Agency (Waiver) Provider Checklist

DOO Documents Need for Application

- ☐ **All agencies MUST have a person identified as the Director of Operations (DOO) who is.**
  - ▪ Responsible for the day-to-day operations of the agency.
  - ▪ At least 21 years of age.
  - ▪ Able to read, write, and understand English.
- ☐ **The DOO must submit the following personal documents:**
  - ▪ Social Security Card.
  - ▪ Birth Certificate or if born outside of the US, Naturalization/Citizen documentation that list birthdate.
  - ▪ Driver's License or State of Ohio Identification card. If you do not have an Ohio Driver's License or ID, this may delay your review.
  - ▪ High School Diploma, GED, College Transcripts, or letter of support to waive this requirement from your local county board of DD.
  - ▪ Completed Background Check Report from the Bureau of Criminal Identification and Investigation (BCII)
    - ○ Inform the location that you need them to use reason code 5123.169
    - ○ Please visit https://www.ohioattorneygeneral.gov for a list of web check locations.
    - ○ If you have lived outside Ohio in the last 5 years, ask that they also complete an FBI report
    - ○ Request that the report(s) be sent directly to DODD by the Ohio Attorney General's Office:
      DODD/Provider Certification 30 East Broad Street, Floor 13   Columbus Ohio, 43215
    - ○ Completion of Initial Training Requirements (find list at: DOO Training Requirements)

DOO EXPERIENCE REQUIREMENTS. The DOO must check a box in section 1 - 3 below to be eligible to be certified by DODD.

Section 1 (must meet one of the following)

- ☐ 1.) One year of full-time paid work experience with supervision of employees, development, oversight, and/or supervision of programs or services and financial management of an organization. You will need to provide a letter on letterhead from a previous employer with contact information so that the department can verify the experience. resumes are not accepted.

Section 2 (must meet on of the following)

- ☐ 1.) One year of full-time (or equivalent part-time) paid work experience in the provision of specialized services (to persons with developmental disabilities. A letter on letterhead from a previous employer with contact information so that the department can verify the experience is required. Resumes are not accepted.
- ☐ 2.) Documentation from a County Board, Medical Professional, or Individual's ISP to show the applicant has 4 years of experience providing care to a family member with a developmental disability.

Section 3 (must meet one of the following)

- ☐ 1.) A bachelor's degree from an accredited college or university or
- ☐ 2.) high school diploma or certificate of high school equivalence and 2A or 2B.

☐ 2A.) Four years of full-time (or equivalent part-time) paid work experience as a supervisor of specialized services. A letter on letterhead from a previous employer with contact information so that the department can verify the experience is required. Resumes are not accepted.

or

☐ 2B.) Documentation from a County Board, Medical Professional, or Individual's ISP to show the applicant has 4 years of experience providing care to a family member with a developmental disability.

** Note: Experience with a family member can be used for one section only **

DODD Required Business Operating Documents

☐ Secure comprehensive professional general liability insurance coverage for the agency in the amount of at least $1,000,000 one million dollars.

☐ Obtain documentation showing the agency received an Employer Identification Number (EIN) from the IRS – Apply at EIN Application

☐ Obtain a Bureau of Worker's Compensation Certificate – Apply at BWC Application

☐ Obtain a Certificate of Good Standing from the Secretary of State at Secretary of State Certificate of Good Standing

☐ Provide evidence the agency has a minimum of one employee in addition to the DOO by submitting an I-9, W-2, or employee pay stub.

☐ A business line of credit of at least $10,000 in the organizations name. (A credit card is NOT considered a line of credit)
  ▪ DODD will authorize a onetime waiver for this requirement if the agency can provide bank statements, in the agency's name, showing a consistent balance of at least $10,000 for the 3-month period prior to applying.

☐ Provide documentation showing your agency has the following policies and procedures:

Person Cantered Planning	Individuals Satisfaction with Services Delivered
Internal Monitoring and Evaluation Procedures	Supervision of staff
Training plan	Staff Background Check for Employment
Services Delivery	Volunteers

Before Starting the Application – APPLICATION FEES ARE NON-REFUNDABLE

☐ Application Fees:
  ▪ $800 for small agencies plan to serve 50 people or less
  ▪ $1600 for large agencies plan to serve 51 people or more

☐ Contact your local county board of DD provider support staff to learn about being a provider and to ensure you are selecting the correct services.

☐ Review Applicable Rules and associated appendices
  ▪ Ohio Administrative Code (OAC) 5123-2-08 Agency Provider Certification Rule and appendices A-D.
  ▪ Review Ohio Administrative Code (OAC) 5123-2-02 Background Check rule.
    o Please note this rule states that sealed and expunged records are included.

☐ Obtain National Provider Identifier (NPI) number by applying at https://nppes.cms.hhs.gov/#/

☐ Obtain a Shared Services Payee ID – Sign up on the OhioPays tile on https://ohid.ohio.gov/wps/portal/gov/ohid/login/ (See below)

☐ Go to the Provider Network Management tile on OHID.ohio.gov to start the application (See below)

Navigating the PSM/PNM Application

  ▪ Please make sure that you upload documents to the correct requirement.
  ▪ You have 120 days to complete your application. After 120 days, if you have not submitted your application it will delete from the system.

- Only one document can be uploaded to the requirement at a time. If you need multiple documents, you will need to scan all pages together into one file and upload that one file to the requirement in the application.
- This link below will show you the steps to create an application in PNM with DODD:
  https://dodd.ohio.gov/providers/all-provider-resources/pnm
- Once you have been redirected from PNM to PSM if you need assistance navigating PSM or if you have questions about uploading documents, you can send a communication to the Certification Staff by clicking the communicate button at the bottom of every application. DODD attempts to respond within one business day.

After Submission

- A completed application will be reviewed within 30 days of submission. Your application status will update as it goes through the certification process. To view the status of your application please log into the PSM Portal.
- Once an application has been reviewed, there may be additional information needed. DODD will send a Supplemental application to your PSM portal, which will contain the additional clarification about what is needed to proceed. Please check your email and provider portal for future updates to your application, remember to check your spam folder if you do not see emails in your inbox
- Please review OAC 5123-2-09 which explains reasons the review may take DODD longer than 30 days.
- Your application will be reviewed by Medicaid after DODD and there is no current estimations on how long this final step may take.
- Your approval letter will be sent to the email you used when you applied.

Accessing OH|ID Tiles

☐ **Provider Network Management Tile**
- Log into Ohid.Ohio.gov
- If the Provider Network Management Tile is not viewable from the "My Apps" page
  - Click on "App Store" at the top of the screen
  - Search for "Provider Network Management"
  - Click "Request Access"
    - Another page will pop up, click "Request Access to Group"
    - After the access has been requested, the tile will show on the "My Apps" page
- If the Provider Network Management tile is viewable from "My Apps"
  - Click "Open App" to start the application process
- For assistance, please call 1-800-686-1516

Ohio Pays Tile
- Log into Ohid.Ohio.gov
- If the OhioPays Tile is not viewable from the "My Apps" page
  - Click on "App Store" at the top of the screen
  - Search for "OhioPays"
  - Click "Request Access"
    - Another page will pop up, click "Request Access to Group"
    - After the access has been requested, the tile will show on the "My Apps" page
- If the OhioPays tile is viewable from "My Apps"
  - Click "Open App" to start the application process

Other helpful tiles
- Ohio BMV