



## Independent (Waiver) Provider Checklist

### Important Information Prior to Starting Application

\$125 Application Fee Is Non-Refundable (Fee is currently waived for all new initial applicants).

Review the **Prior to Applying for Certification** document. This will provide information needing to be completed before applying for certification.

Contract your local County Board of DD provider support staff to learn about being a provider and to ensure you are selecting the correct services.

Review all applicable rules and appendices

Ohio Administrative Code (OAC) [5123-2-09 Provider Certification – Independent Providers](#)

Ohio Administrative Code (OAC) [5123-2-02 Background Investigations for Employment](#)

Please note this rule states that sealed and expunged records are included.

Waiver service rules associated with the services you are applying to be a provider for.

**\*ATTENTION NURSES:** If you have a current nursing license, you must enroll with the Ohio Department of Medicaid (ODM) prior to applying to be a provider with DODD, regardless of the type of services plan to provide. All nurses must enroll with ODM first.

### Needed Documentation to Complete Application

Current CPR/First Aid Certification – **MUST** be a class with an in-person assessment component.

Completion of Initial Training Requirements (find a list at: [Independent Provider Training Requirements](#)).

BCI background check report from the Bureau of Criminal Identification and Investigation. Reason Code: 5123.169

FBI background check report from the Bureau of Criminal Identification and Investigation. Reason Code: 5126.28. (Only needed if lived outside of Ohio anytime in last 5 consecutive years).

Copy of social security card. Independent providers must apply with their personal SSN.

Copy of Ohio driver's license or state issued identification card.

- If you are requesting to provide transportation services, you will be required to submit an Ohio driver's license.

Proof of insurance (if applying to provide transportation services).

- Must provide verification you are an authorized driver on the policy if your name is not on the insurance card.



Official driver's abstract (if applying to provide transportation services).

- An abstract older than 14 days cannot be accepted.
- **MUST** be an official driver's abstract. An un-official abstract cannot be accepted.

Copy of high school diploma/GED or letter of support to waive this requirement from your local County Board of DD if providing services to a family member.

Birth certificate or if born outside of the United States, Naturalization/Citizen documentation which lists birthdate.

Additional documentation may be required depending on the services selected or to support documents you have already provided.

**An application is not complete until all required elements (documents, verifications, background check, etc.) are submitted. If DODD has the background check(s), but not the application, the completion date would be when we receive the application with all required documents; If DODD has the application and all required documents, but not the background check, the completion date would be when we received the background check(s).**

## Uploading Documentation into Application

Only one document can be uploaded to a requirement at a time. If you have multiple pages/documents for a requirement, you will need to scan all pages together into one file then upload the file to the requirement in the application.

Make sure you are uploading documents to the correct requirement. Example: if requirement is asking for CPR/First Aid, please be sure to upload a copy of the training card you received to this requirement.

## Starting Your Application

Guides have been created to assist with completing the online application, please visit <https://dodd.ohio.gov/providers/all-provider-resources/pnm> for more information.

To apply for certification, please visit PNM at [https://ohpnm.omes.maximus.com/OH\\_PNM\\_PROD/Account/Login.aspx](https://ohpnm.omes.maximus.com/OH_PNM_PROD/Account/Login.aspx) to begin the online application process. When in the PNM application, you will select CEO/Administrator role.

You will have 120 days to submit your application in PSM. After 120 days, if the application has not been submitted, it will be deleted from the system, and you will be required to start and submit a new application.

Be sure to have all needed documentation for the application scanned and saved on your computer.

Once you have redirected to PSM, if you need assistance PSM or if you have any questions about your application, you can send a communication to the Provider Certification Staff by clicking the orange 'Communicate' Button at the bottom of every page on the application. DODD will respond within 2 business days.



When filling out your application, make sure any person you want to have access to information about application, contract, claims, billing and payment information are listed in the 'Contact' section. If they are not listed, no information can be shared with them.

## After Submitting Your Application

An application will be placed in a pending first review status when all required documentation has been received (this includes background checks).

All applications are reviewed in the order of receipt. DODD cannot expedite an application.

If after the application is reviewed, additional information may be needed. DODD will send a Supplemental Application to your PSM portal, which will contain additional clarification on what is needed to proceed.

Please be sure to monitor the email address you provided on the application for status changes or supplemental application requesting additional information. Be sure to check your spam folder if you do not receive emails in your inbox.

Your application will be reviewed by the Ohio Department of Medicaid (ODM) after DODD approves the application.

Upon ODM approval of your application, you will be issued a Medicaid provider number and DODD contract number sent in an approval letter, to the email you provided on the application. Once you receive these, reach out to your local county board to let them know you're a new provider and find out about their processes for authorizing providers and services.

Additional resources available for certified providers can be found on our website  
<https://dodd.ohio.gov/providers/DSP-Resources>