

Provider Meeting Agenda  
May 14, 2026  
1:00 PM-3:00 PM

- A. Welcome
- B. DSP of the Month
- C. County Board Updates
- D. SSA Department
  - a. Respite Providers for Early Intervention children
  - b. Rule Changes Updates
- E. ISS Department
  - a. Ohio Blue Envelope Program, Keith's Law, and Ashtabula County Emergency Registry discussion
  - b. Sharing Brittco reports
- F. Quality & Community Outreach Department
  - a. GT Independence
  - b. Brittco Staff List—Keep up to date
  - c. Memo monday- Termination of Certification- No billing for 24 months
  - d. Documentation retention requirements ([Structural Medicaid audits](#))
  - e. Phishing Alert! Notice on DODD
  - f. Training Updates
  - g.
  - h.
- G. Superintendent Updates
  - a. State Updates
  - b. Internal Restructuring (EI & SSA)
- H. Open Mic



**Ashtabula County Board of  
Developmental Disabilities**

# DSP of the Month



**Tiffany Krause**

Tiffany is very good with the people she supports, going out of her way to make the time she spends with each individual all about them and what interests them and what would be special to them on each outing! She staffs several individuals every week, and that makes them very happy knowing they have someone they can count on to be with them every week!! She keeps in touch with the guardians/family to keep them informed on how things are going or any concerns on either side to help in any way she can! To have her working at ActiveDay is knowing I have someone I can count on no matter what!!

**Tammy Reynolds**

Tammy wants what's best for clients. She makes home -cooked meals and makes enough for lunch the next day. She is outgoing and willing to do whatever. One guy she has been making word charts to help him learn how to read. Always willing to help out at any home. If not out with a client for the day, and will clean things from top to bottom instead of sitting the whole shift. She has and continues to brighten clients' lives.

**Nick Merlene**

Nick has a very special bond with the two gentlemen he provides services for. He treats them with respect but also provides a friendship and special bond. Nick shows a lot of compassion and patience while also supporting independence and skill building.



 **Toni Scurpa, Superintendent**  
Ashtabula County Board of Developmental Disabilities



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 **Matthew Glidewell, Assistant Superintendent**  
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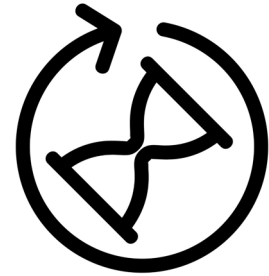
# Superintendent Updates



# Superintendent Updates



- State Updates
- Internal Restructuring (EI&SSA)



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Service and Support Administration



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 **Stephanie Chizmadia,**  
**SSA Manager/Medicaid Manager**  
Service and Support Administration



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# SSA Department

- Families of infants and toddlers with developmental delays often experience high levels of stress and caregiver fatigue.
- Early Intervention families may have limited respite options due to the child's age and specialized care needs.
- Access to trained respite providers helps families maintain stability, safety, and overall well-being.

## We Are Looking For:

- Providers interested in serving children ages 0–3
- Individuals comfortable supporting developmental and sensory needs
- Flexible respite opportunities for families

Interested? Contact



 Amanda Clugh, Director  
Early Intervention



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# SSA Department

 Stephanie Chizmadia,  
SSA Manager/Medicaid Manager  
Service and Support Administration



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## Ohio Department of Developmental Disabilities- Rule updates



# ISS Department

 **Jim Kemmerle, Manager**  
Investigative Services & Support



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# ISS Department

## First Responder Registrations

*Ashtabula County has three ways to share information about people with a disability with first responders*

- Ohio's Blue Envelope Program
- Keith's Law
- Ashtabula County Emergency Registry

Each has its benefits and shortcomings



# ISS Department

## Ohio's Blue Envelope Program

*Blue envelopes are available at the front desk.*

*Conveys name, emergency contacts, and notes about the person*

### Pros



\*Recognized statewide

\*Applies best to cars

### Cons



\*Places burden on the person

\*May be unfamiliar to Fire and EMS



# ISS Department

## Keith's Law

*Uploads alert into law enforcement database that the person has a disability*

### Pros

- Available Nationwide
- Attached to a license plate or ID card

### Cons

- Only available to law enforcement
- Gives limited information
- May put a burden on the person



[OOD.Ohio.gov](http://OOD.Ohio.gov)

### House Bill 144 Keith's Law Disability Verification Form

In accordance with Section 3304.23 of the Ohio Revised Code, this form may be completed and submitted to add or remove persons/license plate numbers from the database of those who have been diagnosed with a disability.

- R.C. 3304.23 defines disability as an intellectual impairment, a hearing impairment (including deafness), a speech or language impairment, a visual impairment (including blindness), a serious emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, a serious health impairment, a specific learning impairment (including dyslexia), deaf-blindness, or a mental health condition with symptoms that make it difficult for a person to do certain activities or to interact with others.
- R.C. 5502.08 specifies that information in the disability database is not a public record.

#### INSTRUCTIONS

##### REQUEST TO BE ADDED TO THE DATABASE

**Sections A and B:** The individual with a disability, or parent or guardian, must complete and sign Sections A and B of the document.

Any person diagnosed with a disability who is eighteen (18) years of age or older; or

Any parent or guardian of a minor child or a ward diagnosed disability.

**Section C:** This section must be completed and signed by a psychiatrist or other physician, a psychologist, a clinical nurse specialist, or a certified nurse practitioner.

##### REQUEST REMOVAL FROM THE DATABASE

Complete and sign sections A and B only.

##### RETURN THE FORM PROMPTLY

Completed forms may be mailed, scanned and emailed, or delivered to:

Mail:	Email:	In-person:
Ohio Bureau of Motor Vehicles, Attention: Remittance/DPU, PO Box 16521, Columbus, Ohio 43216-6521	Scan and send to <a href="mailto:VIS-Administration@dps.ohio.gov">VIS-Administration@dps.ohio.gov</a>	Deliver to any Deputy Registrar/ Ohio Bureau of Motor Vehicles office

##### PAYMENT

This service is offered at **no cost**. Please allow fifteen (15) business days for processing. Incomplete, illegible, or unsigned forms cannot be processed.

For additional information, please call **Opportunities for Ohioans with Disabilities** at 614-438-1200 or go to [OOD.Ohio.Gov/HB144](http://OOD.Ohio.Gov/HB144).



# ISS Department

## Ashtabula County Emergency Registry

*Gives all information to dispatch for police, fire, or EMS*

### Pros



- Information is given to all Ashtabula County first responders
- Includes more comprehensive information

### Cons



- Limited to Ashtabula County
- Not available to Ohio Highway Patrol

**Ashtabula County Board of Developmental Disabilities  
Emergency Registry**  
*For Ashtabula County residents with disabilities, chronic conditions, and special healthcare needs*

The Ashtabula County Board of Developmental Disabilities (ACDD), in partnership with dispatch services provided by the Ashtabula County Sheriff's Department, the Ashtabula Police Department, the Ashtabula Fire Department, Critical Pathz Department, and Community Care Assistance Network are committed to providing the highest quality of services to individuals with developmental disabilities (DD) to ensure their health, safety, and welfare.  
One goal of this registry is to ensure information available to law enforcement, fire, and other first responders so they can better serve and protect individuals with DD. DD individuals are your partner, please be courteous. The information on this form will be provided to dispatch services, who will then enter the information into the Computer Aided Dispatch (CAD) system. Dispatchers and first responders use the information in this form, who are able to provide services to you in an efficient and timely manner. Information collected on this form will be used to provide services to you and to provide information to other law enforcement, fire, and EMS. The completion of this form is optional, and the services/assistance you receive by the ACDD will not be affected in any way. The individual or guardian decides for participants. You may choose not to answer any portion of the attached form and you may withdraw from the program at any time. You may be asked to update the information occasionally to ensure that the information has the most current and accurate information available.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_ Gender:  M  F  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone # (Home): \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone # (Cell): \_\_\_\_\_

DISABILITIES	PHYSICAL/COMMUNICATION	MOBILITY
<input type="checkbox"/> Autism	<input type="checkbox"/> Non-Verbal	<input type="checkbox"/> Ambulatory
<input type="checkbox"/> Developmental Disability	<input type="checkbox"/> Speech Assistance	<input type="checkbox"/> Uses a Walker
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Device Hearing Impaired	<input type="checkbox"/> Uses a Wheelchair
<input type="checkbox"/> Traumatic Brain Injury	<input type="checkbox"/> Vision Impaired	<input type="checkbox"/> Confined to bed (Provide location in home, see 2nd floor north bedroom)
<input type="checkbox"/> Co-occurring Mental Health		

Describe any ADDITIONAL MEDICAL INFORMATION (e.g., chronic, acute, etc.) (DD, etc.): \_\_\_\_\_  
Describe any OTHER MEDICAL INFORMATION (e.g., chronic, acute, etc.) (DD, etc.): \_\_\_\_\_  
Describe any CURRENT MEDICATIONS used for the individual: \_\_\_\_\_  
Does this individual currently reside any additional LOCATIONS (Summer, winter, alternate, etc.): \_\_\_\_\_  
Additional information (e.g., special needs, etc.): \_\_\_\_\_

1. Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
2. Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Ashtabula County Board of Developmental Disabilities, 54 West Emergency numbers (440) 932-3333 / (440) 932-7333

NOTE: By signing this form, you are providing information to be shared with Ashtabula County emergency dispatch services including the Ashtabula County Sheriff's Department, the Ashtabula Police Department, the Ashtabula Fire Department, the Critical Pathz Department, and the Community Care Assistance Network. Information that this is a voluntary program and that you may choose not to participate in at any time. If you have any questions, please contact the Ashtabula County Board of Developmental Disabilities. Information that this is a voluntary program and that you may choose not to participate in at any time. If you have any questions, please contact the Ashtabula County Board of Developmental Disabilities. Information that this is a voluntary program and that you may choose not to participate in at any time. If you have any questions, please contact the Ashtabula County Board of Developmental Disabilities. Information that this is a voluntary program and that you may choose not to participate in at any time. If you have any questions, please contact the Ashtabula County Board of Developmental Disabilities.

