Provider Management Program

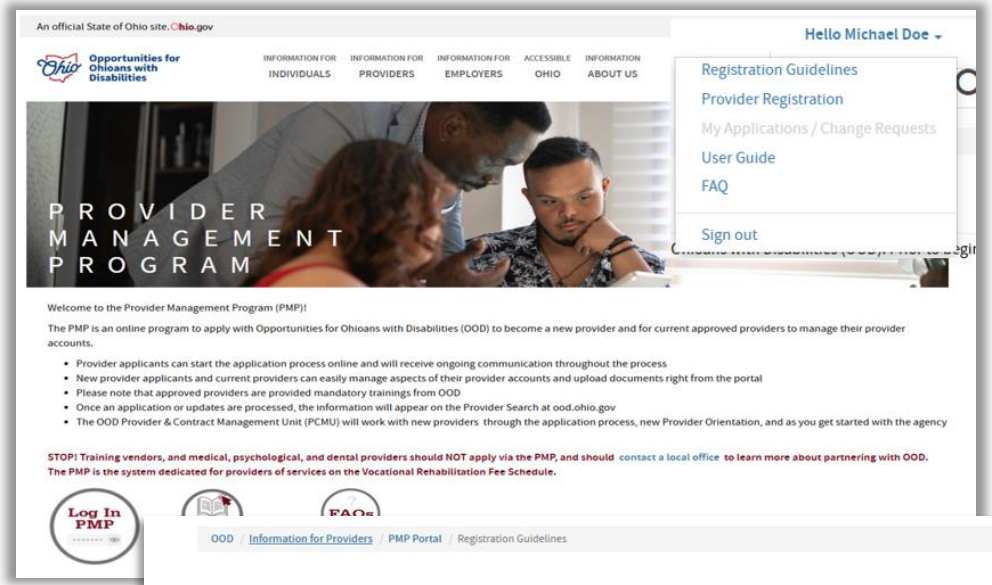
Registering in the PMP system to be an OOD Provider

Opportunities for Ohioans with Disabilities

Provider Registration – Registering to be an OOD Provider

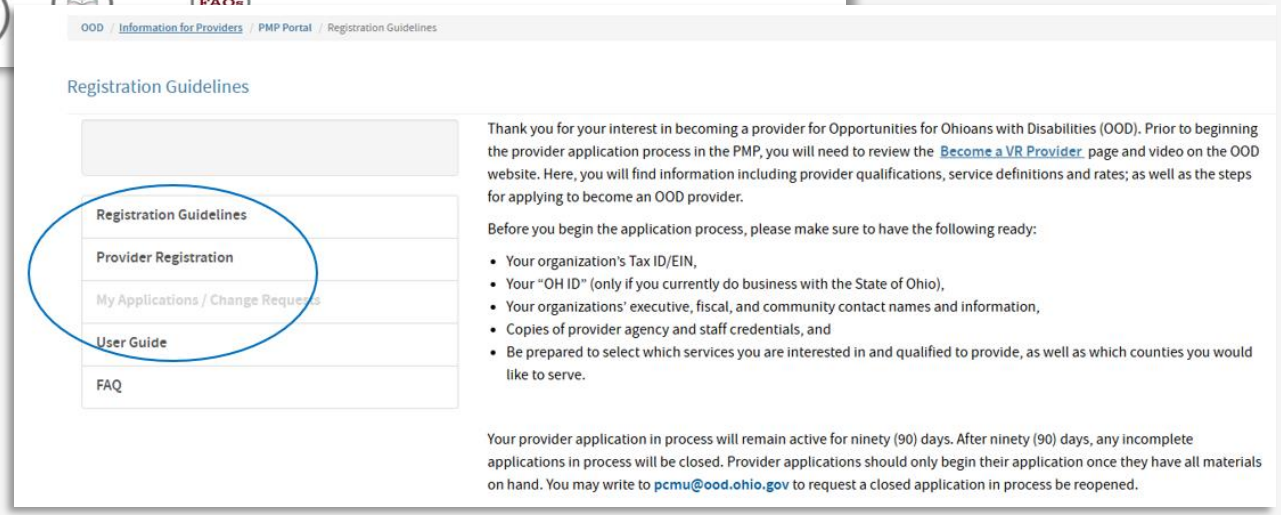
Once you have OH|ID credentials and are logged in to the PMP application, you can register to be an OOD provider.

1. Click on your name in the top right corner of the PMP welcome screen. A drop-down menu will appear.



2. Select **Registration Guidelines** from the drop-down menu to review the guidelines provided and gather the information needed to complete your registration.

   Then click **Provider Registration**.

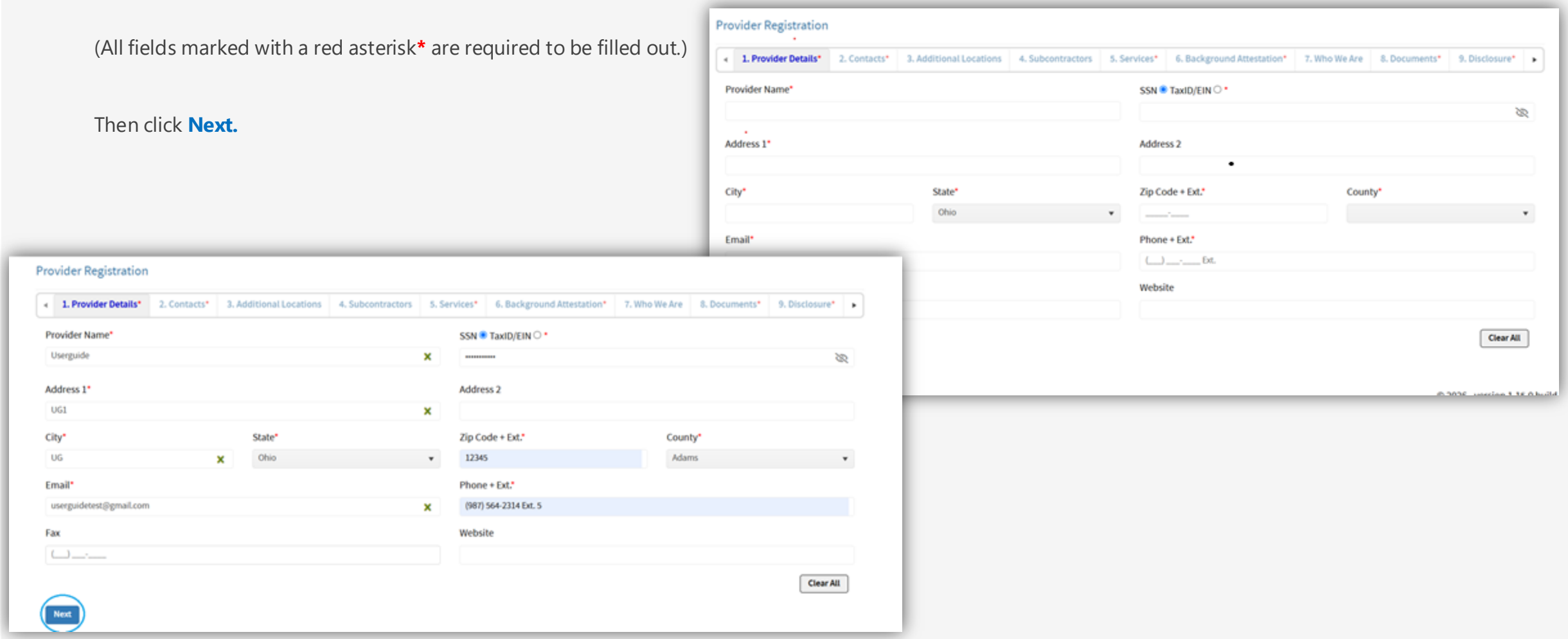


1. Provider Details – Adding Provider Information

3 In the Provider Details tab, type your Provider Information in the fields provided.

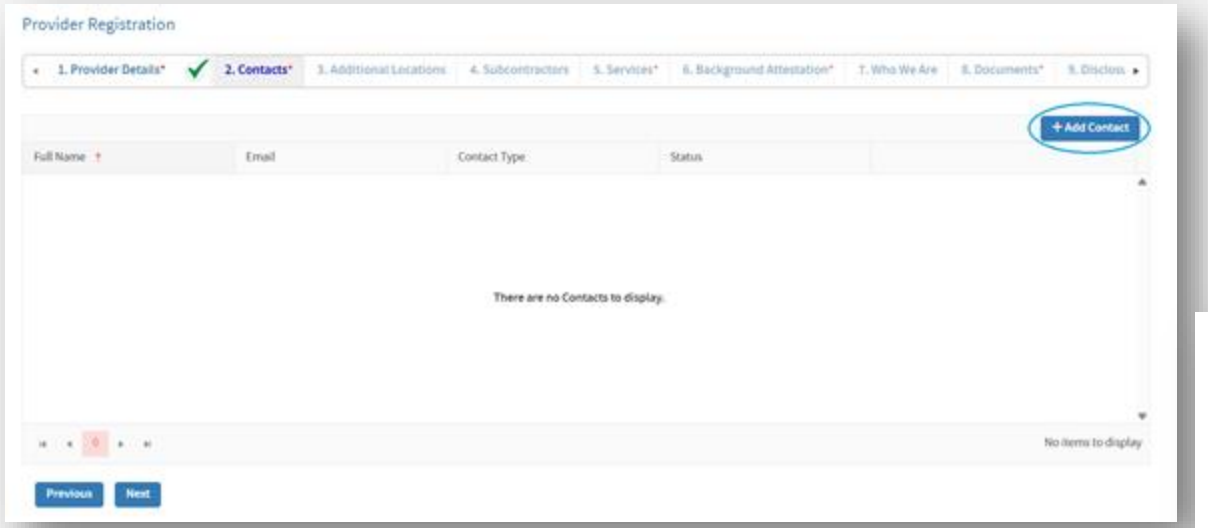
(All fields marked with a red asterisk* are required to be filled out.)

