

## PROVIDER SUPPORT COORDINATOR

CCBDD's Provider Support Coordinator assists independent and agency providers to operate within the requirements of Medicaid and the Ohio Department of Developmental Disabilities (DODD) so that they continue to provide high-quality supports to people who qualify for services in Clinton County.

### Areas of support include but are not limited to:

- Initial Certification process
- Re-Certification process
- Documentation Compliance per rule
- Various Trainings/Education
- Provider Meetings/Newsletters to stay informed
- Mock Reviews/Compliance Reviews to ensure compliance

### Provider Support Coordinator

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*Empowering all to embrace a community transformation that encourages integration and positive relationships committed to trust and acceptance.*

# PROVIDER SUPPORT



## WHAT DOES IT MEAN TO BE A PROVIDER?

An independent provider is a self-employed person who provides services to individuals with developmental disabilities. Independent providers must be certified by the Ohio Department of Developmental Disabilities, but are not employed by the Ohio Department of Developmental Disabilities.

## WHAT TYPES OF THINGS WILL I DO AS A PROVIDER?

Providers do a variety of tasks, which could include: light housekeeping, laundry, assisting and transporting individuals to medical appointments, grocery shopping, accessing activities in the community, assisting with personal care, etc. The particular services provided are based on the individuals' needs and their Individual Service Plan.

## REQUIRED TRAINING TO BECOME A PROVIDER

- Initial Training for Independent Providers through DODD MyLearning
- Electronic Visit Verification (EVV) Training Certificate (only applicable if providing Homemaker Personal Care and/or IO Waiver Nursing)
- First Aid & CPR Certification (must be current)

## GATHER REQUIRED INFORMATION

- Current BCII (Background Check - Must get an FBI check as well if you have not been a resident of Ohio for the previous 5 consecutive years)
- Birth Certificate (Must be 18 years of age)
- Copy of your Driver's License / State ID
- High School Diploma or GED (an Associate's, BA or MA are also accepted)
- Social Security Card
- State of Ohio Supplier ID Number
- NPI (National Provider Identifier) Number
- Supplier ID

\*Contact Amanda Van Tress for more detailed information on completing the application process.

## IMPORTANT THINGS TO KNOW

- It is recommended that applicants first gather all documents and complete required training prior to completing the application.
- The BCII background check must be received directly from the Ohio Attorney General's office.
- The Clinton County Board of DD offers assistance to providers in completing the application online. Once you have all required documents you may contact Amanda Van Tress to schedule a time to receive assistance in completing the application process.
- Please be aware that during the review process, you may be asked to provide additional documentation.
- The date that the last of your application documentation is received (including receipt of the BCII), is the date that your application will be submitted for review. DODD will review your application within 30 days of the submission date.
- Following the review of your application and documentation by DODD, your information will be submitted to Medicaid for approval and you will be issued a Medicaid number.
- Once your application has been approved, you will meet with Amanda Van Tress for a new provider orientation to establish yourself as a provider in Clinton County.