Participant/Responsible Party: \_\_\_\_\_ Relationship to the individual: \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Return form to: [msd.dpd@ashtabulad.org](mailto:msd.dpd@ashtabulad.org)

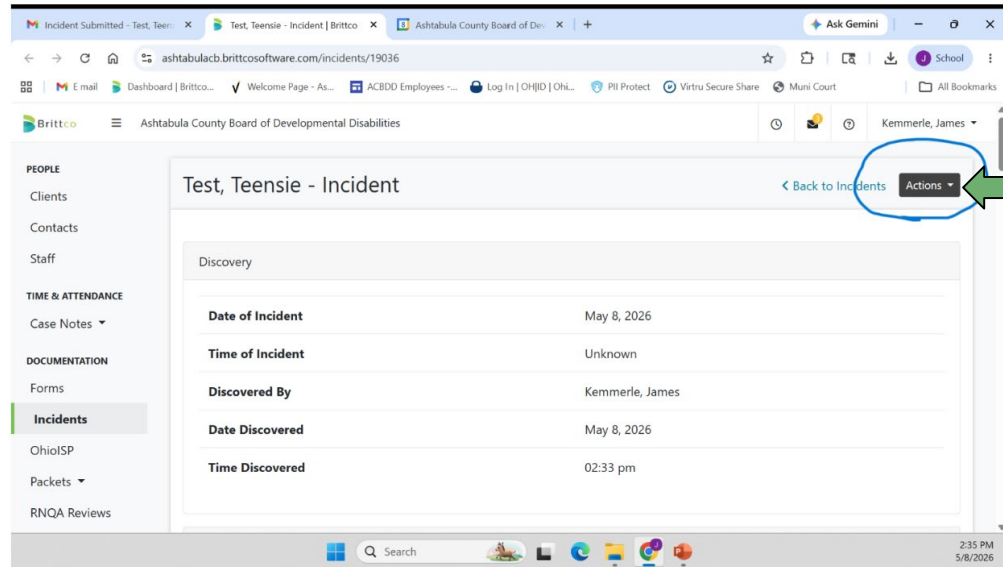
1/2018 (Rev)



# ISS Department

## Sharing Brittco Reports

To share an incident report by email, click the “Actions” drop-down arrow within the incident



The screenshot displays the Brittco software interface for an incident report titled "Test, Teensie - Incident". The interface includes a navigation menu on the left with sections for PEOPLE (Clients, Contacts, Staff), TIME & ATTENDANCE (Case Notes), DOCUMENTATION (Forms, Incidents, OhioISP, Packets, RNQA Reviews), and a user profile for "Kemmerle, James". The main content area shows a table with the following data:

Discovery	
<b>Date of Incident</b>	May 8, 2026
<b>Time of Incident</b>	Unknown
<b>Discovered By</b>	Kemmerle, James
<b>Date Discovered</b>	May 8, 2026
<b>Time Discovered</b>	02:33 pm

A blue circle highlights the "Actions" dropdown menu in the top right corner of the incident details, with a green arrow pointing to it. The browser address bar shows the URL "ashtabulacb.brittcosoftware.com/incidents/19036".



# ISS Department

## Sharing Brittco Reports

Select  
“Share Report”

The screenshot displays the Brittco software interface for an incident report titled "Test, Teensie - Incident". The interface includes a left-hand navigation menu with categories like PEOPLE, TIME & ATTENDANCE, DOCUMENTATION, and Incidents. The main content area shows a table with incident details:

Discovery	
Date of Incident	May 8, 2026
Time of Incident	Unknown
Discovered By	Kemmerle, James
Date Discovered	May 8, 2026
Time Discovered	02:33 pm

An "Actions" dropdown menu is open, showing options: Edit, View Report, Share Report, and Close Incident. Two blue arrows point to the "Share Report" option.

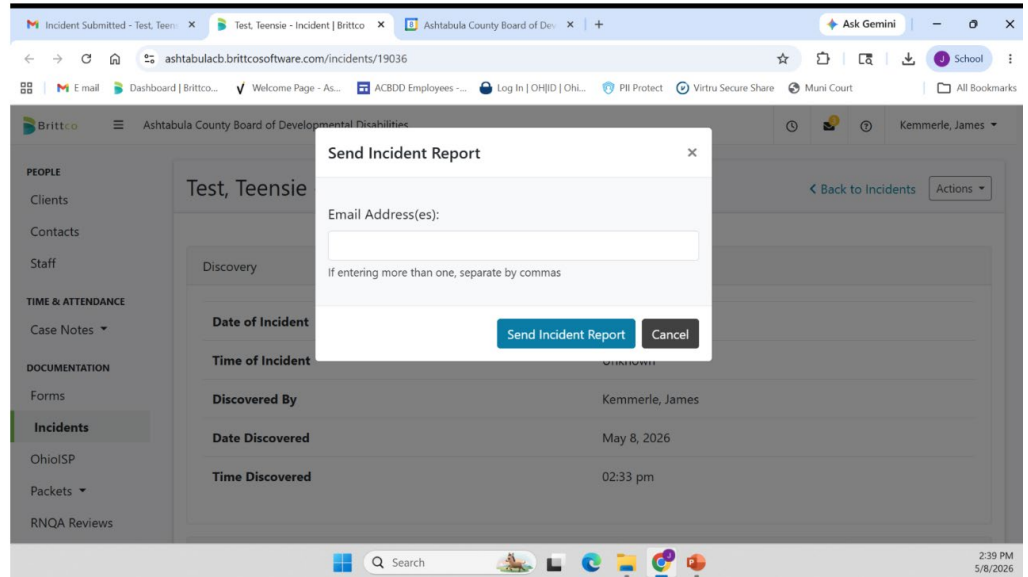


# ISS Department

## Sharing Brittco Reports

Enter recipient's email address.

Select "Send Incident Report."



The screenshot displays a web browser window with the URL [ashtabulacb.brittco.com/incidents/19036](https://ashtabulacb.brittco.com/incidents/19036). The browser tabs include "Incident Submitted - Test, Teen...", "Test, Teensie - Incident | Brittco", and "Ashtabula County Board of Developmental Disabilities". The browser's address bar shows the URL and navigation icons. The browser's toolbar includes "Ask Gemini", "School", and "All Bookmarks". The browser's taskbar shows "E mail", "Dashboard | Brittco...", "Welcome Page - As...", "ACBDD Employees - ...", "Log In | OHID | Oh...", "PII Protect", "Virtru Secure Share", "Muni Court", and "All Bookmarks".

The Brittco software interface is visible, showing the "Send Incident Report" dialog box. The dialog box has a title bar "Send Incident Report" and a close button. It contains a text input field labeled "Email Address(es):" with a placeholder text "If entering more than one, separate by commas". Below the input field are two buttons: "Send Incident Report" and "Cancel".

The background interface shows the "Incidents" section for "Test, Teensie". The left sidebar includes "PEOPLE" (Clients, Contacts, Staff), "TIME & ATTENDANCE" (Case Notes), "DOCUMENTATION" (Forms, Incidents, OhioISP, Packets, RNQA Reviews), and "Actions". The main content area shows the incident details:

Field	Value
Date of Incident	UNKNOWN
Time of Incident	UNKNOWN
Discovered By	Kemmerle, James
Date Discovered	May 8, 2026
Time Discovered	02:33 pm

The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray shows the time "2:39 PM" and the date "5/8/2026".



# QCO Department

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Quality and Community Outreach



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# QCO Department

# QCO Department



## gt | Which Door is the Best Door? How to Reach GT for Support in Ohio

At GT, we are here to support you in self-direction. Please use the emails and phone numbers below to get where you want to go.

Contact us at [referrals@gtindependence.com](mailto:referrals@gtindependence.com) (833) 463-4763 (toll free).

