Prior to Applying for Certification

Independent Provider

To become an independent provider, you will be required to obtain documentation to submit with your application. You should complete each of the items listed below prior to starting the certification process.

Required documentation includes:

- ✓ Social Security Card.
- ✓ Driver's License. If you do not have an Ohio Driver's License this may delay your review.
- ✓ Proof of Insurance – if applying to provide transportation services – Must provide verification that you are an authorized driver on the policy if your name is not on the insurance card.
- ✓ Official Driver's Abstract – only required if applying to provide transportation services. You can submit an online request for your Official Driver's Abstract at Ohio BMV, this must be completed. An abstract older than **14 days** cannot be accepted. An unofficial abstract cannot be accepted.
- ✓ High School Diploma/GED or letter of support to waive this requirement from your local county board of DD.
- ✓ Birth Certificate or If born outside of the US, Naturalization/Citizen documentation that list birthdate.
- ✓ Additional documents may be required depending on the services selected or to support documents you have already provided.

*ATTENTION NURSES: If you have a current nursing license you must enroll with the Ohio Department

of Medicaid (ODM) before you can apply to be a DODD provider, regardless of the type of services you plan to provide. All nurses must enroll with ODM first.

❖ OH|ID Account

An OH|ID Account is the single logon required to access Provider Network Management (PNM) module, DODD's Provider Services Management (PSM) system and other state systems.

If you have an existing OH|ID account, you will not be required to create a new one to apply for DODD certification. If you have issues or questions with this step please contact DODD 1-800-617-6733.

If you do not have an existing OH|ID account, create your OH|ID account by following these steps:

➢ Visit PNM website at
   https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx

➢ Please follow the link below and **follow the directions step by step**.

➢ Create an OH ID Log On. Independent Provider.pdf

If you have any questions, please contact the Integrated Helpdesk at 800-686-1516, option 7 **OR** IHD@medicaid.ohio.gov. Representatives are available 8:00am – 4:30 p.m. Monday – Friday.

Services Management (PSM) to complete their DODD application. A 'New' provider is someone who has never been a provider in the State of Ohio.

❖ BCI Background Check

You will be required to complete a Bureau of Criminal Identification and Investigation (BCI) background check when applying to become a certified provider.

To find a WebCheck location nearest you click the link below.

https://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck/Webcheck-Community-Listing

Have you ever had any criminal convictions – you will need a personal statement written by you and a court journal with the details of the offense. This includes sealed records.

*Reason Code: 5123.169

<mark>**Must be sent directly from the Attorney General's office to:**</mark>

Ohio Department of Developmental Disabilities

Provider Certification

30 East Broad Street, 13th floor

Columbus, OH 43215

Please Note: This process may take-up to 30-45 business days for DODD to receive your background check(s). Please get background check prior to applying for certification.

If you have questions about completing the BCI Background Check, please contact the Ohio Attorney General's office at 877-224-0043.

FBI Background Check

If you have lived outside of Ohio at any time in the last 5 consecutive years, you will also be required to complete an FBI background check.

*Reason Code: 5123.169 or 5126.28

Must be sent directly from the Attorney General's office to:

Ohio Department of Developmental Disabilities

Provider Certification

30 East Broad Street, 13th floor

Columbus, OH 43215

Please Note: this process may take-up to 30-45 business days for DODD to receive your background check(s). Please get background checks prior to applying for certification.

If you have questions about completing the FBI Background Check, please contact the Ohio Attorney General's office at 877-224-0043.

You may visit the Ohio Attorney General's website at https://www.ohioattorneygeneral.gov/business/services-for-business/webcheck/locations

❖ OhioPays – Payee ID Number (Formerly Supplier ID)

OhioPays is the system where businesses and individuals register as Payee, monitor payments, and update their profile when needed. This is the system that issues payments to providers.

A Payee is any individual or organization who receives funds from the State of Ohio.

Documentation/Information required prior to registering:

➢ Social security number (SSN) and your name.
➢ Primary address must match the IRS W-9 address.
➢ Banking information, including bank routing number and account number.
➢ You may be required to attach a voided check or bank letter with wet signature. Visit https://ohiopays.ohio.gov/getting-started/welcome and select login (top right). Use your OH/ID username and password to login. Click on the box that says NEW PAYEE REGISTRATION. Setting up Supplier ID Number. Independent Provider.pdf

If you have any questions, please contact OBM Shared Services at 877-644-6771 or via email at OBM.SharedServices@OBM.ohio.gov.

❖ National Provider Identifier (NPI) Number

What is an NPI? An NPI is a 10-digit numeric identifier. It does not have information about you, like the state where you practice, your provider type, or specialization. Your NPI will not change, even if your name, address, taxonomy, or other information changes.

