws**  Go to DODD website to read all rules pertinent to services.<http://dodd.ohio.gov/RulesLaws/Pages/RulesInEffect.aspx> |
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| **For Agencies- Database Checks** – rule 5123:2-2-02  Abuser registry check prior to contact <https://its.prodapps.dodd.ohio.gov/abr_default.aspx> |
| Nurse aide registry check prior to contact <https://odhgateway.odh.ohio.gov/nar/nar_registry_search.aspx> |
| US General Services Adm. for award management database since 1-1-13 <https://www.sam.gov/> |
| Database of incarcerated and supervised offenders since 1-1-13 <http://www.drc.ohio.gov/OffenderSearch/Search.aspx> |
| Database for sex offender and child-victim offender since 1-1-13 <http://www.icrimewatch.net/index.php?AgencyID=55149&disc>= |
| Database for excluded persons and entities by office of inspector general US Dept. health and human services  <http://exclusions.oig.hhs.gov/> |
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| **Background Checks** – rule 5123:2-2-02  <http://www.ohioattorneygeneral.gov/services/business/webcheck/webcheck-community-listing> |
| BCII check: Must use the correct code for type of background check needed for services go to DODD website:  <http://dodd.ohio.gov/CountyBoards/Resources/Pages/default.aspx> |
| FBI Check: Provider must document evidence of being Ohio resident for past 5 years. If unable to document residency, run FBI check. Get correct code at <http://dodd.ohio.gov/CountyBoards/Resources/Pages/default.aspx> |
| Per rule need information on Certificate of Qualification for Employment go to: <https://www.drccqe.com/Login2.aspx?APPTHEME=OHCQE> |
| Per rule need information on Certificate of Achievement go to: <http://www.drc.ohio.gov/web/drc_policies/documents/02-REN-05.pdf> |
| Per rule need information about a Pardon go to: <http://www.drc.state.oh.us/web/execclemency.htm> |
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| **Drivers Abstract-** rule 5123:2-9-24  Certified Drivers Abstracts see details in rule. Costs $5.00. Get driver’s abstract at BMVs or on line at: <https://services.dps.ohio.gov/BMVOnlineServices/DL/Abstract> |
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| **Diploma** – rule 5123:2-2-01  A High School diploma or GED is required for all services (if not hired/certified prior to 10-1-09)- Request or verify diplomas at <http://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma/GED/Order-Official-GED-Transcripts-and-Duplicate-Diplo>  This link is for assistance to verify high school diplomas from other countries: <http://www.immihelp.com/immigration/high-school-diploma-equivalents.html>If in doubt send diploma to DODD certification department to verify for you. |
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| **Medication Certification**  Medication Administration Handbook (PDF)/Training materials, assessments, and skill checklists.  <http://dodd.ohio.gov/HealthandSafety/Pages/Medication-Administration.aspx> |
| In order to check medication administration certification status; search for DD personnel by individual name or by agency name. <https://mais.prodapps.dodd.ohio.gov/MAIS_PASearch.aspx> |
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| **Unusual Incidents MUI-UIR** – rule 5123:2-17-02  To report call MUI unit at 330-634-8684 or 1-877-271-6733 after hours to report. Fax or email MUI reports to: MUI fax number is 330-634-8553. [MUIReports@summitdd.org](mailto:MUIReports@summitdd.org) |
| Send UI logs when requested by email to [UILogs@summitdd.org](mailto:UILogs@summitdd.org) |
| MUI Semi-annual (due by 8/31) and annual trend analyses (due by 2/28) will be requested by email with a form to be completed. Send to [UILogs@summitdd.org](mailto:UILogs@summitdd.org) |
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| **Ohio Medicaid Health Insurance**  When our individuals travel outside of Ohio their Ohio Medicaid may not cover them. These sites offer short term options for insurance:  \*Department of State ([www.travel.state.gov](http://www.travel.state.gov)) \*MEDEX ([www.medexassist.com](http://www.medexassist.com))  \*International SOS ([www.internationalsos.com](http://www.internationalsos.com)) \*American Association of Retired Persons ([www.aarp.org](http://www.aarp.org))  \*International Association for Medical Assistance to Travelers ([www.iamat.org](http://www.iamat.org)) |
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| **Vehicle Inspections and drug testing for NMT**  Info coming on some options. |
| CARSTAR-will do an annual vehicle inspection. Call 330-733-4502 for appt. and pricing. 1490 E. Archwood Ave., Akron, Ohio 44306 |
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| **Representative Payee**  Get the Social Security guide books for organizational or individual payees and other information including webinars at: <https://www.ssa.gov/payee/index.htm> |
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