Then click **Next.**

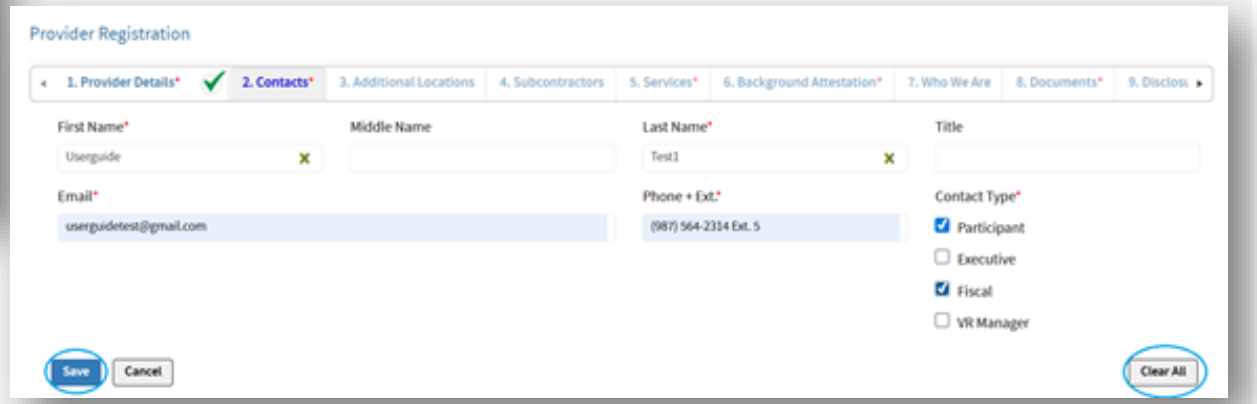


2. *Contacts* – Adding Contacts

4 On the Contacts tab, click **Add Contact**.



5 Check the appropriate box(es) for Contact Type, enter required information, and click **Save**.

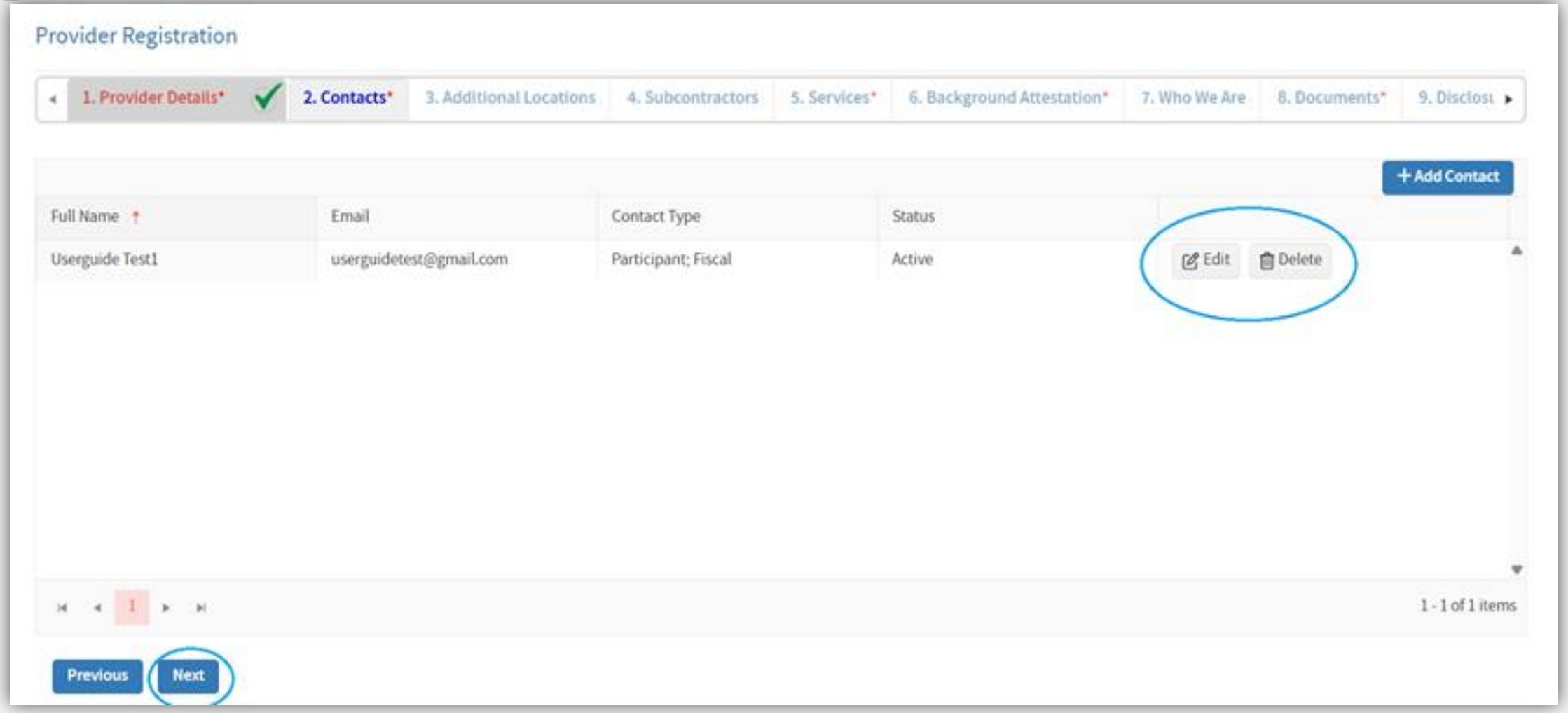


You must have at least one **Fiscal** AND one **Participant** contact. This contact can be the same or different people. (Other contact types are not required.)

The **Clear All** button removes all the inputted data. (i.e., resets the form).

2. Contacts – Updating or Deleting Contacts

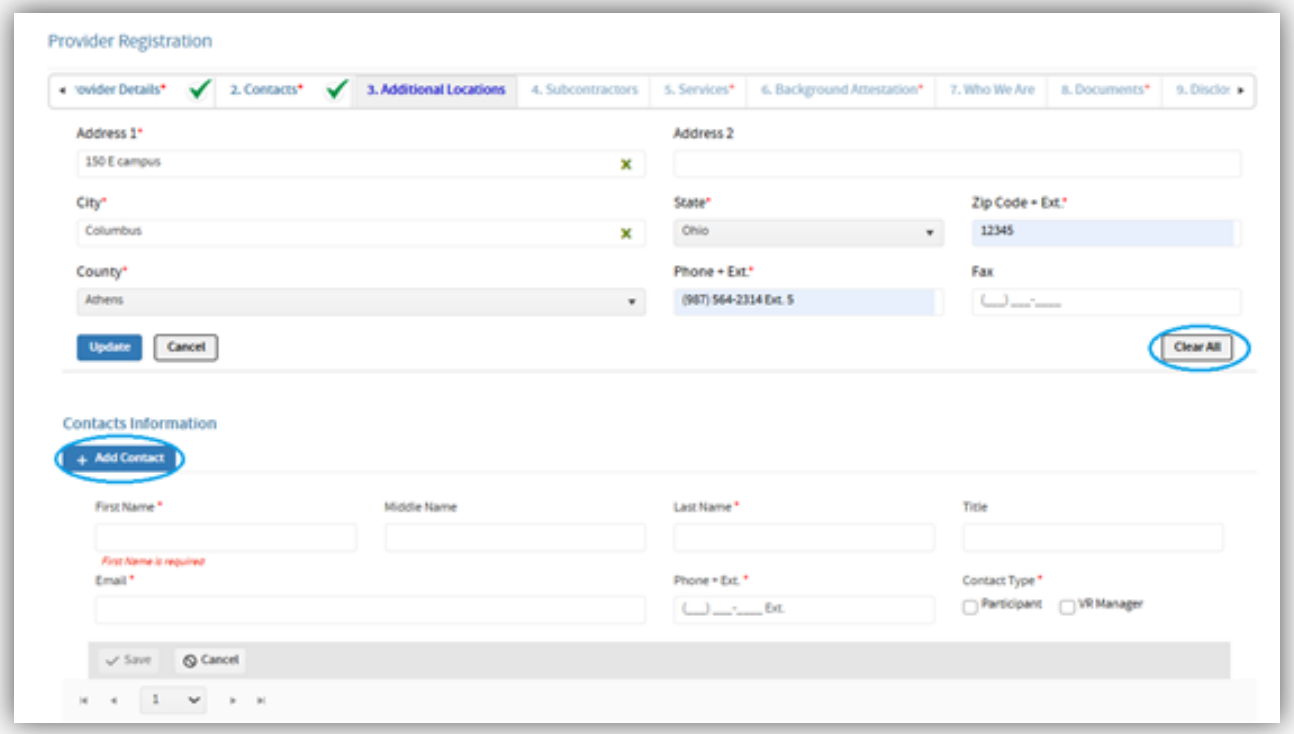
6 Click **Edit** or **Delete** to modify or remove existing contacts, as needed. Then click **Next**.



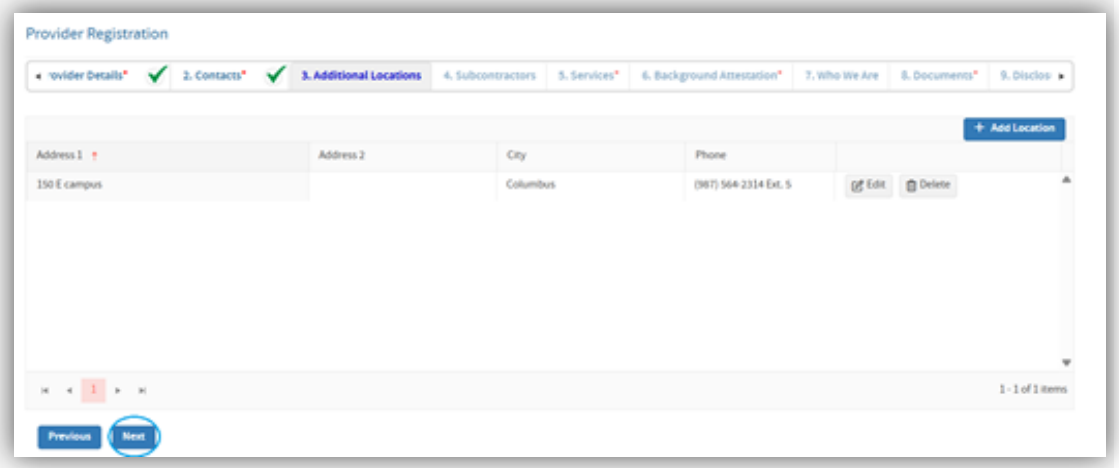
3. Additional Locations – Adding Additional Contacts to New Location

When an additional location is added, the Additional Contacts section will appear. Multiple contacts can be added, but at least one is required for each location.

7 If you've added and saved an additional location, click on **Add Contact** to create a contact for that location. Then enter all required contact information and click **Save**. (Repeat, as needed, to add all additional contacts.) Click **Done**.



