

## **Interim Guidance on Completing the PUNS Form Effective February 1, 2019**

The purpose of this document is to provide Supports Coordinators (SCs) with interim guidance on how to complete ODP's revised Prioritization of Urgency of Needs of Services (PUNS) form that will go-live in Home and Community Services Information System (HCSIS) on February 1, 2019.

The revisions to the PUNS form were limited to text changes only. The format of the tool and HCSIS functionality remain the same. The reasons for the changes are:

- Refinement of questions to collect more accurate information about needs and stressors
- Emphasis on conversation between SC, individual, and family about short-term and long-term needs.
- Better align the PUNS Form with the current waiver.
- Allow better planning for the needs of individuals locally as well as the overall ODP system.

SCs should continue to use the PUNS Disagreement Form and letter located at [www.dhs.pa.gov](http://www.dhs.pa.gov) until the updated PUNS bulletin and attachments are published.

If you have questions, please reach out to your regional PUNS Lead.

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**Individual Data:** This section of the PUNS form did not change.

Demographic Information	Guidance
Date of Meeting (paper form only)	The date of the meeting and conversation when the PUNS form is completed. This date should be indicated in the Service Note for the meeting.
Date Created	The date the electronic PUNS form was created in HCSIS.
Date Finalized	The date the electronic PUNS form was finalized in HCSIS.
First Name	The first name of the person requesting services.
Last Name	The last name of the person requesting services.
Gender	Enter M for Male, F for Female, to indicate the person's gender.
MCI	Master Client Index - the unique identifier assigned to a person by the Department of Human Services when they register through the Medical Assistance Program.
County/Joinder	The name of the County Program/Joinder/AE where the person listed on this form is registered.
Birth Date	The person's date of birth.
Category	The category of the urgency of need for services.
Date mailed to the family	The date when the PUNS form is mailed to the person/family. Should be written at the top of the printed HCSIS PUNS form prior to being sent. Must be mailed within five working days of finalization of the HCSIS PUNS.

**Reason for Update or Review:** There are now 8 options to choose from instead of 9. Moved to another county, moved to another state and Died were removed as drop-down options.

New, Revised or Unchanged	Reason for Update or Review Options	Guidance
New	Newly Eligible	Select if person has never had a completed PUNS form.
New	In a private ICF or state ID center	Select if person is in a private Intermediate Care Facility or a state ID center.
Revised	Annual update (regardless of changes in category or supports needed)	Select only when conducting an annual update of an active PUNS. Change in category language was added for clarification purposes.
Unchanged	Change of category only (emergency, critical, planning)	Select to reflect a change in the urgency of need, with no change in type of service. Can be an increase or decrease in urgency of need.
Unchanged	Change in supports needed only (more or less) – unchanged category	Select to reflect a change in the type(s) of service(s) needed, but when the category of urgency of need remains the same.
New	Change in category and supports needed	Select when there is a change in both the type(s) of support(s) as well as the urgency of the need, or when updating an inactive PUNS when a new unmet need is identified.
Revised	No longer wishes to receive service or no longer eligible for services	Select when the person no longer wishes to receive services or is no longer eligible to receive services through ODP's ID system (e.g. moved out of state, passed away).
Revised	Comes off waiting list – needs met by another program (e.g. CHC, another waiver)	Select if the person is no longer on the waiting list because all needs are met by ODP or by any other program.

**Emergency Need:** This section is for persons who require services immediately or within the next 6 months. Most questions in this section have been revised or were replaced with new questions to better capture reasons for immediate need for support.

