Adding a Service to Your Certification

1. **Access the DODD website**

Go to http://dodd.ohio.gov/Pages/default.aspx

2. **Click on the Log In icon on the top right of the page**

3. **Type in your DODD username and password, and click Log In**

4. Click on Continue when this screen appears

Make sure that the selected information on the screen is correct

5. Once you are logged in, click on applications

6. From the menu, select PSM-portal

7. Once PSM-portal opens, click the arrow in the first blue box (Provider Certifications)

8. When this table appears, click on your contract number

9. **Your provider home page will load, in the middle of the page, you will see a box containing places to click for adding/withdrawing services and updating address and name. Click on Add Services**

10. **This page will load explaining the application process, click on continue, then follow the remaining steps to complete the application to add services**

action will be taken.

- The date that the last of your application documentation is received (including receipt of the BCI), is the date that your application will be submitted for review. DODD will review your application within 30 days of this submission date.
- Following the review of your application and documentation by DODD, your information will be submitted to Medicaid for approval and issuing of a Medicaid number. For new agency applicants: Medicaid will likely require and conduct a site visit of your agency prior to the approval of a Medicaid number.
- New State of Ohio suppliers must first register online with the Ohio Office of Budget and Management (OBM) using the Supplier Self-Registration module of the Ohio Administrative Knowledge System (OAKS). Go to www.supplier.obm.ohio.gov and click 'Register a New Account'. Once you are assigned a Supplier Number, you will need to upload a copy of an email or screenshot of your account showing your name and assigned Supplier Number in the document upload.

Fee Schedule

Application/ Provider Type	Initial (3 Years)	Renewal (3 Years)	Service Change - Add Additional Service
Independent	$125.00	$125.00	$25.00
Agency Small	$800.00	$800.00	$75.00
Agency Large	$1,600.00	$1,600.00	$150.00
County Board Large	$1,600.00	$1,600.00	$150.00
ODM Fee	$586.00		

Back

Continue

11. The service selection screen will load. Use the + sign to expand the categories for each type of service. Note that the Competency Rate Modification (Add On Rate) is under Homemaker and Personal Care Services. DO NOT unclick what you are already certified in.

12. Once you have clicked on all the services you want to add, click on Save and Continue at the bottom of the page.

13. The next page will load. You will need to explain why there is a change/why you are adding service(s) to your certification.

Disclosures

Please provide a brief statement on the purpose or reason for the change.

Explanation *

Date *

9/23/2019

Add

Are you a MBE (Minority Business Enterprise) Business?

Yes No

Are you an EDGE (Encouraging Diversity, Growth, and Equity) business?

Yes No

Are you currently or have you ever been an employer or employee at an agency serving individuals with developmental disabilities?

Yes, I do have employment history at another DODD certified agency. No, I do not have employment history at another DODD certified agency.

Do you have a family member who provides or has provided services for DODD to a developmentally disabled person? "Relative" applies to your current or former spouse.

Yes, I do have a relative who is/was certified. No, I do not have a relative who is/was certified

Do you have a business associate(s), who are or were certified to provide services through the Ohio Department of Developmental Disabilities (DODD)?

Yes, I do have a business associate who is/was certified No, I do not have a business associate who is/was certified

If you have received your National Provider Identifier (NPI) number, please report it here.

NPI Number

Save

If you had a previous National Provider Identifier (NPI) number, please report it here.

NPI Number

Summary

Name:

Application Numbe

Provider Type:

Application Type:

Service Change - A

Contract Number:

Status:

Start Date:

Services

- Participant
- Homemake

Home Provider Dashboard [redacted]

DODD.ohio.gov)

Yes No

Please provide the Supplier ID assigned to you and your TIN (agency) or SSN (independent provider) by Ohio Shared Services Office of Budget and Management. (This 10 digit number, including any leading 0's.) If you already have a State of Ohio supplier number, please enter it here. Otherwise, new State of Ohio suppliers must first re online with the Ohio Office of Budget and Management (OBM) using the Supplier Self-Registration module of the Ohio Administrative Knowledge System (OAKS). Go to www.supplier.obm.ohio.gov and click 'Register a New Account'. Once you are assigned a Supplier Number, you will need to upload a copy of an email or screenshot of y account showing your name and assigned Supplier Number in the document upload below.

Supplier ID *

[redacted]

Save

Summary

Name:

Application Num

Provider Type:

Application Type

Service Change -

Contract Numbe

Status:

Start Date:

Services

- Participa
- Homema

Documents

These documents are required in order to be an Ohio Medicaid Provider, and you cannot become certified until you have submitted these documents to the department. You must scan and upload the documents here to proceed with submitting your application.

Max file size limit for upload is 75 MB and allowable file types are .doc, .docx, .pdf, .jpeg, .jpg,.tig, .png, .txt .tif, .tiff, .gif.

Please, ensure that all Required Documents have a corresponding Document Upload except the BCII and FBI, as listed

24 Months Paid Experience Providing Direct Services

Competency-based Training Certificates

Choose a file to Upload

Choose File No file chosen

Upload

By clicking Save below to move forward in your application, you are indicating that all listed required documentation is submitted in the Documents Uploaded with the exception of any background check(s).

Depending on the services you are adding, you may or may not need to upload additional documentation. Ensure that you have uploaded the required documentation.

14. Fill out the remainder of the page. Once you complete the application to add services, Click Save and Continue.

15. You will pay the fee for adding services (use an electronic check or credit/debit card)

If the payment page does not automatically load, go back to the PSM home page and click on the red box, 'Fee Payment Information'