

BECOMING AN INDEPENDENT PROVIDER THROUGH THE STATE OF OHIO, PICKAWAY COUNTY

An independent provider is a self-employed person who provides services for individuals with disabilities, for which he or she must be certified by the Ohio Department of Developmental Disabilities (DODD). The programs are overseen by the Department Of Developmental Disabilities, in our case, Ohio and Pickaway County, and paid through an individual's state and local waivers. Independent providers must be the provider of the services and cannot employ, either directly or through contract, anyone else to provide the services.

Applications for provider certification must include supporting documentation as evidence that the applicant meets all qualifications and standards. The entire provider certification process is completed online and is managed by DODD via the "Certification Wizard" at <http://dodd.ohio.gov>. DODD operates a Support Center available Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.; the toll-free number is 1-800-617-6733. Providers are independent business owners who are certified to provide services to people with developmental disabilities.

Paperwork you will need, details to follow:

Verification of age: All provider applicants must be at least 18 years of age.

High School Diploma/GED: Except for persons who held provider certification or who were employed by a certified agency provider on September 30, 2009.

State Identification: Valid driver's license or other government-issued photo identification

Birth Certificate

Social Security Card: a copy is required to be submitted with your application

Current report from the Bureau of Criminal Identification and Investigation (BCII). Organizations that offer web checks for civilians and FBI checks can be found on-line at

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck.aspx/?from=nav>

Valid American Red Cross or equivalent certification in First Aid

Valid American Red Cross or equivalent certification in CPR

Evidence of 8-hours training

Medication Administration training (if applicable)

Total costs:

Certification: \$125 (once and then tri-yearly)

Driver's Abstract: \$8.50 (usually, and good until your license expiration date, even if recertifying)

Background check: \$102 or \$60 depending on your length of residency

CEU online Training: \$60

Physician Statement / Drug Test: \$40 (locally in Circleville unless you have your own doctor.)

First Aid / CPR: \$27 (at PCBDD)

Total costs: \$280.50 - \$362.5

Step-by-Step process:

You might want to read over the whole certification process to get an idea of the work involved and how long it will take you to finish. The system will force you to restart the process if you do not have all paperwork submitted within 120 days. This seems easy, but each step can take a few weeks unless you are purposely proactive about getting things done, so as soon as you have done what you can on one step, go on to the next and come back to finish up later if you need to. I set up a step-by-step plan with part of the application and part of the training each week, but feel free to jump around if you think a later step will take you longer, or collect all paperwork before submitting any of it.

Step 1 (week 1): Register for provider account, get acquainted with the field to be sure you feel well-suited to it. Arrange to meet with Amanda Hall.

Step 2 (week 1): BCII Background Check / FBI Background check

Step 3 (week 2): Certificates of 8-hour training / Client Rights Annual Training

Step 4 (week 2): provider certification wizard (application set-up)

Step 5 (Week 3): CPR/First Aid training

Step 6 (week 3): Forms to sign

Step 7 (week 4): Physician Statement / Drug Screening

Step 8 (week 4): uploading documents

Step 9 (week 5): transportation documentation

Step 10 (week 6): submit

Step 1 (week 1): Register for provider account, get acquainted with the field to be sure you feel well-suited to it. Arrange to meet with Amanda Hall if you have any questions or need more information about what independent providers do.

Follow this: dodd.ohio.gov, click providers (2nd heading), click new providers

Click on the link in step one. Watch the video. This will give you more information and help you decide if this is a field you want to work in.

At the end of the video, there is an option for a certificate. Go ahead and fill it out. You'll need it later.

You can print and keep it in a designated folder, or, if you're computer savvy, save it to a folder on your computer/flash drive.

"Create an account" in step 3. Here are the answers:

I am a provider

Independent

(your info)

Make sure to save your login information! Username is usually last name then first initial.

You can easily access the Certification Wizard later by clicking the provider heading and going to the second-to-last option under resources.

Step 2 (week 1): It can take up to 6 weeks to process the background check. If you think you will be able to obtain other documentation within that time, set a goal and go get your background check. (Other difficulties you may encounter and may want to start on early is finding your social security card and if you have medical insurance. If you don't, don't worry, there are options, but you might want to find out first.)

