

Becoming an Ohio Department of Developmental Disabilities Independent Provider

If you are a nurse:

You may be able to work under Medicaid only. Please contact Teresa 740-322-6907 to discuss

You will need your current license number
_____ and NPI number

What is an Independent Provider

- A business owner
- Paid more
 - Responsible for
 - Insurance
 - Taxes
 - Benefits
 - Schedule
- Cannot have employees
 - Or contract with others to fill-in

While Applying

- You must use the same address, phone number and Email address on all web sites
 - This must be the address on your Driver's License or State ID that you will be using
- The State Department of Developmental Disabilities charges \$125 every three years for this application
 - Currently, new applicants are free of charge
- Ohio State web sites do not work well with phones/tablets, for best results use a computer/notebook and Google Chrome

Step One: Submit a Background Check

It takes about 30 days for the background check to arrive at DODD.

- If you have lived in Ohio for fewer than five years, or
- If you were *convicted of a crime in another state, or*
- *If you were convicted of a federal offense*
 - Ask for an Ohio background check and the FBI background check.
- Get the Ohio Health Form from Teresa Whipkey 740-322-6907
teresa.whipkey@lcountydd.org
- Follow the instructions on the form and fill in the blanks
- Take it to Ohio Health Consortium - address on the top of the form
- Take your driver's license or State ID card
- Write down the date _____ and the name of the person _____ who processed your fingerprints

Continue with the following instructions while your background report is processed.

DODD Web Site

Follow the instructions below only if you have never had a username on ohio.gov web site.

For best results, use Google Chrome Web Browser

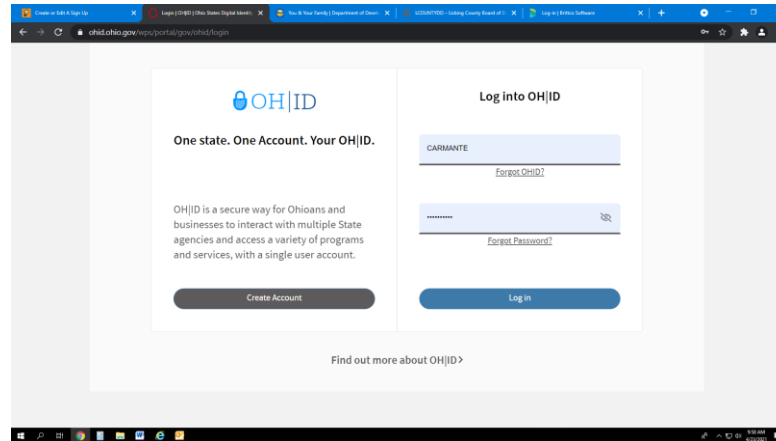
- Go to dodd.ohio.gov



This is the
Login Icon

- Click the Login Icon (see above)

Step Two: Create a Username



The left hand side of the above screen describes setting up your user credentials (username and password). Click Create Account

You will need access to your Email

There will be a series of Emails from “Agency Id”

One will allow you to set up your password another will help with your username

Write down your username and password.

If you have to try something new be sure to replace the information on your note

You will use this for all State web sites, including DODD

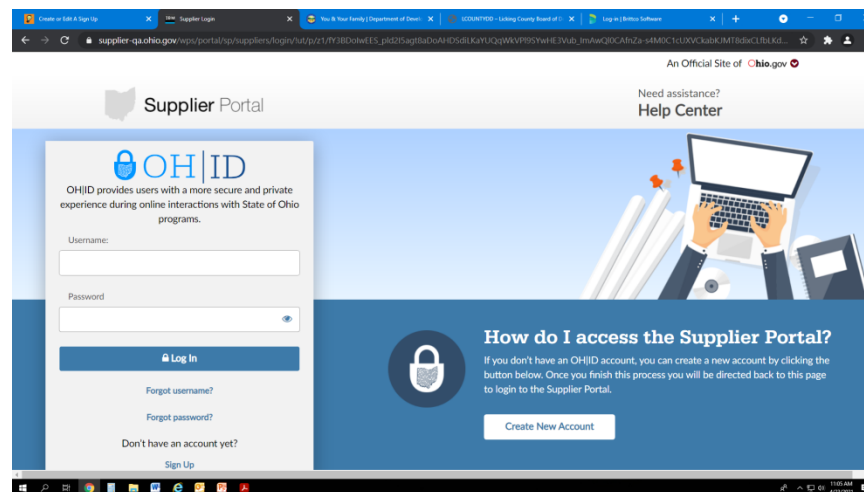
**After your user name and password are set up, you must close all open Internet windows.
Start a new Google Chrome window.*

Step 3: Apply for Supplier ID

Ohio Supplier Portal

- You must apply for an ID number with Ohio Supplier Services
 - The department that will issue your future payments
- Click this link:

https://supplier-qa.ohio.gov/wps/portal/sp/suppliers/login/!ut/p/z1/fY3BDolwEES_pld2I5agt8aDoAHDSdiLKaYUQqWkVPI9SYwHE3Vub_ImAwQl0CAfnZa-s4M0C1cUXVckabKJMT8dixCLfbLKdxkPo2wNZyCgP0rE38KPCIQDkDa2ft2JoQ5jDeRUo5xywd0tdev9OG0ZMpznOdDWaqOCq70x_DZp7eSh_DRh7Psm87x6AkoIQWE!/dz/d5/L2dBISEvZ0FBIS9nQSEh/



