



Revalidation of Service Locations

ODP Announcement 21-093

AUDIENCE:

Medical Assistance (MA) Providers who have an enrolled service location(s) in the Provider Reimbursement and Operations Management System (PROMISE™) with the Office of Developmental Programs' (ODP) Provider Eligibility Programs (PEPs) attached to their enrollment profile. This communication applies to Base Providers, Home and Community Based Services (HCBS) Waiver Providers, and Other Professionals Supporting Individuals with Autism, Intellectual Disabilities, and Developmental Disabilities in the Consolidated, Community Living and Person/Family Directed Support waivers (known collectively as the Intellectual Disability and Autism (ID/A) waivers) and the Adult Autism Waiver (AAW).

PURPOSE:

This ODP Announcement is a **reminder to all providers and vendors that *provider revalidation occurs every 5 years*** from the initial enrollment date or most recent revalidation date of every service location. ODP is seeing an increase in claim denials because providers fail to revalidate their service location(s) on time.

NOTE: If a MA or base provider does not complete revalidation by their revalidation date, they will not receive payment for service locations that are end dated and closed in PROMISE™. Claims will be denied and show as denied on their remittance advices. Reactivation of closed sites will be required prior to billing/payment resumption.

DISCUSSION:

[MA Bulletin 99-16-10](#) and [Provider Quick Tip, Number 255 – Provider Revalidation Requirements](#), stress the importance of revalidation is not only to comply with the Federal Regulation 42 CFR 455.414 but it is also to ensure State provider enrollment systems contain valid active provider enrollment data.

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Supporting Pennsylvanians with developmental disabilities and their families to achieve greater independence, choice, and opportunity in their lives.

What would ODP recommend to enrolled providers as first steps?

Step 1: Providers should review all their service locations currently enrolled in PROMISe™ and HCSIS yearly and determine if all the service locations present should continue to remain active.

To view the provider's service locations in PROMISe™, providers should login to ePEAP (Provider Enrollment Automation Project). To access ePEAP, go to the [PROMISe Internet Portal](#) and login. Next, click the "ePEAP (Provider Enrollment Automation Project)" link, located in the "Other Links" box. A listing of the sites and associated provider types will be displayed based on the provider ID used to log into ePEAP.

To view service locations in HCSIS, log in [HCSIS](#) go to Provider Access and click "View My Application Summary" located on the left sidebar of the screen. A listing of all sites with the provider type and specialty code designations will be displayed.

Step 2: Service locations should be identical in both HCSIS and PROMISe™. If a provider is closing a service location in PROMISe™ then the provider should ensure the service location is also closed and contacts end dated in HCSIS.

To close a service location in PROMISe™ that should no longer be active, providers should complete the [PROMISe Service Location Change Request form](#). Providers can also correct mail to/pay to/home office information for each site using this form. Completed and signed form should be forwarded to ODP using one of the three methods below.

Email: RA-odpproviderenroll@pa.gov
Fax: 717-783-5141 Attn: Provider Enrollment
Mail: Office of Developmental Programs – ID
Attn: Provider Enrollment - Revalidations
Room 413 Health and Welfare
Building Harrisburg, PA 17101

To close a service location in HCSIS, please refer to the "[HCSIS Provider Updates Tip Sheet](#)" which can also be found in LMS and on the Provider Access home page on the left-hand side under Job Aids.

Step 3: For service locations that have been determined to remain open/active, providers should review the revalidation date in the system. This information should be on the same screen in ePEAP, as the sites and provider types.

Step 4: Ensure the revalidation process for each service location is finalized by the revalidation date that appears in the system. The business process to revalidate is the same as the new provider enrollment application process.

To perform revalidation, providers should go to the following website:

[Welcome Provider Enrollment Application \(state.pa.us\)](https://state.pa.us) and click on Revalidations tab.

If you have not already done so, please plan on submitting your provider application well in advance of the revalidation date found in the system to allow for sufficient processing time. Please note, a pending revalidation application in the Portal will prevent the site from closing at the end of the month the site is due. You will be able to continue to bill as long as the application is active and pending processing.

Is revalidation required for each enrolled service location?

Yes. Revalidation is required for each enrolled service location on a 5-year schedule. The 5-year clock starts at initial enrollment and restarts with each revalidation of the site. Depending on the number of sites you have, you may be revalidating a small or large number of sites every year. Please review all sites yearly to be sure you know which are due in the current year.

What happens if I miss the revalidation date?

If an active service location in PROMISE™ is not revalidated by the revalidation date specified in ePEAP, the service location will be automatically end dated/closed at the end of the month it is due. An end dated/closed enrollment attached to a service location in PROMISE™ will prevent providers from receiving payment for services rendered at the expired service location during the period the service location is inactive in the system regardless of whether or not services have been authorized on the Individual Support Plan.

When a Waiver or Base provider submits a claim(s) through PROMISE™ for an end dated/closed service location, those claims will be denied and show as denied on their remittance advices.

I am a licensed residential provider. Am I required to submit my Approved Program Capacity (APC) letter in order to revalidate each service location?

Providers who render waiver funded licensed or unlicensed residential habilitation service are required to request and receive a decision from ODP before opening a new or closing an existing location. After ODP has approved the new waiver residential habilitation service location is noncontiguous, providers who render services in a licensed or unlicensed service location must obtain an ODP decision notice for approved program capacity, also known as an APC letter. A request for an updated APC is also needed when the provider of the residential service location is requesting a change to the current APC for an existing residential habilitation waiver service location.

REMINDERS

Providers are reminded of the ongoing requirement to inform the Department of any changes in their provider enrollment demographics, such as changes in direct or indirect ownership and controlling interest five (5) % or greater interest, changes in board members for non-profits, contact information changes, address changes (including email addresses), closed or invalid service locations, or any changes to the information provided on their provider enrollment application, that would otherwise render the information in their current provider file inaccurate or incorrect. **Outdated or incorrect contact information will hinder our ability to keep you informed on updates to your service locations and share important agency updates.** Also, please ensure you have a current 2020 version approved [ODP Provider Agreement](#).

INQUIRIES

Providers and stakeholders may e-mail questions related to the provisions found in this communication to:

**Office of Developmental
Programs (ODP) Provider
Enrollment:**
RA-odpproviderenroll@pa.gov

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