



## **Provider Certification Frequently Asked Questions**

### **How do I become a certified waiver provider?**

The Ohio Department of Developmental Disabilities (DODD) must certify agencies and/or individuals that provide Home and Community Based Waivers (HCBS) and Supported Living (SL).

Provider Certification is the focal point for evaluating applications to determine if an applicant meets the standards that govern the HCBS Waiver and SL.

Applications are reviewed on an individualized basis and must include specific qualifications and/or documentation to support how the applicant meets or exceeds the service requirements. Providers certified to deliver Medicaid services will receive a Medicaid number necessary to obtain reimbursement. Becoming a certified provider does not mean that the provider is an employee of the State of Ohio, the Ohio Department of Developmental Disabilities or of the provider's local County Board of Developmental Disabilities. Providers are independent business owners who are certified to provide services to individuals on a Level One (L1), Independent Options (IO) or Self Empowered Life Funding (SELF) Medicaid Waiver.

Certified providers are responsible for contacting the local county boards of developmental disabilities to advise them of their certification. If selected to deliver services through the HCBS waiver and/or the SL program, providers will contract directly with the county board.

An individual or agency is prohibited from providing any service until certification is obtained from the DODD.

### **How do I obtain clients?**

Once you are certified, any individual receiving Supported Living, Individual Options waiver, Level One waiver, SELF waiver or Family Resources from a Board of DD may request your services. The Ohio Department of Developmental Disabilities (DODD) strives to assure that each individual is given free choice of provider. DODD allows certified providers to post their certification status on its web page. DODD certification is valid statewide, but you must indicate prospective service counties on DODD's certification application. Providers are solely

responsible for the accuracy of their online information. Per the OAC 5123-2-08 (Agency Provider) or 5123-2-09 (Independent Provider), as a certified provider you must provide and maintain your current physical address, telephone number and electronic mail addresses with DODD. You should also contact MCBDDS and request to be added to the Provider List. Once on the list, you will begin to receive Service Requests which is the primary means of communicating the desire of an individual to obtain a provider. Receipt of DODD certification does not guarantee selection as a service provider.

### **Who do I notify that I want to work in Montgomery County?**

If interested in being placed on the Provider List, contact:

Marci Slifko, Residential Compliance Manager  
Montgomery County Board of Developmental Disabilities Services  
8114 N. Main Street  
Dayton, OH 45415  
(937) 732-1087 phone  
[mshifko@mcbdds.org](mailto:mshifko@mcbdds.org) - email

### **How do I obtain the required trainings to become a certified provider?**

You can obtain the trainings required to become a certified provider either in the classroom or online. Below are some options available to you for receiving the required trainings:

- **Ohio Department of Developmental Disabilities** – This is a free training that is offered online through the DODD website ([www.dodd.ohio.gov](http://www.dodd.ohio.gov)). It can be accessed by using your Provider username & password created through DODD; however it is not required in order to access the DODD MyLearning link as you may also sign in as a Guest. Click this link to obtain information on training [Training | Department of Developmental Disabilities \(ohio.gov\)](#)
- **The Academy of Direct Support Professionals** – This is a classroom setting that provides the necessary training scheduled at different locations. It is now being offered in Montgomery County, free of charge. It is also being offered at other locations. The location will be identified on the Academy’s website calendar. The cost of the training varies dependent upon the location. Go to [www.academy4dsp.com](http://www.academy4dsp.com) and click on the Classes tab located at the top of the page. The course section will be “Mandatory Orientation and Annual Renewal Training”.
- **CEUCertificates.com** – This is an online training option. The entire 8 hour course will cost \$60 (Option 1). They also offer Annual Training Requirements at a cost of \$60 (Option 2).

**Note: MCBDDS does not recommend or endorse any service provider**

## **How do I obtain First Aid and CPR training for waiver certification?**

**Note: Please remember that Basic Life Support Training does NOT include CPR training.**

First Aid and CPR trainings are available through the American Red Cross, Dayton Area Chapter  
370 West First Street  
PO Box 517  
Dayton, Ohio 45401-0517  
(937) 222-6711  
<http://www.dac.redcross.org>

**OR**

The Academy of Direct Support Professionals is also providing that training in Montgomery County at no charge. Please go to their website to see the scheduled dates.