New, Revised or Unchanged	Reason for Emergency Need	Guidance
Revised	1) Death, family crisis, serious illness of a caregiver or caregiver is no longer able to provide care with no other caregivers available	For persons who are supported by family or another caregiver who are no longer able to provide care to the person because of physical health, emotional reasons, or death of a caregiver without another available caregiver, which place the person's health and safety at risk.
New	2) Immediate supports (behavioral, day, in-home or other) will prevent the immediate need of residential support	When the family or caregiver would be able to support the person at home if other services are provided to prevent placement in a residential setting.
Unchanged	3) Person has been committed by the court or is at risk of incarceration without supports (could be to a state center, group home or other residential situation)	If the person is in immediate need of services which could be provided in a group home, state center, or other residential setting due to a court decision that mandates that the county/state must provide these services or if the person is at risk of jail/prison in the absence of similar services.
Revised	4) Person is living in a setting or location that places their health or safety at risk and immediately needs a new place to live (e.g. shelter, prison, acute care hospital or person is homeless)	For persons who are in a temporary or long-term arrangement that is inappropriate and endangers the person's health or safety, including situations involving abuse and/or neglect. Should also be used for children who reside in a nursing facility, ICF/ID, Residential Treatment Facility (RTF), approved private schools or other congregate care setting.
Unchanged	5) Additional supports are needed immediately to protect the person's health and safety or to keep him/her from being placed in a state center, nursing home, large ICF or other congregate care setting due	For situations where a crisis has manifested itself and additional services are required otherwise the person will need to be placed in a congregate care setting.

	to behavioral needs, physical needs or other situations	
Revised	6) Long term (greater than 90 days) supports are needed immediately for (1) family/caregiver to keep the person at home and there is no other caregiver available; OR (2) Person needs immediate support to stay in their own home/family home	When the family/caregiver needs long-term services to keep the person at home and ensure the person's health and safety. (e.g., caregiver has a chronic illness and the person needs in-home and community support to continue living at home. Includes persons who require day or other services.
Revised	7) Short term (90 days or fewer) supports are needed immediately for (1) family/caregiver to keep the person at home and there is no other caregiver available; OR (2) Person needs immediate support to stay in their own home/family home	When person or family/caregiver is experiencing an acute illness or condition that requires short-term services. (e.g., cataract surgery, general surgery, etc.).
New	8) There are two or more people in the home that require support with their activities of daily living which compromises the caregiver's ability to ensure the person's health and safety	When the family/caregiver is responsible for most activities of daily living for two or more people, including the person, in the home. This could include a family/caregiver providing care to an infant, toddler, or elderly parent, in addition to the person for whom this PUNS is being completed. This does not apply to residential or family living providers.
New	9) Person has a single caregiver and supports are needed immediately to ensure the person's health and safety	When the person's family/caregiver is the only person ensuring the person's health and safety, and additional services are needed immediately. This does not apply to residential or family living providers.
Revised	10) Person or family/caregiver needs immediate support to maintain his/her employment situation, obtain follow along supported employment or achieve a post-school employment outcome	When a person requires immediate services to find or keep competitive employment. This category may apply to persons who want to regain employment after losing a job and could benefit from other employment service options or if the person requires transportation to and from their place of employment. Employment does not include participation in licensed day programs.

**Critical Need:** This section is for persons who require supports within the next 6 months-2 years, but not immediately. Questions 3, 6, 9, 10, 11, and 19 are either new or were revised in this section.

New, Revised or Unchanged	Reason for Critical Need	Guidance
Unchanged	1) Person has a caregiver age 60+ and will need supports within the next two years	For persons whose caregiver is or will be age 60+ and is clearly progressing toward being unable to provide care for any number of physical, psychological, or other reasons. Although care is being provided at present, within the next two years additional services will be needed. The caregiver's date of birth should be captured in HCSIS under Demographics.
Unchanged	2) Person has an ill caregiver who will be unable to continue providing care within the next two years	For persons who have a caregiver who is ill and will be unable to care for the person within the next two years. Ill is defined as the primary caregiver having a medically diagnosed condition that prevents the caregiver from fulfilling the care-giving role effectively.
Revised	3) Person has behavioral support needs or medical concerns or conditions that will warrant additional supports within the next two years	For persons whose behavior and/or health is perceived by the family/caregiver(s) as becoming challenging and additional resources will be needed within the next two years.
Unchanged	4) Person has personal or physical care needs that cannot be met by current family/caregivers or the person's health has deteriorated and supports will be needed within the next two years	For persons whose physical, mental, or health situation has progressed to a stage wherein the family/caregiver(s) will no longer be able to provide care to meet the health or physical needs of the person.
Unchanged	5) There has been a death or other family crisis (e.g. illness, divorce), requiring additional supports within the next two years	For cases where, although the caregiver and person have not been "directly" affected, the death in the family (especially of a caregiver spouse or other family member who may have assisted in providing care) has the effect of rendering the caregiver less able to continue providing

