



**Department of
Developmental Disabilities**

Division of Medicaid Development & Administration

John R. Kasich, Governor
John L. Martin, Director

October 4, 2011

To: Individuals and Families
County Boards of Developmental Disabilities Superintendents
Councils of Governments
Ohio Provider Resource Association
Ohio Association of County Boards of DD
ARC of Ohio

From: Patrick Stephan, Deputy Director, Medicaid Development and Administration

Subject: Provider Portal and Certification Black-Out Dates

The DODD Gateway is coming soon! The Ohio Department of Developmental Disabilities will be updating our website with an all-new look and feel. We have changed some of the existing features, and added many new features designed to help providers, families, and county boards as they navigate our website. Some of the new features include the ability to apply online for provider certification, update demographic information, view information that is pertinent to the user, and search for providers with much better capabilities and results.

Due to the transition to the electronic certification system Provider Certification Wizard (PCW), there will be a blackout period in which we will not accept any provider applications for provider certification. Effective October 15, 2011, we will no longer be accepting paper applications. Applications submitted on or before October 14, 2011, will be processed. Any applications received after October 14, 2011 will be returned to the provider with instructions to visit the new DODD Gateway Portal. You will receive additional communication in the very near future indicating the date you can login and apply for certification online. Please note, providers who are expiring after October 14 through the go-live date of PCW (date to be announced soon), we will allow for this period of time and will backdate your renewal. More information regarding this is to come in the near future.

We appreciate your patience during this time of transition. If you have additional questions, please contact DODD Support at 1-800-617-6733.

Thank you very much.

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