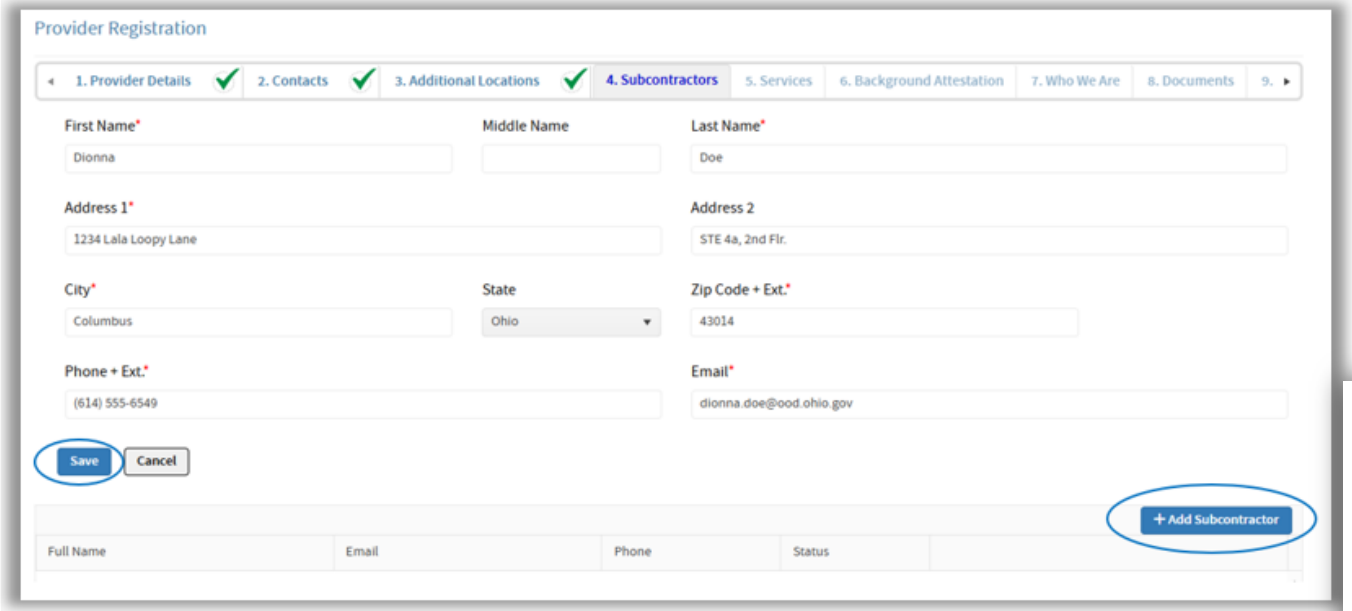
8 Once all additional locations and their additional contacts have been added, click **Next**.



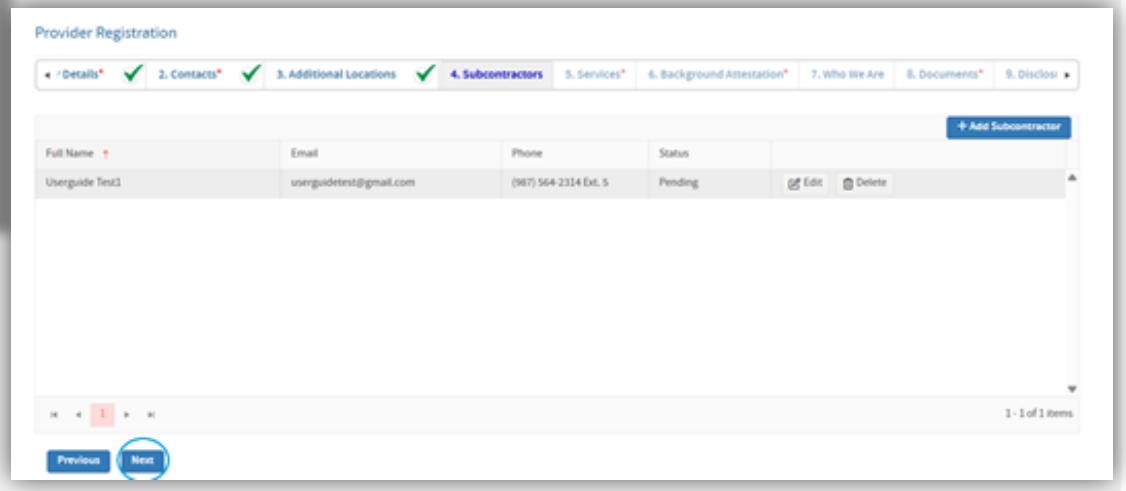
This tab is not required. Click **Next** to leave blank.

4. Subcontractors – Adding a Subcontractor

9 On the Subcontractors tab, click **Add Subcontractor** to add any subcontractors, if applicable. Then enter all required information and click **Save**. (Repeat, as needed, to add all subcontractors.)



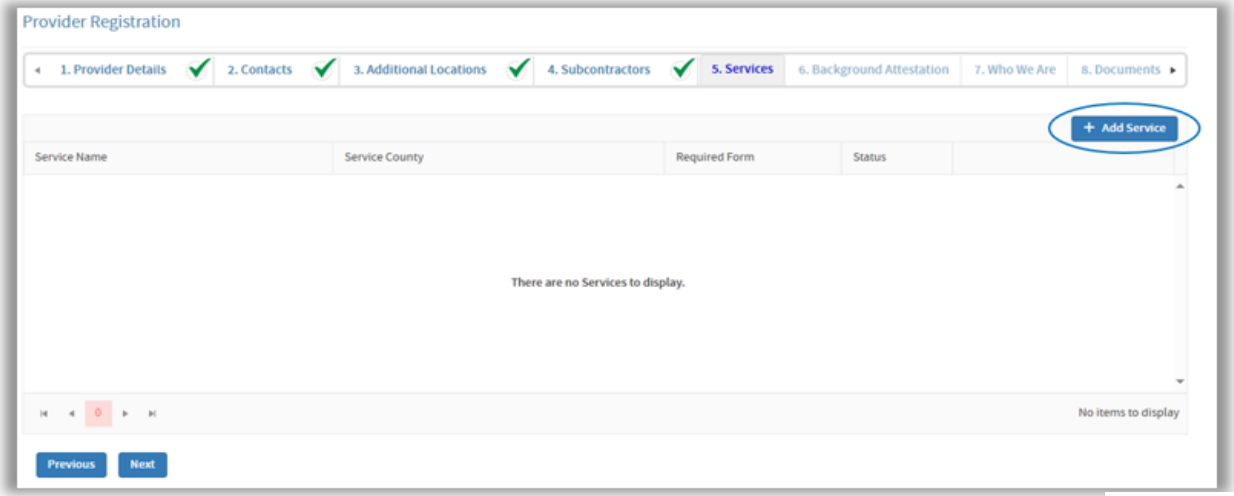
10 Once all subcontractors have been added, click **Next**.



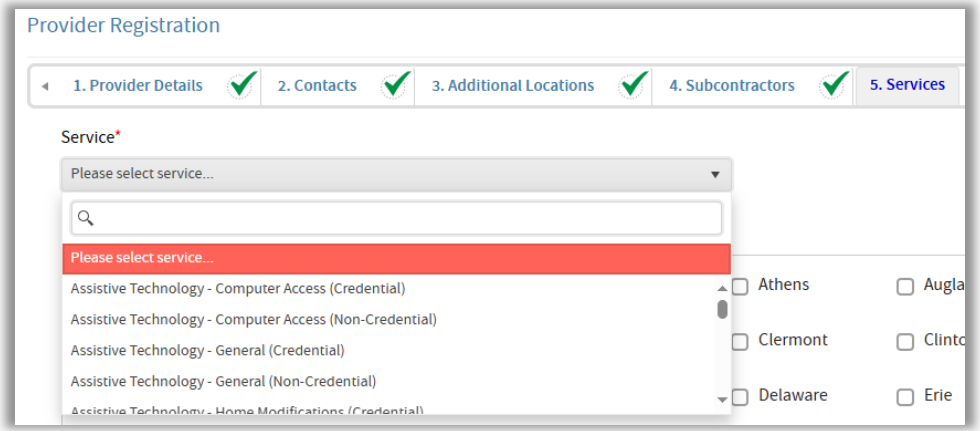
This tab is not required. Click **Next** to leave blank.

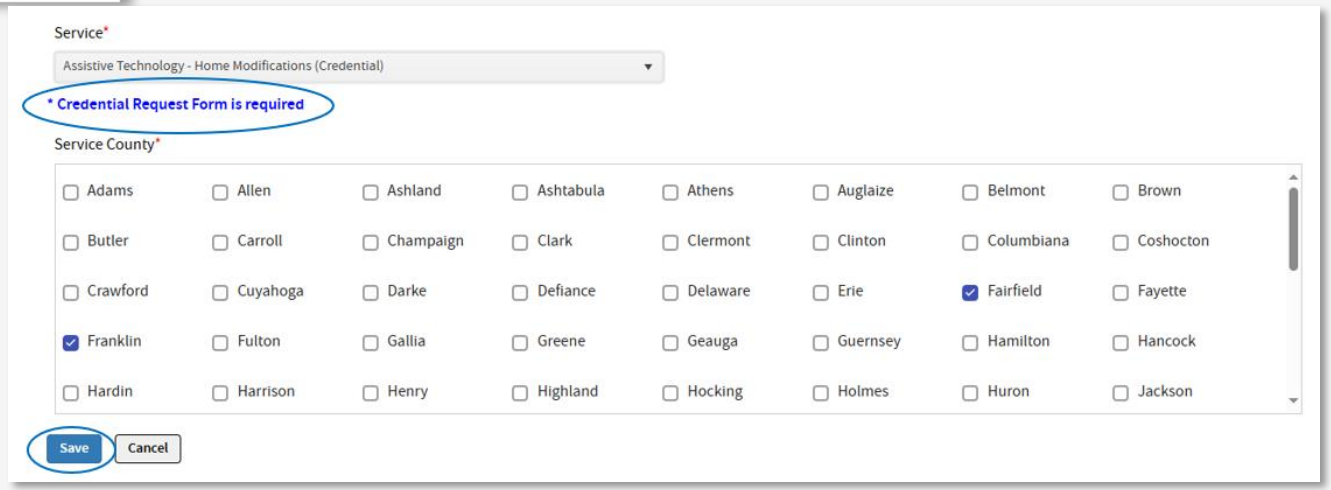
5. *Services* – Selecting Services and Counties to Add

11 On the Services tab, click **Add Service**.



12 From the Service section, click the **drop-down caret** to expand and view the list of services. Select a service and its corresponding counties. Click **Save**.