		care. Other family situations, such as divorce, may have the same impact on the person.
New	6) There has been a change in the household that no longer allows the caregiver to provide the level of support previously provided (e.g. new member of the household that requires care and assistance with activities of daily living; deteriorating health of caregiver)	When the household situation has changed and the family/caregiver(s) can no longer provide the same level of support to the person and services are needed.
Unchanged	7) Person or caregiver will need an alternative living arrangement within the next two years	For situations where either the person or the caregiver will require a move to an alternate setting (e.g., assisted living, etc.) because of health or safety reasons within the next two years.
Unchanged	8) Person has graduated or left school in the past 5 years	For persons who have left school in the past 5 years and need services – which may be day or residential. If a “yes” is entered in this field, the graduation date should be captured in Demographics.
Revised	9) Person is graduating from high school within the next two years and will need supports	For persons who will graduate or will be leaving high school within the next two years and will have a need for something to do during the day. If a “yes” is entered in this field, the graduation date should be captured in Demographics.
New	10) Person has a single caregiver and will need supports within the next two years	When the person has a sole caregiver and will need services in the next two years.
New	11) There are two or more people in the home that require support with their activities of daily living	When the family/caregiver is responsible for the activities of daily living for two or more people, including the person, in the home and the person will require additional services within the next two years.
Unchanged	12) Person moved from another county where they were receiving residential, day or in-home supports (non-waiver funds only)	For persons who were receiving base-funded services in the county in which they formerly resided but have now moved to another county and need to continue receiving the same base-funded services.

Unchanged	13) Person is receiving day supports that are inappropriate to meet their needs	For persons who are receiving day services that are not meeting their needs. E.g., persons who could benefit from and choose to obtain competitive employment. This may also apply to persons who need more intense or frequent day services than they are receiving (e.g., the person currently receives one day of service per week but requires five days of services to meet their needs or requires more skilled staffing than that being provided).
Unchanged	14) Person moved from another state where they were receiving residential, day or in-home supports	For persons who were receiving services in a state in which they formerly resided but have now moved to Pennsylvania and need to continue receiving these services.
Unchanged	15) The county/administrative entity has plans to assist the person in moving within the next two years (from a state center, nursing home, state hospital or other residential setting)	For persons who are in living situations that the team determines is no longer the best choice to meet the needs of the person and the County Program or AE plans to move the person to a new home within the next two years.
Unchanged	16) Person is losing eligibility for Children and Youth supports within the next two years	For persons who are currently receiving services from the C&Y system, but for whom eligibility will be terminating within the next two years due to the person's age.
Unchanged	17) Person is losing eligibility for Early and Periodic Screening, Diagnostic and Treatment (EPSDT)/behavioral health rehabilitation services	For persons who currently are receiving services (medical or behavioral) through the Medical Assistance Program EPSDT, but for whom this eligibility will be terminating within the next two years due to the individual's age. The type of support the person currently receives should be reflected in Existing Supports and Services as non-ODP Supports.
Unchanged	18) Person is losing eligibility for OBRA/Nursing Home supports within the next two years	For persons who are currently receiving supports in a nursing home or through OBRA but whose eligibility will



		terminate within the next two years, generally due to change in level of care needs.
New	19) Person receives services or support for behavioral or medical diagnoses during most of the day or at a very high level	For persons that have a behavioral or medical condition or diagnosis that requires a significant amount of behavioral or medical services during most of the day or at a very high level, and it is clear that the person will require additional services within the next two years.
Unchanged	20) Person is losing eligibility for Residential Treatment Facility within the next two years	For persons who are losing eligibility for a residential treatment facility (RTF) within the next two years due to their age.
Unchanged	21) Person is losing eligibility for residential supports received in an Approved Private School within the next two years	For persons who will be losing eligibility for the residential supports received in a private school within the next two years due to their age.
Unchanged	22) Person is leaving jail, prison or other criminal justice setting within the next two years	For persons who will be released from a criminal justice setting within the next two years and will need services upon release.
Unchanged	23) Person will need support to stay in their own home/family home within the next two years	For persons living on their own or living with family, who, to continue the current living situation, will require additional services within the next two years.
Unchanged	24) Person has been identified as ready for discharge within the next two years (from a state hospital, state center, private ICF, nursing home or other residential setting)	When a person has been determined to be ready for discharge from one of the facility types listed above. The identification for discharge could come from the ISP team or from the facility in which the person resides.

