

## Accessing Homepage for an EXISTING PROVIDER:

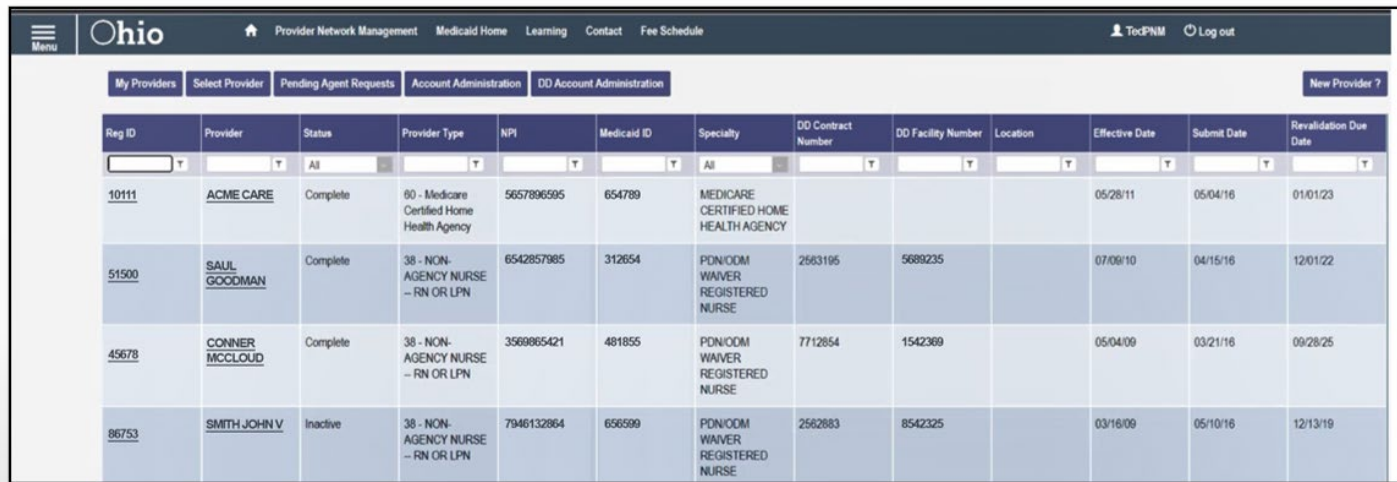
Good afternoon, the new single-entry front door with the Provider Network Management (PNM) module is now active. You will be able to use the link below to access the PNM module to change your certification record. You will use your OH|ID that you currently have for the DODD applications to login.

You will want to click on this link [https://ohpnm.omes.maximus.com/OH\\_PNM\\_PROD/](https://ohpnm.omes.maximus.com/OH_PNM_PROD/)

You will need to log in.

After you use the link, you will read the terms and click the yes to have read the agreement.

You will see the next page, and selection your current Reg ID from your list:



The screenshot displays the Ohio PNM dashboard. The header includes the Ohio logo, navigation links for Provider Network Management, Medicaid Home, Learning, Contact, and Fee Schedule, and user options for TocPNM and Log out. Below the header is a navigation bar with tabs for My Providers, Select Provider, Pending Agent Requests, Account Administration, and DD Account Administration. A 'New Provider ?' button is also present. The main content area features a table with the following columns: Reg ID, Provider, Status, Provider Type, NPI, Medicaid ID, Specialty, DD Contract Number, DD Facility Number, Location, Effective Date, Submit Date, and Revalidation Due Date. The table contains four rows of provider data.

Reg ID	Provider	Status	Provider Type	NPI	Medicaid ID	Specialty	DD Contract Number	DD Facility Number	Location	Effective Date	Submit Date	Revalidation Due Date
10111	ACME CARE	Complete	80 - Medicare Certified Home Health Agency	5657896595	654789	MEDICARE CERTIFIED HOME HEALTH AGENCY				05/28/11	05/04/16	01/01/23
51500	SAUL GOODMAN	Complete	38 - NON-AGENCY NURSE -- RN OR LPN	6542857385	312654	PON/ODM WAIVER REGISTERED NURSE	2563195	5689235		07/08/10	04/15/16	12/01/22
45678	CONNER MC CLOUD	Complete	38 - NON-AGENCY NURSE -- RN OR LPN	3569865421	481855	PON/ODM WAIVER REGISTERED NURSE	7712854	1542369		05/04/09	03/21/16	09/28/25
86753	SMITH JOHN V	Inactive	38 - NON-AGENCY NURSE -- RN OR LPN	7946132864	656599	PON/ODM WAIVER REGISTERED NURSE	2562883	8542325		03/16/09	05/10/16	12/13/19