- Submit referral forms for new participant enrollments
- Submit requests to send new providers, new vendors, and new representatives
- Use for any communication related to the status of an enrollment and start date

Contact us at [infees@gtindependence.com](mailto:infees@gtindependence.com).

- Submit anything that needs to be paid or purchased
- Submit invoices, receipts, mileage logs, and purchase request forms as attachments (PDF or JPEG preferred)

This email is not for questions or communications about the status of a submission. Please see below.

Contact us at [customercenter@gtindependence.com](mailto:customercenter@gtindependence.com) (877) 659-4500 (toll free).

- Submit questions, request information, or verify GT or an update
- Submit IDs and other documents to submit referral forms, transcripts, invoices, and mileage logs that are above
- Provide the status of a shipment, an invoice, a mileage log, or a purchase request
- Submit questions, request information, or get help with the GT App and GT Portal
- Submit questions, request information, or get help with Self-Directed Transportation and the Transportation Card
- Submit questions, request information, or get help with authorizations, budgets, and reporting

For any urgent or escalated matters, please contact [ohio@gtindependence.com](mailto:ohio@gtindependence.com)

- **Booker Newberry** Enrollment Manager
- **Crity Dixon** Program Manager
- **Paul Shields** Director of Operations

## gt | Why Participant Direction Might Be Right For You



### Did you know there are two options in the Homemaker/Personal Care (HPC) program in Ohio?

Both the traditional and Participant-Directed options support participants and their families on a program. But the Participant-Directed option means the participant's official role is employment, giving them more choice in their care. And providers can take several benefits from being directly employed by the participant.

#### With PD-HPC

Providers can receive more of the enrollment.

Providers can get tax advantages on their services.

GT handles the paperwork, saving you time and stress.

#### How does the Participant-Directed HPC option work?

We set up the option (PD-HPC) instead of the provider working through the Ohio DODD. We will handle the enrollment and the hours worked, the provider's hire as a direct employee of the participant.

Then, GT Independence will help both the participant and provider with the details.

We handle everything, leaving you focused on being DODD. This enrollment option means, leaving providers and securing a provider's participation. Providers do not need a provider who is required on the job.

## gt | Becoming a Direct Support Professional or Vendor in Ohio

The goal of self-direction is to help people live the life they choose. This includes going out into the community whenever you like. Ground transportation and mileage reimbursement are both part of Self-Directed Transportation and can be available with your self-directed services.

### Ground Transportation

Ground transportation includes transportation that is available to the general public. GT provides participants with self-directed transportation and/or pre-booked another. The participant can then use that vehicle or service to get to their destination. However, GT can reimburse participants for transportation services, but GT can only directly book ground transportation on behalf of the participant.

### Helpful Facts About Ground Transportation

- The car or vanpool should only be used for authorized ground transportation
- Make sure the car or vanpool does not exceed the monthly authorized services
- GT can reimburse participants if they purchase ground transportation using their own vehicle
  - GT reimburses keeping transportation receipts for personal records
  - Filing is allowed but doesn't exceed 20% of the invoice
- Participants must submit receipts as an invoice documentation to GT for processing
- Participants must take responsibility for all information that isn't approved in the IEP or that is defined by clients
- Participants must carry a self-declared transportation agreement that requires the rules of the car

### Contact GT Independence With Questions

Email: [customercenter@gtindependence.com](mailto:customercenter@gtindependence.com) Call: 1.877.659.4500

### Mileage/Trip Reimbursement

Providers can also provide transportation for participants in the general public. GT provides participants with self-directed transportation and/or pre-booked another. The participant can then use that vehicle or service to get to their destination. However, GT can reimburse participants for transportation services, but GT can only directly book ground transportation on behalf of the participant.

### Helpful Facts About Mileage/Trip Reimbursement

- GT reimburses the underlying costs for authorized providers
- Make sure the car or vanpool does not exceed the monthly authorized services
- GT can reimburse participants if they purchase ground transportation using their own vehicle
  - GT reimburses keeping transportation receipts for personal records
  - Filing is allowed but doesn't exceed 20% of the invoice
- Participants must submit receipts as an invoice documentation to GT for processing
- Participants must take responsibility for all information that isn't approved in the IEP or that is defined by clients
- Participants must carry a self-declared transportation agreement that requires the rules of the car

## gt | How Participant-Directed Goods and Services (PDGS) Work in Ohio

Participant direction helps people live the life they choose. That includes choosing vendors that best fit their preferences.

### GT's Role in PDGS

As the POC, GT Independence enrolls the participant's chosen vendor. GT also makes sure that the vendor submits the correct documentation. This helps the goods and services authorized in the individual service plan get approved and paid for with less delay.

### The Goods and Services Workflow

- Step 1** The participant identifies chosen vendors
  - If the participant is new to GT, the participant identifies the vendors; they have input at the enrollment meeting
  - If the participant is already active with GT, the participant contacts GT Customer Service to add a new vendor
  - This uses any GT users whose vendors need to be enrolled in the participant can receive goods and services authorized in the individual service plan
- Step 2** GT enrolls the vendor
  - GT reaches out to the vendor to complete the enrollment documents and explore the required documentation
  - The vendor must complete the required enrollment documents below to provide goods and services:
    - W-9 Form so that GT can report any taxes earned for vendor
    - Medicaid Provider Agreement to ensure services for vendor
    - Purchased Payment Method Form so that GT can pay the vendor
  - The vendor cannot provide goods or services until the services are authorized, the documents are complete, and GT sees the vendor that they are active

## gt | How to Submit a Referral in the GT Portal Ohio DODD



- Target Start Date: Official start date is based on when the enrollment process is complete and Enroll and Enroll Payment Authorization for Worker Services (PAWS), but an ideal start date can be entered
- Existing Employer Identification Number (EIN): Leave Blank



Booker Newberry  
Enrollment Manager



GT Independence  
215 Broadus Street, Sturgis, MI 49091  
TF 877.659.4500  
FX 888.972.3891



## Best Practices & HIPAA Reminders

- Keep staff lists updated regularly to ensure accurate communication and accountability
- Remove former employees promptly to protect confidential information
- Review staff list routinely to ensure your list is current and up-to-date
- Verify contact information and role assignments routinely
- Report any concerns related to privacy or unauthorized access immediately

### Reminder

Protecting information is everyone's responsibility.

## Provider Termination for Failure to Bill

***Attention: All Providers, County Boards***

Last fall, the General Assembly passed a [law](#) requiring DODD to end certifications for all providers who have been certified for two or more years and have not billed in the last 24 months.

DODD is now beginning to end these certifications and will send letters to affected providers in the coming weeks. To comply with the law, DODD will regularly end certifications for any providers who have not billed in the last 24 months.

- Provider certification termination letters start at the end of May and then routinely thereafter.
  - Include a Billing analysis
  - At this time any providers listed on a PAWs will be excluded
- Moving forward.
- County Boards will receive notice for terminations identified on a PAWs

*Providers sign an attestation agreement when completing their applications*





## What Is an ODM Structural Review?

A structural review through the Ohio Department of Medicaid is a review process used to ensure providers are operating in compliance with Medicaid requirements and standards.

### The review may include the following:

- Staff and provider documentation
- Training records and certifications
- Billing and service documentation
- Policies and procedures
- Health, safety, and compliance practices



**Fraud** Intentional deception or misrepresentation for unauthorized benefit

*Example: Billing for services not provided*

**Waste** Overuse or misuse of resources resulting in unnecessary costs

*Example: Inefficient scheduling or duplicate services*

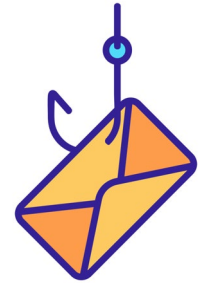
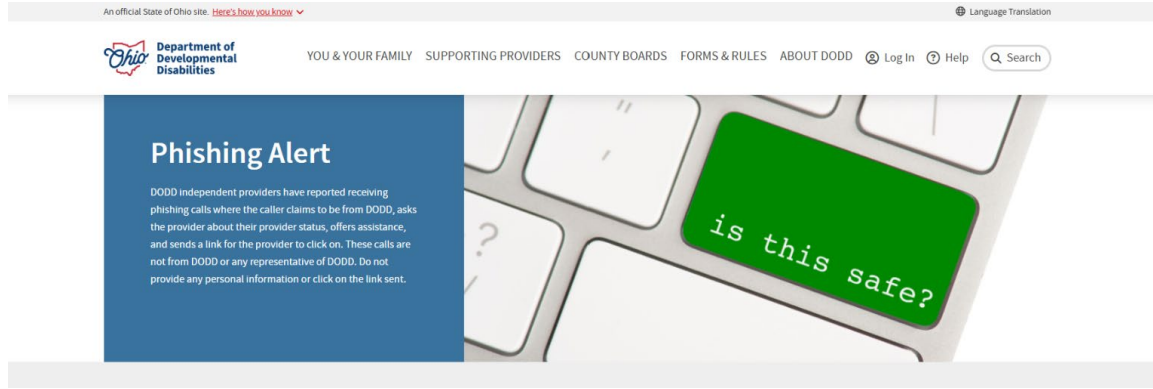
**Abuse** Practices inconsistent with sound fiscal or operational standards

*Example: Improper documentation or billing errors*

<https://codes.ohio.gov/ohio-administrative-code/rule-5160-45-06>



DODD is not making these calls. It is very important to not give your personal information over the phone.