**Planning for Need:** This section is for persons who require supports within the next 2-5 years. There were no changes made to this section.

New/Revised or Unchanged	Reason for Planning for Need	Guidance
Unchanged	1) Family/Caregiver is or will be 60+ years of age and will need supports in the next 2-5 years	When the person has a caregiver who is or will be 60+ and is clearly progressing toward being unable to provide care for any reason. If a “yes” is entered in this field, the caregiver’s date of birth should be captured in Contact Details.
Unchanged	2) Person lives in a large residential or group setting, and person/family has expressed a desire to move (or the county/administrative entity plans to move the person)	For persons living in a large residential or group setting, and the person or family wishes to move the person to another (perhaps smaller) setting or the County Program or AE plans to move the person but not within the next two years.
Unchanged	3) Known need for supports more than two years away	When the person or caregiver has expressed a need for a new service, but the need is more than two years away. For example, the person is receiving day services, but it is anticipated that they will need residential services in the next 2-5 years. The anticipated date of need for the new services is required.
Unchanged	4) Person or family/caregiver will need increased supports in the next 2-5 years	When the person or caregiver has expressed a need for increased services but there is not an emergency or critical need for these services at the time of PUNS completion. For example, the person is currently receiving one day a week of day services but anticipates needing five days a week in the next 2-5 years. The anticipated date of need for the new services is required.
Unchanged	5) Person is losing eligibility for Children and Youth supports within 2-5 years	For persons who are currently receiving services from the C&Y system, but for whom eligibility will be terminated

		within the next 2-5 years due to the person's age. The anticipated date of need for services is required.
Unchanged	6) Person is losing eligibility for Early and Periodic Screening, Diagnostic and Treatment (EPSDT)/behavioral health rehabilitation services or other mental health/behavioral support (including therapeutic foster care) within 2-5 years	For persons who are currently receiving services through the Medical Assistance Program EPSDT, but for whom this eligibility will be terminating within the next 2-5 years due to the person's age or level of care determination. The anticipated date of need for services is required.
Unchanged	7) Person is losing eligibility for Residential Treatment Facility supports within 2-5 years	When a person is losing eligibility for RTF services in the next 2-5 years due to their age. The anticipated date of need for services is required.
Unchanged	8) Person is losing eligibility for residential supports provided in an Approved Private School placement within 2-5 years	For persons who will be losing eligibility for residential supports provided in a private school due to age. The anticipated date of need for services is required.
Unchanged	9) Person will be graduating from high school in the next 2-5 years	For persons graduating from high school or leaving high school in the next 2-5 years. The anticipated date of need for services is required.
Unchanged	10) Person lives in a residential setting that is more restrictive than what is needed	When the person and the team have made the decision that the person would benefit from a less restrictive residential habilitation setting but does not need to move right away. For example, the person currently lives in a community home and would benefit from and prefer living in his/her own home or in a family living home.

**Existing Supports and Services:** This section is to document existing Non-ODP supports as well as ODP funded supports and services the person is currently receiving. Non-ODP supports refer to generic community, natural, and both unpaid and paid (through private pay or another system) supports being provided to the person.

