



## The 3 PHASE process for becoming certified as a Choices Home Care Attendant

### **PHASE 1**

**Go to the Ohio Department of Aging (ODA) online application at <http://aging.ohio.gov>.**

Point of contact: The Ohio Department of Aging

1. At the top, click on “for agencies & service providers”
2. On the left, choose “certification”
3. Scroll to the middle of the page, click “Individual provider: Choices Home Care Attendant”
4. Scroll to the bottom and click the Provider Network Module (PNM) website address
5. Log In with your OH/ID or set up OH/ID
  - a. If logging in for the first time, CHOOSE **ADMINISTRATOR**
6. Follow the instructions
  - a. For detailed instructions please contact your Direction Home Care Manager
7. After submission of your online application and all requested documents you may check your application status by calling 1-800-266-4346 or emailing the below address
8. Technical assistance with the online application: [Provider\\_Enrollment@age.ohio.gov](mailto:Provider_Enrollment@age.ohio.gov)

### **PHASE 2**

**Pre-Certification Review - ODA will forward your application to Direction Home: Provider Relations Department for review.**

Point of contact: Direction Home: Provider Relations Department

1. You will be contacted by a Direction Home Provider Relations Specialist for a pre-certification interview. During this phase, you can send questions to the Provider Relations Specialist from DHAD that contacted you.
2. DHAD sends your documentation to ODA for their approval. NOTE: It can take several weeks for ODA to issue their approval.
3. Once approved, Direction Home mails a contract to you, which must be completed by you and returned to Direction Home.

### **PHASE 3**

**Enrollment with the Financial Management Service (FMS) – *You need to get paid!* This phase can be completed with the help of Direction Home: Case Management Department**

Point of contact: Direction Home: Case Management Department

1. Contact Direction Home at 330-899-5368 or 330-899-5377 to explain that you have completed PHASE 2 of this process.
2. You and your Employer (the person receiving service) must enroll with the Financial Management Service (FMS), which is *Public Partnerships LLC (PPL)*. Direction Home staff will assist you with enrollment into the Financial Management Service.
  - a. Schedule home visit with Direction Home staff, yourself, and the consumer/patient
  - b. All parties sign enrollment forms
  - c. All parties negotiate the pay rate
3. Next, an Enrollment Specialist from PPL will contact you and the consumer/patient to assist with the remainder of the enrollment steps into PPL.
4. You can bill for services when “Good to Go” notification is received and the service plan is authorized by the case manager. At this point, further questions can be directed to the case manager.