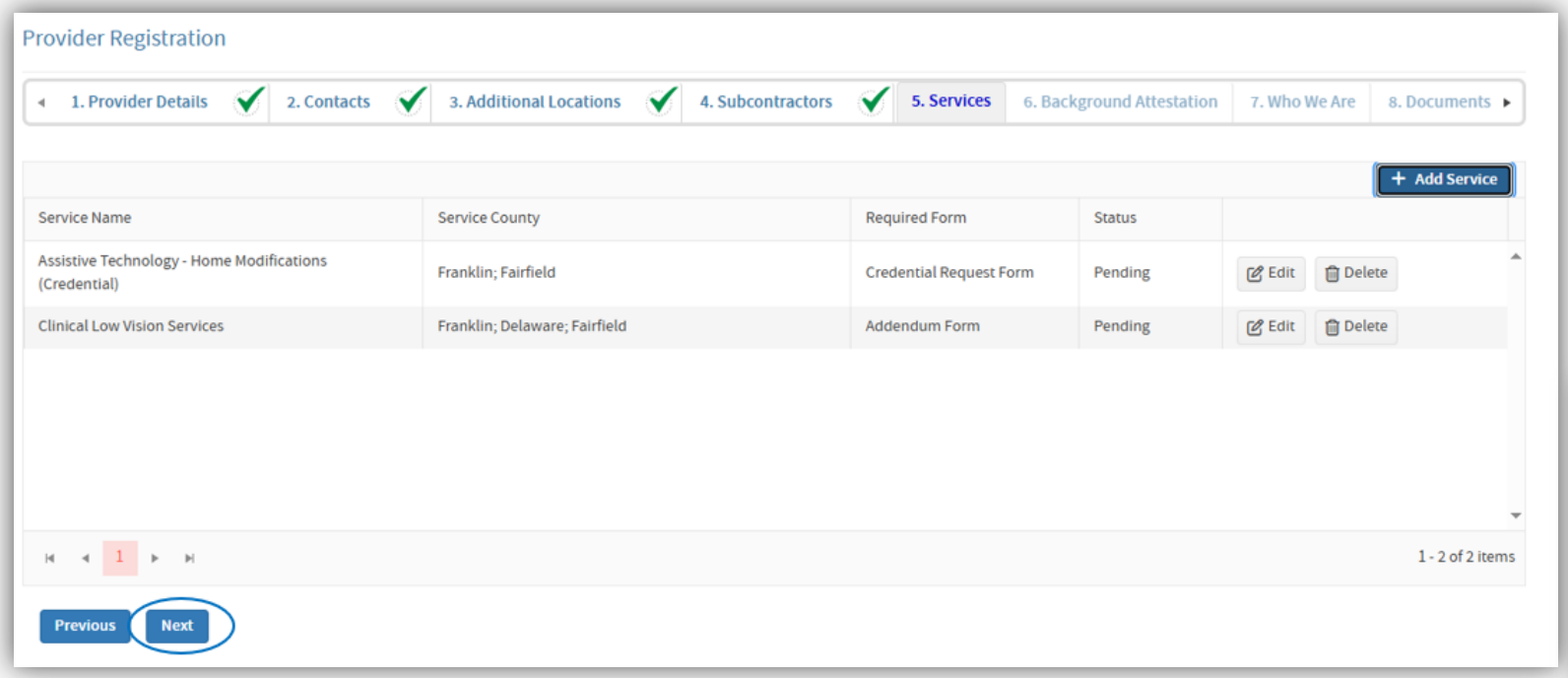




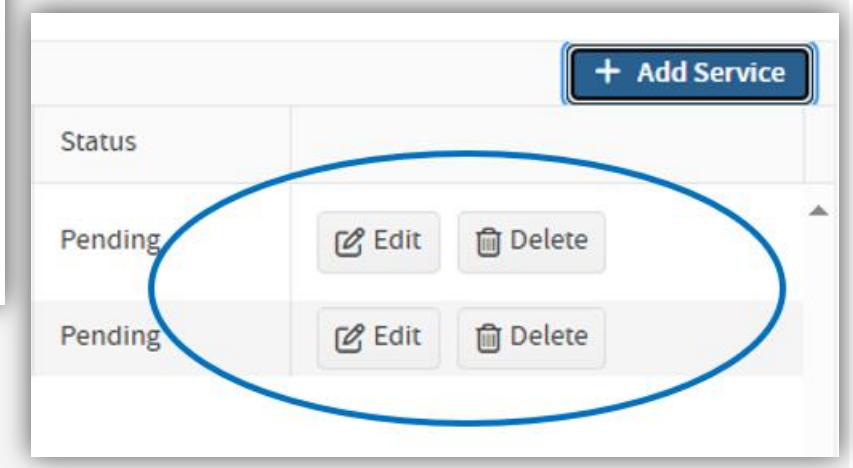
If a service is selected that requires an additional form, you will see the name of the form next to an asterisk (*). In this example, a Credential Request Form is required.

5. *Services* – Updating or Deleting Services and Counties, *Cont.*

13 Repeat steps 11 and 12, as needed, until all services and counties are added. Then click **Next**.

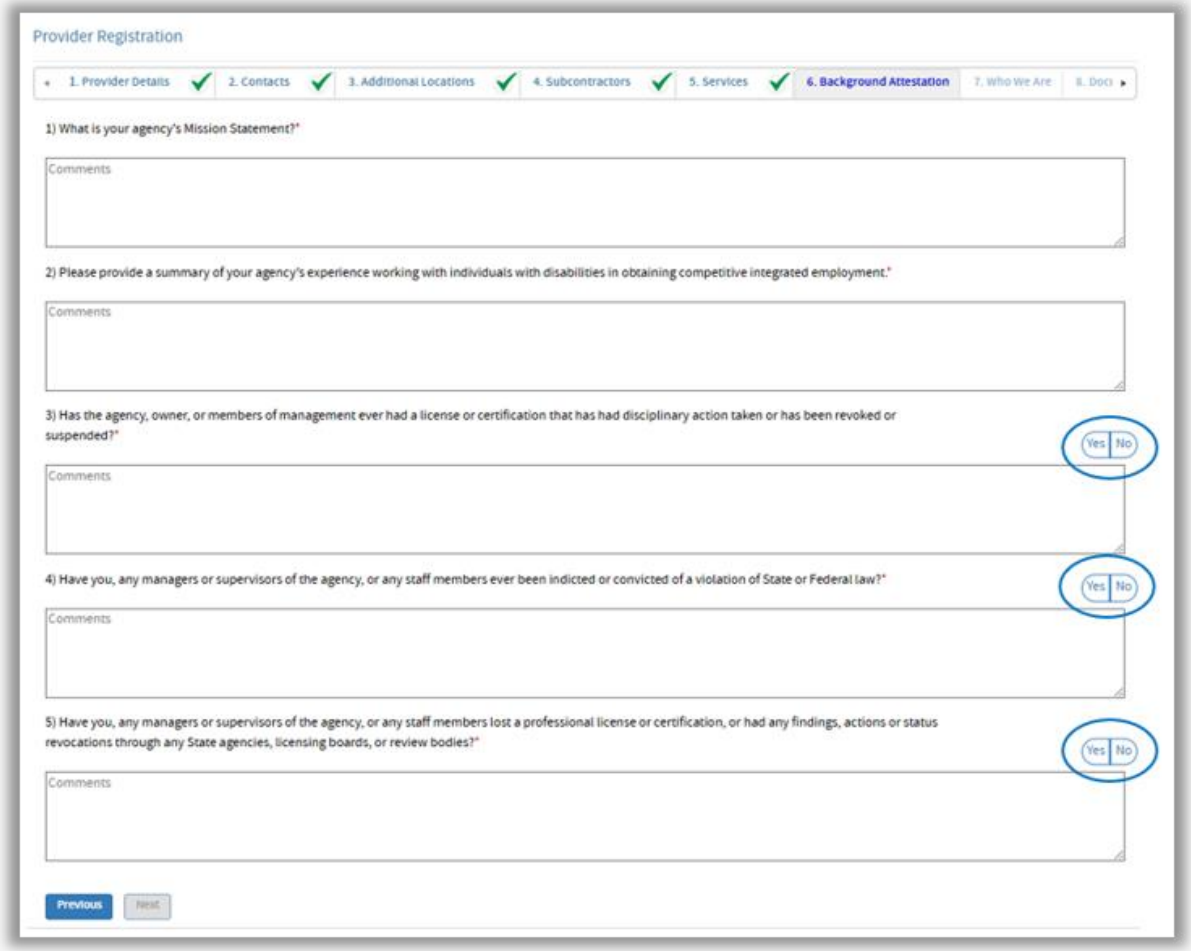


14 Click **Edit** or **Delete** to modify or remove existing services, as needed. Then click **Next**.

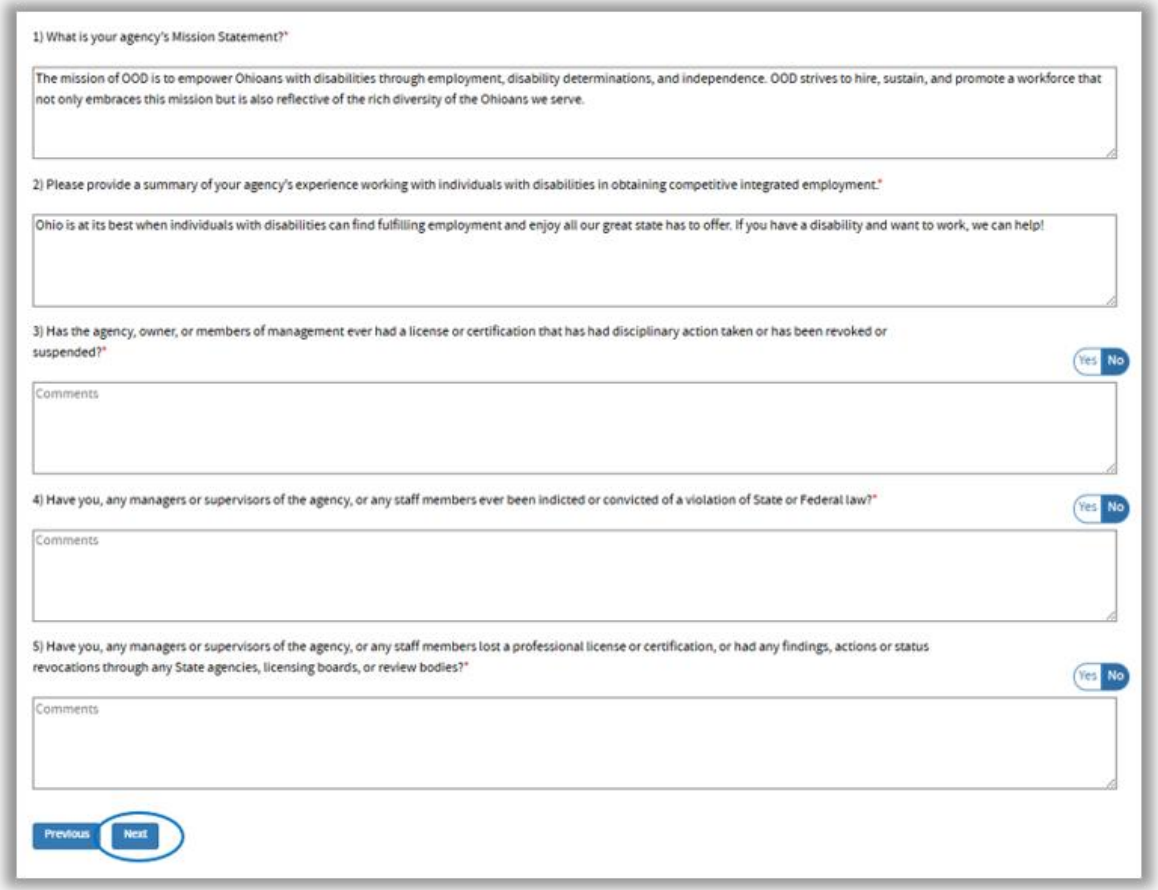


6. Background Attestation – Answering Attestation Questions

15 On the Background Attestation tab, provide responses to the questions in the Comments field provided. For questions 3 – 5, select the appropriate Yes/No toggle response.



