

Starting Your Own Agency

An agency provider is an entity that directly employs a chief executive officer (CEO) and at least one other person for the purpose of providing services to people with developmental disabilities. Below are some requirements of agency providers and the CEO.

Agency Qualifications:

- Be a for-profit corporation, non-profit corporation, limited liability company, or limited liability partnership.
- Have an employer identification number from the IRS.
- Have an employer identification number from the bureau of worker's compensation.
- Have a comprehensive general liability insurance in the amount of at least five hundred thousand dollars.
- Have established internal system to ensure compliance with requirements for providers, employees, and contractors. This includes things like background checks, certification, service delivery, documentation, and billing for services.
- Employ a CEO (or another person designated in writing by the CEO) that will be actively involved in the day to day operation of the agency and oversee the provision of services.

The CEO Must:

- Be at least twenty-one years of age
- Have a valid social security number
- Have the ability to read, write, and understand English
- Have a high school diploma or general education development (GED) certificate
- Have a bachelor's degree from an accredited college or university or have at least four years of full time (or equivalent part-time) paid work experience as a supervisor or programs or services for people with developmental disabilities.
- Have at least one year of full-time (or equivalent part-time) paid work experience in the provision of services for people with developmental disabilities, which includes responsibility for:
 - Personnel matters
 - Supervision of employees
 - Program services
 - Financial management

Things to do before applying:

1. CEO must obtain a current report from the Bureau of Criminal Identification (BCII). This report must be sent to DODD by the Ohio Attorney General's office. DODD cannot accept reports from the individual. Request that the criminal records check results be sent directly to:

Provider Certification
Ohio Department of Developmental Disabilities
30 East Broad Street, 13th Floor
Columbus, OH 43215

- It can take 30 days or more for your BCI check to reach the DODD, so it's a good idea to take care of this as soon as you can.
 - If you have not been a resident of Ohio for the last 5-years, you must obtain a BCII and an FBI report.
 - The code for the BCII is 5123.169.
 - The code for the FBI is 5126.28.
 - [Contact Nancy Conley at WestCON](#) for locations to obtain your background check.
2. View [the Initial Overview \(Orientation for Agency Providers\)](#) online training. This orientation for agency providers is required for certification.
 3. Sign up for Health & Welfare alerts and other communications through the DODD. [Click here to subscribe.](#)
 4. Complete the Eight hours of Direct Service Provider Training for Initial Certification in accordance with standards established by the Department in:
 - Overview of serving individuals with DD including implementation of ISPs
 - An agency provider's role and responsibilities with regard to services including person-centered planning, community integration, self-determination, and self-advocacy
 - Universal precautions for infection control
 - Rights of individuals
 - Rule 5123:2-17-02 including Health and Welfare Alerts issued by the Department[Click here](#) to access the available training modules.
 5. Obtain a Supplier ID by registering for a new account on the State of Ohio website. [Click here](#) to access the website. You will need a Bank Verification Letter or a Voided Check ready to complete the registration. You will also be given a W-9 to sign and date. A 10-digit supplier number will be emailed to you. The supplier number, a copy of the email and the W-9 will need be uploaded into the application.

Things to Gather before applying:

1. Certificate of good standing from the Ohio Secretary of State
2. Certificate of comprehensive general liability insurance in the amount of at least five hundred thousand dollars
3. CEO's Birth certification
4. CEO's High School Diploma/GED
5. Documentation of CEO's Bachelor's degree or required work experience documentation
6. CEO's social security card
7. CEO's State of Ohio Identification

8. Policies and Procedures for Agencies
9. Unemployment Compensation Verification
10. BWC Certificate
11. Proof of Staff
12. TIN/IRS Documentation

Submitting Application and Non-refundable application fee:

1. [Create an account](#) by entering your contact information.
2. Follow the instructions located in a series of emails from AgencyIDService@ohio.gov.
3. When you have received a user name and password use [Provider Services Management \(PSM\)](#). PSM will allow you to start a provider application, navigate to a pending application, or view your provider home screen.
4. Non-refundable application fee: \$800 for small agencies and \$1600 for large agencies

Need help? Try these [PSM Video Tutorials](#).

Undergo agency Site Visit

The Ohio Department of Medicaid will likely conduct a site visit of the agency as a last step in the certification process.