## Best Practices for Prevention

- Do not click suspicious links or attachments
- Verify requests before sharing information
- Use strong passwords and multi-factor authentication when available
- Double-check sender email addresses or phone numbers carefully
- Contact DODD separately from a known number to verify the request.
- Keep devices and software updated

# Training Offered

MUI Refresher Training- **As Requested**

Initial Medication Certification Category 1- **June 22, 2026 & June 23, 2026**

Initial Provider Training- **July 8, 2026**

Annual Provider Training- **June 10, 2026**

CPR/First Aid Blended Learning - **June 2, 2026**

Initial Medication Administration: Categories 2 & 3- **June 15, 2026**

Renewal Medication Certification Categories 1, 2 & 3 - **June 16, 2026**

AEGIS Crisis Prevention & De-Escalation- **June 9, 2026**

Provider Orientation- **June 16, 2026**

Provider Open Office Hours - **Monthly on the First Tuesday**

*All classes listed above are open for registration on the Ashtabula County Board of Developmental Disabilities website under the Provider support tab. <https://www.ashtabuladd.org/>*



# Community Inclusion activities



## Work of Heart

Monthly Art Program  
Canvas size not to exceed 9x12

Ashtabula County Board of Developmental Disabilities



Ashtabula County Board of Developmental Disabilities

## Spring Dance

June 5th  
5:00-7:00pm

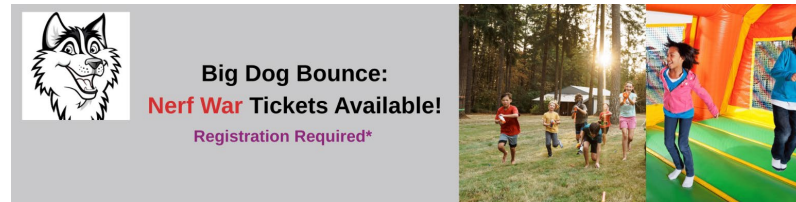
**REGISTRATION REQUIRED!**



Ashtabula County Board of Developmental Disabilities

## Let's Go Fishing

Join us for an exciting day of fishing! Cast your line, reel in the big catch, and enjoy the great outdoors. Located at the New Bowers Boat Launch at Pymatuning State Park



Ashtabula County Board of Developmental Disabilities

## Big Dog Bounce:

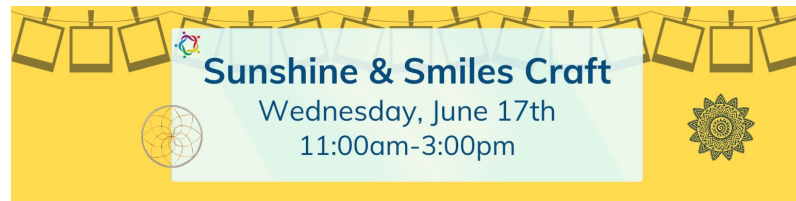
Nerf War Tickets Available!  
Registration Required\*



Dirt Track Racing Tickets!  
Limited tickets available\*

RACING EVERY FRIDAY NIGHT  
MAY- AUGUST  
Gates open at 5:30  
Racing at 7:30

**RACEWAY 7**  
Conneaut, OH



Ashtabula County Board of Developmental Disabilities

## Sunshine & Smiles Craft

Wednesday, June 17th  
11:00am-3:00pm

Ashtabula County



**When:** Meetings are held the 3rd Monday of each month from 6:00pm-8:00pm

**Where:** Ashtabula County Board of DD  
(2505 South Ridge Road East Kingsville, OH 44004)

Ashtabula County



**When:** Meetings are held the 3rd Friday of each month from 5:00pm-6:30pm

**Where:** Vitality Supported Living  
471 Madison Street Conneaut, OH  
(Parking lot and door on Route 20)

# OPEN MIC



# **Thank You!**

# **Next Provider Meeting**

**June 11, 2026**  
**Virtual Only**





# Self-Directed Services and GT Independence

May 14, 2026





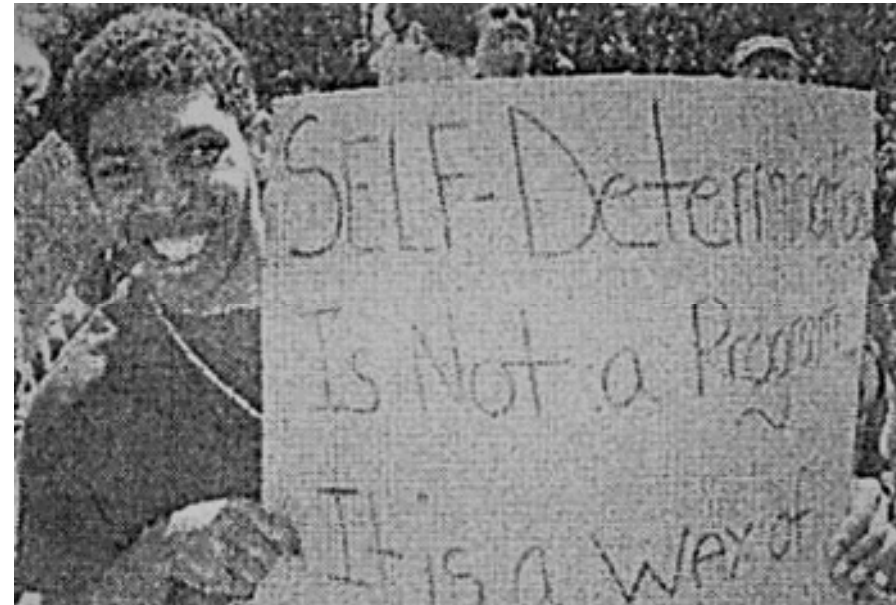
**What is Self-Determination?**

**Self-Directed Services with DODD**

**Your FMS -GT Independence**

# What is Self-Determination?

Self-Determination is not a program.  
It is a way of life!



gt

# Principles of Self- Determination

*“Not doing things by yourself –  
but being in charge of how  
things are done.”*

**Judith Heumann**

(American Disability Rights  
Activist)

- **Freedom** – to determine a meaningful life, to fail
- **Authority** – to choose who will provide your care, to train your provider in how you want to receive your care
- **Support** – to obtain the resources needed to meet your needs and achieve your goals, to find providers
- **Responsibility** – for the wise use of public funds, to schedule and manage services within the authorized amount, to ensure services are reviewed and submitted for payment timely
- **Confirmation** – of your role to be in charge of your own life

gt

# What choices did you make today?



Did you choose when to wake up?



Did you choose what to have for breakfast or lunch?



Did you choose whether to shower this morning?



Did you choose where to go or what you would do today?



Did you choose what to wear?



Did you choose who you would spend time with?

# gt | Applying the Idea to Waiver Services

- **Self-Determination**



- The idea that people have the power to make decisions about their lives, including their services and supports. It's a combination of knowledge, skills, and beliefs that allow people to be autonomous and self-regulated.

- **Self-Directed Services**

- A model for delivering services that's based on the philosophy of self-determination. It's the process of selecting, managing, and directing one's services and supports. Self-direction allows people to have more control over how their services are provided.



## Why Self-Direction?

We know that with choice there are **better outcomes**.

Self-Directing participants were up to **90% more likely to be very satisfied** with how they led their lives.

Self-Direction significantly **reduced participants' unmet personal care needs**.

**Primary caregivers were significantly more satisfied** with their lives in general.

People participating in self-directed programs report a **higher quality of life** than people participating in traditional care.

