

Pickaway County Board of Developmental Disabilities

Booklet 2

Independent Provider Certification through The Family Choice Program

Feb 2017

The Family Choice Program allows new providers to start working with the ARC of Ohio before the state responds to their certification. This can be an advantage because

- Sometimes the state takes a long time to process the certification
- The ARC of Ohio can allow you to be eligible to work right away
- The state application would require a certification fee of \$125, due at time of submission
- Less obligation with ARC; a good “trial” run; you can decide to stay with the ARC of Ohio

It is an advantage to continue your application for an independent provider because:

- Wages with the Family Choice Program are \$11/hour (\$8.50 onsite/on call)
- Wages for an independent provider (IO and Level 1 waivers) are \$17.32/hour
- Easier to obtain clients as the guardian does not have to be responsible for billing
- Dependent on only you if you get paid

Differences in the application process:

- Only the FCP requires a notary for the Ohio residency form
- FCP has a physical application to complete which can then be submitted via fax, email, or snail mail
- Both need a background check, according to Steve Beha at the ARC, you can send the background check to them and request an official copy be sent to the state of Ohio
- Only the state application requires driver’s abstract be obtained (FCP only requires that you allow ARC access to your driving record)
- Only the state application requires the \$40 physical/physicians statement and drug test
- Independent Providers must use provider certification wizard, documentation can be submitted via fax, email, or snail mail

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
- 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 Red Cross or equivalent certification in First Aid AND CPR
- Evidence of 8-hours training
- Family Choice Program application

Total costs FCP program (initially):

Background check: usually \$60, may depend on your length of residency, CASH ONLY

CEU online Training: \$60

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

Total costs: \$147 (unless you already have CPR)

Additional costs: (continuing with state certification)

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

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

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

Total additional costs: \$125 - \$173.5

Total costs for both: \$253.50 to 336.50

(difference: CPR, family doctor, additional FBI/BCII)

JOB DESCRIPTION

A Direct Services Professional, or Direct Services Provider gives individuals with disabilities the support system they need to lead fulfilling, active, rewarding lives in our communities. They work directly with the individual to assist them with daily needs, transportation, guidance, and sometimes healthcare. The DSP is a part of the individual's support team, which may include family members, friends, local disabilities board members, and other agencies to allow the individual the most active, sustainable, involved lives possible.

When you are certified, you will meet with various individuals and their teams to discuss their needs and what you have to offer so that you can be matched with the best partnership to yield favorable outcomes, and be best equipped to strengthen the individual's role in society. Because of the variety of work, and that it often includes home health care services, DSP (direct service provider) is also known as HPC services: homemaker personal care.

The DSP / HPC provider assists individuals with various disabilities in:

- Living skills development
- Health maintenance
- Personal care
- Behavioral development
- Weekly activities
- Social skills
- Community integration
- Household care / cooking
- transportation

And possibly with:

- Financial management
- Medication administration

The provider is also responsible to:

- Maintain proper documentation and full HIPPA confidentiality
- Develop a supportive relationship with the individual
- Communicate with other individual supports
- Attend team meetings

A DSP may be an employee of a local healthcare agency, a partner with the ARC program, Family Choice Program, or an independent provider, certified by the state. All of these staff-persons work primarily for the individual, following the plan laid out in their ISP (Individual Service Plan, written by the individual's support team) to help them accomplish their goals and live stable daily lives. Actual work varies greatly, just as much as the individual's themselves are different, the work is also different. One individual, perhaps with a severe physical disability, may need help with the most basic health care: bathing, mobility, etc. Some may be living on their own and need assistance with housework, cooking, or other general personal care items. Other individuals may need little support besides being with a safe adult for transportation around their community. Most individuals need supports somewhere in-between or a mix of these responsibilities.

Step-by-Step process:

This process is intentionally shorter than the provider certification through the state. You will not have to fill out all the detailed information in the provider certification wizard during the Family Choice application. However, much of the documentation required is the same, so you can start with the below items. Pages 5-10 detail how to begin with the Family Choice Program, more details after that on how to become an independent provider through the state.

