

Become an Independent Provider (IP)

When a person becomes an Independent Provider, they get to choose what individual they want to work with and when, based on the individual looking for services. Certification fees and requirements are less than that of becoming an agency. Keep in mind, independent providers are responsible for completing their own billing and paying taxes, this is considered self-employment. Independent providers are not employees of the State of Ohio, DODD, County Boards of Developmental Disabilities or WestCON. Independent providers cannot employ someone else to provide services on their behalf.

Please contact us if you have any questions during this process.

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Note: There may be a non-refundable application fee of \$125 for Independent Providers. The fee must be paid with a credit card or electronic check at the same time as application submission.

IP Qualifications

- Be at least 18 years of age
- Have a valid social security number
- Have the ability to read, write, and understand English.
- Have a high school diploma or GED certificate.

Things to do:

1. **Create an email account that is designated for your new business.** The email address must be kept on file with Ohio Department of Developmental Disabilities. Any changes to this account must be updated. If you already have an email established for your new business, proceed to the next step.

☐ New Email: _____ Password: _____

2. **Schedule your Bureau of Criminal Identification (BCI)** with WestCON, or click [here¹](#) to find a WebCheck location near you.

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
- If you have not been a resident of Ohio for the last 5-years, you must obtain a BCI and an FBI report.
- The code for the BCI is 5123.169. The code for the FBI is 5126.28.
- ☐ BCI completed.

You will **not be uploading anything to your application; it will be sent directly to DODD**

¹ <https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

3. [Create an OH ID Account](#)² Follow all the steps to create an account. After signing up with your email, you will receive a series of emails. Follow those instructions to get your OH|ID set up.

Once it is final, you will need to sign in using your new credentials and request access to the following Apps:

- ☐ My DODD – My Learning training and application completion here (Step 8 & 13)
- ☐ Provider Network Management - You will start your application here (Step 13)
- ☐ Supplier Portal – You will set up your direct deposit here (Step 4)
- ☐ OH|ID Account Username: _____ Password: _____

4. **Obtain a Supplier/Payee ID** on the OhioPays website. Click [here](#)³ to access the website. Or launch the Supplier Portal from your OHID site (Step 3). After signing in click “New Payee Registration” and “Yes” to become the “administrator for the payee”.

You will need your social security number, primary address information that matches your banking record, routing and account number for the account that you would like to have your direct deposit sent to. You may have to upload a voided check.

- ☐ Voided Check, uploaded
- ☐ If your registration is Auto approved you will find your Payee ID on the “Find My Business” file, Save a Copy to upload in your application.
- ☐ ID # _____

Note: If your registration was not auto approved you will be notified by email within 7 – 10 business days. Keep a copy of the email from the State of Ohio that shows your 10-digit Supplier/Payee ID #

The supplier/payee number and a copy of the “Business File” screen (or email approval) showing your Payee ID will be uploaded to your application

5. **Register for an NPI Number**⁴.

You will initially be directed to create a Username and Password before you can apply. Create an account by clicking on “Create or Manage and Account” Once account is created you will then be redirected to another screen and click “Register for NPI”, you will sign in and register for the NPI.

HELPFUL HINTS: Taxonomy Information: You will have to choose at least one Taxonomy (Provider Type) Many providers will choose Supported Living, 253Z00000X, In Home Supportive Care or 344U00000X, Home Health Aide.

Once submission is complete you will receive a tracking number, keep this for future reference. You will receive an email in 24 hours to 10 business days with your NPI number.

- ☐ Completed
- ☐ Username: _____ Password: _____
- ☐ Tracking #: _____ NPI #: _____

² <https://ohid.ohio.gov/wps/portal/gov/ohid/create-account/create-account>

³ <http://supplier.obm.ohio.gov/>

⁴ <https://nppes.cms.hhs.gov/#/>

6. **Sign up for Health & Welfare alerts** and other communications through the DODD. Click here to [subscribe⁵](#).

☐ Completed

7. **Obtain your CPR & First Aid certification.** Training must be administered by American Red Cross or equivalent agency and must include an in-person skills assessment completed with an approved trainer.

- a) Find an [American Red Cross⁶](#) training near you or to access FREE CPR & First Aid trainings **or**
b) Click this [link⁷](#) to check out the trainings offered by The Academy.