Supplier ID Continued

- Login using your DODD credentials (username and password)
- Independent Providers run their own business
- Under look up my business
 - Find the “New Business” button
- Find the forms to identify yourself as the owner of the business
 - Choose sole proprietorship (unless you know otherwise)
- Next, find the form to set up your direct deposit account
- An email will be sent to the email address you listed with your ID number.
- This email must be saved and/or printed

National Provider Indicator (NPI)

- First you must set up login credentials go to:
 - <https://nppes.cms.hhs.gov/>
 - Click on Create or Manage Account on the right
 - This will take you to a new web site
 - Click Create Account Now on the right
 - Follow the instructions on the link below to set up your account: This link is not ready, call Teresa 740-322-6907
 - Do not fill in any fields that are not required
 - When your account is set up you will return to the web site above to apply for an NPI number

Step 4:

First Aid and CPR Certification

- Must be American Red Cross *or equivalent*
- It must include in-person skills tests
- Contact Teresa 740-322-6907 to see if a free class is available
- If not, American Red Cross lists their available classes online:
 - <https://www.redcross.org/take-a-class>
- Or call Rick Pease (740) 644-4382 to schedule a mutually available date/time and discuss his fees with him (you will not be disappointed)

Step 5: Training

- **DODD Specific Training** provided free, Online
- Point your web browser to dodd.ohio.gov
- Login
- Choose MyLearning
- There are two classes you need to complete in this program:
- ✓ Orientation for Independent Providers
 - ✓ This training mentions insurance. Health Insurance should be considered; but also, please check with your insurance agent to understand the limits of your current auto/business insurance and your options for liability coverage.
 - ✓ Save or print the certificate
- ✓ Eight Hour Provider Training
 - ✓ Save or print the transcript

*There are several similar named courses be careful to choose the correct courses.

Training Continued

- **Electronic Visit Verification** is available free
 - www.sandatalearn.com
 - Choose the green button on the right “Sign up”
 - Type key code: ODMEVVnonagencyphase3
 - Fill out the resulting form with your information
 - For Agency Name type “Independent”
 - For Agency ID type “9999999” (seven nines)
- Complete the training and save/print the certificate
- You will receive a “Welcome” email.
 - Save, you will need this after you become a provider

Step 6: Gather Documents

- **If applying for HPC Transportation:**
 - **Official Driver's Abstract.** Acquire (within 14 days of application) from the local BMV, \$10.00 charge.
 - Do not request online
 - **Automobile Insurance.** Card or printout must list your name and the documentation must show coverage span through the next 60 days.)

Step 6: Continued

These Specific Documents are Required of all new applicants:

- **Ohio Supplier Portal** Use the Email with Supplier ID assigned
- **Verification of age.** Your birth certificate. All provider applicants must be at least 18 years of age.
- **High School Diploma/GED.** If you do not have a copy of your diploma/GED, contact the source from which it was earned. If you are having difficulty with this requirement, please call Teresa Whipkey 740-322-6907
- **Social Security Card.** Social Security provides copies of your card and more for free
- **DODD Eight Hour Course** Transcript you will upload three times
 - **2 Hour Course Training** (you will upload your DODD eight Hour Course Transcript again)
 - **6 Hour Course Training** (you will upload your DODD eight Hour Course Transcript again)
- **Initial Orientation** Independent Provider Training Certificate
- **State Identification.** Valid driver's license or other state-issued photo identification. Your name and address on this identification must match what is entered on the application (or get a form from the BMV showing you changed this information.).
- **First Aid & CPR Certificate** You will upload twice, once for First Aid and again for CPR

Step 7: DODD Online Application

- Log in to dodd.ohio.gov
 - Choose Applications link
 - Choose PSM-MyPortal
- Find the link to start a new application
 - Do this only once.
 - When you return to the application at a later date, choose the second box to edit your existing application
- Fill in all information. If you do not understand a question, do not guess
 - Please call Teresa (740-322-6907)
- The application will ask what services you wish to provide
 - The answer will depend on your client's needs and waiver
 - Teresa can help with this question, adding services after will cost \$25 per service and take at least 30 additional days
 - The most common selections are:
 - Homemaker Personal Care (HPC), Person Directed HPC, and Shared Living
 - If you will be billing for transportation by the mile you will need to add HPC transportation
 - Do not add Non-Mecial Transportation unless you have researched this optioni and understand the difference in the requirements

*The address you list must match the address on your Ohio Supplier Portal account and on your Driver's License.

Submit the Application

- Then, send an email to teresa.whipkey@lcountydd.org
- Let her know that you have applied to become an Independent Provider
- If you have someone waiting on your certification to support them, please include their name in your email to Teresa
- Thank you!