In order of recommended completion:

Page 5: Get acquainted with the field to be sure you feel well-suited to it. Arrange to meet with Amanda Hall.

Page 6: BCII Background Check / FBI Background check

Page 7: Certificates of 8-hour training / Client Rights Annual Training

Page 8: employment packet

Page 9: CPR/First Aid training

Page 10: notary and submit FCP packet

Page 11: Beginning work

Page 12: provider certification wizard (application set-up)

Page 13: Physician Statement / Drug Screening

Page 14-15: provider certification wizard application

Page 16: Forms to sign

Page 17-18: uploading documents

Page 19: transportation documentation

Page 20: Submit

Step 1 (week 1):

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. (Or Ruth Van Sandt, recruitment liaison 2017)

Follow this: dodd.ohio.gov, click providers (3rd heading, mid-page), under “new providers”, click on “become a provider.” Click on Independent provider. 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.

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

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.**

(Cost may vary if you have lived in Ohio less than 5 years. The website quotes \$102, but it may depend on the sheriff's office. 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: (877) 224-0043 between 8 a.m. and 4:30 p.m.

Background check must be sent directly to: **The Arc of Ohio, 1335 Dublin Rd., Suite 100-A, Columbus, OH 43215**

If the sheriff's office cannot send out two copies, you can later have *an official copy* sent to the Ohio DODD at: **Ohio Department of Developmental Disabilities, ATTN Provider Certification, 30 E Broad St, 13th floor, Columbus, OH 43215**

Some of you say, I just had one done recently for other employment! My recommendation – do it again. It will cost \$18 for each new federal copy and \$8 for each new state copy; you'd need two of each for the ARC and Provider Certification. Here's the websites on that, but it is also possible the state would reject a copy that didn't come directly from the BCI/FBI offices or simply lose them since the BCI and FBI reports would be separate...

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

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 you'll need to schedule some time, but you can close it and come back to it if you can't do it all at once. Also, it often only takes 5 hours or less depending on your computer skills (don't worry, you don't necessarily need any.)

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.)

(Both of the next 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.)

Step 4 (week 2): employment packet

steve.beha@thearcofohio.org is our point of contact at the ARC of Ohio, you can, however, email rvansandt@pickawaydd.org or mwilbanks@pickawaydd.org to get a copy of the Family Choice Program employment packet.

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

You need training in CPR and First Aid. Unless you're already certified through another job, your best option is now through our local county board office! (Pickaway county) It is \$27 for renewing providers, but as of now, new providers will have this fee refunded to them upon completion of certification. So, for new providers, the PCBDD is offering your CPR/First Aid certification for FREE.

1. 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. Cost would be around \$75-90, but through the county board only **\$27** up front, refunded once you obtain your certification!

Step 6 (week 3): notary and submit FCP packet

One of the documents in the FCP packet needs a notary signature. There is a notary at the Pickaway County board of developmental disabilities, her name is Cindy Cline. Email ccline@pickawaydd.org to set up a time with her to get the document signed.

Then you will send all documents to:

Email: FCP@TheArcofOhio.org OR Snail Mail:

Family Choice Program % The Arc of Ohio 1335 Dublin Rd. Suite 100A
Columbus, OH 43215

OR FAX: The Arc of Ohio Subject: FCP Enrollment (614) 4874725

You are now ready to begin working! Once you've sent the application and your supporting documents, it shouldn't take more than a week for the ARC to get back with you. Follow-up if necessary.

Now would also 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) to set-up some interviews. They will be thrilled to hear from you! You can start work as soon as the ARC of Ohio approves your application. For now, you are an employee of the ARC, and paychecks (direct deposit) will come from them. Let the SSAs know that you are working under the Family Choice Program, as there may be a few extra forms for the families to fill out. They will be responsible for billing, but most are more than happy to do so if it means you will be able to start providing services to their child.