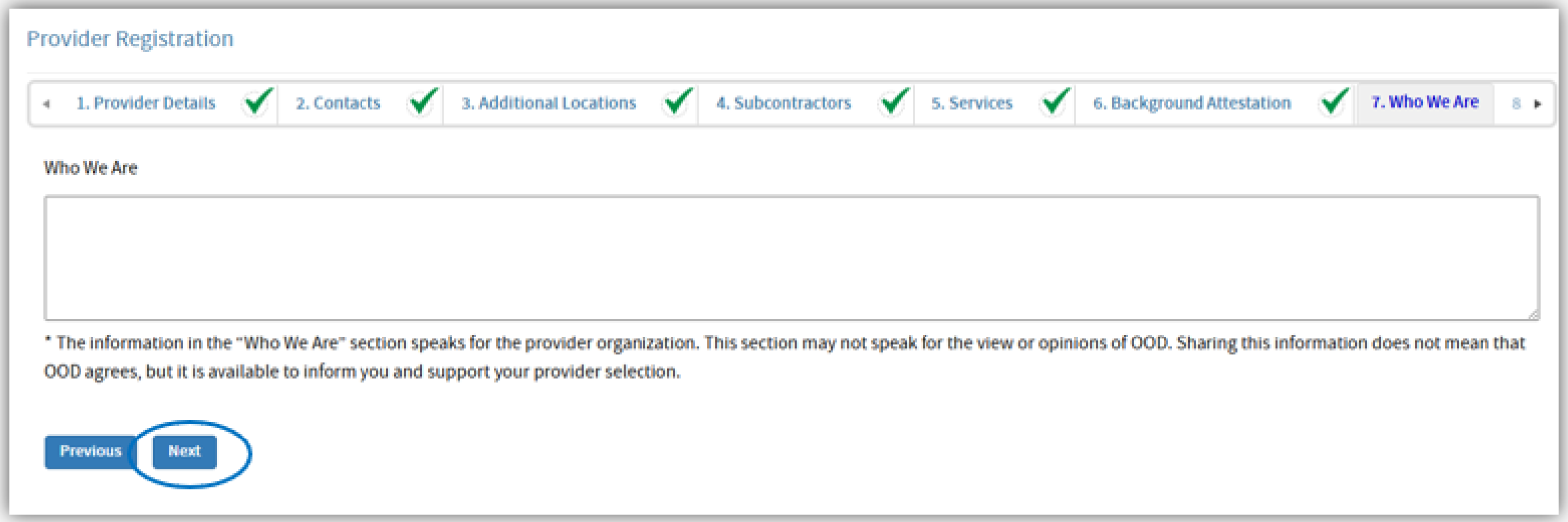
16 After ALL questions are answered, click **Next**.



7. Who We Are – Tell Us About Your Organization



17 On the Who We Are tab, input a detailed summary of who your organization is, if applicable. This will appear on the Provider Search web page: Provider Name column > Who We Are icon in the results grid.

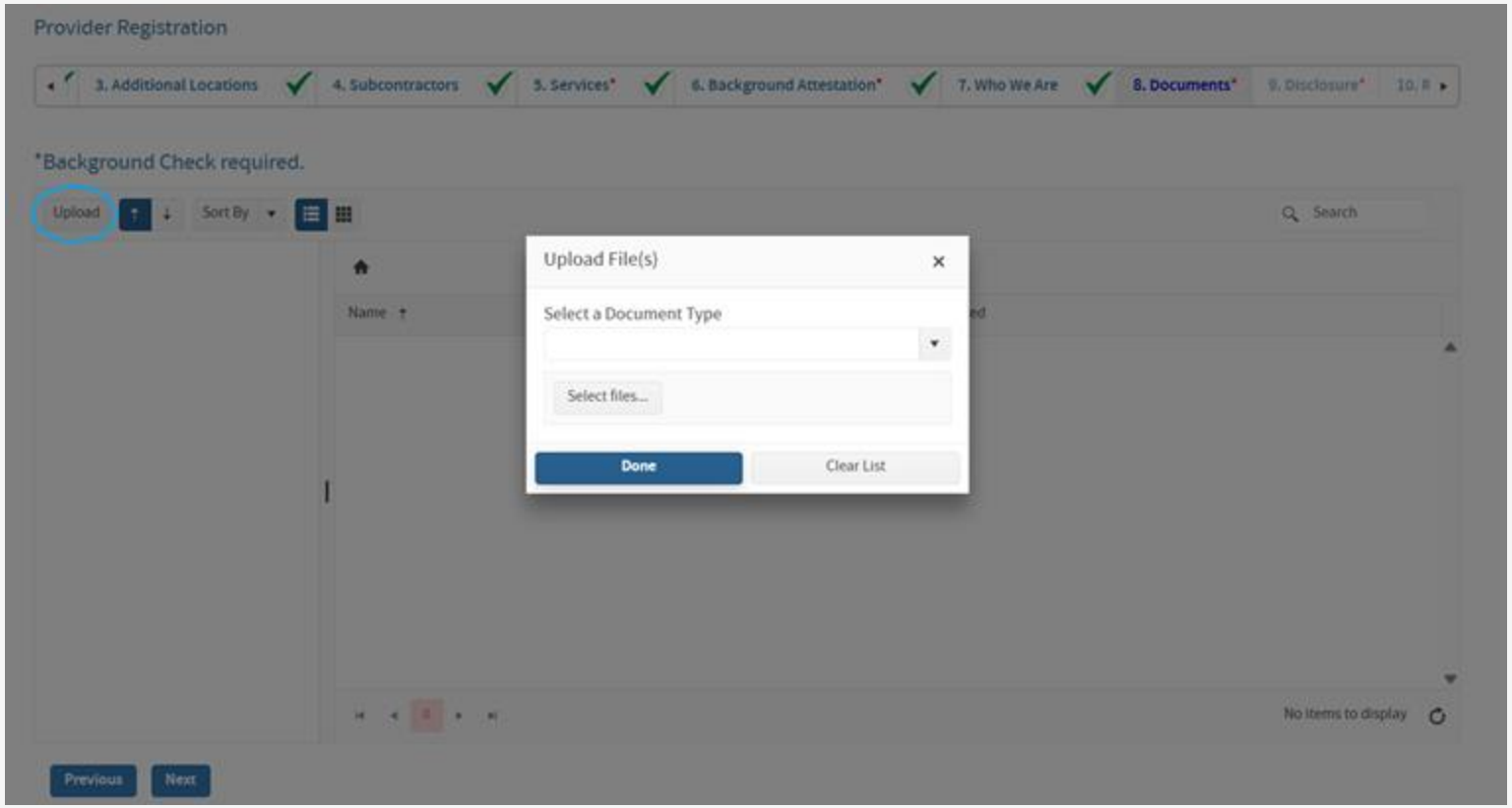


This tab is not required. Click **Next** to leave blank.

8. Documents – Uploading Files

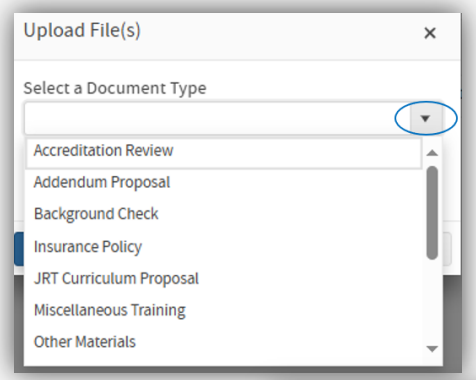
Supporting documentation can be added to your registration, if applicable, but Background Check documentation is required.

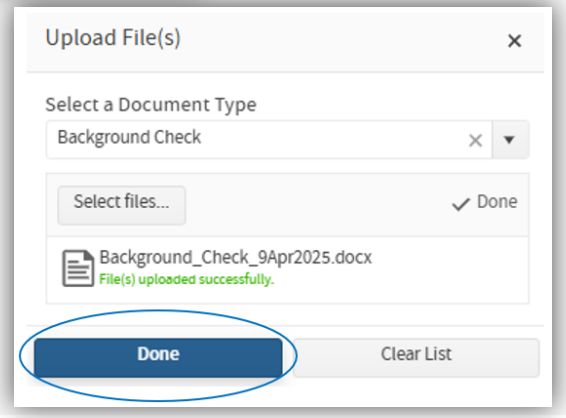
18 Click **Upload**.



19 Click the **drop-down caret** to expand and view the list of document types. **Select files...** to select a document from your files. Click **Open**.

Click **Done** on the message confirming your document uploaded successfully.