Service Category	List of Existing Supports and Services in this Category	
Individual Supports	• Respite Supports 24 Hour	• Post-Secondary/Adult Education
	• Respite Supports (<24 Hour)	• In-home and Community Supports, Companion, or Specialized Skills Development <b>(revised)</b>
	• Occupational Therapy	• Assistive Technology
	• Physical Therapy	• Homemaker/Chore Supports
	• Communication Supports <b>(new)</b>	• Environmental Accessibility (e.g. adaptations to home or vehicle)
	• Other therapies	• Other Individual Supports
	• Education	
Transportation	• Transportation (including trip/mileage reimbursement, para-transit, etc.)	
Employment and Day Supports <b>(revised)</b>	• Community Participation Supports <b>(new)</b>	• Supported Employment (career assessment, job coaching, etc.) <b>(new)</b>
	• Senior Supports	• Adult Day Supports
	• Other Day Supports (e.g. volunteering, community experience)	
Residential Supports	• Family Living/Life Sharing	• Foster Care (Children Only)
	• Individual Home Owned/Leased by the person with <24-hour staff	• Individual Home Owned/Leased by the person with 24-hour staff
	• Agency Group Home or Apartment <24-hour staff	• Agency Group Home or Apartment 24-hour staff
	• Nursing Home	• Other Institution with greater than 15 people
	• State Center	• Private ICF
	• Domiciliary Care/Personal Care Boarding Home	• Assisted Living
	• Transitional Housing/Respite	• Other Residential/Housing Supports

**Supports Needed:** This section was changed to provide descriptions of needed support instead of a list of ODP service definitions. SCs must explain each description listed of support(s) needed with the individual and family to ensure all unmet needs are accurately captured on the form.

Service Category	List of Support(s) Needed (New)	Guidance on types of Individual Supports service(s) (but not limited to)
Individual Supports	<ul style="list-style-type: none"> <li>• Person needs support overnight for a few hours to provide a break for the caregiver</li> <li>• Person needs support for a few hours during the day to provide a break for the caregiver</li> <li>• Person needs behavioral support or service</li> <li>• Person needs physical therapy to help them increase or maintain their ability to move</li> <li>• Person needs support with difficulty communicating</li> <li>• Person needs other therapies (e.g. visual/mobility, occupational, music)</li> <li>• Person needs support with education beyond high school</li> <li>• Person needs support to learn or maintain skills and to take part in activities at home or in the community</li> <li>• Person needs an object/device to help them communicate, self-direct, and/or build adaptive capabilities (e.g. assistive technology, adaptive equipment)</li> <li>• Person needs support with medical needs not covered by insurance (certified nursing assistance or nurse)</li> <li>• Person needs modifications to their home or vehicle to access them or for safety and/or independence</li> <li>• Person needs other individual supports not listed above</li> </ul>	<ul style="list-style-type: none"> <li>• Respite</li> <li>• Physical (and other) Therapy</li> <li>• Communication Services</li> <li>• Post-Secondary/Adult Education</li> <li>• Home and Community Supports</li> <li>• Assistive Technology</li> <li>• Environmental Accessibility (home or vehicle adaptations)</li> <li>• Behavioral Supports</li> <li>• Medical Supports</li> <li>• Other Individual Supports</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• Person needs transportation on a daily or almost daily basis</li> </ul>	<ul style="list-style-type: none"> <li>• Trip</li> <li>• Mileage Reimbursement</li> </ul>

	<ul style="list-style-type: none"> <li>• Person needs transportation every few days or less often</li> </ul>	<ul style="list-style-type: none"> <li>• Para-transit</li> <li>• Public Transportation</li> </ul>
Employment and Day Supports <b>(revised)</b>	<ul style="list-style-type: none"> <li>• Person needs support upon retirement or in planning their retirement</li> <li>• Person needs support finding or keeping a job</li> <li>• Person needs support with activities that will better prepare them for a job (e.g. learning about work incentives, how to manage medical and cash benefits when working)</li> <li>• Person needs support to participate in community activities, including volunteering</li> </ul>	<ul style="list-style-type: none"> <li>• Community Supports</li> <li>• Supports Employment</li> <li>• Job Preparation Supports</li> <li>• Senior Supports</li> </ul>
Residential Supports	<ul style="list-style-type: none"> <li>• Person needs support that would be best provided by living in another family home with a family trained to provide support (Life Sharing)</li> <li>• Person needs constant support living in a home or apartment an agency owns and operates, with vocation supports</li> <li>• Person needs support living in a home that they own</li> <li>• Person needs occasional support living in a home or apartment an agency owns and operates</li> <li>• Person needs constant support living in a home or apartment an agency owns or operates, without vocational supports</li> <li>• Person needs other housing or residential supports</li> </ul>	<ul style="list-style-type: none"> <li>• Life Sharing</li> <li>• Agency Group Home or Apartment</li> <li>• Other residential/housing supports</li> </ul>