



1. An entity interested in becoming funded by OPWDD contacts the local DDSO to get information on how to become an OPWDD provider.
2. The DDSO sends out a “new provider” form letter with an information packet that provides information the interested entity will need to know in order to become an OPWDD funded provider. The letter also includes a New Agency Interest Application and an application for the type of service the agency is interested in providing (e.g., Home and Community Based Services, Medicaid Service Coordination). In the letter, the interested entity will be advised to read the information packet and to complete the New Agency Interest Application and the application for the type of service the agency wishes to provide. The New Agency Interest Application is similar to an abbreviated CON and will require an agency to demonstrate that it has an organization and financial plan, that it has an understanding of the services it wishes to provide, that it can identify a population or individuals in need of these services and that it has the business capacity to operate an agency.
3. The interested entity submits a completed New Agency Interest Application and a completed application for the type of service it wishes to provide to the local DDSO.
4. DDSO staff ensure that the potential new agency answers all applicable questions on the New Agency Interest Application and the service specific application and submits all the documents requested (recent 990s, recent financial statements, outline of policy and procedure manual for service agency intends to provide, resumes of board members and staff already hired, attestations).
5. DDSO staff make the submitted New Agency Interest Application and the application for the service the agency wishes to provide available electronically through sharepoint to staff of the Division of Quality Assurance.
6. DDSO staff review the potential new agency’s background and program qualifications to ensure the agency has the requisite knowledge and skills to provide the service(s) it proposes to provide and to ensure that the service(s) is needed in the district. Included in this review is a check of the Medicaid excluded lists to ensure that none of the agency’s staff or board members are on any of these lists. DDSO staff use the scoring sheet to score the background and program sections of the New Agency Interest Application. The potential new agency must receive a 20 or above out of a potential 30 points to pass the program section of the New Agency Interest Application. If the potential new agency scores below a 20 on the program section, DDSO staff will use the Program and Fiscal Requirements Checklist to indicate which areas the interested agency must strengthen in order to show that it has good program practices in place. If the agency scores a 20 or above but DDSO staff feel that there are some areas that can be strengthened, DDSO staff will complete the Program and Fiscal Improvement Checklist in order to help the agency achieve long term success.
7. Bureau of Compliance Management (BCM) staff review the potential new agency’s governance and fiscal qualifications to determine whether the interested agency has a good board that will

be able to provide fiscal and program oversight and whether the interested agency is prepared fiscally to provide OPWDD services. BCM staff use the scoring sheet to score the governance and fiscal sections of the New Agency Interest Application. The potential new agency must receive a 16 or above out of a potential 25 points to pass the governance section and a 20 out of 33 points to pass the fiscal section of the New Agency Interest Application. If the potential new agency receives below a 16 in the governance section and/or receives below a 20 on the fiscal section, BCM staff will use the Program and Fiscal Requirements Checklist to indicate which areas the interested agency must strengthen in order to show that it has good governance and good fiscal practices in place. If the interested agency receives passing scores on both the governance (16 or above) and fiscal sections (20 or above), but BCM staff feel that there are some areas that can be strengthened, BCM staff will complete the Program and Fiscal Improvement Checklist.

8. After both DDSO and BCM staff have completed their review, DDSO staff will tally up the total score. The potential agency must pass the program, governance and fiscal sections but also must have a total score of 70 to be recommended to become an OPWDD provider.
 - a. If the potential agency doesn't receive a passing score, DDSO staff will send the potential agency a letter explaining that the agency must strengthen certain areas as indicated in the Program and Fiscal Requirements Checklist in order to become an approved OPWDD provider. If the agency is strong programmatically but poor fiscally, the DDSO may recommend that the potential agency contract with an established agency to provide the service.
 - b. If the potential agency receives a passing score, DDSO staff will advise Division of Quality Management (DQM) staff to review the agency's service specific application. If DQM staff approve the service specific application, DQM staff will advise the DDSO. DDSO staff will then alert the regional Associate Commissioner to go to the sharepoint site to review the agency's New Agency Interest Application, the Application Scores, the Program and Fiscal Improvement Checklist and the service specific application. The regional Associate Commissioner will have the final authority about whether to approve the agency to become an OPWDD funded provider.
9. If funding doesn't become available to an agency that was approved through this process within one year, the agency will be required to submit updated information to ensure OPWDD has the most current information on the agency.
10. All new agencies will be responsible for ensuring that their board members attend an OPWDD approved board training within six months of becoming an OPWDD provider.