

DODD Provider Enrollment in the Employment First Partnership

Fact Sheet

OVERVIEW

- Providers of DODD HCBS services are certified through the Provider Certification Wizard (PCW), which is a web-based tool managed by DODD.
- Certification is offered at the service level, so providers are able to select which waiver service(s) they wish to offer.
- DODD HCBS provider certification is time-limited and only available to agencies that have been certified with OOD for at least six months. Currently, initial certification is for a one-year period followed by three-year renewal periods.
- The service-specific provider qualifications are found in Section 5123:2-9 of the Ohio Administrative Code.

HOW

STEP 1: Go to www.dodd.ohio.gov

STEP 2: Click on Provider Tab in center of page

STEP 3: Click on "Create a User Account in PCW"

STEP 4: Choose "I am a Provider"

STEP 5: Choose your "Primary Function."

Step 6: Complete the "User Account information."

Step 7: Confirm that you have read and understand the agreement.

Step 8: Submit the application.

**You will receive an email shortly that will help guide you through the approval process.

FEE WAIVER

- Current OOD providers who become a DODD -certified provider may request a waiver of the initial certification fee for Supported Employment-Community and Integrated Employment through the Provider Certification Wizard
- In order for the initial provider certification fee to be waived, providers would need to indicate that they have a current Provider Agreement with OOD.
- In order for the initial provider certification fee to be waived, providers would need to indicate that their staff has successfully completed/will successfully complete all (no cost) Employment First trainings, including:
 - Web-based Orientation to Supported Employment: Click [here](#)
 - Attend 1 day of in-person training within 12 months of completing the online course and complete the 4 related web courses.
- This waiver of provider certification fee is time-limited, and only for initial certification.

TECHNICAL ASSISTANCE

- Follow the self-guided tutorial to becoming an Agency Provider:
 - <http://dodd.ohio.gov/Providers/Pages/AP.aspx>
- The DODD Support Center (1-800-617-6733) can assist with provider certification questions.
 - Hours: 8am-4pm, Monday-Friday

For more information, contact: employmentfirst@dodd.ohio.gov
Or visit the Employment First website, www.ohioemploymentfirst.org

