Steps to Becoming an Agency Provider

This is an overview of requirements. Additional steps may be required.

Background Check
CEO visits a WebCheck location for fingerprinting and a background report from the Bureau of Criminal Identification and Investigation (BCII).

Create Account
If you're a new provider, create an account in Provider Services Management (PSM), and fill out the application.

Upload Documents
Upload required documents as requested by PSM.

Fee and Submission
Pay non-refundable fee, electronically sign, and submit the application.

Application Review
DODD will begin reviewing the application after receiving the last of the documents, including the CEO's BCII report.

Additional Documents
Within 30 days, DODD will review the application and may request additional documents. If approved, DODD will send the application to the Ohio Department of Medicaid (ODM).

Site Visit
ODM will conduct a site visit.

Final Approval Letter
Sent via email, the approval will list the DODD contract number, Medicaid provider number, effective date, and expiration date.

Ohio | Department of Developmental Disabilities

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