**Provider Certification Rule 5123:2-2-01 CEO Requirements Proposed for Discussion**

* **Holds bachelor’s degree OR has 4 years of ~~paid~~ work experience as supervisor of programs or services for individuals with DD**
* **Is able to read, write and understand English**
* **Has 1 year of ~~paid~~ work experience in Human Services ~~provision of services for individuals with~~ ~~DD~~ ~~which included responsibility for: personnel matters, supervision of employees, program services, financial management~~**
* **Submit a Business Plan detailing how personnel matters, employee supervision, program services, internal quality assurance and financial management will be managed and supervised.**
* **Within 30 days of initial certification/hire, completes DODD provided web-based orientation for CEO’s**
* **Within 60 days of certification/hire, completes training in accordance with standards established by DODD in service documentation, billing for services, internal compliance programs, rights of individuals MUI rule including health and welfare alerts**
* **Commencing in second year of certification or employment as CEO, completes annual training ~~in provider’s role and responsibilities with regard to services including person-centered planning, community integration, self-determination and self-advocacy, rights of individuals, MUI rule including health & welfare alerts~~ value added topics based on agency need.**
* **Undergoes background investigation and consents to be enrolled in Rapback**
* **Is directly and actively involved in day to day operation of agency provider and oversees provision OR designates another person to be responsible for administration**
* **Report within 14 days when CEO designates another person to be responsible for administration via PSM**
* **Report within 14 days if CEO or person responsible for administration is charged with, convicted of or pleads guilty to disqualifying offense via PSM**
* **Report within 14 days if CEO or person responsible for administration is/becomes a related party of a person or entity for which DODD denied or revoked certification via PSM**
* **Report with 14 days when CEO or person responsible for administration leaves agency via PSM and have a written plan for designee responsibilities for up to a 90 day period.**
* **Inform DODD if you are serving as CEO for more than one agency via PSM**
* **Inform DODD if you have been the CEO of or/person responsible for administration of an agency that has lost certification in the last 5 years.**
* **Provide name, country of birth, date of birth and SSN for any person owning financial interest of 5% or more in agency provider**
* **Comply with DODD rules**
* **Submit for initial certification: written policies and procedures in person centered planning and self-determination, confidentiality of individual records, management of individual funds, incident reporting and investigation, individuals’ satisfaction with services delivered, internal monitoring and evaluation procedures to improve services delivered, supervision of staff, staff training plan, annual written notice to employees explaining Abuser Registry, requirement to report disqualifying offenses within 14 days, compliance with provider certification, background investigations, delivery, documentation and billing of services**
* **Certificate of good standing with the Secretary of State**
* **Employer identification number from the Internal Revenue Service**
* **Employer identification number from BWC**
* **Provide proof of operating capital in the amount of (*this needs to be tiered to revenue)***
* **Certificate of comprehensive general liability insurance in the amount of $500,000 *This should be tiered to revenue***
* **Provide and maintain with DODD current US mail and email addresses**
* **~~Demonstrate established internal system to ensure compliance with provider certification, background investigations, delivery, documentation and billing of services~~ *Moved to Submit for initial certification bullet***
* **Maintain comprehensive general liability insurance in the amount of $500,000 *This should be tiered to revenue***
* **Comply with federal, state and local requirements pertaining to employment of staff**
* **Be current in payment of payroll taxes, workers’ compensation premiums and unemployment compensation premiums**
* **Conduct background investigations and take appropriate actions for CEO, person responsible for administration and direct services staff**
* **Enroll direct services staff in Rapback**
* **Participate in DODD collection initiatives**
* **Submit proof of surety bond coverage**

***Also recommend language detailing DODD’s process for insuring compliance, such as “Within 120 days of operation, DODD shall make a site visit to insure compliance with all provisions of this rule”.***