

The Office of Developmental Programs (ODP) Provides Written Notice of Provider Requalification Requirements

ODP Announcement 21-007

AUDIENCE:

Administrative Entities (AEs), 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 ID/A waivers) and the Adult Autism Waiver (AAW)

PURPOSE:

To inform all waiver providers and vendors, whose last digit of their Master Provider Index (MPI) number is 0, 1, or 2 that they must submit their qualification documentation to their Assigned AE and/or the ODP after February 1st but no later than March 31st of this year in order to meet requirements of 55 PA Code.

DISCUSSION:

ODP is providing this written notification of the requirement to submit qualification documentation for providers who have an MPI number ending in 0, 1, or 2. Providers within this group are due to become requalified in 2021 and must submit documentation no later than 61 days prior to the expiration of provider qualification. Specifically, supporting documentation must be submitted starting February 1, 2021, but no later than March 31, 2021. Documentation must include a completed [DP 1059 form](#) and/or [DP 1088](#), an updated [Provider Qualification Documentation Record](#), as well as any required supporting documentation. Please note that the updated Provider Qualification Documentation Record now has new tabs that pertain specifically to AAW providers.

Providers who fail to submit qualified documentation by April 30, 2021, will participate in transition planning for the participants currently receiving Home and Community Based Services (HCBS). As a part of the transition, the Assigned AE or Supports Coordinator will commence transition of waiver participants according to the process detailed in [ODP Announcement 20-007](#) and [ODP Announcement 20-110](#). Providers whose qualifications expire June 30th will not be eligible to receive payment for Waiver services rendered after June 30th, will no longer be qualified to provide HCBS, and have their name removed from the list of qualified providers of that HCBS.

WHERE TO SUBMIT DOCUMENTATION

If your agency is enrolled to provide services in BOTH an ID/A waiver and the AAW, providers should submit all supporting documentation to both their Assigned AE and ODP's Bureau of Support for Autism & Special Populations (BSASP) at ra-pwaawproviderqual@pa.gov.

If your agency is enrolled to provide services in an ID/A waiver only, providers should submit all supporting documentation to their Assigned AE.

If your agency is enrolled to provide services in the AAW-only, providers should submit all supporting documentation to BSASP at ra-pwaawproviderqual@pa.gov.

HOW TO SUBMIT DOCUMENTATION

When submitting qualification documentation to their assigned AE and/or BSASP, providers should include the name of their agency and MPI number in the Subject Line of the email.

In addition, all documentation and files should be named using the format(s) below:

- Agency Demographics Documentation:
 - Shared = Shared_AgencyName_Agency (e.g. Shared_ABCAgency_Agency)
 - ID/A = IDA_AgencyNameAgency (e.g. IDA_XYZAgency_Agency)
 - AAW = AAW_AgencyName_Agency (e.g. AAW_RSTAgency_Agency)
- Staff Qualifications Documentation:

- ID/A = IDA_AgencyName_Staff (e.g. IDA_ABCAgency_Staff)
- AAW = AAW_AgencyName_Staff (e.g. AAW_XYZAgency_Staff)

RESOURCES AND INQUIRIES

For reference to provider qualification in PA Code, please see [Pennsylvania Bulletin Volume 49, Number 40, Subsections 6100.83-84](#), which contain provider qualification citation specifications. Inquiries regarding this communication or the ID/A qualification process, should be sent to the ODP Provider Qualification mailbox at: ra-odpproviderqualif@pa.gov. Inquiries regarding the AAW qualification process, should be sent to the AAW Provider Enrollment Mailbox at RA-PWBASPROVENROLL@pa.gov.