



Residential and Family Services
580 Calumet Lane
Dayton, OH 45417
(937) 837-9290

Provider Certification

Frequently Asked Questions

How do I become a certified waiver provider?

The Ohio Department of Developmental Disabilities (ODODD) 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 ODODD.

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 (ODODD) strives to assure that each individual is given free choice of provider. ODODD allows certified providers to post their certification status on its web page. ODODD certification is valid statewide, but you must indicate prospective service counties on ODODD's certification application. Providers are solely responsible for the accuracy of their online information. 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 to obtain a provider. Receipt of ODODD 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
580 Calumet Lane
Dayton, OH 45417
(937) 457-2816 phone
(937) 837-9297 fax
mshifko@mcbdds.org - email

How do I obtain the required 8 hours of 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:

The Academy of Direct Support Professionals – This is a classroom setting that is an 8 hour training session scheduled on one Saturday per month from 9-5:30. The location will be identified on the Academy's website. The initial certification class will be offered monthly; the renewal certification class will be offered once per quarter. The cost of the training is \$50. If you are in need of only the Annual Training requirements (Role and responsibilities of independent provider with regard to services including person-centered planning, community integration, self-determination, self-advocacy, and positive culture ● Rights of Individuals ● Rule 5123:2-17-02 including Health and Welfare Alerts issued by the Ohio Department of Developmental Disabilities - also covers alerts issued within the past 12 months), those will be in the afternoon session from 1:30-5:30pm, at a cost of \$25. If you choose to pay at the door there is a \$5 additional fee for each session that you are registered to attend. Go to www.academy4dsp.com and click on the Browse list of Current Seminars or Classes tab. The course section will be Provider Initial Certification Training.

Clark County Board of Developmental Disabilities – This is a classroom setting. This is conducted in Springfield. The cost for the required trainings varies from \$5 to \$20 per class. They do not offer the entire eight hour required courses at one time. They are broken down per topic. They also offer First Aid & CPR. Go to www.clarkdd.org and click on Providers tab, then click on the Community Training Calendar. It will take you to the registration information section. The contact is Becky Ketron at 937-346-0744 or bketron@clarkdd.org.

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). Go to the DD Professionals Tab to purchase the classes.

The Training Center through OACB – This in an online training option. The entire 8 hour course will cost \$95 (Course 116). They also offer Annual Training Requirements course at a cost of \$95 for the eight (8) hours of continuing education (Course 124). Go to www.oacbdd.org and click on The Training Center link.

Additional website/training options:

www.dodd.ohio.gov - This link will give you information about various trainings that are offered by DODD and other agencies.

www.nowac.com – This link is Northwest Ohio Waiver Administration Center. The cost is \$100.

www.clearwatercog.org – This link is for Clearwater Council of Government. They also offer Positive Culture and Self-Determination courses online. The cost is \$90 for the eight hours of training.

www.traintoexcel.net - This is a correspondence course that offers both Initial and Renewal trainings. The cost is \$60.

www.dcbdd.org – This link is Delaware County Board of DD. They offer MUI/UI and DD Bill of Rights Training online.

<http://pr.fcbdd.org/training/continued-education/> - This link is Franklin County Board of DD. They offer MUI/UI and DD Bill of Rights training

Note: MCBDDS does not recommend or endorse any service provider

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

First Aid and CPR 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

Miami Valley Tutoring Services

919 S. Central Avenue

Fairborn, Ohio 45324

(937) 270-6987

waivermvt@yahoo.com

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

Ohio Bureau of Criminal Identification & Investigation
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
5450 Salem Avenue
Dayton, OH 45426
(937) 837-9200 Hours: 8:30a-12:30p
The cost for BCI and FBI fingerprints are:
BCI \$27.00
FBI \$29.00

or

Montgomery County Coroner
361 West Third Street
Dayton, Ohio 45402

Phone: (937) 225-4156

Hours: Monday – Friday 9:00 AM to 3:00 PM

Price: \$40.00

Picture ID required

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 Attorney General’s website:

<http://www.ag.state.oh.us/business/fingerprint/index.asp>

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 & I. The FBI does not accept direct submissions for civilian background checks. Your BCI & I background check needs to go directly from BCI & I to ODODD Provider Certification Unit.

