



JANUARY 15, 2013

License to Thrill

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Electronic Licensure Payments

So easy a baby could do it

Welcome to CBoss! Say what? Okay, you may have heard of Bruce Springsteen, aka The Boss. And perhaps you refer to someone as *your* boss. But what is CBoss? CBoss is an electronic monetary system that allows you to pay your licensure fees by MasterCard or Visa credit or debit card, as well as electronic check. Here's what you do:

1. Upon receipt of your licensure fee letter, go on-line to www.dodd.ohio.gov.
2. Click on the DODD Gateway (the yellow key).
3. Click on "Login" link at top right of the screen.
4. Login to the Provider Portal using your DODD user name and password.
5. On the Provider Portal landing page, click on "View Facilities".
6. From facilities list, select the facility you want and click in the "Pay Fees" column and then click on the "Pay Fees for Selected" link at the bottom of the page.
7. Select Payment Method; then click on "Make Payment" at the bottom of the page.

8. On next screen, enter payment information, and then click "continue" at the bottom of the page.

9. On next screen, review payment information and click "Confirm."

Cha-ching! It doesn't get any easier than that! Go right ahead and try it. You'll like it!

Inspection Forms On-Line **Fire, septic, water, oh my!**

Your inspection forms are now on our website. Simply:

1. Access www.dodd.ohio.gov.
2. On top menu, click on the Residential link; on the drop down, select "Licensed Facilities".
3. Select applicable inspection. E-mail the form to:
OPSR.Inspectionform@dodd.ohio.gov OR fax it to (877) 644-6671.

There is an important change to submitting *fire* inspections. They no longer have to be submitted annually. They're now required once every calendar year. Other inspection terms are determined by the inspecting agency. Please note, licenses cannot be issued without current inspections on file with DODD.



Moved recently? Need to add or delete a facility vacancy? You can do it online now.

Now there's an easier way to update your information. The DODD Gateway online makes these processes fast and simple.

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New Development Rules

Take a look at the new Development Rule effective November 12, 2012.

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How to Update Your Info Online

How to Update your Facility Contact Information

1. Go to www.dodd.ohio.gov.
2. Click on the DODD gateway (the yellow key).
3. Click on "Login" link at top right of the screen.
4. Login to the Provider Portal using your DODD name and password.
5. On the Provider Portal landing page, click on "Update Demographic Information"
6. Follow the prompts to update your information!
7. **PLEASE KEEP INFORMATION CURRENT!**



How to Add/Delete Facility Vacancies

1. Go to www.dodd.ohio.gov.
2. Click on the DODD gateway
3. Click on "Login" link at top right of the screen
4. Login to the Provider Portal using your DODD name and password.

5. On the Provider Portal landing page, click on "Update Facility Vacancy Registry"
6. Follow the prompts to update your information!
7. **REMOVE VACANCY ONCE BED IS FILLED.**

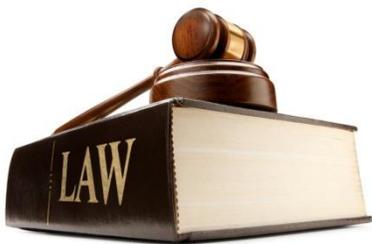
DEPARTMENT OF DEVELOPMENTAL DISABILITIES

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New Development Rule Highlights



New Development rule 5123:2-3-26 replaces rule 5123:2-16-01 effective November 12, 2012. Highlights include:

Development is defined as meaning an applicant's plan for the operation of a licensed residential facility including a plan for modification or replacement and which is subject to approval by the department 5123:2-3-26(B)(2).

The number of licensed beds in an intermediate care facility (ICF) shall not exceed eight (5123:2-3-26(D) (3))

The number of licensed beds in a residential facility that is not an ICF shall not exceed six (5123:2-3-26(D) (4))

Development Proposal Process:

5123:2-3-26(F) (1) The applicant shall Submit a development proposal to the department in writing.

5123:2-3-26(F) (2) The department shall notify the applicant in writing of the approval or disapproval of the development proposal together with a statement of reason within 60 days of receipt of a complete application. The department shall maintain on its website a list of development proposals and actions taken thereon.

5123:2-3-26(G) The provisions of this rule may be waived pursuant to rule 5123:2-3-15 of the Administrative Code.

The Office of Provider Standards and Review strives to ensure that Ohio citizens experience outcomes that reflect that they are healthy, safe and satisfied with their waiver services from Ohio Providers.

The new development application will be online soon. If you're an ICF, check out the new [ICF/IID page](#) already on our website!

