

### **What to know before you get started:**

1. Everything is done online. DODD has a hotline to assist at 1-800-617-6733. Knoxdd.com or Coshdd.org also has instructions that can be very helpful.
2. Application Fee for Independent Providers is \$125.
3. Make sure you meet/have the minimum requirements: 18 or older, state ID/drivers license, HS diploma or GED, Birth Certificate, Social Security Card (make sure you gather these at the beginning of the process) Other items may be needed depending on what you are getting certified for.
4. You will have to take free online courses for the DODD initial training and EVV.
5. You will be required to have valid First Aid/CPR (average cost \$60), a background check (\$30-60) and application fee (\$125).
6. You will not be able to submit application until you have all documents and certificates. All applications are submitted electronically on the DODD website.
7. You are considered "self-employed" therefore required to manage your own taxes.
8. Application processing takes about 30 days or possibly longer once you submit.
9. All DODD's communication happens via email. Make sure to check your email regularly throughout this process.
- 10. On the Knoxdd.com/coshdd.org website under the provider tab, how to be a provider, you will see instructions listed for the above. Please note every effort is made to keep forms/instructions updated but changes do occur. The instructions are meant as a guide for you.**
11. For questions with your DODD application please reach out directly to DODD at 1-800-617-6733. They have a hotline set up to specifically help with application questions.

**So...You want to be a Provider? Below is the order of what needs to be done. These instructions can be found on our [knoxdd.com/coshdd.org](http://knoxdd.com/coshdd.org) website under How to Become a Provider**

1. **Create an OHID**
2. **Log onto My Learning** and complete DODD Initial Training.
3. **Begin CPR/First Aid** at the same time as it can slow down the process depending on the schedule of classes. You will need more than the online version.
4. **Complete Electronic Visit Verification (EVV) training** through Ohio Department of Medicaid if you are providing HPC Services.
5. **Start provider application** in PNM Portal. You will need to get an NPI Number and Supplier ID Number to complete the application (instructions on our website)
6. Once the application is complete or almost complete, **get a background check**. (info as to where to send it is located on application where you upload documents)
7. **Submit your application** and check emails regularly as they will update you with an email.
8. **Once you are certified** you can view the "Profiles" on [Knoxdd.com/coshdd.org](http://Knoxdd.com/coshdd.org) under the provider tab to see those seeking a provider. If you feel you are a good fit, contact the SSA and schedule an interview with the Individual.
9. **Contact Provider Relations Manager** to review resource packet that will explain provider requirements.