How Do I obtain drug testing for Non-Medical Transportation to Access Adult Day Services certification?

The rule requires testing for controlled substances to be conducted by a certified laboratory (testing by a personal physician does not meet rule requirements). Providers will need to request a 5 or 7 panel drug screen and provide picture ID. The following laboratories are willing to provide testing, **you must inform them that you want testing to become an independent provider and you will be paying for the testing:**

Concentra Medical Centers

228 Troy Street

Dayton, OH 45404-1831

(937) 228-8132

Concentra Medical Centers is a laboratory that provides 5 or 7 panel testing

or

Doctor’s Urgent Care

5915 North Main Street

Dayton, OH 45415

(937) 278-3826

Doctor’s Urgent Care is a facility that provides 5 or 10 panel testing

or

Kettering Worker’s Care

8701 Old Troy Pike

Huber Heights, OH 45404

(937) 237-6231

Kettering Worker's Care is a facility that provides 5 or 10 panel testing

or

Kettering Worker's Care

2023 Springboro West

Moraine, OH 45439

(937) 293-7770

Kettering Worker's Care is a facility that provides 5 or 10 panel testing

Note: The MCBDDS does not recommend or endorse any service provider. Providers are **not required** to obtain Non-Medical Transportation to Access Adult Day Services certification. **Only providers planning to transport individuals to and from their Day Services or Work setting (vocational/habilitation/employment setting) need certification.**

How do I obtain a Driving Record Abstract?

The Driving Record Abstract may not be more than two weeks old. There are three (3) methods for obtaining a driving record:

To obtain a prior 3-year driving record of violations and accident regarding any person, you can connect to the Ohio BMV Website.

Method 1 – On the BMV Website (No charge). This will be an “unofficial” copy of your driving record abstract. This should be obtained **no more than 14 days prior** to sending your collateral certification paperwork to ODODD.

To obtain this abstract, you will go to <http://bmv.ohio.gov> and look in the Online Driving Records section clicking on “View an Unofficial Copy of your Driving Record”. This will then take you to a choice screen. You will then follow the instructions to view your unofficial copy. Please include a copy of your driver's license to indicate that this report corresponds with the driver's license number on the record.

Method 2 - By mail (Cost \$2.00)

To obtain a prior 3-year driving record of violations and accidents regarding any person, it is necessary to submit the full name, address, date of birth, social security number, and driver license number along with other information requested on form BMV 1173 - Record Request Form. If inquiring about another individual's driving record, form BMV 5008 - Notarized Written Consent Release of Personal Information must be also be completed, notarized, and submitted with form BMV 1173 - Record Request Form.

There is a fee of \$2.00 for each driving record request. Make check payable to the "Ohio Treasurer" Allow 14-21 days to process.

Method 3 - At a local deputy registrar license agency (Cost \$5.50)

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.

Form BMV 5713 (Driver Abstract Request) must be completed in order to receive a driver license record. This form can be obtained at any local deputy registrar license agency location.

An individual inquiring regarding himself or herself:

(Complete Part A) If inquiring in person for information on yourself, you must provide personal information regarding yourself and prove your identity by presenting your driver license or identification card.

An individual inquiring regarding another person:

(Complete Parts A and B) If inquiring regarding another individual, you must attach a notarized form BMV 5008 - Notarized Written Consent Release of Personal Information granting the written consent of the person.

Other:

Check applicable reason for request on back of form BMV 5713 (Driver Abstract Request) and present all required identification and complete Parts A and B.

There is a fee of \$5.50 for each driving record request. This cost includes information returned on a driving record request that does not match the information provided or is not found in the computer database. Make check or money order payable to the "Ohio Treasurer."

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 ODODD?

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

How do I obtain provider support services?

