I’m a Certified Independent Provider, Now What?

Congratulations! You have successfully completed all requirements of the application process and have been approved and certified as an Independent Provider with DODD. Here are a few things to help you stay in compliance and maintain your certification.

1. Check your email regularly. DODD, as well as the county board may send important information to your email that you won’t want to miss. Stay up to date on everything by checking the email address you used for your application process.
2. Keep your contact information updated on the DODD system and notify the county board. If you move, get a new phone number or email, make sure that you update your contact information in the DODD provider system as soon as possible so that you can receive necessary communications.
3. Contact the county board to let them know you are certified. Letting the county board know that you are approved will allow you to be added as an available provider and if an individual has already selected you as their provider, you can be added to the PAWS for that individual so you can start billing on an agreed date. You will be required to do your own billing or pay someone to do it for you. Please reference your training on billing and documentation for a refresher on what needs to be done for billing.
4. Report unusual incidents. If an incident occurs or is reported when you are working with the individual, make sure you contact the county board to make notification of the incident and then follow through with the unusual incident form. (see sample attached) (Please review the MUI rule for a refresher on timelines and incidents).
5. Send in your monthly UI log (See sample attached). This is required to be turned into the MUI contact in your county monthly. You must complete this each month, regardless of if you had any UIs occur.
6. Complete your monthly documentation. You are required to keep track of the services you are to provide in the ISP and document the outcomes. You must keep monthly documentation sheets for each outcome you are working on with the individual. The services are listed in the ISP, and you agreed to provide them during the planning meeting. (See sample of HPC documentation).
7. Complete annual required training. Each calendar year, you must complete training in order to maintain your certification. Visit DODD myLearning and take the course called Independent Provider – Annual. This will cover all necessary annual trainings.
8. Ensure that your first aid/CPR certification remains valid. Remember, this must be an in-person course and cannot be completed online. American Red Cross, American Heart Association and ASHI provide acceptable training. Most of these companies provide you with a two-year certification.
9. Keep copies of all of your documentation, training completions and UI logs. A DODD Compliance review will occur during your certification period. Routine reviews occur once during your certification period. Special reviews can occur as requested by the county board or DODD. You will need to all evidence of the items noted above to share at that review. You are contacted via email by DODD for your compliance review and they will instruct you of what is needed to complete the review.
10. Renew your certification when it is time. You will be notified via email a few months prior to need for renewal. You will log into the DODD system where you applied for initial certification and follow the process for renewal. Keep your documents handy, as you will need to submit things to DODD for renewal.
11. Go to DODD.Ohio.gov and sign up for email newsletters. They provided important updates and information. A few that would be helpful: DSP Connection, Memo Monday and DODD Pipeline.

At any time that you have questions, you may contact your county board or DODD Provider Support for assistance. There is a lot of information on the county board website and at DODD.Ohio.gov, supporting providers.