**Participants and their closest family members are the experts** when it comes to their own lives and needs.

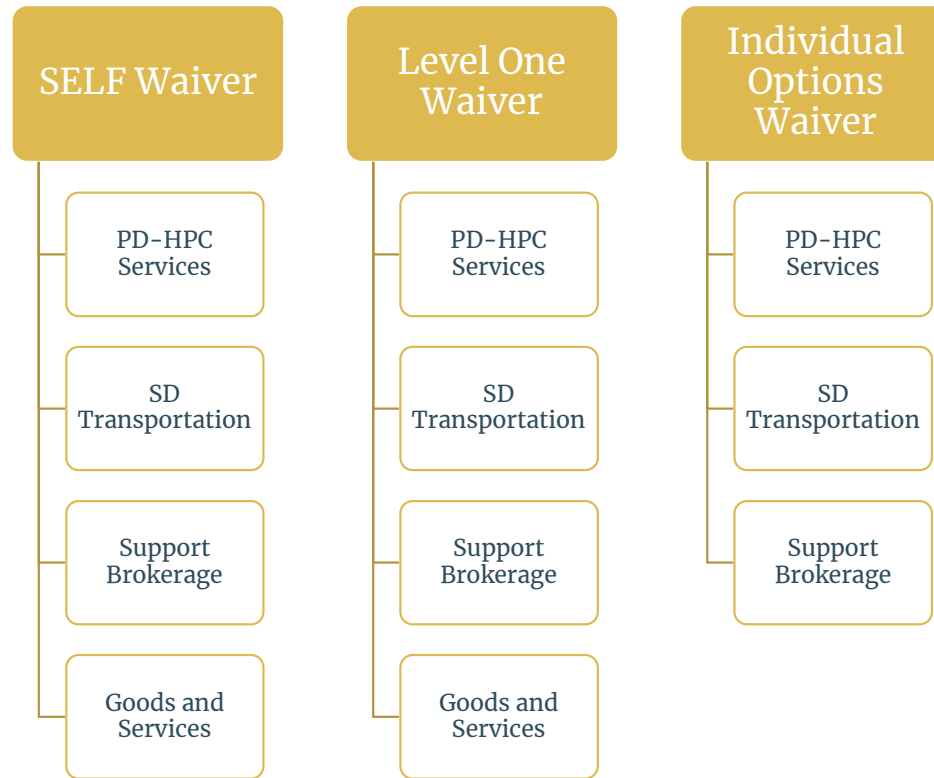
<sup>1</sup> Carlson, Barbara Lapidus, et al. (2007)

<sup>2</sup> Siun, Snyer, Mahoney, Loughlin et al., (2008)

<sup>3</sup> Dale, Stacy H. and Randall S. Brown. (2006)



# Self-Directed Services in Ohio



# gt | Self-Directed Personal Care/Homemaker

<b>PD-HPC</b> <b>(Participant-Directed Homemaker – Person Care)</b>	<b>HPC</b> <b>(Homemaker – Personal Care)</b>
It is the same certification and easy to add the PD-HPC service to an existing certification.	DODD Certified as an Independent Provider.
Worker’s Compensation is included.	Worker’s Compensation is NOT included.
The provider will submit hours worked to GT and be paid on a biweekly pay schedule. The provider does not have to do any billing.	The provider must submit time worked through an approved EVV system and submit billing to DODD themselves to be paid.
GT Independence will withhold, and file taxes based on the provider’s tax forms. The provider will receive a W2 at the end of the year.	No taxes are taken out of the provider’s payment, and they must plan for the full tax burden at the end of the year.
The provider only has to pay the employee tax burden which makes the rate very competitive.	The provider must pay the employer and employee tax burden from their rate.
Rates are consistent across the State.	Rates are based on location.

For a provider to add the PD-HPC service to their existing certification, they can submit an add-on-service application, instructions can be found here: <https://dodd.ohio.gov/providers/all-provider-resources/pnm>.

# gt | Self-Directed Personal Care/Homemaker

## Need to Know

- Available in all three waivers
- Anyone who needs personal care/homemaker services
- **Support Broker is NOT required**
- Submit participant referral to GT via the GT Portal
  - Include provider information
  - Include preliminary authorization information
- GT will contact the participant, representatives, and providers to schedule enrollment meetings
- GT will verify authorized services are in PAWS
- GT will alert SSA when services can begin
  - Services cannot begin prior to completion on enrollment process

# Self-Directed Transportation

## Ground Transportation

Ground transportation involves transportation that is available to the general public. GT provides participants with a self-directed transportation card or pre-loaded voucher. The participant can then use that voucher or card to buy authorized transportation services. GT can't purchase gift cards for transportation services. But GT can directly purchase ground transportation on behalf of the participant.

## Helpful Facts About Ground Transportation

- The card or voucher should only be used for authorized ground transportation
  - Make sure the card or voucher does not exceed the monthly authorized services
- GT can't reimburse participants if they purchase ground transportation using their own dollars
  - GT recommends keeping transportation receipts for personal records
- Tipping is allowed but shouldn't exceed 20% of the service
- Participants must submit receipts as service documentation to GT for processing
- Participants must take responsibility for all transactions that aren't approved in the ISP or that get denied by claims
- Participants must sign a self-directed transportation card agreement (that explains the rules of the card)

## Mileage/Trip Reimbursement

Providers can also provide transportation for per trip or per mile reimbursement. (These providers are often people the participants know and trusts, like a family member or friend.)

GT verifies the provider and helps them with the credentialing process.

## Helpful Facts About Mileage/Trip Reimbursement

- GT reimburses the credentialing costs for independent providers
- After the provider is considered eligible, they must submit correct per trip or per mile documentation in order to be reimbursed for the agreed-upon rate
- All providers must submit a mileage log to get reimbursed
- Modified vehicles must be inspected before each trip and the inspection documentation must be submitted with the mileage log
- Mileage will be reimbursed according to the per trip or per mile rate on the scheduled payroll date



# gt Transaction Card

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- **Complete & Sign the Card Agreement Form**
  - Rules for using the card including receipts, tipping, and who can use the card
  - Your card will arrive via standard mail, in a plain white envelope
  - KeyBank will be the sender
- **Use your card**
  - For commercial ground transportation available to the general public
  - Vendors must be enrolled with GT Independence and have a signed Medicaid Provider Agreement
- **Review Card Charges & Authorizations**
  - Keeping receipts is a recommended best practice
  - Review your monthly budget report
- **Report Issues**
  - Lost or Stolen Cards
  - Dispute Charges

**Keep an eye out for this actual card in the mail**



# gt | Self-Directed Transportation

## Need to Know

- Available in all three waivers
- Participant can choose the type of transportation service that is best for them
- **Support Broker is NOT required**
- Submit participant referral to GT via the GT Portal
  - Include provider information
  - Include preliminary authorization information
- GT will contact the participant, representatives, and providers to schedule enrollment meetings
- GT will verify authorized services are in PAWS
- GT will alert SSA when services can begin
  - Services cannot begin prior to completion on enrollment process

# gt | Goods and Services

## Requirements of PDGS

**Because every person has different needs and different resources available, there is no list of exactly what PDGS will cover. Instead, the service, equipment, or supplies must:**

- address a need clearly identified through an assessment,
- be something that helps the person directly and is not something purchased for people who support them, and
- be something the person needs to stay healthy and safe and cannot buy for themselves.

## **PDGS is required to do at least one of the following:**

- Decrease the need for other Medicaid home and community-based services;
- Advance participation in the community;
- Increase safety at home;
- Increase independence;
- Improve cognitive, social, or behavioral functions; or
- Assist to develop or maintain personal, social, or physical skills



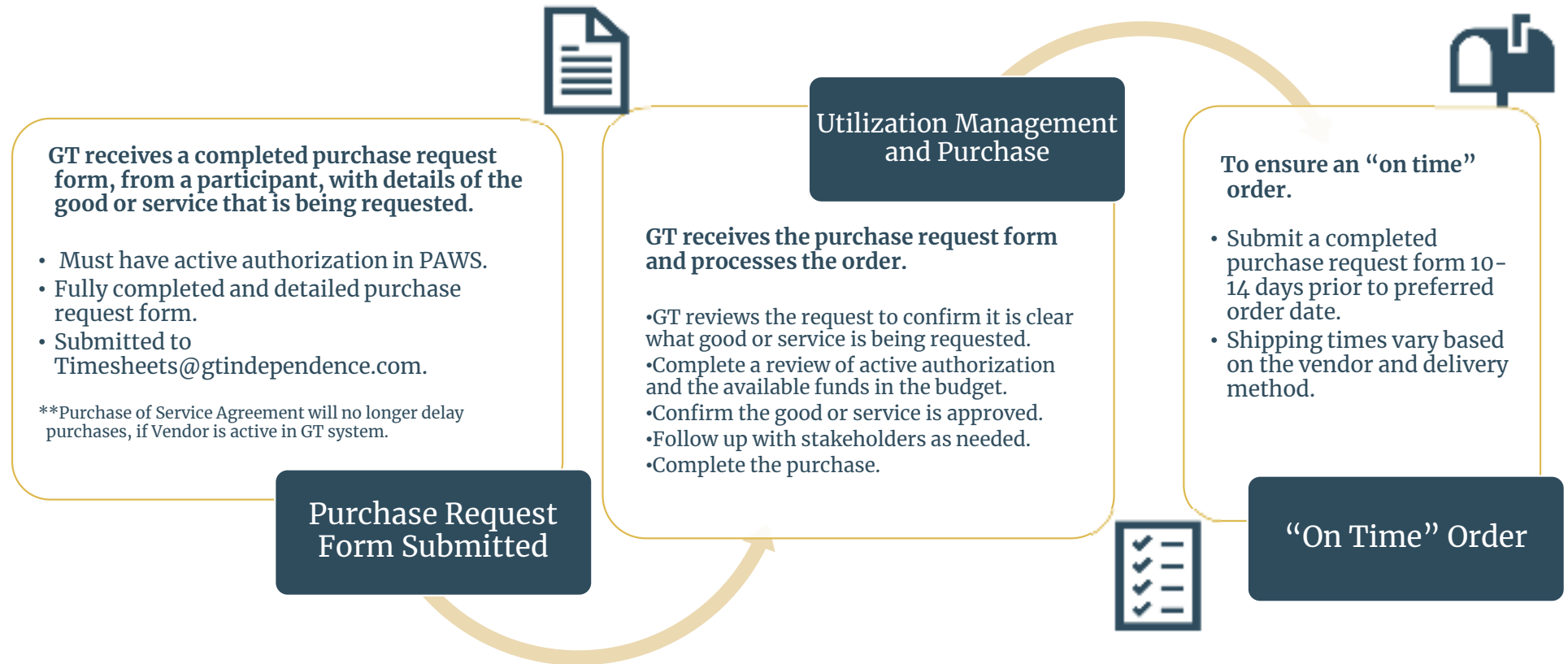
Participant-Directed Goods and Services, often called PDGS, is a service available through the Level One and SELF waivers that promotes independence and inclusion. It can help a person with services, equipment, or supplies they need when other programs or resources are not available.