BCII Background Check / FBI Background check

These are done together. In Pickaway County, go to the sheriff's office in the jail on Island road. It usually takes about 6 weeks to get back to the state, so do this ASAP as it is usually the longest element. Costs at <http://www.pickawaysheriff.com/index.php/public-services/web-check>

Webcheck – Pricing for resident of Ohio more than 5 years BCI & FBI: **\$60.00.**

Webcheck – Pricing for resident of Ohio 5 years or less BCI & FBI W: **\$102.00.** (This is what the site says, but the local sheriffs office still only charged me \$60 even though I have lived in and out of the state recently. She even seemed confused that I had seen different pricing. Also, the local sheriff's office accepts **CASH ONLY**, so make sure to bring it with you.)

If you have questions or *more* than thirty days have passed (they will tell you to call back later if it has been less than thirty days) and you want to make sure it has been processed you can contact the FBI at: The Civilian Identification Department of the Bureau of Criminal Identification and Investigation can be reached Monday through Friday toll-free at (877) 224-0043 between 8 a.m. and 4:30 p.m.

Step 3 (week 2): Certificates of 8-hour training / Client Rights Annual Training

This training will give you more insight into the field of working with individuals with disabilities. This training is required for all new providers, so it is good to do it upfront so you have more understanding of the field. You don't have to use CEU necessarily, but it is the cheapest option that I have found. (The State of Ohio has been promising a free course, but hasn't it come through yet.)

CEU 8-hour training available at <http://www.ceucertificates.com/> (It's pretty easy and costs \$60.) It says it takes 8 hours, so plan an open day. (Although you can close it and come back to it.) However, it often only takes 5 hours or less depending on your computer skills (don't worry, you don't necessarily need any.)

(Both of these options are usually more expensive than CEU.) Other options are: The Ohio Association of County Boards of Developmental Disabilities (OACBDD) at www.oacbddd.org. (Training center, course 116, \$95) And the Southern Ohio Council of Governments (SOCOG) in Chillicothe. Contact information: 740-775-5030 or www.socog.org (Training, \$110, although if you do this, it is paid by parts of the course, some of which are available online for free.) I have seen one fully-free option, at the Ohio Alliance of Direct Support Professionals (OADSP) <http://www.oadsp.org/> (Go to the events calendar and look for Initial Provider Certification, but be sure to check how far away it is, as the program is all over Ohio and only occasionally in the Columbus area.)

Step 4 (week 2): provider certification wizard (application set-up)

1. Now you will go to the provider certification wizard. There may be a link in the confirmation email when you registered your account in step 1, or follow this: dodd.ohio.gov, click providers (2nd heading, 3rd option), under general info, click independent providers, then click the "how to become a provider" in the path under the second heading
2. Once you are in the provider certification wizard, it will give you the option to select "navigate to your pending or in-process application". Use these selections:
 - a. Independent/sole proprietor
 - b. Applying for initial certification
 - c. First option (HCBS Waiver and Non-waiver services)
 - d. Name, SSN and information, ownership type: Sole Proprietorship. You will be issued an NPI and an Ohio Medicaid 7-digit provider number later, so leave these blank.
 - e. Most likely, you do not have employment history (unless you already worked for an agency working with the developmentally disabled) or a business associate

- f. For most, standard work through the board office, select these nine services starting in the middle of the left column): (feel free to click the question mark beside each for more information)
1. Community Inclusion—Personal Assistance(SELF waiver Only)
 2. Community Inclusion--Transportation(SELF waiver Only)
 3. Homemaker personal care
 4. HPC (homemaker personal care) Transportation [NOT commercial]
 5. Informal Respite (Family Only) [just in case you ever have a family member in need of services, it costs nothing extra to be prepared]
 6. Informal Respite (non-family)
 7. Non-medical transportation – mileage [usual payment method]
 8. Non-medical transportation – trip [just in case]
 9. Supported Living
 1. The rest you shouldn't need to worry about, although if you think there is ever a possibility of a live-in situation where you would be willing or need to live in a home with a disabled individual to support them on a continual basis (family or otherwise), you can add adult family living and adult foster care.)
- g. Now you will see all seven of these items in a list. Edit will allow you to add other counties where you may like to provide services (accept new clients). Contact the County Board of Developmental Disabilities in those areas for more information. You can also add counties (do business in) where you may travel with your individuals. I have areas surrounding Columbus as sometimes we go to movies or other activities in surrounding areas outside of Pickaway County. Here is a good county map site if you need it: <http://geology.com/county-map/ohio.shtml> click the “apply the selected counties for all available services” above the save button to apply these selections.
- h. The next section goes through business ownership. Unless you have a special circumstance, you are going to be the sole proprietor (only owner, only employee) of your own business. If you have the same situation I do, your answers will be:
1. (your criminal record question)
 2. (your criminal record question)
 3. No
 4. No (save and continue)

