



# Performance-Based Contracting Residential Provider Data Submission Tool Availability

## ODP Announcement 25-020 Reminder

### AUDIENCE:

Residential Providers

### PURPOSE:

The purpose of this announcement is to remind providers that **submissions are due on March 15, 2025**. The Performance-Based Contracting (PBC) Data Submission Tool became available on February 15, 2025.

### DISCUSSION:

The Residential Services Provider PBC Data Submission Tool is now available for all providers who did not submit PBC information in August 2024 and will instead be submitting data and documentation during the current review period (February 15 – March 15, 2025). The Data Submission tool is web-based in QuestionPro and was created as a mechanism for providers of Residential Habilitation, Supported Living and Life Sharing services to submit data and documentation related to their organization's performance. In addition to this communication, ODP will send a notification with instructions to applicable residential providers via the QA&I listserv with details for completing the PBC Data Submission Tool.

There are three separate tools, one for each tier category. Prior to accessing the web-based Residential Provider PBC Data Submission Tool, ODP strongly recommends that providers review **Appendix E** of the [Performance-Based Contracting Residential Services](#)



[Implementation Guide](#) which gives providers PDF versions of each tool by tier category.

**Providers may only submit one Provider Submission Tool** and are strongly encouraged to utilize the checklist provided in **Appendix G** of the Implementation Guide to determine which tool they should submit. Providers should carefully review the performance measures for each tier and apply for the tier for which the provider is likely to qualify. Choosing the correct submission tool is important as the requirements vary depending on tier category. All responses are captured electronically via data input or document upload, and all questions must be answered within the tool.

### Recent Updates to PBC Documents

Based on feedback, ODP made some minor updates to the PBC documents previously published. Providers are encouraged to review the documents on the MyODP website thoroughly. A summary of the changes made, in the respective documents, is listed below.

- Data Submission Tool
  - CN-C.01.1: Repeating language from Process Details in the question prompt regarding inclusion of contractors
  - WF.03.2: Clarification that ODP is asking for full time equivalent (FTE) by requesting weekly hours instead of number of persons
  - ADM.01.1: Clarification that ODP is asking for both PA and non-PA licensing information
- Attestation: fixing typo: "to fidelity" changed to "with fidelity"
- Credentialing requirements in multiple documents: fixing typo: "goal data" changed to "goal date"
- Self-Assessment: addition of hyperlink to Incident Management Guide in the RM IM section
- RM IM Data: recalculation of RM-IM.01.3 using more recent data



- FAQ: additional professional credentials that should be included
  - CN-C.01.1:
    - Licensed Associate Professional Counselor(s) (LAPCs)
    - Licensed Social Worker(s) (LSWs)
    - Certified Registered Nurse Practitioner(s) (CRNPs)
    - Licensed Associate Marriage and Family Therapists (LAMFTs)
    - Licensed Marriage and Family Therapist(s) (LMFTs)
  - CN-DD/Bx.02.1
    - Licensed Associate Professional Counselor(s) (LAPCs)
    - Licensed Associate Marriage and Family Therapists (LAMFTs)
    - Licensed Marriage and Family Therapist(s) (LMFTs)
    - Licensed Clinical Social Workers (LCSW)

#### **Provider Data Submission Tool Links:**

- [Primary Provider Residential Data Submission Tool](#)
- [Select Provider Residential Data Submission Tool](#)
- [Clinically Enhanced Provider Residential Data Submission Tool](#)

#### **Additional Details**

- A completed [Residential PBC Attestation Form \(fillable\)](#) must be submitted with the Data Submission Tool.
- Providers do not need to inform ODP of the date that they will submit data and documentation for tier assignment.
- Providers submitting data are encouraged to review the PDF versions of the Data Submission Tools rather than using the live QuestionPro links to avoid any inadvertent/incomplete submissions.
- Providers will submit one Residential Provider Data Submission Tool for the organization per Master Provider Index (MPI) number.



- Providers must submit the Provider Data Submission Tool by 11:59pm on March 15, 2025. When the Provider Data Submission Tool is submitted in QuestionPro, a printable copy of the response will show on the screen. ODP highly recommends that providers print a copy of their agency submission for their records.

### **Virtual Office Hours (VOH)**

ODP will be hosting three additional VOH sessions to support residential providers planning to submit data for tier assignment. Sessions are optional for residential providers that have questions. During these times, ODP staff will be available to answer questions related to the PBC Residential Provider Data Submission Tools. To register, please click on the links below:

- [February 21, 2025, 9:00 AM – 10:30 AM](#)
- [March 7, 2025, 2:00 PM – 3:30 PM](#)
- [March 10, 2025, 1:00 PM – 2:30 PM](#)

### **Online Document Access**

Copies of each Data Submission Tool can be found in the [PBC Implementation Guide, Appendix E](#). All other PBC documents can be found on the MyODP PBC Resource Page located at the following link: [Performance-Based Contracting – MyODP](#)

### **QUESTIONS**

Please direct any questions about this information to [ra-pwodppbc@pa.gov](mailto:ra-pwodppbc@pa.gov).