Independent (Waiver) Provider Checklist

Before Starting the Application – $125 APPLICATION FEE IS NON-REFUNDABLE

- ☐ 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 appendices. https://dodd.ohio.gov/forms-and-rules/rules-in-effect.
    - ▪ Ohio Administrative Code (OAC) 5123-2-0 Independent Provider Certification Rule and appendices A-D.
    - ▪ Review Ohio Administrative Code (OAC) 5123-2-02 Background Check rule.
        - ○ 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 OHID.ohio.gov (See below).
- ☐ Go to the Provider Network Management tile on OHID.ohio.gov to start the application (See below).

Needed to Complete Application

- ☐ Current CPR/First Aid Certification – MUST be a class with an in-person demonstration component.
- ☐ Completion of Initial Training Requirements (find list at: Independent Provider Training Requirements).
- ☐ 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 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
- ☐ Personal Documents including.
    - ▪ Social Security Card.
    - ▪ Driver's License. If you do not have an Ohio Driver's License this may delay your review.
    - ▪ Proof of Insurance – if applying to provide transportation services – Must provide verification that you are an authorized driver on the policy if your name is not on the insurance card.
    - ▪ Official Driver's Abstract – only required if applying to provide transportation services. You can submit an online request for your Official Driver's Abstract at Ohio BMV, this must be completed. An abstract older than 14 days cannot be accepted. An unofficial abstract cannot be accepted.
    - ▪ High School Diploma/GED or letter of support to waive this requirement from your local county board of DD.
    - ▪ Birth Certificate or If born outside of the US, Naturalization/Citizen documentation that list birthdate.
    - ▪ Additional documents may be required depending on the services selected or to support documents you have already provided.

Starting Your Application & Uploading Documents

- ▪ 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 have multiple documents, you will need to scan all pages together into one file, then 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://ohpnm.omes.maximus.com/OH_PNM_PROD/pages/DownloadFile.aspx?catId=Learning&mode=inline&id=f7e521e0-ffae-4ad6-9017-3e9becf4212b

- 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 24 hours.

After Submission

- A completed application will be reviewed by DODD within 30 days of submission. Your application status will update as it goes through the certification process, you will be notified by email as the status changes, or you may view the status of your application when you 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 are 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