

Independent Provider FAQs

1. Is an Independent Provider Self-Employed?

- a. Yes, you are considered self-employed and are required to take out your own taxes, responsible for knowing and following all the DODD rules. They can be found here: <https://dodd.ohio.gov/forms-and-rules/rules-in-effect/administrative-rules-list>

2. Who is my boss?

- a. An Independent Provider is Self-Employed and is their own boss. This means it is solely the Independent Provider's responsibility to know and follow all the DODD rules and remain in compliance. The best way to do that is to attend Provider Meetings, Provider Trainings and read all communication that comes via email from DODD and the local county board.

3. Who is responsible for telling me what I need to do?

- a. An Independent Provider MUST ensure they are keeping up to date with what is required of them. Being a Self-Starter and being proactive with obtaining and knowing the requirements is a necessary skill. Rules and requirements do change. While there is oversight from the state and local county board, knowing the rules and remaining in compliance is the Independent Provider's responsibility.

4. Do I need to have computer skills to be an Independent Provider?

- a. Computer skills are necessary. Much of the communication from DODD and the local county board will come digitally. Documentation requirements will need to be submitted electronically.

5. Do I need a printer?

- a. Most Providers have a working printer. You are responsible for keeping paperwork. If you do not have a printer you will need to utilize the library to print your documents.

6. Do I need annual training?

- a. Yes. Each year you are responsible for getting 8 hours of training. 2 hours specifically from DODD and 6 additional hours.

- b. Details can be found here:

https://dodd.ohio.gov/wps/wcm/connect/gov/b4d91edf-4390-45b0-a861-af87cf796bc3/5123-2-09+Effective+2021-09-01+Appendix+A.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGGIK0N0JO00QO9DDDDM3000-b4d91edf-4390-45b0-a861-af87cf796bc3-nMjA-10

7. Does the SSA/County Board monitor my billing and let me know when I am running low on units?

- a. No. SSAs make the authorization but it is the provider's responsibility to track the units used and communicate to the SSA if additional units may be needed PRIOR to running out.

- b. Note: It is not always possible to add more units, so it is imperative to stay within the authorization.

8. Do I have to do EVV Tracking?

- a. If you provide HPC Services and bill a unit rate - Yes.
- b. If you provide Shared Living - No.

9. What is a Compliance Review?

- a. A compliance review is done by DODD or the local county board where they review all your documentation to ensure you are following all the rules and are completing your documentation correctly. The first review will be during your first year of certification and every 3 years after that.

10.How do I get paid?

- a. Once you are submitting your billing regularly you will receive a direct deposit on the following Thursday unless there is a holiday and then it is typically on a Friday.

11.Where can I find documentation requirements?

- a. Documentation requirements can be found in rule (see link in question #1). Sample documentation forms can be found on our county board websites: www.knoxdd.com or www.coshdd.org, under the “Provider” tab under “Required Documents”.