



Office of Provider Standards & Review

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

2013

Provider Name
Provider Address
City, Ohio Zip

Dear **Provider Name**,

Every independent or agency provider delivering waiver services through the Ohio Department of Developmental Disabilities (DODD) must have a compliance review at least once every three years. If you are a new provider and have billed in your first year of being certified, you are required to have a provider compliance review within a year of that first billing. This e-mail is being sent to you because you have been randomly selected for the next review cycle. A provider compliance review of services provided by you or your agency will be conducted in **DATE Here**.

INFORMATION REQUIRED FOR THE REVIEW

- If you are an **independent** provider, please provide the name(s) of individual(s) served by you within the past year until the present time.
- If you are an **agency** provider, please provide the name(s) of individual(s) served by your agency within the past year until the present time AND the name(s) and hire dates of employees that delivered services within the past year until the present time.
- **Confirmation of the contact information we have on record for you or your agency is also needed.** Please provide a current address and telephone number. (This information will be given to the reviewer(s) conducting the review to contact you to set up the actual date for the review.)

Please submit the above information within 5 working days of this email.

As previously stated, provider compliance reviews are a requirement in order to provide waiver services through the Department of Developmental Disabilities (DODD). If you no longer wish to provide services, please respond to this e-mail relinquishing your certification. Voluntarily withdrawing your certification means that if you wish to provide services through DODD in the future, you only have to re-apply. If you want to maintain your certification, you are required to have the compliance review. Failure to do so can escalate into further action up to and including having your certification revoked through legal means.

Thank you very much and if you have any questions, please don't hesitate to contact me.