<https://www.academy4dsp.com>

**OR**

**You may also Google “First Aid/CPR training” to identify other local entities that offer the trainings.**

**The MCBDDS does not recommend or endorse any service provider.**

In this era of technology, there are many entities that offer web-based training for CPR and First Aid certification. Although, these entities have credentials, their performance measures may differ significantly. The standards of performance the department recognizes follow the prescribed format equivalent to the American Red Cross. A prescribed format is defined as lecture, demonstrations via video or conferencing, and hands-on training in a ‘practice while you watch’ format. To obtain CPR/First Aid certification, the web based testing is permissible when followed with an actual skills competency in person demonstration.

Applicants who prefer to obtain CPR/First Aid via web based training in lieu of classroom training for initial certification must submit with their application written verification that the entity’s curriculum is equivalent to the American Red Cross prescribed format. The online training portion only does not meet the training criteria. You must also do the hands-on skills portion to complete the online training. Proof of that skills session is also required along with the online course completion. Individuals certified as an EMT are required to submit their EMT certification as evidence of completion of CPR/First Aid. Applicants currently certified must maintain written verification of the entity’s curriculum in the event of a compliance review.

## **How do I obtain a criminal background check?**

You must obtain a criminal background check as part of the certification process. Independent providers and Agency CEO should request reason code 5123.169; Agency staff should request 5123.081. Web Check service are offered by:

Ohio Bureau of Criminal Identification & Investigation (BCI)  
1560 SR 56, SW / P.O. Box 365  
London, OH 43140  
(740) 845-2000  
<http://www.ag.state.oh.us/sections/bci/index.htm>

**OR**

Montgomery County Board of Developmental Disabilities Services  
8112 N. Main Street  
Dayton, OH 45415  
(937) 760-4955

Note: **YOU MUST CALL TO SCHEDULE AN APPOINTMENT.**

The cost for BCI and FBI fingerprints are: BCI = \$27.00; FBI = \$31.00 or \$53.00 if both are needed.

**OR**

All requests for an Ohio civilian background check must be submitted electronically, through use of Web Check or other approved methods. There are over 550 Web Check locations available to persons seeking background checks. These locations are listed by county on the Ohio Attorney General's website:

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing>.

Note:

- Applicants who have never lived in Ohio require an FBI check.
- Applicants who have lived in Ohio from 1 day to 5 years require both BCI & FBI check.
- Applicants who lived in Ohio for more than 5 years require a BCI check only.

Requirements for electronic submission applies only to BCI checks, FBI checks on mailed ink – rolled cards will still be accepted. All civilian background checks (both BCI & FBI) are processed through BCI. The FBI does not accept direct submissions for civilian background checks. Your BCI background check needs to go directly from BCI to the DODD Provider Certification Unit.

### **How do I obtain a Driving Record Abstract?**

The Driving Record Abstract may not be more than two weeks old. To obtain a prior 3-year driving record of violations and accident regarding any person, you can connect to the Ohio BMV Website.

### **At a Local Deputy Registrar License Agency**

Deputy Registrars have the ability to issue copies of driving records (driver license abstracts) at branch license agency offices throughout Ohio. Driving records may only be obtained by qualified individuals. License agency customers may purchase driving records for themselves; for others, upon written consent; and for other individuals who qualify to receive driving record information.

A driver license abstract contains an individual's three-year record of violations and accidents.

**How much am I paid as a waiver provider?**

The rate of pay will depend upon the service provided. See OAC 5123:2-9 and reference the particular service in question. Typically the fee schedule is identified in an Appendix for each service.

