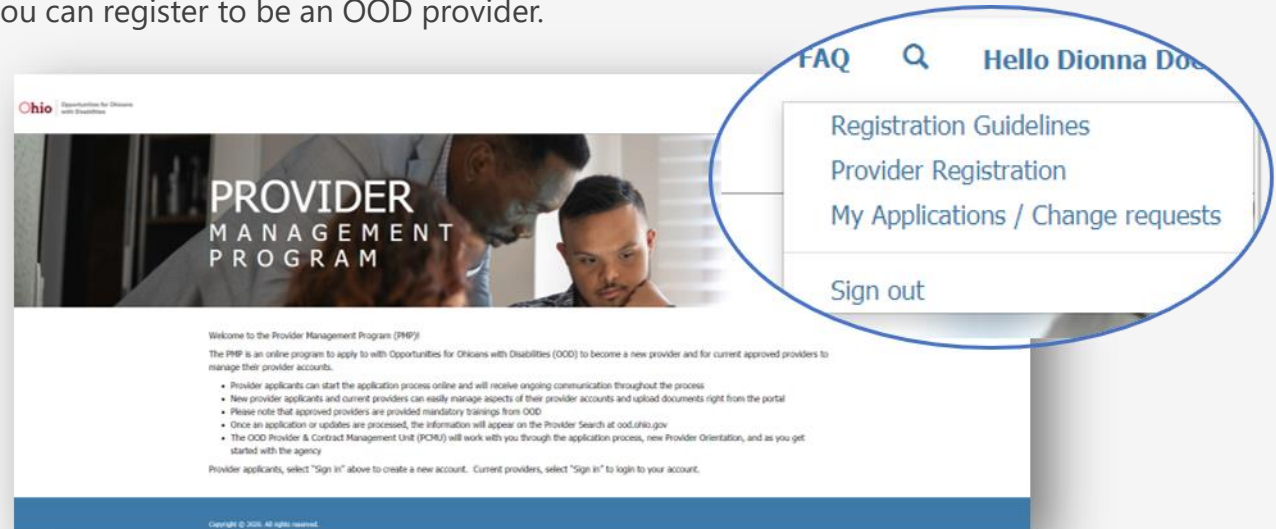# Provider Management Program

Registering in the PMP system to be an OOD Provider

Provider Registration – Registering to be an OOD Provider

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

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

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

Then click **Provider Registration**.
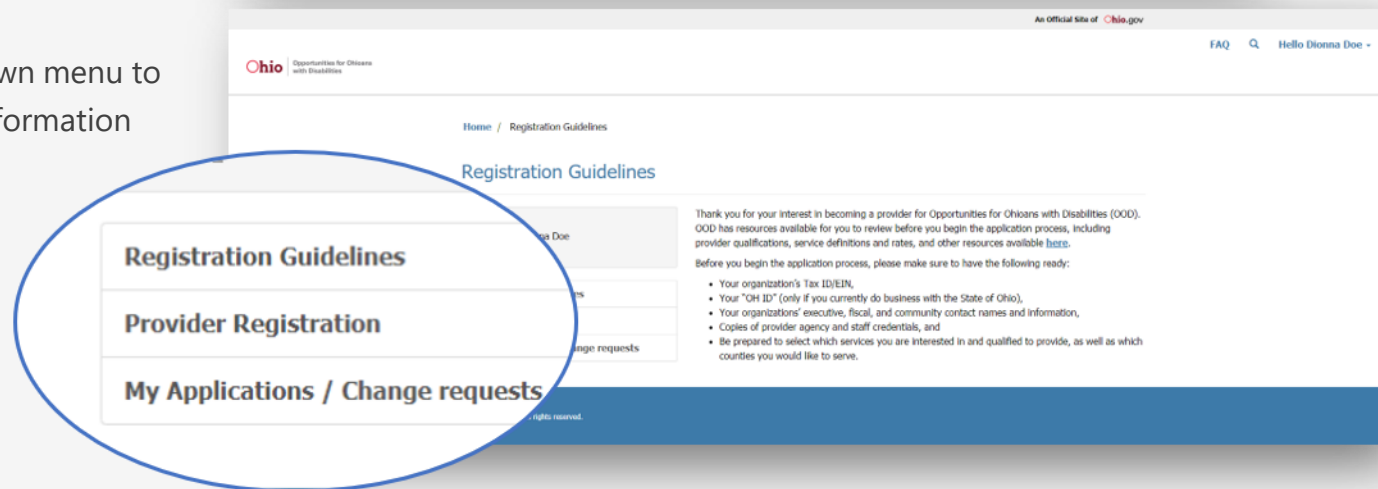
1. *Provider Details* – Adding Provider Information

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**.