On the next page, you will choose the Begin DODD Enrollment Profile Update:

Provider Management Home

Registration Information

Provider Name: Theodore NolName    Medicaid ID: 123456    Effective Date: 06/27/2019    Revalidation Due Date: 06/26/2024    Term Date:

DODD Certification Start Date: 03/29/2021    DODD Certification End Date: 03/28/2024    DODD Contract Number: 5150330

Manage Application

Enrollment Actions

- Enrollment Action Selections:
  - [Begin ODM Enrollment Profile Update](#)
  - [Begin DODD Enrollment Profile Update](#)
  - [Add ODA Services](#)
  - [Edit Key Provider Identifiers](#)
  - [Request Disenrollment](#)

Programs

- + Program Selections:

Self Service

- + Self Service Selections:

My Current and Previous Applications

Reg ID	Enrollment Action	Program	Application Id	PNM Application Status	Other Agency Application Status	DD Legal Status	Status Date
387		Medicaid	439992	ENROLLED			11/13/21
387	Application Flow - Standard - UPDATE REGISTRATION	DD	607384	NOT PROCESSED			03/04/22
387	Application Flow - Standard - UPDATE REGISTRATION	DD	607385	NOT PROCESSED			07/19/22
387	Demographic Update - Billing Address	DD	138004		Certified		07/19/22

- Choose the **Begin DODD** link for redirection to your contract in the PSM-Portal.
- If any DODD applications are currently open, choose the **Continue to DODD** link (as seen below).

**- Enrollment Action Selections:**  
 Once the application is approved, this will fulfill your Revalidation requirement.  
[Continue DODD Enrollment Profile Update](#)

- **Contracts** will display as seen below.
- Any **pending applications** will also display.
- Access to **Supplementals** will be through status and not in an extra section.

**Contracts**

Show 10 entries

Contract#	Name	Provider Type	Certification Status	Sanction Status	Certification Start	Certification End
95589	ACME Carbon Health Care Agency LLC	Agency	Voluntarily Withdrawn	Voluntarily Withdrawn	07/24/2016	05/16/2019

Showing 1 to 1 of 1 entries

**Pending Certification Applications**

Show 10 entries

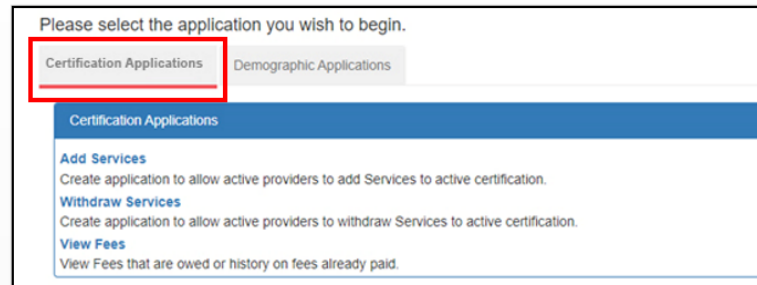
Application Number	Provider Name	Designation Type	Provider Type/ Entity Type	Application Type	Contract #	Start Date	Submitted Date	Status	Legal Status	Supplemental Status
PROVAPP-2987987	ACME Carbon Health Care Agency LLC	Provider	Agency	Initial	1001001	07/14/2022	7/14/2022 7:35:34 AM	Pending external Medicaid approval		N/A

Showing 1 to 1 of 1 entries

Once you are in the contract number, you will select the Certification Application Type you want to complete.

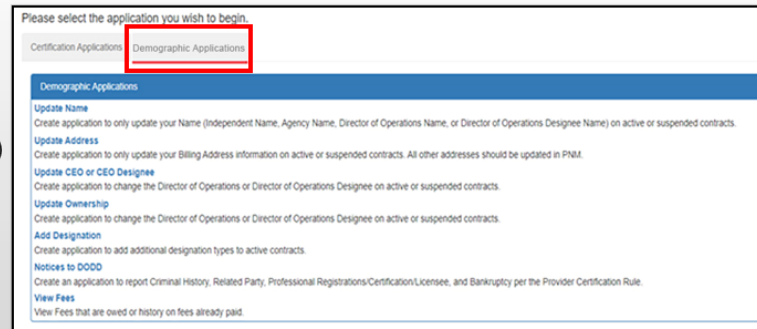
**Certification Applications:**

- Initial (when available)
- Add Services
- Withdraw Services
- Renewals (only displays when available)