# gt | Goods and Services

## Need to Know

- Only available in SELF Waiver and Level One Waiver
- **Participant MUST BE Enrolled** with GT Prior to Services being requested/provided/paid
- **Support Broker is NOT required**
- Submit participant referral to GT via the GT Portal
  - Include provider information
  - Include preliminary authorization information
- GT will contact the participant, representatives, and providers to schedule enrollment meetings
- GT will verify authorized services are in PAWS
- GT will alert SSA when services can begin
  - Services cannot begin prior to completion on enrollment process
- After the start of services date, participant submits a purchase request form

# gt Goods and Services Workflow





## **Your FMS - GT Independence**

gt

## Small Beginnings

Founded in 2004, GT Independence was created out of the basic instinct of a parent trying to provide the very best options for their child.



“I grew up with a brother who had a disability. But to me, he is just a big brother who does big brother things. Everything I do is to help people like him live a life that they choose for themselves.”

**John Carmichael**  
CEO, GT Independence

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# Our Mission

To help people live a life of their choosing regardless of age or ability.

## Our Brand Promises

- ✓ We get people paid, correctly.
- ✓ We bring our values to the table.
- ✓ We remove the barriers to self-direction.




## Our Values

- Self-Determination
- Integrity
- Community
- Respect
- Professionalism
- Excellence




## Financial Management Services



**Enrollment and Education**



**Employee Eligibility**




**Procure Workers' Compensation Insurance**



**Budgeting and Authorization Management**



**EVV and Payroll**



**Utilization Management and Budget Reporting**



**Withhold and File Taxes**



**Claims Submission**



**Customer Support**



**Maintaining Records and Compliance**

# Dedicated to Technical Excellence

GT is the **only FMS in the country** with triple credentials in CARF, SOC 2 Type I, and HITRUST certified.



External quality assurance credentialing since 2013. GT met and surpassed over 1,200 quality standards.



A SOC II audit is an evaluation of a company's information systems, specifically focusing on security, availability, processing integrity, confidentiality, and privacy.



A HITRUST certification is the gold standard for keeping personal and medical information safe and secure.

The highest standards in quality, data protection and privacy.



## Financial Accountability

External audit meets GAAP standards



## Collaboration

Monthly or quarterly meetings with states and health plans to strengthen accountability



## Security Testing

Annual third-party penetration testing scrutiny



## Disaster Recovery Plan

Robust plan includes regular system testing, backups, and redundancies to protect data and prevent a stoppage or hindrance in operation



## Employees Use the GT App



### Creating EVV Entries

Secure. Simple. Free

Track Your Hours

Get Fast Approval

Secure and Private

Switch to Spanish

Free Download



### Participant Approval of EVV Entries

The GT EVV app requires participants to verify that services were received and entries are accurate

Participant signature for approval/rejection of shifts for EVV entries on employee devices

Two-factor pin authentication to verify entry

Participant can merge timesheets and review pay period through the GT Portal



## GT Portal

### Full Agency Account

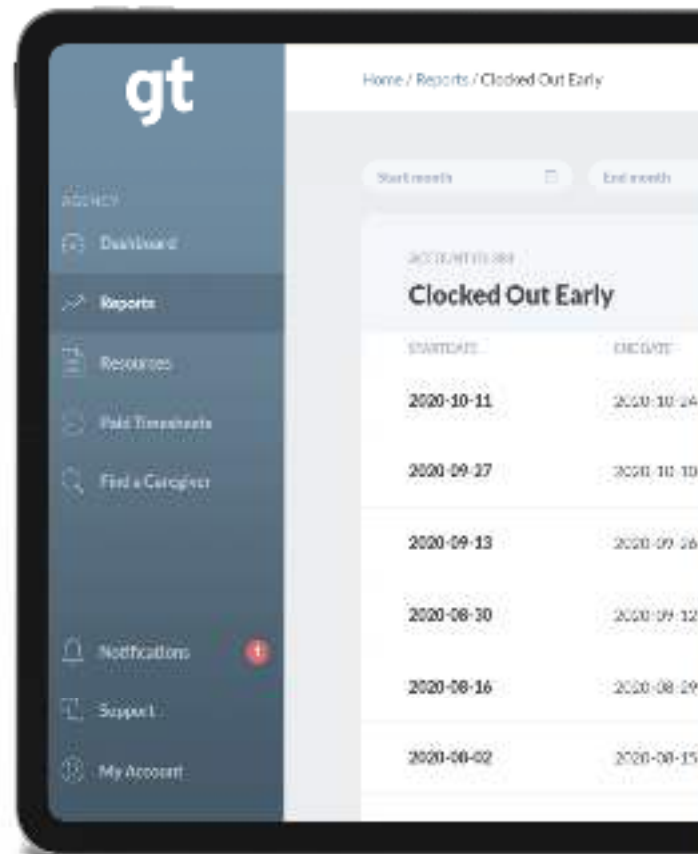
- Access to every self-directing participant
- Full reporting suite
- **Submit Referrals**
- Access to Find a Caregiver Directory

### Case Manager Account

- **Submit Referrals**
- Access to only participants they support
- Access to alerts
- Access to assigned reports
- Access to Find a Caregiver Directory

### Participant Account

- Access to budget reporting
- Caregiver time approval
- Access to Find a Caregiver Directory
- Employee eligibility data



### List of Reports on the GT Portal

1. Active Participants Last Pay Date
2. Approved Outside Participants
3. Budget
4. Calendar Usage Report
5. Clocked In at Caregivers
6. Clocked In Outside Participants
7. Clocked Out Early
8. Employee Eligibility Items
9. Manual Shifts
10. Participant Last Pay Date
11. Shift Details
12. Shift Status
13. Utilization Review Weekly



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## Reach out to GT Right Away for Support

### Quickly Connect to a Live Person

Calls are automatically routed to the support team that are assigned to that program, who are trained on program specific policies and procedures. **Average call answered in less than 30 seconds.**

### Check on Payment Status

Call to verify that GT received a timesheet or purchase request or check on the status of your request.

### Questions about GT Processes

Call or email us to schedule an enrollment meeting, get help with the GT App and submitting time worked, check your budget and so much more...

### Check in on your Transportation Card

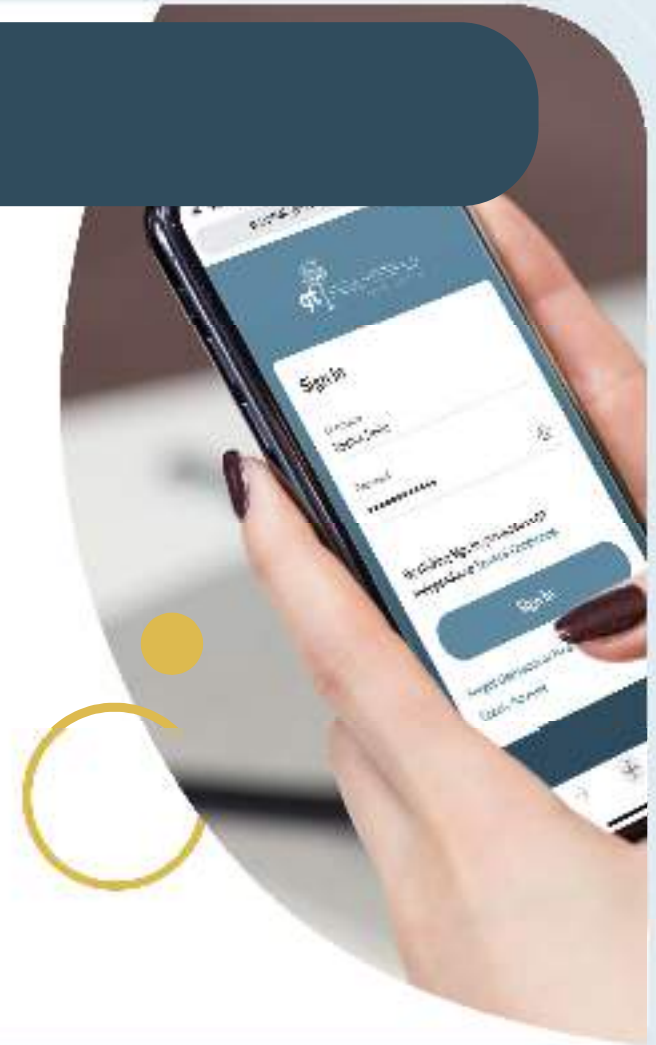
Reach out to us for questions about your Self-Directed Transportation Card including order status, authorized limit, and usage.