5. No

6. Address info from first page, title (anything you want), affiliation: self. Your info for both owner and contact, SSN, date of birth. 100% owned. Effective date: today, end date: as far as the calendar will go out (probably 12/31 2022)

7. No (sanctioned as in did something bad)

8. (your civil record question), save and continue

i. Now there are the forms to sign. You can save and exit here and see the next step.

Step 5 (Week 3): CPR/First Aid training

You need training in CPR and First Aid, these may later be available through the county board office, but for now your best options are to register through an online program (see below). Most have an online portion as well as a skills demonstration (you may have to drive to Columbus for this part). You can also check with the local fire department or YMCA to see if they are offering any programs soon.

1. Certificate in CPR / Certificate in First Aid: Usually these come together. You might have to shop around a bit. Occasionally offered at the YMCA in Pickaway County, but that is hit or miss. I did mine in Columbus, but if you register online, check to see if there is an online portion to be completed before the in-class portion. Your certificates can come by email (faster) or snail-mail (sometimes takes weeks). You can always have them emailed and print them, or just save and upload. You CAN use one certificate for CPR and First aid in the certification wizard, as it is relevant for both, no need to print or upload twice.
2. Here are a few sites to see which offering and location works best for you:
<http://www.centralohiocpr.com/> Central Ohio CPR and first aid separately, so make sure to take both.
3. http://cpr.heart.org/AHA/ECC/CPRECC/Training/HeartsaverCourses/UCM_473174_Heartsaver-Courses.jsp
4. <http://cprtrainingohio.com/>
5. http://www.heart.org/HEARTORG/CPRECC/CPRECC_UCM_001118_SubHomePage.jsp
6. Cost is usually around **\$75-90**

Step 6 (week 3): Forms to sign:

1. Log back in to the provider certification wizard. (See step 1 for how to get there) Return to application.
2. Forms to sign: Read (or email) to yourself and "initial" in the boxes.
3. Next there are a list of forms do download. Again, you can print or save to a documents folder. Some will need to be printed in order to be filled out, a few can be filled out on-screen with the proper PDF reader.
4. If you are going to submit everything online, the forms that have to be printed (along with any documents you have, such as driver's license) can be scanned (emailed to yourself, if you use the OCU library printer/scanner), saved, and uploaded.

Step 7 (week 4): Physician Statement / Drug Screening

1. Usually you can get these at the same place. The easiest method is to go to your family doctor, but if your last doctor is far away or aren't sure about your insurance, there are a few local places that can help.
2. In Circleville, you can go to Family After Hours Urgent Care. They do physicals and can write you an order for a drug test next door at LabCorp. The cost is around \$40. Address 1204 N. Court St., Circleville, Ohio 43113. (740) 497-4693 (just north of the main library, just west of Carnivals) they are open 5-9 Monday, Wednesday and Thursday, and 9-1 on Saturday.
3. The statement just needs to say that you are capable of performing this occupation. (If you have limitations, it may need to state them, such as can't lift over X pounds, as they may apply if you need to work with an individual who needs full assistance. It shouldn't affect your certification, however, but is something you should be aware of when choosing clients.)
4. Urgent Care wanted to know what drugs to test for. I didn't find a list of requirements, but the drug screen I got from my family doctor tested for: phencyclidine, benzodiazepines, cocaine, amphetamine, cannabis(thc), opiates, barbiturates

Step 8 (week 4): uploading documents

1. This whole list of documents is what you need to get started. Once you have collected some documents, you can either print/copy them and snail mail them to the address, or, if you feel computer-savvy, use your saved documents, scan and save the ones that come printed (ie. Doctor's note, driver's license), and upload each document. These can be uploaded in any order. You don't have to upload all at once either, if you have one or two items outstanding, you can submit the whole application and the system will send you an email with what you still need.
 - j. BCII Background Check
 - k. FBI Background check
 1. see step 2
 - l. Certificate in CPR
 - m. Certificate in First Aid
 1. See step 5
 - n. Physician statement
 - o. Drug Screening
 1. See step 7

