Qualification Process for New Intellectual Disability/Autism (ID/A) Provider Applicants Update

UPDATE

ODP Announcement 25-013

AUDIENCE:

Administrative Entities and Provider Applicants of Services under the Office of Developmental Programs (ODP) Intellectual Disability and/or Autism (ID/A) Consolidated, Person/Family Directed Support (P/FDS), and Community Living Waivers

PURPOSE:

To communicate the process for Administrative Entities (AEs) to validate that new Provider Applicants have satisfied all Waiver Provider Qualification requirements effective January 1, 2025.

NOTE: ODP Announcement 24-002 Qualification Process for ID/A Provider Applicants Update will become obsolete as of the date of this publication.

DISCUSSION:

Pursuant to 55 Pa. Code §6100.82 (relating to enrollment documentation) and the service qualification requirements specified in Appendix C of the Consolidated, P/FDS, and Community Living Waivers, to become a qualified provider, applicants must submit required provider qualification documentation designated for new provider applicants.

The Chief Executive Officer (CEOs) of provider applicants must successfully complete ODP

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

Provider Applicant Orientation (PAO) training which includes pre-registration module webcasts and a full day face-to-face session. Upon completion of each training component, the CEO must pass a post-test to earn and be issued a Certificate of Achievement.

New provider applicant process steps for licensed and unlicensed services are available for provider applicants on MyODP. (PATH: Resources > Intellectual Disability Resources > Waiver Services > **Qualification and Enrollment**).

These guiding documents steer applicants through the complicated qualification/enrollment processes.

Additionally, a detailed flowchart depicting the process to apply for and obtain a Certificate of Compliance for licensed services is available on MyODP through the same path specified above.

QUALIFICATION DOCUMENTATION:

New provider applicants must review all source documents referenced within ODP's New Provider Self-Assessment Tool. While completing the tool, the provider applicant shall ensure that all policies, procedures, processes, and/or protocols are developed and aligned with ODP requirements. The Assigned AE will validate the documentation that applicants submit with the New Provider Self-Assessment Tool.

New provider applicants must also complete the ***ODP Provider Qualification Form DP 1059*** and the ***Provider Qualification Documentation Record***. All supporting documentation required for each service specialty the provider applicant intends to render must be included.

The DP 1059, New Provider Self-Assessment Tool, Provider Qualification Documentation Record, and all required supporting documentation should be forwarded via email transmission to the Assigned AE (see below for specifics related to timeframes). The

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

Assigned AE for each applicant is designated by ODP during the PAO process based upon the location of their business address.

PROCESS FOR SUBMITTING PROVIDER QUALIFICATION DOCUMENTATION:

Applicants must send the following information to their assigned AE electronically within **60** days of the date on the provider's Provider Orientation Certificate of Completion:

- ODP Provider Qualification Form DP 1059.
- New Provider Self-Assessment with Policies, Procedures and supporting documentation consistent with guidelines.
- Provider Qualification Documentation Record with required supporting documentation as indicated.
  - **NOTE:** Please be aware that although the PAO certificate expires within 120 calendar days, applicants must submit the required documents within **60** calendar days to give the AE time to review them and allow the applicant to make any necessary corrections.
  - If the applicant does not submit the documents to the **Assigned AE** within **60** days of the PAO certificate date, the organization will be considered **Not Qualified** and will not proceed with the qualification process.
  - **NOTE:** If a provider applicant is determined "Not Approved," they must wait at least **365 days** from the date of their most recent full-day PAO session before retaking the ODP Provider Applicant Orientation curriculum.

Applicants will receive an e-mail to confirm receipt of the documentation within seven calendar days.

Within 30 calendar days from the date documentation was submitted by the applicant,

the Assigned AE will review the responses on the New Provider Self- Assessment Tool, as well as the documentation received from the applicant, and validate the documentation using the New Provider Self- Assessment Tool Guidelines. The Assigned AE will also review the Provider Qualification Documentation Record and supporting documentation to verify that the Provider Applicant meets all qualification requirements.

If the submitted documentation does not meet ODP standards, the Assigned AE will send the applicant the New Provider Qualification Additional Information Needed Letter *(Attachment #2)* on the AE's letterhead. The applicant then has 14 calendar days to resubmit any corrected documents to the Assigned AE. If the AE has a question, they should contact their Regional Provider Qualification Lead immediately.

