

Provider Certification Wizard (PCW) **January 2012**

Certification Renewal:

Certification is time limited. Initial certification is for one year and renewal certification is for three years. Providers may apply to renew their certification at any time within the ninety (90) days immediately prior to expiration in order to avoid any lapse in certification. Applications for renewal certification will be accepted up to 365 days beyond a provider's expiration date, however, certification will lapse for any period between the expiration date and the date the application for renewal is received.

As a provider's expiration date approaches, correspondence is sent via letter to the mailing address that is listed in the PCW database. Please check your information through the PCW to ensure that your address information is correct and up to date. Providers are also now expected to provide an email address to the Department through the PCW. This email address is used as a primary source of communication to indicate questions regarding applications, missing documents required for certification, initial and final approval letters, etc. If you have applied for initial or renewal certification and have not received an email from the Ohio Department of Developmental Disabilities, which would come from dodd.certification@dodd.ohio.gov, please verify your email address in the PCW and check the junk or spam folders in your email to make sure that it was not redirected by spam filters. If email from the PCW is redirected to your junk or spam folder, you are advised to flag the address as one that is safe and that your spam filter can route directly to your inbox.

Please Note: If you receive an email from the email address listed above that requests additional documentation, you will be able to reply/respond to the email that you receive to attach and submit the requested documents. It is important, however, that you **do not create and send new** emails to the email address above, as it is set up to only accept incoming emails that are replies to emails that it generates.

Any requested documentation can be submitted to the Department through any of the following:

- Reply/response email with attachments to dodd.certification@dodd.ohio.gov
- New email with attachments to certification.support@list.dodd.ohio.gov
- Fax to 614-728-7836
- U.S. Postal Service addressed to DODD Provider Certification, 30 East Broad Street, 13th Floor, Columbus, Ohio, 43215

Please indicate your application ID Number from PCW on each page emailed, faxed or mailed.

The review and recertification process takes time once an application is received. To avoid a delay in reimbursement, please submit your application and all required documents no less than thirty (30) days prior to the expiration date. Any incomplete application received prior to the expiration date will be processed and recertified back to the original expiration date, as long as the application is completed within ninety (90) days of receipt of the original submission. Any application received after the expiration date will have a lapse in certification from the date of expiration to the date of receipt of the application. Any services delivered during a lapse in certification are not eligible for Medicaid reimbursement.