- p. Certificates of 8-hour training / Client Rights Annual Training
 - 1. See step 3
 - q. Non-Disclosure Agreement
 - r. Ohio Medicaid Provider Agreement (can be filled out mostly on-screen with PDF reader)
 - s. Vendor Information Form (can be filled out mostly on-screen with PDF reader)
 - t. Completed W-9 Form (can be filled out mostly on-screen with PDF reader)
 - u. Request for Taxpayer ID
 - 1. These documents h-l were provided in the downloads section of the wizard, see step 6
 - v. Driver's License
 - w. Social Security Number
 - 1. Copy of your documents, either copy and print or scan and upload depending on your technological capabilities. Check both proof of age and state ID when uploading Driver's license; proof of age and social security number for SS card.
 - x. Name of Family Member / Emergency contact.
 - 1. Not much explanation was offered for this. Providers I know just submitted a word document (printed or saved as PDF, as the wizard only accepts PDF) with your name and App #, the name, relationship, address, and phone of an emergency contact person for yourself should anything happen.
2. If you have the majority of your information, you can go ahead and submit and pay the provider fee, or wait for the last documents next week. (Of course the faster you finish and get approved the sooner you can get to work and help people! So feel free to finish the last part this week too.)

Step 9 (week 5): transportation documentation

1. The following two are relevant to the transportation part of the certification. While not absolutely necessary, unless you have an entirely-homebound individual, you should plan on transporting. This means your vehicle should be (and be kept in) good working order and maintain all required registration, tags, insurance, and ID.
 - a. Proof of Driver's Insurance
 1. Just a copy of your insurance on your vehicle. Either scan and upload, or copy and print.
 - b. Driver's Abstract
 1. Offered at the DMV/BMV, just walk in and ask for an abstract when they call your number. Since you will likely be transporting individuals, DODD needs to see your driving record. **\$8.50** I believe.

Step 10 (week 6): submit

You're finished! Upload the final documents and submit. At the end, you will pay the certification cost, which is **\$125** (currently) each time. (First certification is good for one year, after that, each renewal is good for three years.)

You will get an email from the certification wizard and DODD showing reception of your application and any documents you still need. It usually says you still need the FBI/BCI even if you already submitted it. This is because it is sent directly from the sheriff's office and usually takes longer than anything else to process.

Contact Amanda if you have any questions as you go through the process.

Now would be a good time to contact some SSAs (Service and Support Administrators, each has a caseload of individuals with waivers who have or who need services, some are listed below.) to set-up some interviews. They will be thrilled to hear from you! You can start work as soon as your certification is approved. If it has been a few weeks since you submitted everything, you can reply to the email that gave you your application number and check on the progress, but they don't always answer right away.

Contacts for interviews:

Amanda Knotts, LSW
Service and Support Administrator/Special Olympics Coordinator
Pickaway County Board of Developmental Disabilities
740-477-3353 Ext. 33
aknotts@pickawayDD.org

Amy Miller, Service and Support Administrator
Pickaway County Developmental Disabilities
Phone: (740) 477-3353 ext. 15
E-Mail: amiller@pickawaydd.org

Bryston Lee
Service and Support Administrator
Pickaway County Board of Developmental Disabilities
740.477.3353 ext.21
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John Joyce
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Phone: (740) 477-3353 ext. 22
E-Mail: jjoyce@pickawaydd.org

Elizabeth Fansler
Service and Support Administrator
Pickaway County Board of Developmental Disabilities
EFansler@PickawayDD.org

Pat Sullivan
Service & Support Administrator
740-477-3353 ext. 23

Step 11: continual training

More training: The board office also facilitates a DSPaths training, which is not yet required, but is more training for the field. When I took the basic course, I paid \$50 for the class, but then received a \$100 completion incentive after the course. (It was an all day class Wednesdays in July, but that varies, too.) Ask at the county board office (or by phone or email) for more information on additional trainings offered.

For some individuals you may need Medication Certification training, but not for all, and usually not for the kids. There is an office in Columbus that offers this if you do end up needing it. Talk with the county board if you feel this may be for you. There is, of course, a cost, but it can expand your options with clients and you CANNOT pass meds of any kind without it. If you decide to get it later, however, it is only maintained locally, so you do not have to submit it in the Provider Certification Wizard.