

Resources & Potential Costs

Item/Activity	Potential Cost	Resources
<p>Criminal Background Check</p> <p>(A criminal records check is considered current if it is not more than one year old)</p> <p>Cost is dependent on the agency processing the background check.</p>	<p>BCII \$22 - \$62</p> <p>FBI \$24 - \$64</p>	<p><i>Clark County Educational Service Center</i> 937.325.7671</p> <p><i>Clark County Sheriff's Office</i> 937.521.2114</p> <p><i>Springfield Clark CTC</i> 937.325.7368</p> <p><i>Clark County Board of Developmental Disabilities (BCI only)</i> 937.328.2729</p>
Overview of serving individuals with developmental disabilities	\$2 - \$90	<p><i>Developmental Disabilities Training</i> www.mrddtraining.com</p> <p>Ohio Association of County Boards Training Center www.oacbmrrd.org (click on Training Center)</p> <p><i>Clark County Board of Developmental Disabilities</i> 937.328.2729</p>
Evidence of training in incidents adversely affecting health and safety (MUI/UI)	\$2 - \$90	<p><i>Clark County Board of Developmental Disabilities</i> 937.328.2729</p>
Evidence of training in individual rights		
Overview of basic principles and requirements for providing HCBS waiver services	\$8 - 90	
Universal Precautions	\$2 - \$20	<p><i>American Red Cross</i> 937-399-3872</p> <p><i>Ohio Association of County Boards Training Center</i> www.oacbmrrd.org (click on Training Center)</p> <p><i>Clark County Board of Developmental Disabilities</i> 937.328.2729</p>
<p>Evidence of a valid CPR certificate</p> <p>Evidence of a valid First Aid certificate</p> <p>These topics may be offered together during the same training session or may be separate sessions, depending on the provider of the classes.</p>	\$12- \$60	<p><i>Springfield Family YMCA</i> 937-323-3781</p> <p><i>American Red Cross</i> 937-399-3872</p> <p><i>American Heart Association</i> 800-AHA-USA1</p> <p><i>Clark County Board of Developmental Disabilities</i> 937.328.2729</p>
Total	\$74 - \$476	

Independent Providers

Technical Assistance Guide

Developmental Disabilities
of Clark County
937-328-2729

STEPS TO BECOME AN INDEPENDENT PROVIDER

Step One - Initial Application:

Complete the *Provider Certification Application - CERT01*

Step Two - Apply to Become an Independent Provider

Each form is required:

1. ODJFS-6750 Ohio Health Plan Provider Application/Agreement for Individual Practitioners
2. OBM-5657 OBM Vendor Information Form
3. Form W-9 (Rev.10-2007) Taxpayer Identification Form
4. HLS-0038 Request form for the denial of funding or business contract
5. Terrorist Exclusion List

Step 3 – Service Applications for Providers:

Most Commonly Requested Service Applications

1. CERT-01 Application for Supported Living/ HCBS Waiver Provider Certification
2. CERT-02 Homemaker/Personal Care, Independent/Agency Provider
3. CERT-03 Transportation, Independent/Agency Provider
4. CERT-04 Transportation Mileage Other Than to Access Adult Day Services, Independent/Agency Provider
5. CERT-05 Adult Foster Care, Independent/Agency Provider
6. CERT-06 LVI Informal Respite, Limited Provider

Step 4 – Application Fee

Effective October 1, 2009, Applicants seeking certification to provide waiver services are required to submit an application fee at the time of application for initial certification, application to renew certification, and application for certification to provide additional services during the term of existing

Application Fees	Initial Certification (1 year)	Renewal Certification (3 years)	Add Services
Independent Provider	\$50	\$100	\$15

The application fee must be paid by check or money order, payable to the Ohio Department of Developmental Disabilities. Payment in full is required at the time of application. **Applications submitted without a check or money order will be returned to the applicant. Application fees are non-refundable.** Therefore, an applicant who is uncertain about which fee applies should contact the Provider Certification Unit at Provider.Certification@dodd.ohio.gov before submitting his/her application.

What happens next?

Step 5 – Initial Approval Notification

If the application is complete, the department will review the application and notify the applicant in writing of its decision to approve or deny certification within 45 calendar days of receipt of the complete application. As soon as you receive this initial certification approval letter you may begin providing services. However, you cannot submit claims for reimbursement until you have received a final approval letter with your Medicaid provider number; billing for authorized services can be submitted back to the date indicated on the initial certification approval letter. The applicant will also receive a **DODD Security Affidavit Form**. Complete this form and send it to the address listed on the form.

Step 6 – Final Approval Letter

In addition to the final approval letter with the Medicaid provider number listed, the applicant will also receive billing instructions, and form **OBM-1234 Authorization Agreement for Direct Deposit of EFT Payments**. This form requires an original signature, so it **cannot be emailed or faxed**. Please follow the instructions on the form as to how to submit this document.

It is expected that you will download and complete the forms. DODD will no longer send out application packets. If you have additional questions contact the Office of **Provider Certification** Provider.Certification@dodd.ohio.gov

Pre-Application Requirements

The following standards apply to each independent provider; These standards must be met before certification is granted. Independent providers must submit evidence of the following upon application.

1. Proof that you are at least 18 years of age
2. Copy of a high school diploma or GED
3. Valid Social Security Number
4. A State of Ohio identification, a valid driver's license, or other government-issued photo identification
5. A current report from the Bureau of Criminal Identification and Investigation (BCII) which demonstrates he/she has not been convicted of or pleaded guilty to any of the offenses listed in division (E) of section 5126.28 of the Ohio Revised Code; a criminal record check by the Federal Bureau of Investigation is required for those who cannot present proof that they have been residents of Ohio for the five-year period prior to the date of the background investigation
6. Have completed eight (8) hours of training that addresses the following topics:
 - Overview of serving individuals with developmental disabilities
 - Rights of individuals set forth in sections 5123.62 to 5123.64 of the Ohio Revised Code
 - Overview of basic principles and requirements for providing HCBS waiver services
 - Requirements of rule 5123:2-17-02 (Incidents Adversely Health and Safety) of the Ohio Administrative Code
 - Universal precautions for infection control, including hand washing and the disposal of bodily waste
7. Hold a valid certification in First Aid
8. Hold valid certification in CPR

Note: if you are applying for either of the Transportation services, you will also need to submit proof of car insurance and a currently valid Ohio Driver's License.

DEFINITIONS

Homemaker Personal Care: is provided in a person's home and/or community settings and helps a person with daily living activities such as personal hygiene, dressing, eating, housekeeping, medical appointments and community outings specified by the individual plan.

Transportation: means a service offered in order to enable individuals served on a waiver to gain access to waiver or other community services, activities, and resources specified by the individual plan.

Informal Respite: is support on a short term basis to a person who receives the waiver to give family members a break specified by the individual plan.



DEVELOPMENTAL
DISABILITIES
OF CLARK COUNTY

2527 Kenton St.
Springfield, OH 45505
Phone: 937-328-2729
Fax: 937-327-6601
Email: bketrn@clarkdd.org

Developmental Disabilities of Clark County offers the following services to Independent Providers:

- Technical Assistance in completing applications
- Training
- BCII Background Checks