

Ohio Early Intervention System of Payments Early Intervention Provider Contract Process

In order to provide an early intervention service, a provider must first have a provider agreement with the Department of Developmental Disabilities. The following steps will enable a provider to initiate a provider contract:

1. Apply for a National Provider Identifier (NPI):

- Applying online is the preferred method: <https://nppes.cms.hhs.gov>
- If unable to complete the process online, the application can be found at <https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/downloads/CMS10114.pdf>
Mail the completed application to: NPI Enumerator, P.O. Box 6059, Fargo, ND 58108-6059
- Any questions regarding this process should be directed to 1-800-465-3202

2. Register as a vendor with the state of Ohio:

- IRS Form W-9 Request for Taxpayer Identification Number & Certification
http://www.supplier.obm.ohio.gov/download/Forms/IRS_W-9.pdf
- Authorization Direct Deposit of EFT Payments (not required)
Bank Verification Letter or Voided Check
- Self-registration is available online at:
<http://www.supplier.obm.ohio.gov/Register/Domestic/>

3. Complete the following documents available from the EI website <https://ohioearlyintervention.org/system-of-payments/service-providers>

- Early Intervention Services Provider Enrollment Form
- Provider Contract
- STANDARD AFFIRMATION AND DISCLOSURE FORM (EO 2019-12D)
- Completed forms may be submitted by
 - **Email:** polr@dodd.ohio.gov
 - **Mail:** Ohio Department of Developmental Disabilities
 - **Attn : EI Resource Coordinator**
30 East Broad Street, 12th Floor
Columbus, Ohio 43215