Congratulations on obtaining your provider certification from the Ohio Department of Developmental Disabilities! Here are a few resources as you start your journey as a provider in Delaware County.  Please let me know if you have questions/concerns, I would be happy to meet with you.

**Before you begin working**

* Meet with the assigned Service and Support Administrator (SSA) to be trained on the Ohio Individual Service Plan (OISP) - this can in over the phone or in person, you should obtain proof of training. That can be an email from the SSA.
* Check to be sure services are authorized – by accessing PAWS online – click [HERE](https://www.dcbdd.org/wp-content/uploads/2016/09/Accessing-PAWS.pdf) for directions
* Request an EVV device through the eTrac website (required for all providers of homemaker/personal care (NOT daily billing, respite or shared living) – click [HERE](https://etraconline.net/login) to access eTrac
* Obtain a copy of the ISP

**Daily (or each time you work)**

* Document the services you provide – click [HERE](https://dodd.ohio.gov/about-us/compliance-resources/all-compliance-resources/documentation-templates) for templates
* Document Medications you give (required if indicated by the ISP)
* Document Outcomes (if required by ISP)
* Track number of units used and remaining

**Monthly**

* Complete and review Unusual Incident logs for trends/patterns – keep these for your records, a quarterly sample may be requested – click [HERE](https://dodd.ohio.gov/wps/wcm/connect/gov/bd53c173-a444-4103-ac88-a3e63e767760/UI%2BLOG%2BNEW-%2BComms.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00QO9DDDDM3000-bd53c173-a444-4103-ac88-a3e63e767760-n1Fkket) for templates
* Review the Provider Connections newsletter for important information – click [HERE](https://www.dcbdd.org/subscribe-to-dcbdd-newsletters/) to sign up
* Complete and review Monthly Personal Funds Transaction Record (required when the ISP indicates that the provider is responsible for managing personal funds) – click [HERE](https://dodd.ohio.gov/about-us/compliance-resources/all-compliance-resources/Sample_Ledger) for template

**Annually**

* Complete required training – click [HERE](https://dodd.ohio.gov/compliance/office%2Bof%2Bcompliance/annual-training-information#:~:text=Directors%20of%20operations%20(DOOs)%20must,or%20management%20of%20the%20agency.) for information on annual training requirements
* Complete and submit Major Unusual Incident (MUI) Annual Report – click [HERE](https://dodd.ohio.gov/forms-and-rules/forms/template-mui-annual-report-independent-providers) for template
* Invoice the person’s private insurance company for services provided

**As Needed**

* Report incidents as required – click [HERE](https://www.dcbdd.org/wp-content/uploads/2022/03/Incident-Reporting-Form-Revised-March-2022.pdf) for reporting form
* Complete First Aid and CPR training
* Submit billing through eMBS as often as you like, at least monthly is preferred (does NOT apply to Participant Directed HPC) – click [HERE](https://www.dcbdd.org/provider-resources/billing/) for directions
* Update address and contact information

**Every 3 years**

* Renew certification with DODD

REV. 4.22.24