

DODD CERTIFICATION - PROVIDER APPLICANT CHECKLIST

| Date Completed | Provider responsibilities in <i>Italics</i> |
|------------------------|---|
| | <p align="center"><i>Provider applicant Completes the Certification online Application for the intended services via the DODD’s “Provider Services Management” (P.S.M.) system, supplies supporting documentation, signed application forms, and the application fee. (www.dodd.ohio.gov)</i></p> <p align="center">Questions/Technical Assistance: 800-617-6733, option 3</p> <p align="center">Link to Certification page on the Ohio DODD site: https://dodd.ohio.gov/wps/portal/gov/dodd/providers/certification-recertification</p> |
| | <p>If applicable*, applicant, or a designated staff member (if agency), completes the 8-hour Waiver training program, to prepare new providers for compliance with DODD rules and procedures <u>and</u> to meet the Certification standard. *Certain specialized services do not require the 8-hour Waiver course, refer to rules. https://pr.fcbdd.org/training/initial/ or DODD online https://dodd.ohio.gov/wps/portal/gov/dodd/about-us/training</p> |
| | <p>Upon request, FCBDD can provide sites for obtaining a current criminal/civilian background check (BCII and FBI) (if applicable). → URGENT: As of 4-1-13, DODD will no longer accept BCII and FBI copies from a third-party source; therefore, at the time you are printed, provide the agency with the address for DODD Certification (300 E. Broad St., 13th Fl, Cols., OH 43215), for the report(s) to be sent directly. <i>If you have a current (less than ~9-10 months) Ohio BCII report, you may request a “certified” copy be sent to DODD from BCII, as DODD will not accept it from the applicant directly, <u>AND</u> it must display the correct “reason fingerprinted” code: 5123.169, “Applicant for Supported Living Certification”.</i> FBI copies are no longer released, so a new report will need to be completed, if you’ve lived outside of Ohio in the past 5 years.</p> |
| | <p>- DODD staff & the PSM system. process the applications and supporting documentation and electronically notify the applicant (via email) of any necessary corrections/missing documentation, or approves the application as submitted.</p> <p>- DODD issues an email, notifying the initial approval is complete and the ODM review is underway. If approved, the applicant receives a “Certification Approval Letter” (confirming the services, effective date, and “Provider” billing number).</p> |
| Important -> | <p>Provider submits a copy of the “Certification Approval Letter” issued by DODD {containing the DODD Contract Number, effective date and approved service(s)} along with a completed “PROVIDER CONTACT DATA COLLECTION SHEET” (used to collect full current provider contact data).</p> <p>→ Following receipt of above documentation, FCBDD adds the provider’s information to the Vendor database, known as Gatekeeper (entry required for Service Authorization). Refer to the link below, on the DODD site, which supplies information on permissible marketing opportunities. http://providersearch.dodd.ohio.gov/</p> |
| | <p>-Parents/guardians/Individuals/advocates personally contact providers with whom they are interested in scheduling an interview meeting. If chosen, the interviewer/parent/guardian/Individual, notifies the Service Coordinator of their selection. -The Service Coordinator adds the new Provider to the individual’s Service Plan and Service Authorization.</p> |
| | <p><i>If needed, contact Office of Provider Relations to request DODD Billing guideline resources and FCBDD Documentation Training information, and/or to request a list of Medication Administration Training sites, as required per an I.S.P.</i></p> |