By the 120th day, the Assigned AE will determine whether the applicant is approved or not approved and respond to the provider accordingly:

NOT APPROVED PROCESS:

If the submitted tools and documents are insufficient or unacceptable for approval, or if the applicant fails to submit all required documentation within **60 days**.

Provider Notification: The Assigned AE will:

- Mark the ODP Provider Qualification Form (DP 1059) as "Not Qualified."
- Return the DP 1059 form to the provider applicant with the New Provider Qualification Not Approved Letter **(Attachment #3)** on AE letterhead.

Communication with ODP: The Assigned AE will:

- Copy the ODP Regional Provider Qualifications Lead and notify the ODP Central Office by emailing **ra-odpproviderenroll@pa.gov**.

The applicant has the opportunity to repeat the PAO course and restart the process after a

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

365-day period passes from the date of their most recent full day in-person session.

- **Example**: if the most recent Applicant Orientation full day in-person session occurred on May 1, 2024, and the applicant failed the post-test or failed to qualify within 120 days, the applicant will need to wait until no earlier than May 1, 2025, to attend another PAO. The wait time may be longer based upon the number of applicants waiting to attend at that time.

APPROVED PROCESS:

If the tools and documents submitted by the provider are approved by the Assigned Administrative Entity (AE) within the 120-day timeframe, the AE will follow the instructions to mark the ODP Provider Qualification Form (DP 1059) as approved.

Provider Notification: The Assigned AE will:
- Mark the ODP Provider Qualification Form (DP 1059) as "**Qualified**."
- Send the approved DP 1059 form to the provider, along with a cover letter using the provided template **(Attachment #1).**

Communication with ODP: The Assigned AE will:
- Copy the ODP Regional Provider Qualifications Lead on the email sent to the provider.
- Copy the ODP Central Office on the email sent to the provider by emailing the provider enrollment mailbox at **ra-odpproviderenroll@pa.gov**.

The Assigned AE will maintain all documentation in accordance with record retention standards. The Assigned AE will send any documents to ODP upon request.

ENROLLMENT

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

New provider applicants of waiver services are required to successfully complete the Qualification Process for New ID/A Provider Applicants prior to accessing the Medical Assistance (MA) Online Provider Enrollment Application System.

Once the provider applicant is qualified and has an approved ODP Provider Qualification Form (DP 1059), they must complete the ODP Waiver Provider Agreement. Follow the instructions in the cover letter to properly complete the agreement.

After completing the agreement, you will receive a date-stamped (endorsed) ODP Waiver Provider Agreement. This endorsed agreement, along with the DP 1059 and all other required materials, must be submitted with your PROMISe® Enrollment Application.

To submit your application, use the **[MA Program Online Provider Enrollment Application System](#)**.

- **NOTE:** New providers must complete the Quality Assessment and Improvement process and undergo requalification in the fiscal year immediately following their initial qualification. As a result, they are required to submit the PROMISe® enrollment application for their first service location within **60 days** of receiving the approved DP 1059 from the Assigned AE.

Once the DP 1059 is approved, the 120-day deadline no longer applies.
Failure to submit the PROMISe® enrollment application within the
60-day timeframe will invalidate the DP 1059 and render the initial qualification no longer valid.

HCSIS REGISTRATION AND SERVICE OFFERINGS

Once the submitted enrollment application is approved and processed, the provider will

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

receive an automatically generated letter from the Office of Medical Assistance Program (OMAP) confirming site enrollment details. As part of the process, ODP Provider Enrollment staff will contact the Home and Community Services Information System (HCSIS) Help Desk and provide the organization name, the FEIN number, and Master Provider Index (MPI) number of the provider so they can be assigned an ODP role. The provider will receive notification from the Help Desk that they have an ODP role and can log into HCSIS to add services for which they are qualified. New providers should use this tip sheet to add services to HCSIS**: HCSIS Provider Updates Tip Sheet**.

The provider may begin to provide qualified services only after an AE has authorized it to do so in an Individual Support Plan (ISP).

ATTACHMENTS:

- *Attachment #1: New Provider Qualification Approval Template*
- *Attachment #2: New Provider Qualification - Additional Information Needed Template*
- *Attachment #3: New Provider Qualification Not Approved Template*

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