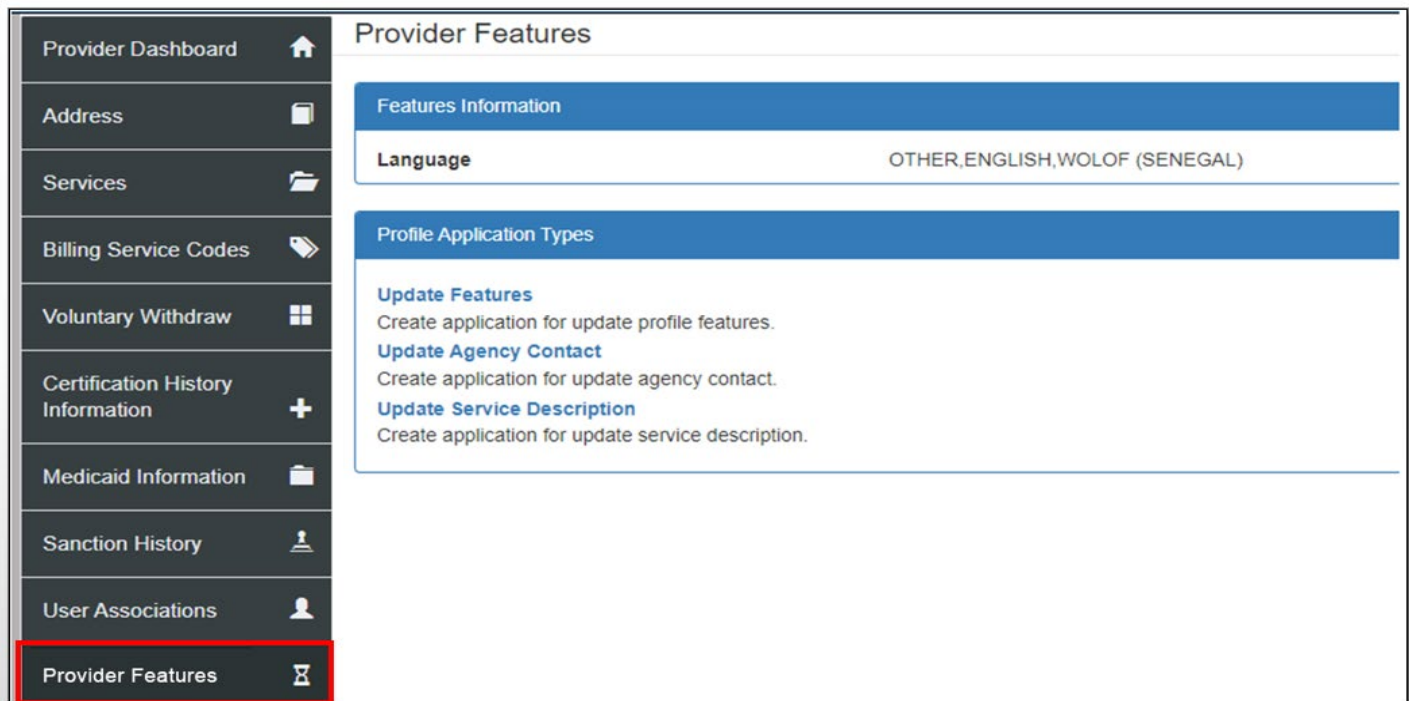


**Demographic Applications:**

- Update Name
- Update Address (Billing and Payment only)
- Update CEO or CEO Designee (DOO or DOOD)
- Update Ownership
- Add Designation
- Notice to DODD
- View Fees



If you wish to update any provider features like where you perform services, use the area shown below.



