

GENERAL PROVIDER CERTIFICATION PROCESS INFO

- Go to www.dodd.ohio.gov
- Click on the LOGIN link (silhouette of a person, upper right hand corner), utilizing the assigned username and password. Then you will choose APPLICATIONS, then click on the blue tile which is titled PSM-Portal.
- The Blue Question mark throughout the application is a resource tool for you if you have any questions. In the Download section, there will be forms listed that will need to be printed, signed and returned with the other collateral paperwork. In the Upload section, there will be a list of documents/paperwork that DODD is requesting to be forwarded for certification purposes. This will list all of the documentation to be scanned and uploaded to the application. The system is set up to not permit you to continue to the next page if you are missing any information or if all the documentation is not uploaded.
- Payment for the certification will occur at the end of the application process and requires a credit/debit card or electronic check. The system will not allow you to pay until all required items/documentation is attached/uploaded to the application.
- You will also be given a Provider Application Tracking number which you will use as a reference when contacting DODD when following up on the status of your application.
- You will receive an email from DODD stating that they have received your application and if there are any missing items, they will be listed. DODD will send you emails throughout the process to make you aware of your application status. If you are missing any items, you will then have 30 days to upload the missing information to DODD. This will be done through a Supplemental Application. Once all documentation is received (complete application), DODD then has 30 days from that date to make the determination about certification.
- After you receive your final certification letter from DODD, you will need to contact the County Board to make them aware that you are interested in being placed on the Provider List.
- Once you have become certified you may need to complete a Security Affidavit if you do not have access to the necessary DODD applications that are key to your role as a provider such as the billing portal eMBS. Please check to see what applications you have been granted access to (eMBS, MSS, My Portal, Data Warehouse, etc). If you have no access then you will need to complete the Security Affidavit form which can be found under the Forms link and is titled Online Security Request; [Online Security Request | Department of Developmental Disabilities \(ohio.gov\)](#). The form needs to be completed in its entirety and forwarded to the address on the last page of the form. This form needs to be redone on an annual basis in order for you to be able to access the applications.
- If you have any questions about the process, feel free to contact Marci Slifko at 937-732-1087 or via email at mslifko@mcbdds.org. You may also contact DODD at 1-800-617-6733 option 5.