

INDEPENDENT PROVIDER ROLE & RESPONSIBILITIES

What is an Independent Provider?

An independent provider is a self-employed person who provides services to individuals with developmental disabilities.

- Independent providers must be certified by the Ohio Department of Developmental Disabilities.
- Independent providers must provide those services directly; they cannot employ someone else to provide services on their behalf.
- Only those services authorized by an SSA prior to the provision of services are eligible for payment.

As required in 5123:2-2-01, independent MUST complete the HCDDS *Independent Provider Training BEFORE providing services. It is the provider's responsibility to attend the training. A list of available training dates is on the HCDDS website (<http://providers.hamiltondds.org/training/hcdds-training>).*

Expectations of Independent Providers

- Ensure the Health, Safety, and Welfare of the individual and provide services as indicated in the person's *My Plan and My Plan Assessment* which includes:
 - Knowing the person, their medication, their health and care needs,
 - Understanding the person's communication needs,
 - Knowing the person's other support needs including physical accommodations
 - Reading and understanding everything that is in the person's *My Plan and My Plan Assessment*. The provider must know what s/he is responsible for from both.
- Treat individuals with compassion, dignity, and respect at all times.
- Know and support the rights of individuals at all times.
- Anticipate, identify, and make active efforts to prevent health, safety and welfare risks of individuals. This may include:
 - Communicating with the individual's SSA any concerns or new developments/information.
 - Preventive action and notifications about behaviors and/or incidents
 - Filing UI and MUI reports as required in rule
- Keep information about your contact information up to date. Ensure all changes in that information are updated with HCDDS at all times.
- Ethically transition individuals to other providers when a new provider is selected:
http://dodd.ohio.gov/HealthandSafety/Documents/Health_and_Welfare_Alert_44-9-15-Transitions.pdf
- Ensure community integration as much as possible for/with individuals with disabilities such that they are not only active in their communities but engaging with the community to the extent that relationships emerge.
- Keeping timely, accurate service documentation sufficient to support all billed services. Providers are responsible for knowing what must be documented. EVERY service has a list of required documentation elements, these rules can be found on the Ohio Department of Developmental Disabilities website: <http://dodd.ohio.gov/RulesLaws/Pages/RulesInEffect.aspx> .

Failure to have the proper documentation for billed services and/or billing for services not provided is Medicaid fraud.