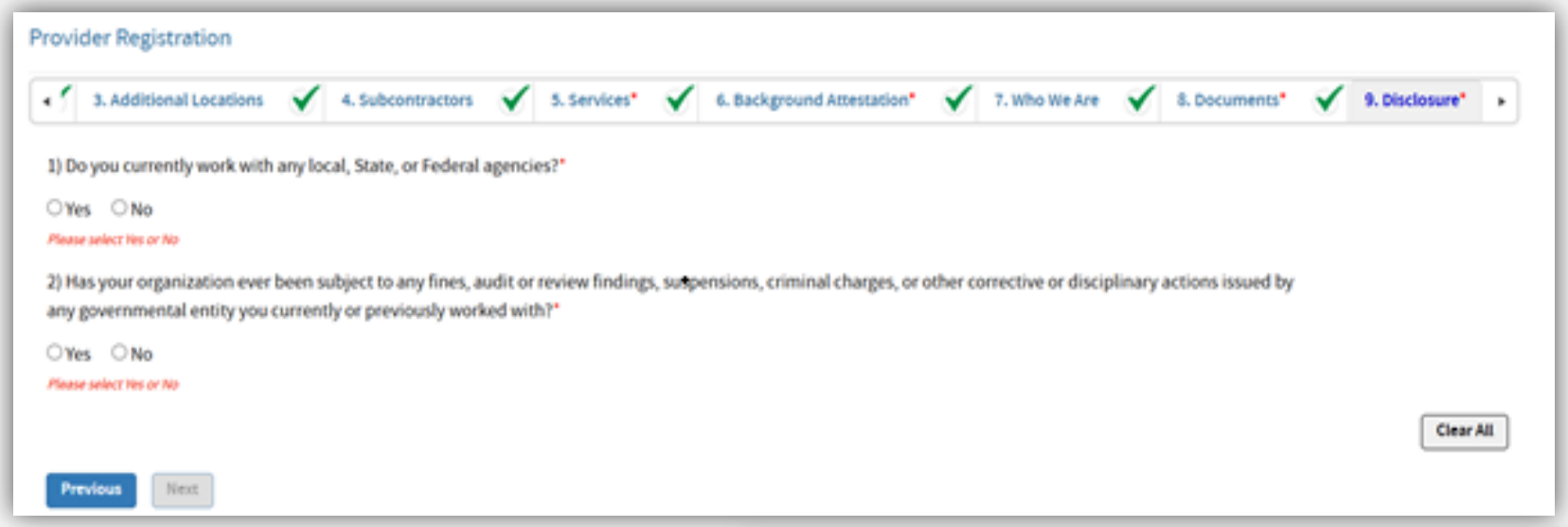




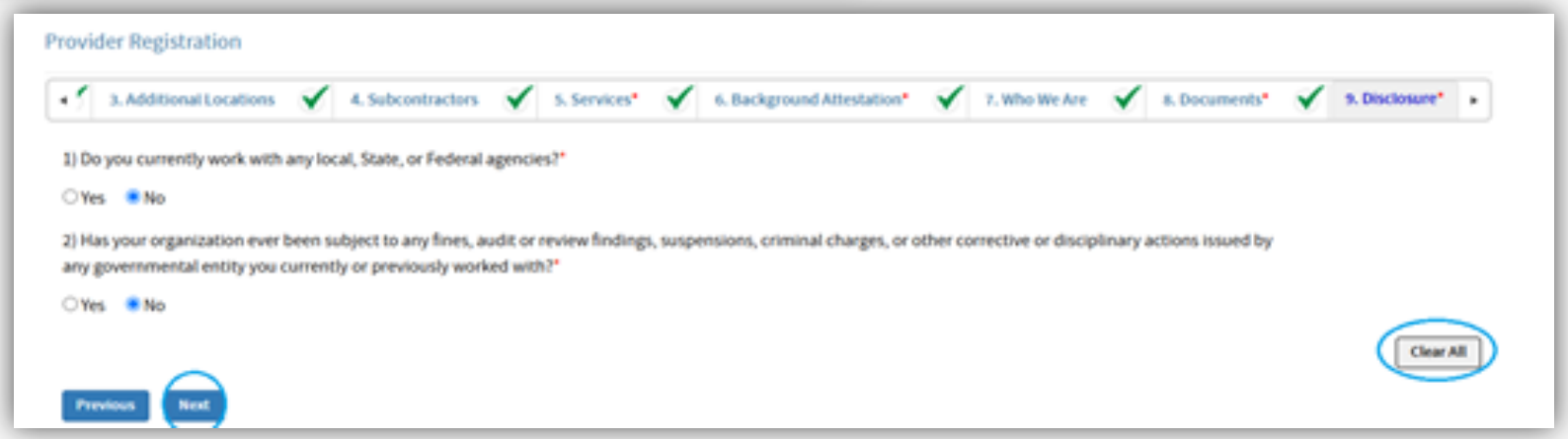
As different document types and files are added, new folders will be created for each document type. Click **Next**.