- ☐ CPR & First Aid completed
☐ CPR & First Aid card scanned and saved to computer

A copy of the certification will be uploaded into your application

8. **Complete the “Independent Provider Initial Training”**

- a) Click this [link⁸](#) to complete the training online through DODD’s MyLearning or launch the APP from your OHID site (See Step 3)
b) To attend the training in-person, click this [link⁹](#) to check out the trainings offered by The Academy which are FREE to Independent Providers.

- ☐ Completed
☐ Certificate saved to computer

A copy of the certification or your transcripts will be uploaded into your application

9. **Register and Complete EVV Training**

- a) Click this [link¹⁰](#) to register for the training online

HELPFUL HINT 1: You will not have your Ohio Department of Medicaid Id Number at this time, please enter “9999999” in the Provider Medicaid ID# requested field.

HELPFUL HINT 2: Key Name (if needed): ODMEVVnonagencyphase3. After creating a log in you will go to catalog, click on the only class listed and enroll (OH – phase 3). Then launch the training. Upon completing the course, you will receive an email with your certification of completion.

- ☐ Completed
☐ Certificate of completion saved to computer
☐ Username: _____ Password: _____

Only applicants for Homemaker/Personal Care (HPC) or Nursing services are required to complete this step.

A copy of the certification will be uploaded into PNM

⁵ <https://dodd.ohio.gov/your-family/all-family-resources/subscribe>

⁶ <http://www.redcross.org/ux/take-a-class>

⁷ <https://westconcog.org/calendar/>

⁸ <https://mylearning.dodd.ohio.gov/enrol/index.php?id=143>

⁹ <https://westconcog.org/calendar/>

¹⁰ <https://www.sandatalearn.com/?keyname=ODMEVVnonagencyphase3>

10. Gather and scan the following items:

- ☐ Birth Certificate
- ☐ High school diploma or general education development (GED) certificate
- ☐ Valid driver's license or other government-issued photo identification
- ☐ Social security card (independent providers must be certified under their Social Security number)
- ☐ A signed and dated W-9. Click [here¹¹](#) to obtain a W-9.

These items will be uploaded into your application

11. If **applying for HPC transportation**, the following additional documentation will need gathered:

- a) a driver's abstract from the BMV. An official copy can be obtained at your local BMV. Click [here¹²](#) then click on "Types of BMV Records" for directions and location.
- b) proof of current driver's insurance. Declaration page from your current auto insurance policy should be submitted. (Make sure name and coverage dates are shown)

** Driver's abstract cannot be obtained more than 14 days prior to application submission.*

12. If **applying for Non-Medical Transportation**, the following will need gathered:

- a) Physician statement indicating no medical condition (**for Non-Medical Transportation**), stating you are free of any physical, mental, or medical issues that would put those you drive in danger
- b) Results of Drug/Alcohol Test (5-7 Panel; **Non-Medical Transportation Only**)

These items will be uploaded into your application

If you have all steps above complete and items saved, you are ready to submit your application!!

13. Submit Application

Provider Initial Log in will be on the [PNM system¹³](#). See Step 3 to launch the APP and to get your USER ID. Follow all screen prompts. You will need to choose "Provider Administrator" Then when you are at the "Provider Home Page" click on "New Provider?" Find the application for "Medicaid Waiver (DODD)". Fill out all information about yourself. After hitting 'Save and Submit' you will be redirected to DODD's website, PSM, to complete your application. (See Quick Reference Guide)

- Most providers will select the following services in PSM: Homemaker Personal Care (HPC), Participant Directed HPC (PDHPC), Informal Respite, Shared Living (if you are providing services for someone who lives with you) and HPC or NMT transportation.

*****Please note that you have 10 days to complete your application once started. After 10 days, your information will be removed, and you will have to re-start the processing from the beginning of the application. *****

¹¹ <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

¹² <https://bmvo.hio.gov/more-record-types.aspx>

¹³

https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx?fbclid=IwAR1j7_V2kLRUTQUyBa1I4Nc1BcQz42XeeePvNJrjeS5lHoT4uVuOa7QrRuk&fs=e&s=cl