**How do I contact DODD?**

Provider Relations may be reached at (800) 617-6733 and listen for the available options or you may obtain information on DODD’s website <http://dodd.ohio.gov>

**How do I obtain provider support services?**

<b>Waiver Billing</b>	<b>Supported Living, Room and Board and Cost-To-Live Billing</b>
<p>The Waiver Billing and the Provider Support Service Units work together to assure that the Ohio Department of Developmental Disabilities (DODD) provider community is paid in a timely manner. If there is a problem with your billing or reimbursement, please call Provider Support Services at (800) 617-6733 or e-mail Provider Support to get any issues resolved.</p> <p>When contacting Provider Support Services, please provide your full name and agency name (if applicable), your DODD contract billing number, phone number including area code, where you can be reached between 8:00 a.m. and 4:00 p.m., and a brief description of the problem.</p> <p>Our goal is to return your call or e-mail as soon as were able. We aim for a 48-hour turnaround. Please note: When leaving a message, speak clearly and slowly. Make sure to give all information requested in order for timely assistance.</p> <p>If providers wish to come in person to discuss billing issues, please be aware that HIPPA regulations require that we see providers by appointment only. We will not be available to see providers on a "drop-in" basis. Making an appointment also enables us to pull your records in advance so that we may serve you more effectively.</p>	<p>Contact Angela Lewis at (937) 239-9063 for help with claims submission, processing and reimbursement. Regarding Cost-To-Live Billing, contact Kinam Kates at (937) 270-2100.</p>

### **How do I bill?**

Per the DODD Certification Rules, all newly certified providers must receive training on billing and service documentation as a requirement to become a certified provider. On the DODD website, the Supporting Providers tab is a great resource for providers as it pertains to billing. [Billing and Claims | Department of Developmental Disabilities \(ohio.gov\)](#). Also MCBDDS conducts New Provider Training that covers billing and service documentation on a requested basis. Contact Marci Slifko, by phone at (937) 732-1087 or via email at [mslifko@mcbbdds.org](mailto:mslifko@mcbbdds.org), if you wish to schedule the training.

### **Do I need to document my services?**

You must document your services in a manner that complies with federal and state rules and regulations. Contact Marci Slifko at (937) 732-1087 or via email at [mslifko@mcbbdds.org](mailto:mslifko@mcbbdds.org), if you wish you to receive documentation templates or they can be obtained on the DODD website [Billing and Claims | Department of Developmental Disabilities \(ohio.gov\)](#).

### **How long do I keep my documentation?**

Providers of services shall maintain all service documentation for a period of six years from the date of receipt of payment for those services or until an initiated audit is resolved, whichever is longer.

### **If You're Interested in Opening a Group Home**

The Montgomery County Board of DDS does not license group homes. Ohio no longer licenses new group homes for people with developmental and intellectual disabilities. We do not expect any new development of “group homes” in the near future.

Individuals with developmental disabilities currently get the residential services and supports they need in their own homes; however, occasionally vacancies occur in licensed facilities. Individuals typically live with family members or roommates or by themselves (as funding allows).

An individual chooses a home/apartment, condominium, duplex or house where he or she wants to live and the people with whom he or she will live (as funding and statute allows). An individual also selects a service provider from a list of certified providers.

If you are interested in starting a group home in your home, you can contact the Ohio Department of Health, which licenses adult care facilities and adult care homes, at (614) 466-7713. Such homes provide personal care services and supervision to all vulnerable adults, not just those with mental retardation. You can also call the Area Agency on Aging at (800) 258-7277 about adult care foster homes.

### **What are developmental disabilities?**

A developmental disability is a mental or physical impairment that occurs before age 22, continues indefinitely and causes substantial difficulties in self-care, learning, mobility and economic independence.

### **Who are the people who have developmental disabilities?**

Intellectual and developmental disabilities occur among all racial, ethnic, educational, social and economic backgrounds. Estimates are that out of every 100 people, two to three have some level of developmental disability.

### **What causes developmental disabilities?**

Most are caused by a complex mix of factors, which may include genetics, parental health and behaviors, complications during birth, infections a mother may have during pregnancy or her child may have early in life, and exposure of a mother or child to high levels of environmental toxins. Some developmental disabilities, such as Fetal Alcohol Syndrome, are preventable. But the cause of many developmental disabilities remains unknown.

### **What is the difference between intellectual disabilities and mental illness?**

#### **Intellectual Disability**

1. Intellectual disability refers to below average intellectual functioning.

2. Intellectual disabilities may result in impairment in social adaptation.

3. The rate of intellectual disabilities nationwide is estimated at 3 percent of the general population. In Ohio, the incidence is thought to be 1.4 to 1.9 percent of the general population.