## Alert GT of Changes and Terminations

**Call GT Customer at 877-659-4500 or  
Email at [CustomerService@gtindependence.com](mailto:CustomerService@gtindependence.com)**

- **Waiver Changes**
- **Authorization Changes**
- **Provider Rate Changes**
- **Changes to assigned SSA**
- **Personal Demographic Information (Address, Phone, Email, Direct Deposit)**
  - **Participant**
  - **Representatives**
  - **Employees**
  - **Vendors**
- **Program Terminations**





## Stakeholders Resources

<https://gtindependence.com/state/ohio/>

- Best Door Resource
- Self-Directed Models and Service Comparisons
- Why PD-HPC Might Be Right For You
- Ohio Referral in GT Portal
- Rate Sheet for Providers
- Enrollment and PDGS Workflows
- Find a Caregiver





# The Best Door



## Which Door is the Best Door?

How to Reach GT for Support in Ohio

At GT, we are here to support you in self-direction. Please use the emails and phone numbers below to get where you want to go.

Contact us at [referral@gtindependence.com](mailto:referral@gtindependence.com) (633-413-6765) for:

- Submit referral forms for new participant enrollment
- Submit requests to enroll new providers, new vendors, and new representatives
- Use for any communication related to the status of an enrollment and start date

Contact us at [lines@gtindependence.com](mailto:lines@gtindependence.com) for:

- Submit anything that needs to be paid or purchased
- Submit the claims, invoices, utilization logs, and purchase request forms or statements (PDF is JPEC preferred)

\*This email is not for questions or communications about the status of a submission. Please see below.

Contact us at [customerservice@gtindependence.com](mailto:customerservice@gtindependence.com) (377-659-4500) for:

- Submit questions, request information, or notify GT of an update
- Submit iEs and other documents (to submit referral forms, newsletters, invoices and mileage log requests)
- Request the status of a cancelled, an invoice, a mileage log, or a purchase request
- Submit questions, request information, or get help with the GT App and GT Portal
- Submit questions, request information, or get help with Self-Directed Transportation and the Transportation Card
- Submit questions, request information, or get help with authorization, budgets, and reporting

For any urgent or escalated matters, please contact [ohio@gtindependence.com](mailto:ohio@gtindependence.com)

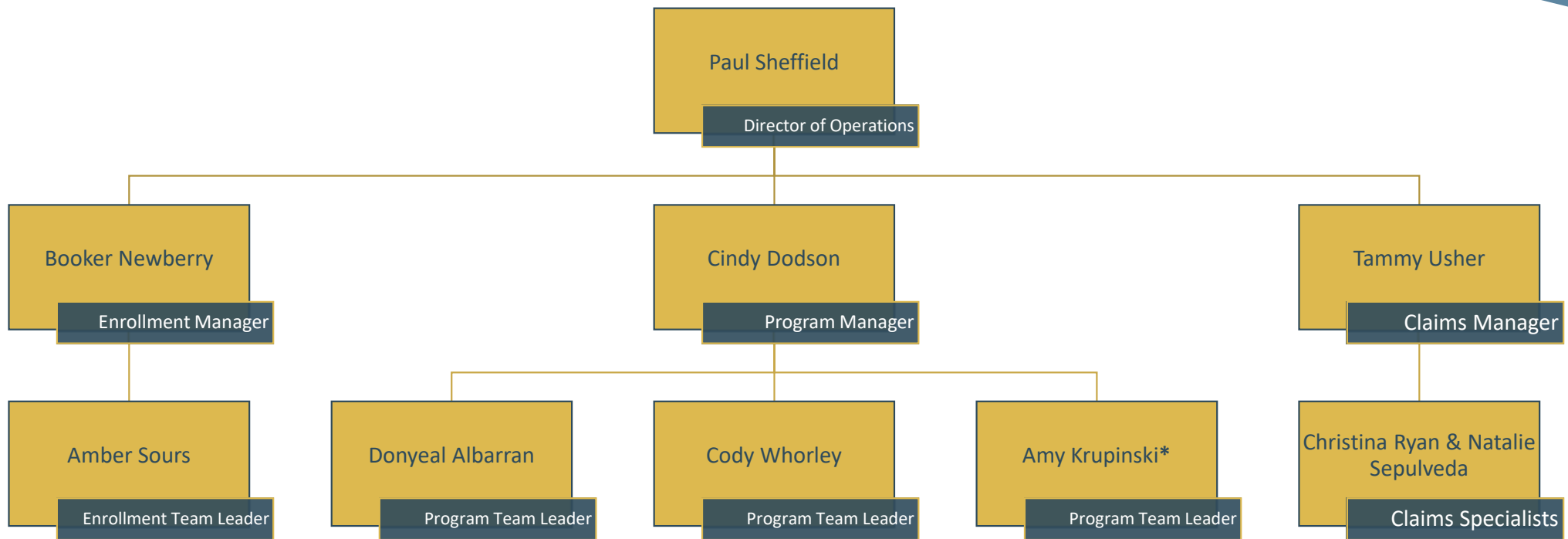
• **Becker Newberry**  
Enrollment Manager

• **Cindy Dodson**  
Program Manager

• **Paul Sheffield**  
Director of Operations



# GT – Organization Chart



# Thank You



**Booker Newberry**

[bnewberry@gtindependence.com](mailto:bnewberry@gtindependence.com)

330.728.5157



**Paul Sheffield**

[psheffield@gtindependence.com](mailto:psheffield@gtindependence.com)

269.503.5410



**Amber Sours**

[ASours@gtindependence.com](mailto:ASours@gtindependence.com)

877.659.4500



# Becoming a Direct Support Professional or Vendor in Ohio

The goal of self direction is to help people live the life they choose. This includes going out into the community whenever you like.

Ground transportation and mileage reimbursement are both part of Self-Directed Transportation and may be available with your authorized services.

## Ground Transportation

Ground transportation involves transportation that is available to the general public. GT provides participants with a self-directed transportation card or pre-loaded voucher. The participant can then use that voucher or card to buy authorized transportation services. GT *can't* purchase gift cards for transportation services. But GT *can* directly purchase ground transportation on behalf of the participant.

### Helpful Facts About Ground Transportation

- The card or voucher should only be used for authorized ground transportation
  - Make sure the card or voucher does not exceed the monthly authorized services
- GT can't reimburse participants if they purchase ground transportation using their own dollars
  - GT recommends keeping transportation receipts for personal records
- Tipping is allowed but shouldn't exceed 20% of the service
- Participants must submit receipts as service documentation to GT for processing
- Participants must take responsibility for all transactions that aren't approved in the ISP or that get denied by claims
- Participants must sign a self-directed transportation card agreement (that explains the rules of the card)

## Mileage/Trip Reimbursement

Providers can also provide transportation for per trip or per mile reimbursement. (These providers are often people the participants knows and trusts, like a family member or friend.)

GT verifies the provider and helps them with the credentialing process.

### Helpful Facts About Mileage/Trip Reimbursement

- GT reimburses the credentialing costs for independent providers
- After the provider is considered eligible, they must submit correct per trip or per mile documentation in order to be reimbursed for the agreed-upon rate
- All providers must submit a mileage log to get reimbursed
- Modified vehicles must be inspected before each trip and the inspection documentation must be submitted with the mileage log
- Mileage will be reimbursed according to the per trip or per mile rate on the scheduled payroll date

Contact GT Independence With Questions



Email: [customerservice@gtsd.org](mailto:customerservice@gtsd.org)

Call: 1.877.659.4500



# How Participant-Directed Goods and Services (PDGS) Work in Ohio



Participant direction helps people live the life they choose. That includes choosing vendors that best fit their preferences.

## GT's Role in PDGS

As the FMS, GT Independence enrolls the participant's chosen vendors. GT also makes sure that the vendors submit the correct documentation. This helps the goods and services authorized in the individual service plan get approved and paid for with fewer delays.

