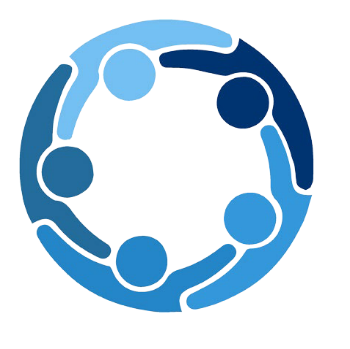
## A Guide for Independent I/O, Level 1 or SELF Waiver Providers

**1**

**Create an OH ID User Account**



**Delaware County Board of Developmental Disabilities**

*“To inspire, empower and support people to achieve their full potential.”*

**Becoming A Provider - A Step By Step Guide**

An OH ID user account will allow access to online training, applications, and billing for services. Create your account here: <https://ohid.ohio.gov/wps/portal/gov/ohid/login/> .

Step 1 Resource: <https://dodd.ohio.gov/wps/wcm/connect/gov/6032525e-cfb8-4413-8b08-f1a2cf31501b/GMS+OHID+Login+Guide.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00QO9DDDDM3000-6032525e-cfb8-4413-8b08-f1a2cf31501b-oEKaGVP>

**2**

**Obtain a Payee Number**

The Payee Number is required to apply for certification. The number allows the State of Ohio to pay providers for services rendered. For this step you will need your OH ID username and password and banking information. Apply for your Payee number here: <https://ohiopays.ohio.gov/> .

Step 2 Resource: <https://www.butlerdd.org/wp-content/uploads/2024/05/3.-Setting-up-Supplier-ID-Number.pdf>

**3**

**Obtain an NPI Number**

* The NPI Number is national provider identifier and is required for all Medicaid Waiver providers. You will need this number to access the certification application. Apply for your NPI number here: <https://nppes.cms.hhs.gov/#/> .
* The NPI number application will require one or more taxonomy codes. Taxonomy Code Resource: <https://dodd.ohio.gov/about-us/resources/resource-npi-taxonomy-guidance>

Step 3 Resource: <https://nppes.cms.hhs.gov/assets/How_to_apply_for_an_NPI_online.pdf>

**4**

**Complete Required Training**

* Required training is available online at [www.dodd.ohio.gov](http://www.dodd.ohio.gov/) in the MyLearning section. Sign in using your OH ID. Initial Training for Independent Providers.
* Electronic Visit Verification is required for most independent homemaker/personal care providers. Not required for Shared Living. When registering, use Medicaid Number 9999999. Access non-agency provider training at <https://www.sandatalearn.com/#/signup-form> .
* First Aid and CPR is required for most services, please check our required documents list. Classes must be completed either in-class or in a blended class. Certification from any entity teaching American Red Cross or American Heart Association courses is accepted.

**5**

**Obtain BCI/FBI Background Check**

* All providers must complete a background check.You can find a Webcheck agency by visiting the following website: <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>
* Ohio BCI check must be submitted under the following reason code: “Applicant for Supported Living

Certification”

* Federal BCI&I background check is only required if you have not lived in Ohio for the past five years and cannot be more than 12 mons old.
* FBI checks must be submitted under the following reason code: “Employment with DODD”
* BCI and FBI checks MUST be sent directly to the Ohio Department of Developmental Disabilities at the following address: DODD – Provider Certification 30 E Broad St, 13th Floor, Columbus, OH 43215
* You will not upload a copy of the background check results. They will go to DODD directly.

**67**

**Gather Required Documents**

Gather all documents listed on the corresponding checklist. The online application requires all documents to be scanned and uploaded. Be sure to have all documents gathered and scanned before completing the online application.

**7**

**Complete the Online Application**

Complete the online application and upload all required documents. If there is an application fee, the fee will be paid online at the time of submission. Once the application is submitted, you will receive updates via email. Access the online application here: <https://managedcare.medicaid.ohio.gov/managed-care/centralized-credentialing> . Click on “New Provider”, then “Click here for more application types…”, then “Medicaid Waiver (DODD)”.

Step 7 Resource: <https://dodd.ohio.gov/providers/all-provider-resources/new+to+pnm+application+-+a+new+provider>

**8**

**Notify County Board**

Once the certification process is complete, please contact the county board with your certification information and the name of the person who will be receiving support (if applicable).

REV 12.18.24

# Ohio Department of Developmental Disabilities Certification Application Checklist

## Homemaker/Personal Care, Shared Living Informal Respite (non-family members) and, Participant Directed Homemaker/Personal Care.

* If you are becoming a provider for someone in which you are also a court-appointed guardian; you must obtain approval from the probate court prior to the services being authorized. Find the application here: <https://probate.co.delaware.oh.us/wp-content/uploads/sites/16/2018/04/Application-for-Approval-of-Direct-Services.pdf>

# Birth certificate

# Social security card

# Government-issued photo id (proof of Ohio residency will be required if the address on your government-issued id is NOT current)

# High school diploma or GED

# W9 form (print and sign from your online application)

# First Aid training certificate (American Red Cross or equivalent training, must include in-person skills assessment)

# CPR training certificate (American Red Cross or equivalent training, must include in-person skills assessment)

# Initial Training for Independent Providers training certificate (DODD MyLearning website)

# Electronic Visit Verification training certificate (Sandata Learn website)

# Email confirmation of Payee number

# Driver’s Abstract, if you are applying for transportation certification (must be submitted within 14 days, may be obtained at your local BMV office)

# Auto Insurance, if you are applying for transportation certification (must be current and have your name listed)

# $125.00 application fee, if application (paid online at the time of application via credit card or electronic check)

REV 11.14.24

# Ohio Department of Developmental Disabilities Certification Application Checklist

## Informal Respite (family member)

# Birth certificate

# Social security card

# Government-issued photo id (proof of Ohio residency will be required if the address on your government-issued id is NOT current)

# High school diploma or GED

# W9 form (print and sign from your online application)

# Initial Training for Independent Providers training certificate (DODD MyLearning website)

# Email confirmation of Payee number

# $125.00 application fee, if application (paid online at the time of application via credit card or electronic check)

REV 3.25.24

# Ohio Department of Developmental Disabilities Certification Application Checklist

## Homemaker/Personal Care Transportation and Non-Medical Transportation

# Birth certificate

# Social security card

# Government-issued photo id (proof of Ohio residency will be required if the address on your government-issued id is NOT current)

# Driver’s License

# Driver’s Abstract (must be submitted within 14 days, may be obtained at your local BMV office)

# Auto Insurance (must be current and have your name listed)

# High school diploma or GED

# W9 form (print and sign from your online application)

# First Aid training certificate (American Red Cross or equivalent training, must include in-person skills assessment)

# CPR training certificate (American Red Cross or equivalent training, must include in-person skills assessment)

# Initial Training for Independent Providers training certificate (DODD MyLearning website)

# Email confirmation of Payee number

# $125.00 application fee, if application (paid online at the time of application via credit card or electronic check)

REV 3.25.24