Provider Information

Provider Name *

PMP Provider

○ SSN ● TaxID/EIN

SSN or TaxID/EIN *

12-3456789

Address 1 *

1234 OOD PMP Lane

Address 2

City *

Columbus

State *

Ohio

Zip Code + Ext *

43232

County *

Franklin

Email *

dionnadoe01@yahoo.com

Phone *

(614) 555-1234

Fax

Website

Next

2. *Contacts* – Adding Contacts

4 In the Contacts tab, click **Add Contacts**.

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

⚠ 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.)

2. Contacts – Updating or Deleting Contacts

6   Expand the caret (to the right of the Contact Type) to **Update** or **Delete** 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 screen will appear. Multiple contacts can be added, but at least one is required for each location.

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

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

4. Subcontractors – Adding a Subcontractor

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

12 Once all subcontractors have been added, click **Next**. (This section is not required if you do not have subcontractors.)

5. *Services* – Selecting Services to Add

13 In the Services tab, click **Add Service/County**.

14 From the Service Selection screen, click the **dropdown caret** next to the Service Lookup field to expand a list of services and select a service.

| 1. Provider Details ✔ | 2. Contacts ✔ | 3. Additional Locations ✔ | 4. Subcontractors ✔ | 5. Services Selection | 6. Background Attestation |
| 7. Acknowledgement | 8. Details Review | 9. Upload Documents | | | |

Services

Add Service/County

Service	Service County ↑	Approve/Deny	Required Form	

There are no records to display.

Previous   Next

Service Selection

Service Lookup *

[⌄]   **Service Descriptions**

Service County *

Service Lookup *

[⌄]   Service

☐ Other
☐ Adams
☐ Allen
☐ Ashland
☐ Ashtabula
☐ Athens
☐ Auglaize
☐ Belmont

Activities of Daily Living Training (Credential)
Activities of Daily Living Training (Non-Credential)
Career Exploration
Clinical Low Vision Services
Community Based Assessment
Counseling on Post Secondary
Criminal Record Check
Drivers Training Services
Instruction in Self-Advocacy
Intake
Interpreting – American Sign Language
Interpreting – CART / C-Print
Interpreting – Deaf / Blind
Interpreting – Foreign Language
Interpreting - Signed Exact English
Interpreting – Video Remote Interpreting
Job Development - Performance Based

Submit   Cancel

5. Services – Selecting Services County

15 From the Service Selection screen, click the service to be added and then click **Select**. The service selected will appear in the Service Lookup field.

16 Under Service County, click to add appropriate counties. (You can add multiple counties at once. Then click **Submit**.

⚠️ 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* – Selecting Services Provided Remotely

17 Repeat steps 13 – 16, as needed, until all services are added. Then click **Next**.

⚠ When a service is selected that can be provide remotely, the Services Provided Remotely check box option will automatically appear. When selected, the Remote checkbox in the Service County options will be defaulted. Select Other only when services provided are outside the Ohio county selection options.

6. *Background Attestation* – Answering Attestation Questions

18 From the Background Attestation tab, click the Update caret next to each question and provide responses to the questions in the Comments field provided. Click **Submit** to advance to the next question. After ALL questions are answered, click **Next**.

7. *Acknowledgement* – Acknowledging Provider Registration

19 From the Acknowledgement tab, carefully read the entire acknowledgement, scrolling down to see all text. Then, to signify your agreement, type your initials (2-3 characters) in the Initials field and click **Next**.

| 1. Provider Details ✔ | 2. Contacts ✔ | 3. Additional Locations ✔ | 4. Subcontractors ✔ | 5. Services Selection ✔ | 6. Background Attestation ✔ |

| 7. Acknowledgement | 8. Details Review | 9. Upload Documents |

Acknowledgement

Opportunities for Ohioans with Disabilities (OOD) is the State of Ohio agency that serves Ohioans with disabilities to achieve quality employment and independence. Ohio Law allows OOD to use community rehabilitation providers to work directly with individuals throughout the vocational rehabilitation process to work toward this shared goal. To become a provider, the interested party must submit an application through the Provider Management Portal (PMP) to be considered and approved for services.