## The Goods and Services Workflow

### Step 1

#### The participant identifies chosen vendors

- If the participant is new to GT, the participant identifies the vendors they have chosen at the enrollment meeting
- If the participant is already active with GT, the participant contacts GT Customer Service to add or remove vendors
- This step lets GT know what vendors need to be enrolled so the participant can receive goods and services authorized in the individual service plan

### Step 2

#### GT enrolls the vendor

- GT reaches out to the vendor to complete the enrollment documents and explain the required documentation
- The vendor must complete the required enrollment documents below to provide goods and services:
  - W-9 Form so that GT can report taxes correctly for vendor payments
  - Preferred Payment Method Form so that GT can pay the vendor
  - Medicaid Provider Agreement so the vendor knows the rules of accepting Medicaid payment
  - Purchase of Service Agreement which is the agreement between the Participant and Vendor
- The vendor cannot provide goods or service until the services are authorized, the documents are complete, and GT alert the vendor that they are active

### To purchase goods

- The participant submits a purchase request form that includes the date of the request, the participant's name, details and price of the good, and the preferred vendor
- The purchase request form is important to make sure the good is approved and can be purchased timely

### Step 3

### To have a vendor paid for services

- After the service has been provided, the vendor must submit an invoice to GT that includes the participant's name, description of service, and the date the service was provided
- The invoice must be signed by the participant or the participant must submit a purchase request form to match the invoice
- The documents with all of the required information are important to make sure the service is approved and so that GT can pay the vendor on time

### GT purchases the good

- GT confirms the good is approved in the participant's individual service plan and not on the excluded item list
- Gift cards of any kind cannot be purchased
- GT purchases the good based on the payroll schedule

### Step 4

### GT pays for services

- GT confirms the service is approved in the participant's individual service plan and not on the excluded item list
- GT reimburses the vendor for the approved service based on the payroll schedule

## Excluded Items List

### Excluded items per OAC 5123-9-45 (D)(2) include:

- Experimental treatments
- Items used solely for entertainment and recreation
- Pools, spas, and saunas
- Tobacco products or alcohol
- Food
- Internet service
- Items of general utility
- New equipment or repair of item damaged as a result of confirmed misuse
- Same type of supplies and devices without documented change in condition that warrants replacement
- Items that are illegal or prohibited by law
- Home modifications that add to the total square footage or are of general utility
- And other items as specified.

## Contact GT With Any Questions

**Phone:** 1.877.659.4500

**Email:** [customerservice@gttsd.org](mailto:customerservice@gttsd.org)

Visit us online at [gttsd.org/ohio](http://gttsd.org/ohio) for more information



# Which Door is the Best Door?

How to Reach GT for Support in Ohio

At GT, we are here to support you in self-direction. Please use the emails and phone numbers below to get where you want to go.

Contact us at [referral@gtindependence.com](mailto:referral@gtindependence.com) (833-483-6765) to:

- Submit referral forms for new participant enrollments
- Submit requests to enroll new providers, new vendors, and new representatives
- Use for any communication related to the status of an enrollment and start date

Contact us at [timesheets@gtindependence.com](mailto:timesheets@gtindependence.com) to:

- Submit anything that needs to be paid or purchased
- Submit timesheets, invoices, mileage logs, and purchase request forms as attachments (PDF or JPEG preferred)\*

*\*This email is not for questions or communications about the status of a submission. Please see below.*

Contact us at [customerservice@gtindependence.com](mailto:customerservice@gtindependence.com) (877-659-4500) to:

- Submit questions, request information, or notify GT of an update
- Submit IDs and other documents (*to submit referral forms, timesheets, invoices, and mileage logs see above*)
- Request the status of a timesheet, an invoice, a mileage log, or a purchase request
- Submit questions, request information, or get help with the GT App and GT Portal
- Submit questions, request information, or get help with Self-Directed Transportation and the Transaction Card
- Submit questions, request information, or get help with authorizations, budgets, and reporting

For any urgent or escalated matters, please contact [ohio@gtindependence.com](mailto:ohio@gtindependence.com)

● Booker Newberry  
Enrollment Manager

● Cindy Dodson  
Program Manager

● Paul Sheffield  
Director of Operations



## Why Participant Direction Might Be Right For You



### Did you know there are two options in the Homemaker-Personal Care (HPC) program in Ohio?

Both the traditional and Participant-Directed options support participants and their personal care providers. But the Participant-Directed option means the participant is officially the employer, giving them more choice in their care. And providers can see several benefits from being directly employed by the participant.

#### With PD-HPC



Providers are employees of the participant



Employees can get tax advantages and workers' comp



GT handles the paperwork, billing, payroll and taxes

### How does the Participant-Directed HPC option work?

We call this option PD-HPC. Instead of the provider working through the Ohio DODD to be certified and bill for hours worked, the provider is hired as a direct employee of the participant.

Then, GT Independence helps both the participant and provider with the details.

We handle enrolling, tracking time worked, billing DODD, filing employment taxes, issuing paychecks, and securing worker's compensation insurance to help if a provider may be injured on the job.

# Why Participant Direction Might Be Right For You

	PD-HPC	Traditional HPC
<b>Getting providers certified and eligible to be paid</b>	No extra work, the certification is the same as Independent Providers.	Providers work directly with DODD to be Certified as an Independent Provider.
<b>Worker's Compensation</b>	Included – and GT helps manage the policy and can help with any claims.	Not included.
<b>Submitting and reviewing time worked</b>	Providers use GT's mobile app to submit their hours, and participants can review and approve them in the app or online.	Providers submit time worked directly to DODD through a State-approved system.
<b>Getting providers paid</b>	GT handles withholding, filing, and issuing employment tax forms. Because providers are employees in this option, they usually end up paying less taxes.	Providers must submit billing to DODD themselves to be paid.
<b>Wage Rates</b>	The amount providers get paid is consistent across the entire state.	Provider rates vary based on their location within Ohio.

If you are a current HPC participant, you can become the employer in charge of your own services. GT can help handle all of the payroll, taxes, and paperwork while you decide who works for you. Simply let your SSA know you're interested in PD-HPC!

If you are a provider, consider talking to the participants you support about whether PD-HPC is right for them. You can add PD-HPC to your existing certification by submitting an add-on-service application, following the instructions here: <https://dodd.ohio.gov/providers/all-provider-resources/pnm>

**Questions?** Visit us online at [gtsd.org/fl](https://gtsd.org/fl)  
 Call 1-877-659-4500  
 Email [customerservice@gtsd.org](mailto:customerservice@gtsd.org)

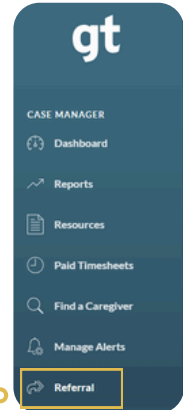


### Step 1

Log in to your Service and Support Administrator (SSA) or Agency account in the GT Portal at [Portal.gtindependence.com](https://Portal.gtindependence.com)

### Step 2

From the Dashboard options, select "Referral"



### Step 3

Complete the Person Served Information Section  
Enter all information for the Person Served

- **Target Start Date:** Official start date is based on when the enrollment process is complete and finalized Payment Authorization for Waiver Services (PAWS), but an ideal start date can be entered
- **Existing Employer Identification Number (EIN):** Leave blank

Transfer from another Fiscal Intermediary (FI):  
Select No

#### Person Served Information

Name * Participant Example	DOB * 1/1/1903	SSN * 123-45-7890
Address * 123 Example St	City * Columbus	State * Ohio
ZIP * 43004	Phone Number * 123-456-7890	Email participant@example.com
Medicaid ID # * 123456789	Waiver Program / Program SELF	Targeted Service Start Date 1/1/2026
Transfer from another FI? * No	Existing EIN Existing EIN	Gender Gender
Preferred Language Preferred Language	Region/County Region/County	Participant is EOR * Yes
Do you have a representative * Yes	Would you like to submit authorization details? Yes	

Cancel
Back
Next Step

Participant is Employer of Record (EOR):  
Select Yes

Do you have a Representative?  
Select Yes, if there is Guardian, Power of Attorney, or someone who will act as the program representative.

Would you like to submit authorization details?  
Select Yes

When complete:  
Select Next Step

## Step 4

Complete the Representative Details section, if there is a Representative

- Enter as much information as available and select Next Step

## Step 5

Complete the Workers Information section, for all providers or vendors

- Enter as much information as available and select Next Step

## Step 6

Complete the Authorization Details section

- Add all preliminary authorization information requested. Services may be finalized in PAWs at a later date.

**Authorization Details**

Service Code*	Amount*	Unit Type*
SGS	100	12 Units

Frequency\*  
Monthly

Add Additional Authorization Detail

Cancel Back Next Step

## Step 7

Complete the Final Details

### Notes

- Provider's Department of Developmental Disabilities (DODD) ID Number (if applicable)
- Have provider rates already been discussed with the participant? (not required)

### Attach Files

- If the member is a minor, a birth certificate and parent photo identification are required.
- If a representative is listed, their photo identification is required.
- If a guardian is listed, guardianship letter and guardian's photo identification are required.

To check the status of a referral, please send an email to [referral@gttsd.org](mailto:referral@gttsd.org)

## Get in Touch

To learn more about what we can do together, visit [gttsd.org](http://gttsd.org)

Customer Service | 877.659.4500  
[customerservice@gttsd.org](mailto:customerservice@gttsd.org)