Waiver Billing	Supported Living, Room and Board and Cost-To-Live Billing
<p>The Waiver Billing and the Provider Support Service Units work together to assure that the Ohio Department of Developmental Disabilities (ODODD) 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 ODODD 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 to. 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</p>	<p>Contact Angela Lewis at (937) 457-2706 for help with claims submission, processing and reimbursement. Regarding Cost-To-Live Billing, contact Kinam Kates at (937) 457-2746.</p>

we may serve you more effectively. Thank you	
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How do I bill?

You will receive online billing instructions from ODODD with your certification letter. ODODD conducts billing training on a regular basis. The training dates can be found by going to <http://dodd.ohio.gov> and click on Training link. The DODD website also offers Power Point presentations on several billing topics. These can be found on the Provider page, under Billing & Claims then go to Billing Resources. Also we conduct New Provider Training that covers billing. Contact Marci Slifko, (937) 457-2816, if wish you to attend 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) 457-2816, if wish you to attend training on provider documentation responsibilities.

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 mental retardation. 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 is mental retardation?

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?

Mental retardation and other developmental disabilities cut across all lines of race, educational, social and economic background. Estimates are that out of every 100 people, two to three have some level of DD.

What causes mental retardation?

Any condition that impairs development before birth, during birth or in the early years can cause mental retardation and other developmental disabilities. In most instances there is no known cause for an individual's disability. Genetic irregularities; problems during pregnancy, including malnutrition, poor prenatal care, illnesses like German measles, infections and alcohol or substance abuse; birth trauma and premature birth; illnesses or injuries in infancy such as meningitis, a blow to the head or near drowning, and environmental factors such as lead poisoning and malnutrition can all result in DD.

What is the difference between mental retardation and mental illness?

Mental Retardation

1. Mental retardation refers to below average intellectual functioning.
2. Mental retardation refers to impairment in social adaptation.
3. National incidence: 3% of the general population. Ohio incidence: 1.4 to 1.9% of the

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

general population of Ohio is estimated to have severe functional limitation due to mental retardation or other developmental disabilities.

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.

4. Mental retardation is present at birth or occurs during the period of development.

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. In mental retardation, 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 mental retardation 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 mental retardation can also experience different types of mental illness with symptoms such as hallucinations or severe depression, secondary to the condition of mental retardation.

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.

Problem	Solution – Who to Contact
Issues with Security Affidavit Issues with username or password Locked out of system	Call or E-mail Security Support 1-800-617-6733 security.support@list.dodd.ohio.gov
There are error codes on billing cycle Any questions regarding BILLING You have adjustments (zero out billing)	Call or e-mail Provider Support 1-800-617-6733 provider.support@list.dodd.ohio.gov
Issues with PAS enrollment Questions about recipient PAS Rates	Check PAS online Contact the county that issued the PAWS to get it resolved county board roster

Any certification questions Certification packet info Denials (914 or 919) Haven't provided services for over a year	Call or e-mail Provider Certification 1-800-617-6733 option 3 certification.support@list.dodd.ohio.gov
Patient Liability issues and questions	laura.morris@dodd.ohio.gov
How to bill Patient Liability	Call or e-mail Provider Support 1-800-617-6733 provider.support@list.dodd.ohio.gov
EFT (electronic funds transfer)	Mail to: Ohio Shared Services PO Box182880 Columbus, OH 43218 ..\Provider forms\OBM-1234 Direct Deposit.pdf
File status shows a bad file	Call or e-mail Provider Support 1-800-617-6733 provider.support@list.dodd.ohio.gov
Haven't received a 1099 or it's wrong	Call or e-mail Ohio Shared Services 1-877-644-6771 vendor@ohio.gov
Issues with uploading flat files and 837 files and questions about NPI	Contact EDI (electronic data interchange) Edi.support@list.dodd.ohio.gov
Need a check reissued voided due to age lost in mail (2 weeks from issuance)	Call or e-mail Provider Support 1-800-617-6733 provider.support@list.dodd.ohio.gov
Address and name changes	This can be changed on the DODD Website
Haven't received check/EFT	Check Provider Weekly Reports to see if one was issued then contact Provider Support at 1-800-617-6733 Provider.support@list.dodd.ohio.gov