

Agency Provider Requirements

- **Agency Providers must:**

- Have certificate from Secretary of State demonstrating as a for-profit corporation, nonprofit corporation, limited liability company, or limited liability partnership
- Have Internal Revenue Service employer ID number
- Have Bureau of Workers' Compensation employer ID number
- Have comprehensive general liability insurance in the amount of \$500,000
- Report in writing to DODD the name, country of birth, date of birth, and SS number for any person owning a financial interest of 5% or more in the agency
- Demonstrate an established internal system to ensure compliance in:
 - Provider certification
 - Background checks and related rule required actions (rule 5123:2-2-02)
 - Service delivery, service documentation, and billing for services provided
- Submit policies and procedures for the following areas:
 - Person centered planning and self-determination
 - Confidentiality and individuals' records
 - Management of Individuals' funds
 - Incident reporting and investigation
 - Individuals' satisfaction with services delivered
 - Internal monitoring and evaluation procedures to improve services
 - Supervision of staff
 - Staff training plan
 - Annual written notice about Abuser Registry

- **CEO requirements:**

- At least 21 years of age
- Valid SS number and government issued photo ID/driver's license
- High School Diploma
- Bachelor's Degree or at least 4 years of full-time paid work experience as a supervisor of programs or services for individuals with developmental disabilities
- Able to read, write and understand English
- At least one year full-time paid work experience in providing services to individuals with developmental disabilities which included responsibility in:
 - Personnel matters
 - Supervision of employees
 - Program services
 - Financial management

Agency Provider Requirements

- Must complete DODD provided web-based Orientation (<http://dodd.ohio.gov/Providers/BecomeAProvider/Pages/Agency.aspx>) within 30 days of initial certification or hire
- Within 60 days of initial certification or hire, new CEOs must complete training in:
 - Service documentation
 - Billing for services
 - Internal compliance programs
 - Rights of Individuals
 - Rule 5123:2-17-02 (Incidents adversely affecting health and safety)
- Must complete annual training in:
 - Person centered planning
 - Community integration
 - Self-determination and self-advocacy
 - Rights and MUI
- Must be directly and actively involved in day-to-day operation and oversee the provision of service
- Must report in writing to DODD when CEO leaves agency and information on the new CEO
- Must consent in being enrolled in Rapback (background investigation process)
- Must enroll newly hired direct service staff in Rapback
- **Direct Service Staff Requirements**
 - **Prior to providing direct services**, staff must complete 8 hours of training in:
 - Overview of serving individuals with DD, including implementation of ISPs
 - Role and responsibilities of direct services staff regarding person centered planning, community integration, self-determination, and self-advocacy
 - Universal Precautions
 - Rights of Individuals
 - Unusual/Major Unusual Incidents, health and safety alerts (rule 5123:2-17-02)
 - American Red Cross or equivalent First Aid & CPR
 - Individual Specific training in:
 - What is important to and for the individual
 - The individual's needs including behavior support, funds management, and medication administration/delegated nursing

Agency Provider Requirements

***Each service has its own set of required annual training in addition to the above topics – Review service specific rule for details.**

- **Supervisors of Direct Service Staff Requirements**

- Within 90 days of becoming a supervisor must complete training in:
 - Service Documentation
 - Billing for services
 - Management of Individuals' funds

**To review service specific rules, from dodd.ohio.gov, select “rules and laws” from the top of screen – then “rules in effect”.*

For questions related to certification, contact:

DODD Provider Support Center g

- **1-800-617-6733**
 - Opt 3 – certification
 - Opt 4 – security (systems access, password resets, etc.)

Sarah Combs, Greene County Board of DD – Provider Support and Compliance

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