Contacts for interviews:

Bethany Tackett
Service and Support Administrator
740-477-3353 Ext. 33
btackett@pickawayDD.org

John Joyce
Service and Support Administrator
(740) 477-3353 ext. 22
jjoyce@pickawaydd.org

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

Elizabeth Fansler
Service and Support Administrator
740.477.3353 ext.19
EFansler@PickawayDD.org

Bryston Lee
Service and Support Administrator
740.477.3353 ext.21
blee@pickawayDD.org

Pat Sullivan
Service & Support Administrator
740-477-3353 ext. 23
PSullivan@pickawaydd.org

If you are committed to this field at least for a little while (each certification is good for 3 years), I recommend continuing with your state certification. It pays better and may be easier for families as well. Details on that follow, but in the meantime you can be working, earning money with the FCP program, building your client base, and gaining experience.

You can also get a binder from the PCBDD board with all the documentation you need to keep track of and instructions. (It may vary for the FCP program, check with the SSA when you get clients.)

Another resource: join the Pickaway County Providers for Developmental Disabilities on Facebook. It's a place for providers to connect and share ideas.

I'm also working on another follow-up booklet with details on some of these things as well further training opportunities. Check with the PCBDD for booklet 3: Continuing Education.

From here on out, we'll continue working on becoming an independent provider through the state. While of course you don't have to, for the reasons why to continue, see pages 1 and 2. Continuing the process now means that you can use the same documentation you just collected and spend less to finish your certification. Once you start using the certification wizard, you have 120 days to finish it, so you can upload what you have now, and pay the \$125 certification fee within that timeframe.

Step 7 (week 4): Set-up provider account

The provider certification system will force you to restart the process if you do not have all paperwork submitted within 120 days. That is another reason I don't recommend starting with the state until you've finished the FCP process and begun working. Now you already have most of the documentation, and can just collect a few more items and submit everything online.

As you did in step one, Follow this: dodd.ohio.gov, click providers (3rd heading, mid-page), under "new providers", click on "become a provider." Click on Independent provider, then step 3 has a link to "Create an account". 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 "finish my application" under "new provider".

Step 8 (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 (usually you can just ask for an employment screening), but the drug screen I got from my family doctor tested for: phencyclidine, benzodiazepines, cocaine, amphetamine, cannabis(thc), opiates, and barbiturates. You can use this list if they want to know.

Step 9 (week 5): provider certification wizard application

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 7, or follow this (again): 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 Transportation [NOT commercial]
- 5. Informal Respite (Family Only) [it costs nothing extra to be prepared if you find out you’re related to someone needing services]
- 6. Informal Respite (non-family)
- 7. Non-medical transportation – mileage [usual payment method]
- 8. Non-medical transportation – trip [just in case]
- 9. Supported Living

3. 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 nine 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. Ie. 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 10 (week 5): Forms to sign

1. Log back in to the provider certification wizard. (See step 7 for how to get there)
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 11 (week 6): 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 8
- p. Certificates of 8-hour training / Client Rights Annual Training
 1. See step 3
- q. Non-Disclosure Agreement
- r. Ohio Medicaid Provider Agreement (PDF to fill out mostly on-screen)
- s. Vendor Information Form (PDF to fill out mostly on-screen)
- t. Completed W-9 Form (PDF to fill out mostly on-screen)
- u. Request for Taxpayer ID
 1. These documents h-l were provided in the downloads section of the wizard, see step 10

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 Application #, 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 12 (week 6): 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. (The reference page you hopefully keep in your glove compartment is perfect.) 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** as of early 2016

Step 13 (week 7): 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. (Each certification or recertification 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. (You probably won't have this issue if you started with the FCP, as long as you sent your background check to the state also at the same time, and within less than a year before the date of final submission of the certification wizard.)

Contact Amanda Hall or Ruth Van Sandt if you have any questions as you go through the process. Remember to join our Facebook group, Pickaway County Providers for Developmental Disabilities. Make sure to get a binder from the PCBDD to keep track of your documentation. Interview contacts are on page 11 to help build your client base, and keep an eye out for further training from the Pickaway County Board of Developmental Disabilities!

Continue to: Booklet 3, Continuing Education

