

Becoming an Independent Provider

Please note that you must be comfortable using technology, have a current email address and regular access to a computer as most all certification and ongoing provider responsibilities require the use of technology. All communication from DODD is through email. The application process is completely online.

Review the Steps for Becoming an Independent Provider

<https://dodd.ohio.gov/wps/portal/gov/dodd/providers/initial-renewal-certification/1become-an-independent-provider>

<https://lakebdd.org/become-an-independent-provider/>

Learn About Provider Certification and the Services you will Provide

<https://dodd.ohio.gov/wps/portal/gov/dodd/forms-and-rules/rules-in-effect/administrative-rules-list>

Rule 5123-2-09: Provider Certification – Independent Providers and rules for all the services available can be found on this page

Gather the Required Documentation and Complete Required Training

- Current BCII (Background Check)
Must get an FBI check as well **if** have not been a resident of Ohio for the previous 5 consecutive years
- Verification of Age (must be at least 18), COPY OF VALID BIRTH CERTIFICATE
- Valid government-issued photo identification (ex. Copy of your Driver's License / State ID)
- High School Diploma / High School Equivalence (an Associate's, BA or MA are also accepted)
- Valid Social Security Card
- State of Ohio Supplier ID Number (see below for details)
- Be able to read, write and understand English at a level sufficient to comply with all requirements

IF PROVIDING TRANSPORTATION (HPC and/or Non-Medical):

- Proof of valid car insurance
- Driver's Abstract (can be obtained from local BMV, **must be dated within 14 days of submission of application**)

TRAINING REQUIREMENTS FOR CERTIFICATION:

- First Aid & CPR Certification (must be current)
- Initial Training for Independent Providers provided by the Department or entity using Department-provided curriculum including-
 - o *Overview of serving individuals including implementation of individual service plans and service outcomes, role of an independent provider including "National Alliance for Direct Support Professionals" code of ethics, Rights of individuals set forth in sections 5123.62 of the Revised Code, Person-centered planning and provision of services, facilitating community participation and integration for individuals served, universal precautions for infection control, service documentation and billing for services, Rule 5123-2-06 of the Administrative Code, Rule 5123-17-02 of the Administrative Code including a review of health and welfare alerts issued by the department*

- Department provided training in empathy-based care
- Electronic Visit Verification (EVV) Training Certificate (**only applicable if providing Homemaker Personal Care, Participant Directed Homemaker Personal Care and/or IO Waiver Nursing**)

Background Check FYI

All applicants must complete a BCII Background Check. FBI Checks are required if you have lived outside of Ohio in the last 5 years.

Ensure the proper code is being used: BCII – 5123.169 , FBI – 5126.28

Results must be sent directly to DODD. Do not send the results to the County Board.

DODD

Office of Provider Certification

30 E. Broad Street, 13th Floor

Columbus, Ohio 43215

HELPFUL HINT: When you are gathering your documentation, scan and upload them to your computer as PDF files, and name the file what it is (ex. Driver's License, Social Security Card, etc.).

Application Fees

The application fee is non-refundable. It must be paid with a credit/debit card or electronic check.

The fee for an independent provider is **\$125**.

The application fee is waived for applications for exclusively one or more of the following services; Clinical/Therapeutic Intervention, Environmental Accessibility Adaptations, Functional Behavior Assessment, Home-Delivered Meals, Informal Respite, Interpreter Services, Nutrition Services, Participant Directed Homemaker/Personal Care, Participant/Family Stability Assistance, Shared Living, Social Work, Specialized Medical Equipment and Supplies and/or Support Brokerage.

What happens after the Application is submitted?

Once DODD receives your completed application, application fee, and the background check, your application will be reviewed. Within 30 days, one of three things will happen, your application will be approved, denied, or more information may be requested. If more information is requested, DODD will contact you via email to let you know and give you a timeline to submit what is being asked for. If you fail to submit the needed information within the time line, your application will expire, and you will have to start over again.

Once you are a certified provider, you will receive your certification letter via email.
Contact your county board and let them know you are interested in providing services.

Additional Training and Ongoing Requirements/Responsibilities

Independent Providers are required to complete training on an annual basis once certified as well as maintain certain documentation and follow certain reporting criteria. It is your responsibility to know of and understand what is required of you. You can find that information within the Provider Certification – Independent Provider Rule as well as the rule(s) specific to the services you provide.

Required annual training may vary based on what services you are certified to provide. You will need to familiarize yourself with what is required of you once you receive your certification. Annual training is tracked by calendar year, meaning each year between January 1 and December 31 training must be completed.

For More Information



Pennie Chappell

Provider Resource Manager

Cell (740) 501-0553

Pchappell@meorc.com

Counties for Catalog Services: **Belmont, Harrison, Noble**

Counties for Catalog with Provider Support Coordination:

Washington, Monroe, Athens

Pennie Chappell is the Provider Resource Manager at MEORC. Pennie is a Good Life Facilitator (Level 1 and 2), Person-Centered Thinking Coach, Trauma Informed Care Facilitator, Ohio Self Determination board member, Gathering @ the Grove co-chair and holds a Bachelor of Business Administration degree with concentration in Human Resources and Management. Pennie has an adult son in the DD system and has over 15 years direct experience as a provider.



Jen Grubaugh

Provider Support Coordinator

Cell (740) 504-1023

jgrubaugh@meorc.com

Counties for Catalog Services: **Tuscarawas, Jefferson**

Counties for Catalog with Provider Support Coordination:

Holmes, Carroll, Perry

Jen Grubaugh is a Provider Support Coordinator at MEORC. Jennifer is a Good Life Facilitator (Level 1 & 2), Gathering @ The Grove core team member, has her Bachelor of Business Administration degree from Mount Vernon Nazarene University and has over 23 years of experience in business operations in both the private and public sectors. She also has over 7 years of experience specific to the DD field.



Kesler Spung

Provider Support Coordinator

Cell (330) 275-5044

kspung@meorc.com

Counties for Catalog Services: **Licking, Muskingum, Guernsey**

Counties for Catalog with Provider Support Coordination:

Hocking, Morgan

Kesler Spung is a Provider Resource Coordinator at MEORC. Kesler is an Ohio University Graduate with over 12 years of experience working in the Developmental Disabilities field. Kesler has worked in Special Olympics, Youth Summer Camps, Service Support Administration and Provider Administration, and Employment Services to name a few.