You can then select Services and counties to add/change counties:

Provider Home	🏠	• Provider Address- Shows the provider's address they have provided in their Initial, Renewal, or Update Address applications. This includes Primary Contact Information, Home Office Information, Billing Information, Mailing Information, and Alternative Information.
Provider Address	📄	
Services and Counties	📁	• Services and Counties – This is where the provider can see the services they are certified for and the counties they are operating in and accepting new clients. They can edit these here as well. (Page 5).
Services Locations	📍	• Services Locations- This is for agencies that provider buys services it will show the address they provided in their application.
Medicaid Information	📁	• Medicaid Information- Provider can view their MITS Contract type (IO, SELF, LV1), Medicaid #, MITS Provider Type (i.e. 45), as well as the start and end date of their Medicaid contract.
Billing Service Codes	📄	• Billing Service Codes- Shows the service and the code that is associated with that service.
Secondary Contacts	👤	• Secondary Contacts- Allows the provider to add people who can talk about their agency and aren't listed on their application. They can add them immediately without an application.
User Associations	👤	• User Associations – If a provider has other contracts associated to their user name the contracts will be listed here.
Services Span History	📅	• Services Span History – Shows current and past services and the spans for each service. Services may be listed multiple times if they have been certified for it multiple times.
Certification Span History	📅	• Certification Span History- This shows the provider's spans in the past and their current span.
Sanction History	📄	• Sanction History – Shows the provider's sanction history if applicable.
Applications History	📄	• Applications History- This will show the applications history of applications that were submitted through CRM only.
Communication History	💬	• Communication History- This shows the history of all the communications sent through the communicate tab in the CRM application.
Documentation View	📄	• Documentation View- This shows all the documents the provider has submitted as well as their completed application, attestations, disclosures ownership info, and agreements from their application. They can view all these documents here.
Disposition Letters	✉️	• Disposition Letters- This is where the provider can view all the correspondence sent via email to them. This includes their final letter.
Provider Features	⚙️	• Provider Features – This is where a provider can change their profile features (i.e. Languages spoken, area of focus, etc.), Agency Contact, or service description. This is for their provider search info through DODD.
Ownership Information	👤	• Ownership information and Voluntary Withdraw- These are self explanatory.
Voluntary Withdraw	🚪	

This should come up:

The image shows a two-step process for configuring provider services. The top window displays the 'Provider Services' configuration table:

Service Name	Counties	Accepting New Clients Counties
CTI - Crisis/PTETIS/ELC/HSE/ENH/BSIS (SELF Service)	ASHTABULA	ASHTABULA
CTI - Senior Level Specialized Clinical/Therapeutic Interventionist (SELF Service)	ASHTABULA	ASHTABULA
CTI - Specialized Clinical/Therapeutic Interventionist (SELF Service)	ASHTABULA	ASHTABULA

Below this, a larger table allows selecting counties for each service. Each county has a checkbox, and there is a 'Yes' checkbox for accepting new clients for each service. The counties listed are:

<input type="checkbox"/> COLLINGSWOOD	<input type="checkbox"/> Yes	<input type="checkbox"/> COLUMBIANA	<input type="checkbox"/> Yes	<input type="checkbox"/> CRAWFORD	<input type="checkbox"/> Yes
<input type="checkbox"/> CUYAHOGA	<input type="checkbox"/> Yes	<input type="checkbox"/> DARKE	<input type="checkbox"/> Yes	<input type="checkbox"/> DEFRANCE	<input type="checkbox"/> Yes
<input type="checkbox"/> DELAWARE	<input type="checkbox"/> Yes	<input type="checkbox"/> ERIE	<input type="checkbox"/> Yes	<input type="checkbox"/> FAIRFIELD	<input type="checkbox"/> Yes
<input type="checkbox"/> FAYETTE	<input type="checkbox"/> Yes	<input type="checkbox"/> FRANKLIN	<input type="checkbox"/> Yes	<input type="checkbox"/> FULTON	<input type="checkbox"/> Yes
<input type="checkbox"/> GALLIA	<input type="checkbox"/> Yes	<input type="checkbox"/> GEauga	<input type="checkbox"/> Yes	<input type="checkbox"/> GREEDE	<input type="checkbox"/> Yes
<input type="checkbox"/> GUYMONDIE	<input type="checkbox"/> Yes	<input type="checkbox"/> HAMILTON	<input type="checkbox"/> Yes	<input type="checkbox"/> HARRISBURG	<input type="checkbox"/> Yes
<input type="checkbox"/> HARDEN	<input type="checkbox"/> Yes	<input type="checkbox"/> HARRISON	<input type="checkbox"/> Yes	<input type="checkbox"/> HENRY	<input type="checkbox"/> Yes
<input type="checkbox"/> HIGHLAND	<input type="checkbox"/> Yes	<input type="checkbox"/> HOESING	<input type="checkbox"/> Yes	<input type="checkbox"/> HOUNS	<input type="checkbox"/> Yes
<input type="checkbox"/> HURON	<input type="checkbox"/> Yes	<input type="checkbox"/> JACKSON	<input type="checkbox"/> Yes	<input type="checkbox"/> JEFFERSON	<input type="checkbox"/> Yes
<input type="checkbox"/> HXHX	<input type="checkbox"/> Yes	<input type="checkbox"/> LAKE	<input type="checkbox"/> Yes	<input type="checkbox"/> LAWRENCE	<input type="checkbox"/> Yes
<input type="checkbox"/> IUDING	<input type="checkbox"/> Yes	<input type="checkbox"/> LOSAN	<input type="checkbox"/> Yes	<input type="checkbox"/> LORAIN	<input type="checkbox"/> Yes
<input type="checkbox"/> LUGAS	<input type="checkbox"/> Yes	<input type="checkbox"/> MADISON	<input type="checkbox"/> Yes	<input type="checkbox"/> WARMING	<input type="checkbox"/> Yes
<input type="checkbox"/> MARION	<input type="checkbox"/> Yes	<input type="checkbox"/> MEDIA	<input type="checkbox"/> Yes	<input type="checkbox"/> VEROS	<input type="checkbox"/> Yes
<input type="checkbox"/> MERCER	<input type="checkbox"/> Yes	<input type="checkbox"/> MAH	<input type="checkbox"/> Yes	<input type="checkbox"/> MONROE	<input type="checkbox"/> Yes
<input type="checkbox"/> MONTGOMERY	<input type="checkbox"/> Yes	<input type="checkbox"/> MORGAN	<input type="checkbox"/> Yes	<input type="checkbox"/> MORGAN	<input type="checkbox"/> Yes
<input type="checkbox"/> MURKINUM	<input type="checkbox"/> Yes	<input type="checkbox"/> MOBILE	<input type="checkbox"/> Yes	<input type="checkbox"/> OTTAWA	<input type="checkbox"/> Yes
<input type="checkbox"/> OUT-OF-STATE	<input type="checkbox"/> Yes	<input type="checkbox"/> PAULDING	<input type="checkbox"/> Yes	<input type="checkbox"/> PERRY	<input type="checkbox"/> Yes
<input type="checkbox"/> PICKAWAY	<input type="checkbox"/> Yes	<input type="checkbox"/> PHE	<input type="checkbox"/> Yes	<input type="checkbox"/> PORTAGE	<input type="checkbox"/> Yes
<input type="checkbox"/> PREBLE	<input type="checkbox"/> Yes	<input type="checkbox"/> PUTNAM	<input type="checkbox"/> Yes	<input type="checkbox"/> RICHARD	<input type="checkbox"/> Yes
<input type="checkbox"/> ROSE	<input type="checkbox"/> Yes	<input type="checkbox"/> SANDUSKY	<input type="checkbox"/> Yes	<input type="checkbox"/> SCIOTO	<input type="checkbox"/> Yes
<input type="checkbox"/> BENECA	<input type="checkbox"/> Yes	<input type="checkbox"/> SHELBY	<input type="checkbox"/> Yes	<input type="checkbox"/> STARK	<input type="checkbox"/> Yes
<input type="checkbox"/> SUMMIT	<input type="checkbox"/> Yes	<input type="checkbox"/> TRUMBULL	<input type="checkbox"/> Yes	<input type="checkbox"/> TUSCARAWAS	<input type="checkbox"/> Yes
<input type="checkbox"/> LIMON	<input type="checkbox"/> Yes	<input type="checkbox"/> VAN WERT	<input type="checkbox"/> Yes	<input type="checkbox"/> VINTON	<input type="checkbox"/> Yes
<input type="checkbox"/> WARREN	<input type="checkbox"/> Yes	<input type="checkbox"/> WASHINGTON	<input type="checkbox"/> Yes	<input type="checkbox"/> WAYNE	<input type="checkbox"/> Yes
<input type="checkbox"/> WILLIAMS	<input type="checkbox"/> Yes	<input type="checkbox"/> WOOD	<input type="checkbox"/> Yes	<input type="checkbox"/> WYANDOT	<input type="checkbox"/> Yes

Buttons for 'Save' and 'Done' are visible at the bottom of the table.

The counties the provider operates in have a check box next to them. They "Yes" box next to the county is how they state they are accepting new clients. They need to click save once they are done for the changes to take effect.