



## Your Provider Search Rights and Options

### Your Provider Search

Searching for a provider can seem like an overwhelming and scary task; especially the first time. This brochure will help you consider the options available to you and provide information to assist you in the interview process.

Your Service and Support Administrator (SSA) or Service Coordinator (SC) is able to assist you but is not permitted to make recommendations per the Ohio Revised Code 5123:2-9-11 which outlines that you have free choice of provider.

### You Have The Right To...

- Choose your provider
- Interview your provider
- Ask about references, certifications, training, background checks, and driver's abstracts

## Possible Interview Questions

- Tell me about yourself and your experience.
- How will we arrange the days and times you will work with me?
- If I do not want your services on a day and ask you to leave, would you?
- How much say will I have in who works with me?
- When could you start?
- What kind of training do you or your staff have?
- If you are unable to work with me one day, how will you handle calling off and providing substitute coverage if I need it?
- How are MUIs and UIs handled?
- Are you certified in Medication Administration?

## For More Information Contact

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Delaware County Board of  
Developmental Disabilities

# Looking for a Provider?

A Guide to Understanding  
Your Provider Search  
Options and Rights



#JustAskMe



### ProviderGuidePlus

ProviderGuidePlus is an online tool that assists people in selecting a provider. It allows people to post public reviews about providers' services for others to read when searching for a provider.

Access ProviderGuide Plus  
<https://providerguideplus.com>

## Your Provider Search Options

### The Provider Book

The Provider Book is a tool found on the Delaware County Board of Developmental Disabilities' (DCBDD) website. The Provider Book lists providers by service. You can view the Provider's name, contact information, rates and preferences. Many providers have Marketing Statements available to find out a little more about their services and qualifications. The providers listed in the Provider Book hold a local contract with DCBDD which means the provider is eligible to provide locally-funded services.

Access Provider Book  
[www.dcbdd.org/resources/provider-book](http://www.dcbdd.org/resources/provider-book)

### Ohio Department Of Developmental Disabilities' (DODD) Provider Search

DODD's Provider Search website lists all certified I/O, Level 1, and SELF Waiver Providers. You are able to search by name, county and service.

Access DODD Provider Search  
<http://providersearch.dodd.ohio.gov>

## Submitting Requests for Providers

### Request for Provider (RFP)

This option is for those who choose not to contact providers using the Provider Book or DODD Provider Search Website. The RFP is a brief description of the person requesting services, support needed, and preferred schedule. Adding a deadline for responding to the RFP is always encouraged. The RFP is emailed to the providers of the individual's or guardian's choosing. Typically the RFP is put together by the SSA or SC however, individuals/guardians are able to submit their own RFPs. To submit the RFP online, please visit DCBDD's website.

### Use Your Own Methods

Choosing your provider outside of these options is also your right. Individuals/guardians who find providers through other methods may refer the provider to our Provider Coordinator to help them through the certification process.

## Interviewing Providers

### Interviewing Your Potential Provider

Before interviewing a potential provider, think about questions you might ask and what documentation you'd like to review.

- Do you want the provider to bring their resume or references?
- Would you like a copy of the provider's certification(s) or background check?
- Does the provider have current first aid, CPR, MUI, and Individual Rights training?

Remember, you are choosing your own provider and may conduct the interview to fit your needs. If you need assistance with the interview process or a place to hold interviews, please contact your SSA or SC.

### RFP Examples

- 1 *We are looking for a Speech Therapist to work with our 2 yr old son in Lewis Center on Monday and Wednesday afternoons.*
- 2 *I am looking for a female homemaker/ personal care provider who can assist me with grocery shopping and cooking on Saturdays or Sundays.*