

# Steps to be an Agency Provider

The Provider Certification Wizard (PCW) has been re-platformed to a new system titled Provider Services Management (PSM) on Dec. 4, 2017.

Login to PSM with your PCW Username and Password.  
Need help? Try these PSM Video Tutorials.

An agency provider is an entity that directly employs a chief executive officer (CEO) and at least one other person for the purpose of providing services to people with developmental disabilities.

Below are some requirements of agency providers and the chief executive officer (CEO).

For more requirements see rule 5123:2-2-01 Provider Certification.

The agency must

- Be a for-profit corporation, non-profit corporation, limited liability company, or limited liability partnership.
- Have an employer identification number from the IRS.
- Have an employer identification number from the bureau of workers' compensation.
- Have comprehensive general liability insurance in the amount of at least five hundred thousand dollars.
- Have established internal system to ensure compliance with requirements for providers, employees, and contractors.
  - This includes things like background checks, certification, service delivery, documentation, and billing for services.

Employ a CEO (or another person designated in writing by the CEO) that will be actively involved in the day-to-day operation of the agency and oversee the provision of services. The CEO must

## Helpful Documents

- Be at least twenty-one years of age.
- Have a valid social security number.
- Have the ability to read, write, and understand English.
- Have a high school diploma or general education development (GED) certificate.
- Have a bachelor's degree from an accredited college or university or have at least four years of full-time (or equivalent part-time) paid work experience as a supervisor of programs or services for people with developmental disabilities.
- Have at least one year of full-time (or equivalent part-time) paid work experience in the provision of services for people with developmental disabilities, which includes responsibility for:
  - Personnel matters
  - Supervision of employees
  - Program services
  - Financial management

## Step 1 View the Initial Overview (Orientation for Agency Providers) online training.

This orientation for agency providers is required for certification.

Go to [www.DODD.Ohio.gov](http://www.DODD.Ohio.gov) for technology requirements for viewing the training.

## **Step 2 Gather documents and non-refundable application fee**

Additional documents may be required. For more information see rule [5123:2-2-01 Provider Certification](#).

Agencies must submit

- Non-refundable application fee: \$800 for small agencies and \$1,600 for large agencies
- Certificate of good standing from the Ohio Secretary of State
- Certificate of comprehensive general liability insurance in the amount of at least five hundred thousand dollars

The agency CEO must submit

- Verification of age (birth certificate)
- High School Diploma/GED
- Documentation of a Bachelor's degree or documentation of the required work experience
- Social security card
- State of Ohio identification
- Current report from the Bureau of Criminal Identification and Investigation (BCII)
  - This report must be sent to DODD by the Ohio Attorney General's office. DODD cannot accept reports from the individual.
  - Find [organizations that offer Web Check](#) on the Ohio Attorney Generals' website.

## **Step 3 Create an account**

- [Create an account](#) by entering your contact information.
- Follow the instructions located in a series of emails from [AgencyIDService@ohio.gov](mailto:AgencyIDService@ohio.gov).

## **Step 4 Submit application, supporting documentation, and non-refundable application fee**

When you have received a user name and password use Provider Services Management (PSM).

PSM will allow you to start a provider application, navigate to a pending application, or view your provider home screen.

After submitting the application fee, you have 30 days to submit all of the required documentation.

- The date that you submit the last of your documentation is considered your application submission date. DODD will review and respond to your application within 30 days of this date.
- After 30 days provider applications that are missing documentation will be closed and will not reopen.
- If you wish to reapply, you will need to submit another application and pay the application fee again.

## **Step 5 Undergo agency site visit**

The Ohio Department of Medicaid will likely conduct a site visit of the agency as a last step in the certification process.

1-17-18