9. *Disclosure* – Let us know if you work with any other agencies

20 On the Disclosure tab, select **Yes** or **No** radio buttons to provide responses to the questions.

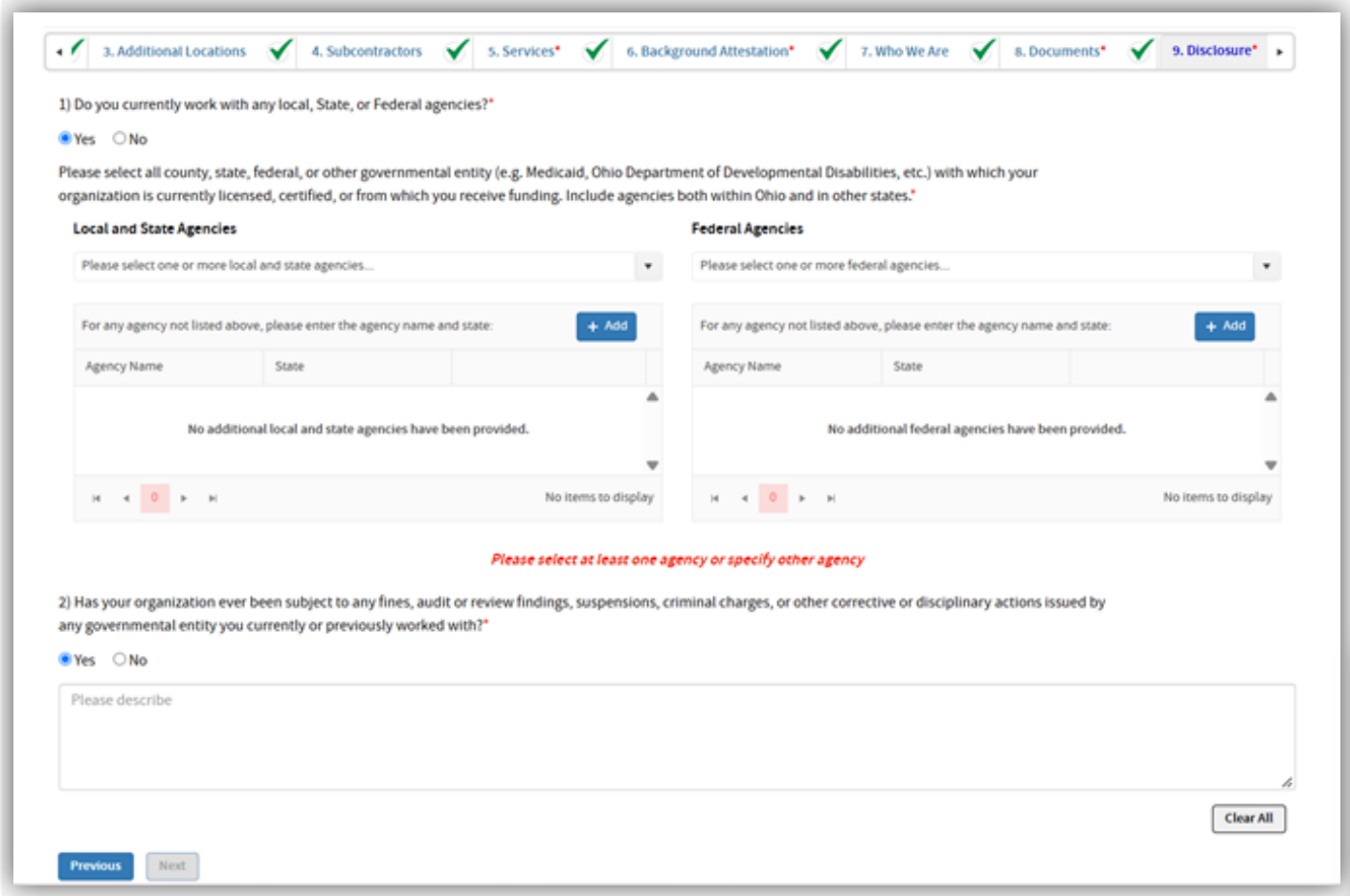


21 If **NO** is selected, click **Next.**

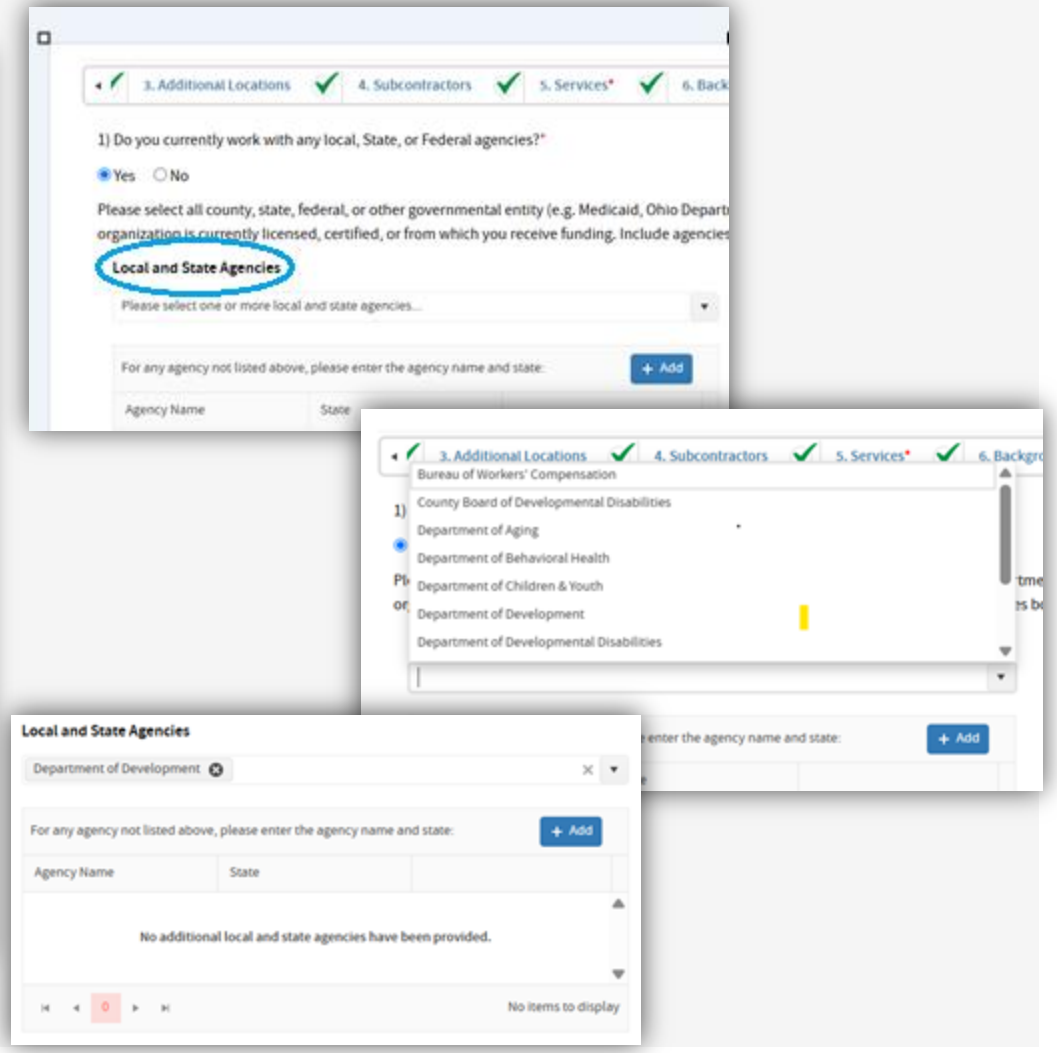


9. *Disclosure* – Let us know if you work with any other agencies, *Cont.*

22 If **Yes** is selected, fill in the details.

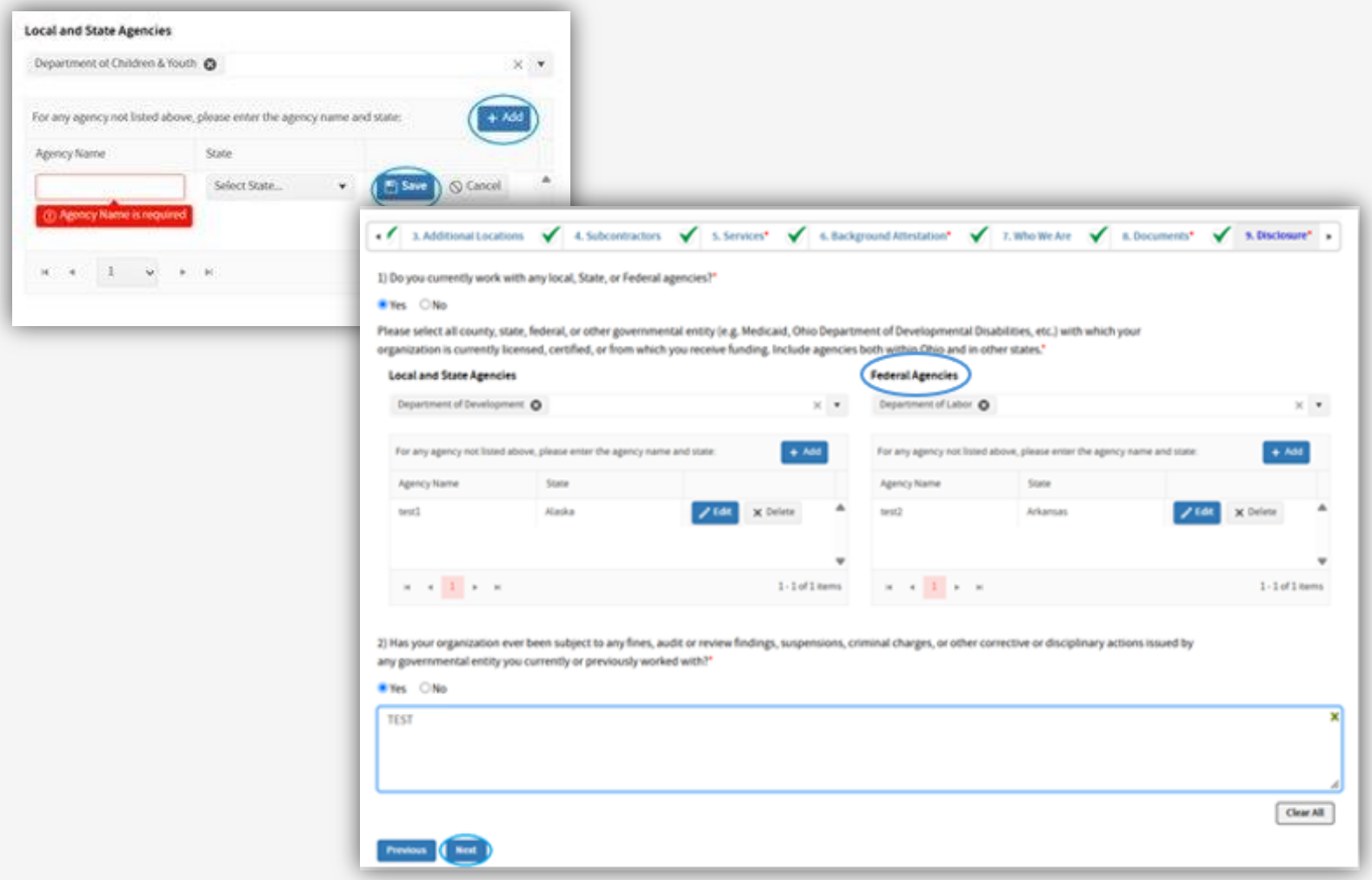


23 If you work with Local and State Agencies select the **drop-down caret** and look for all the applicable options.

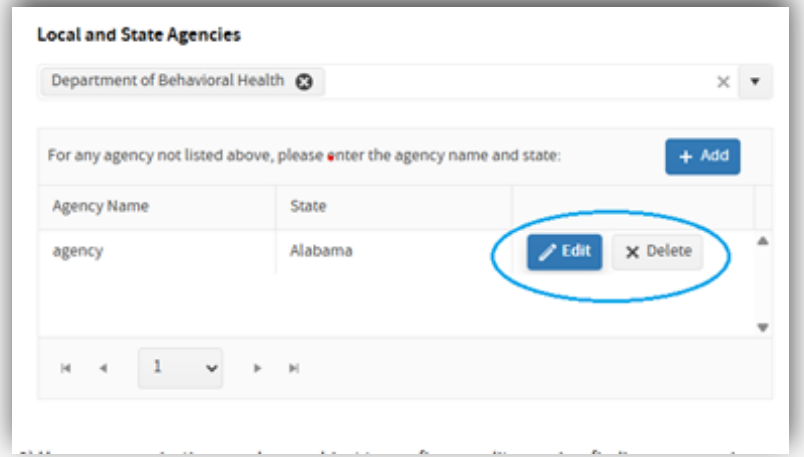


9. *Disclosure* – Let us know if you work with any other agencies, *Cont.*

24 If you don't find the agency from the provided drop-down list, click **Add** and enter Agency Name and State and click **Save**.



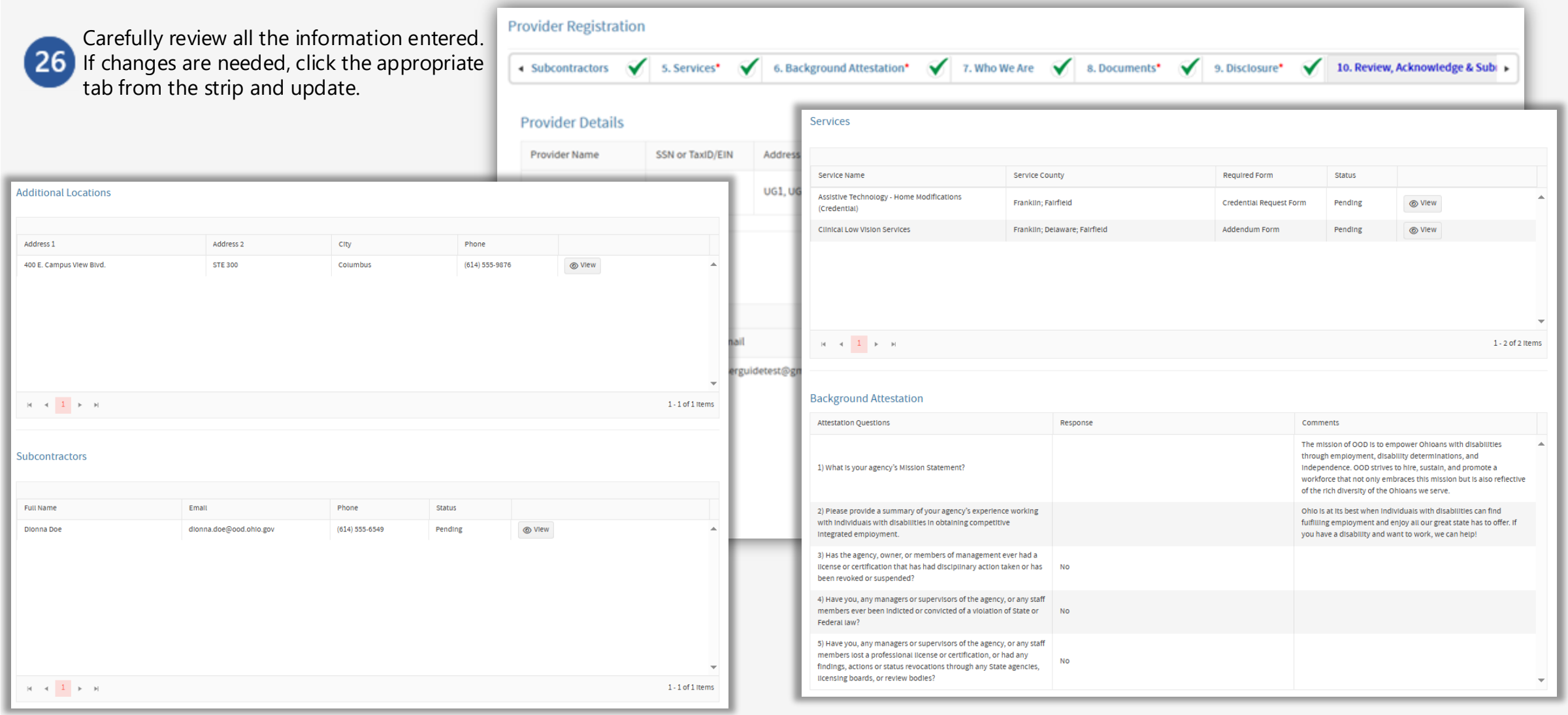
25 Click Edit or Delete if you wish to change the inputted values and click Next.



Repeat steps 23 - 25 if working with Federal Agencies.

