



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

ODP Announcement 26-006

AUDIENCE:

Administrative Entities (AEs) and applicants seeking to provide services under the ID/A Consolidated, P/FDS, and Community Living Waivers.

PURPOSE:

This announcement provides a clear, step-by-step process for new provider applicants seeking qualification under the Office of Developmental Programs (ODP) ID/A waivers. The steps flow in the order they must be completed, making it easier for providers and AEs to follow the required sequence from PAO through qualification, enrollment, and service authorization.

NOTE: ODP Announcement 25-013 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 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.org, [**Provider Qualification and Enrollment**](#).

The steps flow in the order they must be completed, making it easier for providers and AEs to follow the required sequence from PAO through enrollment and service authorization.

STEP 1 — Provider Applicant Orientation (PAO)

The qualification process begins when the CEO completes all components of the ODP Provider Applicant Orientation (PAO):

- Pre-registration modules
- Full-day in-person session
- Required post-tests

After completing all requirements, the CEO receives a PAO Certificate of Achievement.

The date on this certificate starts the **60-day submission** window for all qualification documents.

STEP 2 — Prepare All Qualification Documentation

After completing PAO, the provider must prepare all required qualification documents:

- [DP 1059 – Provider Qualification Form](#)
- [New Provider Self-Assessment Tool](#)
- Policies, procedures, and protocols aligned with ODP requirements
- [Provider Qualification Documentation Record](#)
- Supporting documentation for each selected service specialty



These documents demonstrate compliance with 55 Pa. Code §6100.82 and Appendix C of the waivers.

STEP 3 — Submit Documents to the Assigned AE (Within 60 Days)

All required documents must be emailed to the Assigned AE within **60** calendar days of the PAO Certificate date. Failure to submit all documents within this timeframe results in a status of **Not Qualified**.

The PAO Certificate is valid for 120 days, but the **60**-day submission window ensures time for AE review and provider corrections.

If an applicant becomes **Not Qualified**, they must wait 365 days from their most recent full-day PAO session before restarting the process.

STEP 4 — AE Review and Follow-Up (30-Day Review Period)

Within **30 days** of receiving the provider's submission, the AE must:

- Review the New Provider Self-Assessment Tool
- Validate all policies, procedures, and required documentation
- Review the DP 1059 and Documentation Record

If corrections or additional information are needed, the AE sends an Additional Information Needed letter. Providers have 14 days to submit corrected materials.

Applicants will receive confirmation within 7 calendar days that their submission was received.



STEP 5 — AE Final Determination (By Day 120)

No later than 120 days after the PAO Certificate date, the AE issues one of two determinations:

APPROVED:

- AE marks the DP 1059 as Qualified
- Sends the Approval Letter and DP 1059 to the provider
- Copies the Regional Provider Qualification Lead and ODP Central Office

NOT APPROVED:

- AE marks the DP 1059 as **Not Qualified**
- Sends the Not Approved Letter and returns the DP 1059 marked Not Qualified.
- Notifies the Regional Lead and ODP Central Office

If Not Approved, the provider must wait 365 days from the most recent full-day PAO session before reapplying.

STEP 6 — Complete ODP Waiver Provider Agreement

Providers who are approved must complete the ODP Waiver Provider Agreement according to the instructions. Once ODP endorses the agreement with a date stamp, it becomes part of the enrollment packet required for PROMISe® submission.

STEP 7 — PROMISe® Enrollment (Submit Within 60 Days of Approval)

Providers must submit their initial PROMISe® enrollment application **within 60 calendar days** of the DP-1059 qualification date.



Required enrollment materials include:

- Endorsed ODP Waiver Provider Agreement
- Approved DP-1059
- All required supporting documents

Providers may not deliver or bill for ODP services until PROMISe® enrollment is fully completed and approved.

If the provider does not submit the initial enrollment application within the 60-day timeframe:

- The qualification will **expire**, and
- The provider must wait **365 days** before re-entering the qualification process, including retaking PAO. The 365-day waiting period starts from the date the DP 1059 was marked not qualified by ODP.

STEP 8 — HCSIS Registration and Adding Services

Once PROMISe® enrollment is approved:

- OMAP issues a site enrollment confirmation letter
- ODP requests HCSIS to assign the provider's ODP role
- Provider receives login instructions from the HCSIS Help Desk
- Provider logs in and adds qualified services using the [HCSIS Provider Update Tip Sheet](#)

STEP 9 — Service Authorization and Service Delivery

Providers may begin delivering services only after:

- The AE adds the service to a participant's Individual Support Plan (ISP)
- AE issues authorization for that service

Service delivery cannot begin before AE authorization.



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

Start Guide for New Providers

- Complete PAO (modules + in-person session + post-tests). Register with MyODP.org
- Download and review the New Provider Self-Assessment Tool. Found on MyODP.org.
- Create all required policies, procedures, and supporting documents.
- Complete DP 1059 and the Provider Qualification Documentation Record. Found on MyODP.org
- Submit all documents to your Assigned AE within **60** days.
- If AE requests corrections, respond within 14 days.
- Receive your approval decision by day 120.
- If approved, complete the ODP Waiver Provider Agreement.
- Submit your PROMISe enrollment application within **60** days of DP 1059 approval.
- After enrollment, access HCSIS using the instructions provided.
- Add your qualified services in HCSIS.
- Begin services only after AE authorization in a participant's ISP.