As an independent provider, you will need to obtain an entity type 1 NPI number. You must apply for the NPI using your own social security number (SSN), not an employer identification number (EIN) even if you have an EIN.

➢ To apply for your NPI number, please visit the **National Plan and Provider Enumeration System (NPPES):** https://nppes.cms.hhs.gov/ to complete the web-based application. Individual providers must create a username and password through the Identity & Access Management (I&A) System and log in to NPPES using that username and password. Once logged in complete "Apply for an NPI for myself".

➢ Please follow the link below and **follow the directions step by step**.
➢ NPI Instructions.pdf

Taxonomy:

A taxonomy code is a code that describes the type of provider, classification, and the area of specialization. You will be required to select a taxonomy based on the type of service you provide. Choose the code that most closely matches the service you are applying to provide.

Here are the two most common taxonomy codes. Please select only one.

Homemaker Personal Care (HPC):

376J00000X

Transportation:

347C00000X and/or 172A00000X

NPPES Helpdesk (for NPI issues): 1-800-465-3203.

Please Note: This process may take up to 10 business days to obtain your NPI number (check your email for you notification usually within 1 day).

Please complete this process prior to applying for certification.

Visit DODD MyLearning at https://mylearning.dodd.ohio.gov/ for training courses available through DODD. As a new independent provider, you will need to complete the Independent Provider – Initial Training.

The Independent Provider- Initial Training will meet all training requirements needed for an independent initial application. The certificate of completion can be uploaded into the application under each training requirement being requested.

Please Note: This process may take approximately 4 hours to complete. Below is a list of the required classes.

- ✓ Introduction to Supporting People with Developmental Disabilities
- ✓ Bill of Rights for People with Developmental Disabilities and the NADSP Code of Ethics
- ✓ Trauma-Informed Care and Restrictive Measures
- ✓ Health and Safety: Unusual and Major Unusual Incidents (UI/MUI)
- ✓ Universal Precautions
- ✓ Valued Roles and Community Integration
- ✓ Introduction to Empathy-Based Care
- ✓ Review of 2024 Health and Welfare Alerts
- ✓ Billing and Service Documentation

❖ CPR & First Aid Certification

An independent provider must complete the following training for initial certification and maintain without interruption while certified with DODD.

➢ Valid "American Red Cross" or equivalent certification (i.e., American Heart Association, etc.) in first aid which includes an IN-PERSON skills assessment completed with an approved trainer.
➢ Valid "American Red Cross" or equivalent certification (i.e., American Heart Association, etc.) in cardiopulmonary resuscitation (CPR) which includes an IN-PERSON skills assessment completed with an approved trainer.

You may visit American Red Cross at https://www.redcross.org/ or American Heart Association https://www.heart.org/ for an approved trainer nearest you.

Summit DD training link:
https://summitddproviders.org/resources/events/types/trainings/

Your certificate may be a combined certificate for both CPR and First Aid. If this

is the case, you will upload the certificate to the CPR section and the First Aid section in the application.

❖ Official Driver's Abstract
Only required if applying to provide transportation services.

It should be completed no more than **14 days prior** to submitting the application.

You may submit an online request for your Official Driver's Abstract through the Ohio BMV website –

https://bmv.ohio.gov/ or visit your local BMV office. If you have more than 6 points on your driver abstract you will **NOT** be able to provide transportation.

An abstract older than 14 days cannot be accepted.

An unofficial abstract cannot be accepted.

❖ **Electronic Visit Verification (EVV) Sign-up and Training (Services billed in 15-minute units require providers to log their services using EVV.)**

➤ Please follow the link below and **follow the directions step by step**.
➤ [EVV Training for Independent Providers 6.20.24.pdf](#)
➤ Download and save your completion certificate. You will need to upload it at the end of the application process.

Helpful Resources

DODD Support Center: 1-800-617-6733 Option 5 or email provider.certification@dodd.ohio.gov   Option 4 for IT/Security or DODD system access issues.

PNM Assistance: 1-800-686-1516 or email pnmsupport@medicaid.ohio.gov.

ODM Integrated Helpdesk: 1-800-686-1516 – Provider Enrollment – option2, then option 2; for OH|ID issues – option 7 or ihd@medicaid.ohio.gov.

Ohio Attorney General's Office: 1-877-224-0043 or visit https://www.ohioattorneygeneral.gov/FAQ/Background-Check-FAQs.aspx for a list of frequently
asked questions.

NPPES Helpdesk (for NPI issues): 1-800-465-3203.

Sandata or EVV:
EVV Provider Support Hotline: 855-805-3505,
email ODMEVV@sandata.com .