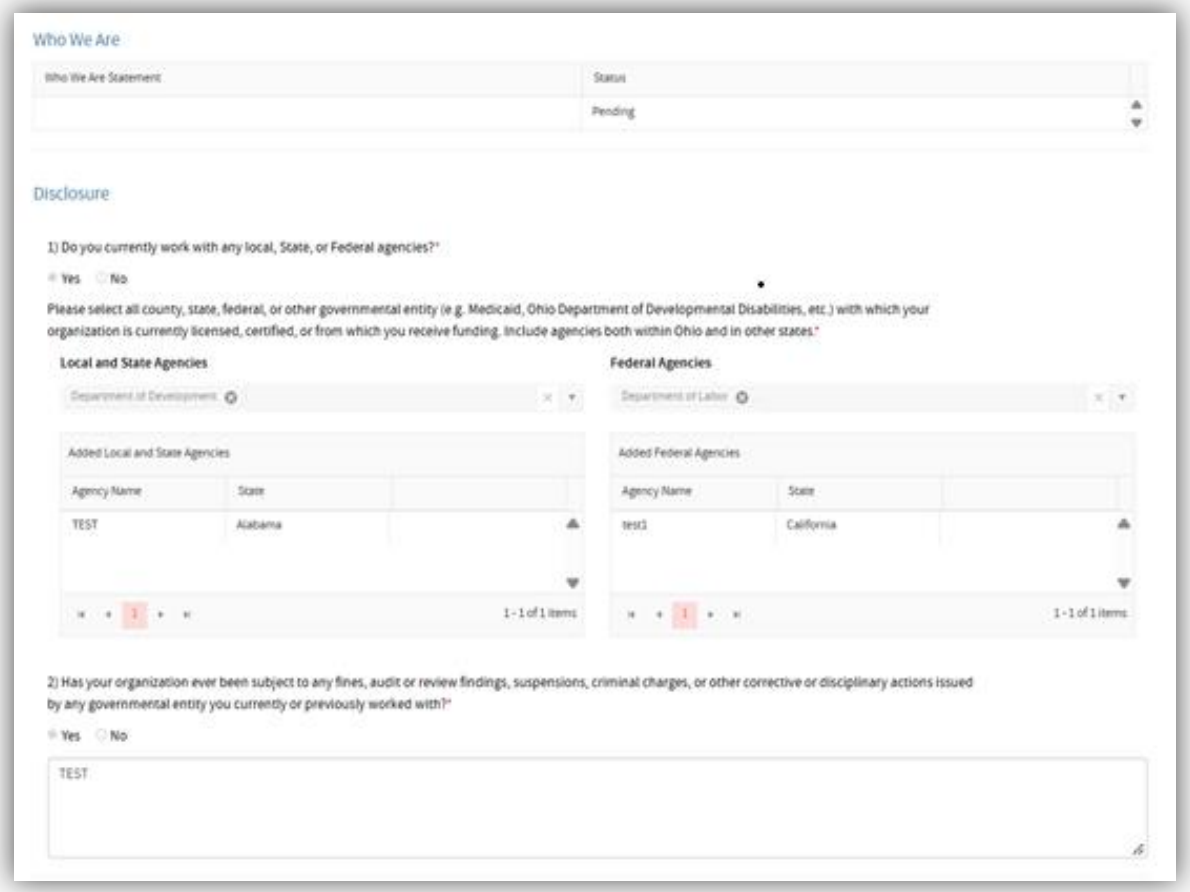
10. Review, Acknowledge & Submit – Verify and Review Your Information

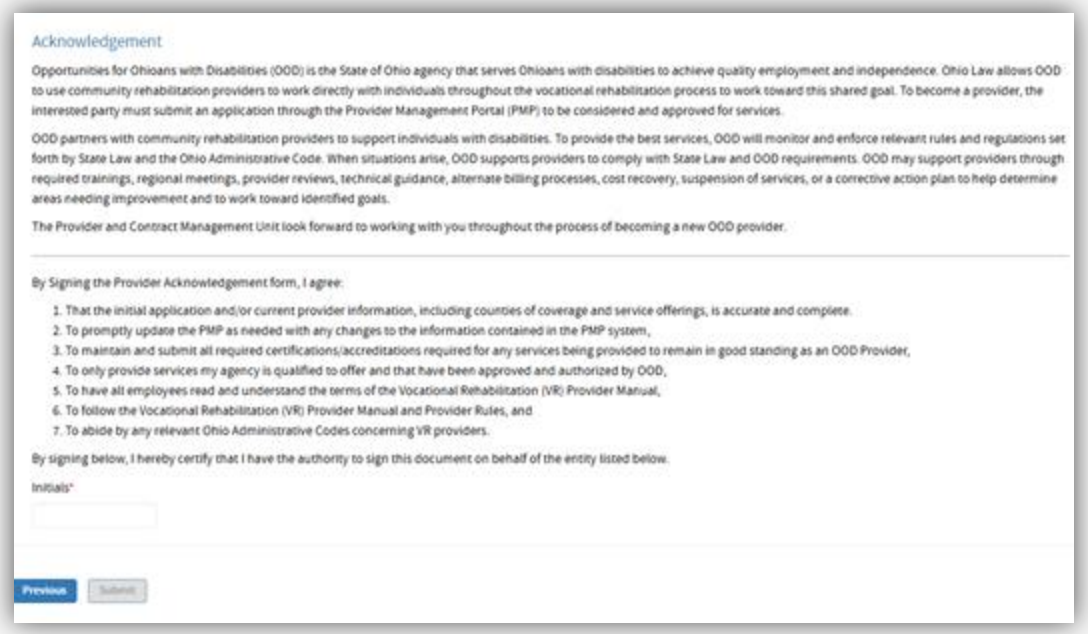
26 Carefully review all the information entered. If changes are needed, click the appropriate tab from the strip and update.

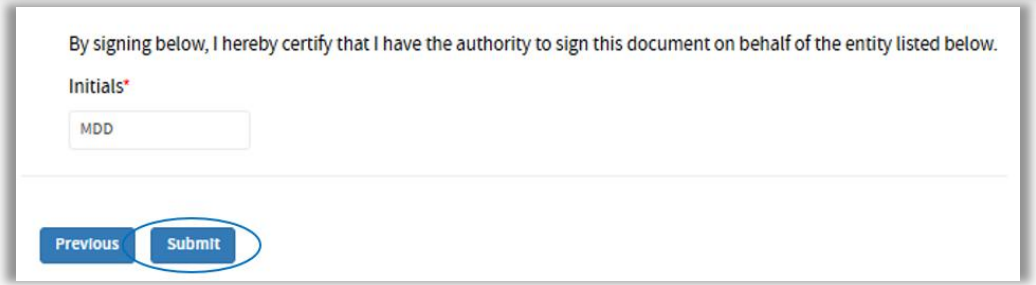


10. Review, Acknowledge & Submit – Initial and Submit Your Application, *Cont.*

27 In the Acknowledgement section, carefully read the entire acknowledgement. In the **Initials** textbox, input 2 – 3 characters and click **Submit.**



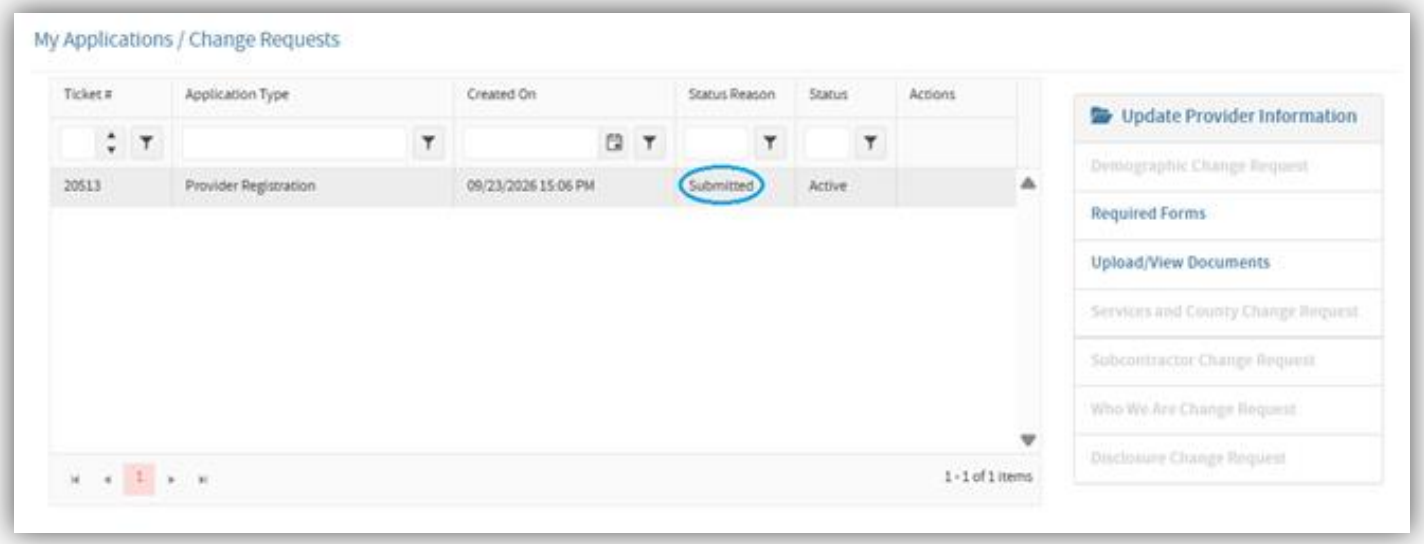




Once your initial application has been submitted, the Provider Registration link will no longer be active. Change requests can only be submitted once your initial application has been fully processed.

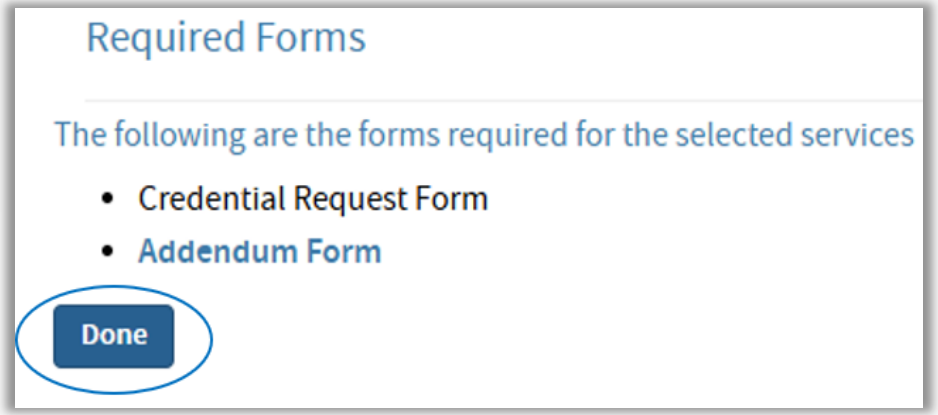
Checking your Application Status

28 After submitting your application, you can check your application status on the **My Applications / Change Requests** screen. You can **NOT** submit change requests until your Provider Registration has been fully processed.



29 Click the **Required Forms** link to access additional forms needed. Click **Done** once complete.

***NOTE:** only certain forms are available for download.*



- Once your registration has been submitted, you can upload documents at any time using the **Upload/View Documents** link.
- Additional forms located under the **Required Forms** link will reset once your Provider Registration or Service Change Request has been processed.

Contact

Opportunities for Ohioans with Disabilities



pcmu@ood.ohio.gov