OOD partners with community rehabilitation providers to support individuals with disabilities. To provide the best services, OOD will monitor and enforce relevant rules and regulations set forth by State Law and the Ohio Administrative Code. When situations arise, OOD supports providers to comply with State Law and OOD requirements. OOD may support providers through required trainings, regional meetings, provider reviews, technical guidance, alternate billing

Initials: *

DLD

Previous   Next

8. *Details Review* – Reviewing your Provider Registration

20 From the Details Review tab, carefully review all the information entered. If changes are needed, click the **Previous** button to return to the screen and make the necessary updates. Once all information is correct, click **Next**.

9. Upload Documents – Adding Files

Supporting documentation can be added to your registration, if applicable. Multiple files can be added by repeating steps 20 – 21 for each document.

21 From the Required Documents tab, click **Add files**.

22 Click **Choose File** to select a document from your files. Click the **Select Document Type** arrow to choose a type from the dropdown menu and click **Add**.

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

| 1. Provider Details ✔ | 2. Contacts ✔ | 3. Additional Locations ✔ | 4. Subcontractors ✔ | 5. Services Selection ✔ | 6. Background Attestation ✔ |
| 7. Acknowledgement ✔ | 8. Details Review ✔ | 9. Upload Documents |

Documents

[⊕ Add files]

There are no folders or files to display.

[Previous] [Submit Application]

Add files ✕

Choose files   [Choose File] No file chosen
☑ Overwrite existing files
Document Type: [Select Document Type.. ▾]

Select Document Type..
Accreditation Review
Addendum Proposal
Insurance Policy
JRT Curriculum Proposal
Miscellaneous Training
Other Materials
Pre-ETS Service Proposal
Provider Certification (ACVREP, etc)
Provider Qualifications (CARF, DODD, JC, AER, etc)
Staff Certification (CESP, WIP, CWIC, etc.)
W9
Waiver Request Form

[Cancel]

oodpacqa.powerappsportals.us says
Document uploaded successfully
[OK]

⚠ The **Overwrite existing files** checkbox will automatically be selected, which means if the file name selected is the same as a previously added document, the most recent version will automatically overwrite the original. (The previous version will not be lost.)

14

Submitting your Provider Registration

23 From the Upload Documents tab, after all details have been reviewed and documents added, click **Submit Application** to complete your registration application.

⚠ 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. Until then, the My Applications / Change Requests links will be disabled.

Checking your Application Status

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

Home / Registration Guidelines / My Applications / Change Requests

My Applications / Change Requests

Ticket #	Application Type	Created On ↓	Status Reason
2020	Provider Registration	2/17/2021 12:59 PM	Submitted

📁 **Update Provider Accreditation Information**

Accreditation Certification Renewal

Demographic Change Request

Required Forms

Upload/View Documents

Services and County Change Request

Subcontractor Change Request

⚠️ The **Required Forms** link will only be enabled when you select a service that requires a form. Otherwise, the **Required Forms** link will be disabled. Once your registration has been processed, the **Required Forms** link will be disabled. Once your registration has been submitted, you can upload documents at any time using the **Upload/View Documents** link.

Change Requests – Making changes after your application is processed

After submitting your application, you can upload additional documents at any time.

✓ From the My Applications / Change Requests screen, click **Upload Documents**. Then follow steps 20 – 21 to add documents.

✓ You will be asked to read and initial the Acknowledgement again. When you're finished reading, type your Initials and click **Next**.

Upload/View Documents

| 1. Upload/View Documents | 2. Acknowledgement | 3. Details Review |

Documents

● Add files

Name ↑	Modified
🗋 VR Addendum 08-2020.docx (51 KB)	2/17/2021 2:59 PM

Next

| 🗋 2020 Miscellaneous Training Form.docx (41 KB) | 2/17/2021 3:09 PM |
| 🗋 VR Addendum 08-2020.docx (51 KB) | 2/17/2021 2:59 PM |

Next

Acknowledgement

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Initials: *

DLD

Previous   Next

✓ Sign out when you're all finished.

FAQ   Q   Hello Dionna Doe ▾
Registration Guidelines
Provider Registration
My Applications / Change Requests
Sign out

Contact

Opportunities for Ohioans with Disabilities

pcmu@ood.ohio.gov