

# Pickaway County Board of Developmental Disabilities

## Booklet 1

### Independent Provider Certification

Feb 2017

## 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.

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
- Manage waiver services budget: limit services to those allotted

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.

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.

#### JOB DESCRIPTION: Continued: Independent Providers

On Independent Providers: 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:

High School Diploma/GED: Unless you had provider certification or 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 (Also counts as Verification of age, at least 18 years old)

Social Security Card: submit a copy with your application

Current report from the Bureau of Criminal Identification and Investigation (BCII). (Pickaway County Sheriff's Office, or other)

Valid American Red Cross or equivalent certification in First Aid

Valid American Red Cross or equivalent certification in CPR

Evidence of 8-hours training

Total costs:

Certification: \$125

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

Background check: \$60 (may be more if you've lived outside Ohio during the last 5 years)

CEU online Training: \$60

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

First Aid / CPR: \$27 (at PCBDD, may be refunded if completed certification)

Total costs: \$253.50 - \$382.5 (depends on your doctor, CPR and higher background check cost if you've lived outside of Ohio. If you already work for an agency and have your training, you'll still need all the other items, but you won't need the CEU, so your cost would be \$193.5-\$133.5, depending on your doctor situation)

### 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. It can certainly take less time, but you'll have to be proactive about getting it done!

### In order of recommended completion:

Page 5: Register for provider account, 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

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See Booklet 3 for continuing education and instruction on the records you need to maintain while working

**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 ([ahall@pickawaydd.org](mailto:ahall@pickawaydd.org)) if you have any questions or need more information about what independent providers do. You can also contact [rvansandt@pickawaydd.org](mailto:rvansandt@pickawaydd.org) with any questions about obtaining your certification.

Follow this: [dodd.ohio.gov](http://dodd.ohio.gov), click providers (2<sup>nd</sup> 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):** FBI/BCII Background check.

It can take up to 6 weeks to process the background check, but it will remain on file with the State for a number of months after that. Set a goal to finish the rest of the paperwork, and go get your background check first, because it usually takes the longest to process. (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 (FBI only if lived outside of Ohio in the last 5 years)

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.**

The local sheriff's office accepts **CASH ONLY**, so make sure to bring it with you. There may be additional cost if you've lived outside of Ohio in the last 5 years.

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.

Background check must be sent directly to:

**Ohio Department of Developmental Disabilities, ATTN Provider Certification, 30 E Broad St, 13<sup>th</sup> floor, Columbus, OH 43215**

Some of you say, I just had one done recently for other employment! My recommendation – do it again. The state may 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):** 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, but you can close it and come back to it, so while it would be nice to do it in one open day, you don't have to! 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 following options are usually more expensive than CEU.)

Other options are: The Ohio Association of County Boards of Developmental Disabilities (OACBDD) at [www.oacbdd.org](http://www.oacbdd.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](http://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): 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](http://dodd.ohio.gov), click providers (2<sup>nd</sup> heading, 3<sup>rd</sup> 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) [optional, if you might 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

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:

- a. (your criminal record question)
- b. (your criminal record question)
- c. No
- d. No (save and continue)
- e. No
- f. 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)
- g. No (sanctioned as in did something bad)
- h. (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. 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 late 2016, 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.

4. 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.

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

6. Contact [rvansandt@pickawaydd.org](mailto:rvansandt@pickawaydd.org) or [ijoyce@pickawaydd.org](mailto:ijoyce@pickawaydd.org) to find out about the next class available.

**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 the old 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. While you can usually just ask for an employment drug screen, 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 <sup>upload</sup> each document. These can be uploaded in any order. You don't have to upload all at once either, although I recommend doing so as the state often takes longer to process if they don't have it all at once.)

a. BCII Background Check

b. FBI Background check

1. see step 2

c. Certificate in CPR

d. Certificate in First Aid

1. See step 5

e. Physician statement

f. Drug Screening

1. See step 7

g. Certificates of 8-hour training / Client Rights Annual Training

1. See step 3

h. Non-Disclosure Agreement

i. Ohio Medicaid Provider Agreement (can be filled out mostly on-screen with PDF reader)

j. Vendor Information Form (can be filled out mostly on-screen with PDF reader)

k. Completed W-9 Form (can be filled out mostly on-screen with PDF reader)

l. Request for Taxpayer ID

1. These documents h-l were provided in the downloads section of the wizard, see step 6

m. Driver's License

n. Social Security Number

1. Copy of your documents, either copy and print or scan and upload depending on your technological capabilities. Check-mark both proof of age and state ID when uploading Driver's license; proof of age and social security number for SS card.

o. Name of Family Member / Emergency contact.

1. Not much explanation was offered for this. Providers I know just submitted a word document (printed and re-scanned 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.)

At any time, if you'd like assistance, email [rvansandt@pickawaydd.org](mailto:rvansandt@pickawaydd.org) or [ahall@pickawaydd.org](mailto:ahall@pickawaydd.org) and meet with one of us to assist you in this process or help you upload documents on the site.

## **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.

2. Warning: I'm told transportation certification approval requires less than 6 points on your license.

**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). (Certification and renewals are each 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. Also, pick up a binder from the PCBDD office which will help you with all the documentation you need to keep, and look for Booklet 3, Continuing Education which will give more information on your next steps.

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