#### **Intellectual Disability**

4. Intellectual disabilities can be present at birth or occur during the period of development.

#### **Mental Illness**

1. Mental illnesses are medical conditions that disrupt a person's thinking, feeling, mood, ability to relate to others, and daily functioning. Just as diabetes is a disorder of the pancreas, mental illnesses are medical conditions that often result in a diminished capacity for coping with the ordinary demands of life. Mental illness has nothing to do with intelligence.

Serious mental illnesses include major depression, schizophrenia, bipolar disorder, obsessive compulsive disorder (OCD), panic disorder, post traumatic stress disorder (PTSD), and borderline personality disorder.

2. A person with a mental illness may be very competent socially, but may have a character disorder or other aberration.

3. Mental disorders fall along a continuum of severity. Even though mental illness disorders are widespread in the population, the main burden of illness is concentrated in a much smaller proportion — about 6 percent, or 1 in 17 Americans — who suffer from a serious mental illness. It is estimated that mental illness affects 1 in 5 families in America.

#### **Mental Illness**

4. Mental illnesses can affect persons of any age, race, religion, or income. Mental illnesses are not the result of personal weakness, lack of character, or poor upbringing. Mental illnesses

are treatable. Most people diagnosed with a serious mental illness can experience relief from their symptoms and manage symptoms by actively participating in an individual treatment plan.

5. With intellectual disabilities, some degree of intellectual impairment can be expected to be permanent.

5. Individuals with mental illness and their families receive support and services from private practice, their local mental health authority (which may be county-based or regional) and the Ohio Department of Mental Health.

6. A person with intellectual disabilities can be expected to behave rationally at his/her functional level.

6. A person with mental illness may vacillate between normal and irrational behavior.

7. People with intellectual disabilities can also experience different types of mental illness with symptoms such as hallucinations or severe depression, secondary to the condition of intellectual disability.

7. The term mental illness covers a wide variety of symptoms that may indicate that someone is in emotional trouble, including: belligerence, excessive moodiness, suspicion and mistrust, or poor emotional control.

<b>Problem</b>	<b>Solution – Who to Contact</b>
Issues with Security Affidavit Issues with username or password Locked out of system	Call or E-mail Security Support 1-800-617-6733 option 4 <a href="mailto:security.support@list.dodd.ohio.gov">security.support@list.dodd.ohio.gov</a>
There are error codes on billing cycle Any questions regarding <b>BILLING</b> You have adjustments (zero out billing)	Call or e-mail Provider Support 1-800-617-6733option 3 <a href="mailto:provider.support@list.dodd.ohio.gov">provider.support@list.dodd.ohio.gov</a>
Issues with PAS enrollment Questions about recipient PAS Rates	Check PAS online Contact the county that issued the PAWS to get it resolved
Any certification questions Certification packet info Denials (914 or 919) Haven't provided services for over a year	Call or Provider Certification 1-800-617-6733 option 5 <a href="mailto:certification.support@list.dodd.ohio.gov">certification.support@list.dodd.ohio.gov</a>
Patient Liability issues and questions	
How to bill Patient Liability	Call Provider Support 1-800-617-6733 option 3

EFT (electronic funds transfer)	Mail to: Ohio Shared Services PO Box182880 Columbus, OH 43218 <a href="#">..\Provider forms\OBM-1234 Direct Deposit.pdf</a>
File status shows a bad file	Call Provider Support 1-800-617-6733 option 3
Haven't received a 1099 or it's wrong	Call or e-mail Ohio Shared Services 1-877-644-6771 <a href="mailto:vendor@ohio.gov">vendor@ohio.gov</a>
Need a check reissued voided due to age lost in mail (2 weeks from issuance)	Call Provider Support 1-800-617-6733 option 3
Address and name changes	This needs to be changed with Ohio Shared Services prior to changing on the DODD Website through the Provider Services Management system
Haven't received check/EFT	Check Provider Weekly Reports to see if one was issued then contact Provider Support at 1-800-617-6733 option 2.