* The Supports Coordination Organization (SCO) Triennial Qualification process has four steps:

1. The SCO completes the Triennial Supports Coordination Organization Qualification Application (“Application”);
2. The SCO electronically submits the Application, scanned copies of the signed Application Face Sheet, and all required supplemental documents, in accordance with the directions on page 4 of these instructions;
3. Upon receipt of the completed application, a copy of the signed Application Face Sheet and all required supplemental documents, ODP reviews the application and documents;
4. Within 30 calendar days of receipt of the completed Application, a copy of the signed Application Face Sheet, and all required supplemental documents, ODP notifies the SCO of approval or disapproval of its qualification application.

* The Application must be completed and submitted in its entirety, and a copy of the signed Application Face Sheet and all required supplemental documents received, before ODP will consider it complete and begin its review.
* ODP will provide a confirmation e-mail to the individual designated as the contact person on the Application Face Sheet. The email will indicate whether the Application is complete or whether additional information is required in order for ODP to begin its review of the Application.
* All communication about the Application process will be directed to the designated contact person; therefore, it is essential that this person ensures appropriate and timely dissemination, collection and review of all material to and from ODP related to the SCO’s Application.

**PLEASE NOTE: It is the responsibility of the SCO to ensure that ALL required information and supplemental documentation is submitted to ODP no later than the first of the month prior to the expiration month of its current qualification period. Failure to provide necessary information or documents could result in the SCO losing its qualification to provide Supports Coordination services under the waivers.**

**General Instructions**

*Some changes have been made to the Application since the last qualification period. Please carefully read these instructions prior to completing the Triennial Qualification Application. A review of the organization’s internal procedures and documentation should occur prior to answering the Assurances and Attestations.*

# Page 1 – Application Face Sheet

The Application Face Sheet provides the SCO’s identifying information and serves as the cover sheet for submitting the required qualification documents to ODP.

## Face Sheet Items:

* Organization’s Legal Entity Name – the legally incorporated name of the SCO.
* Address and Phone Number – the SCO’s complete administrative office mailing address, including the nine-digit zip code, and the phone number for the administrative office.
* Master Provider Index (MPI)
* Federal Employer Identification Number (FEIN)
* National Provider Identifier (NPI) Numbers
* County(ies) where the SCO currently provides Supports Coordination services – please list.
* Contact person – Please designate one contact person for the SCO, provide that person’s email address, and *ensure that that person coordinates the preparation, review and submission of all required documents associated with the Application.*
* Executive Director and Board President – the name, title, signature and date are required for both positions.
  + Non-governmental entities should provide the names and signatures of the SCO Executive and the President of the SCO’s governing board.
  + Governmental entities should provide:
    - as the “SCO Executive”, the name and signature of:
      * The county MH/MR Administrator

or

* + - * the County Human Services Director;

**and**

* + - in lieu of the chair of its governing board, the name and signature of
      * the County Executive

or

* + - * the Chair of the County Commissioners

or

* + - * the Chair of the County Council.

# Page 2 – Submission of Supplemental Documents

Supplemental documents must be submitted with the Application in order for the Application to be considered for approval:

1. Proof of Executive Director’s educational documentation (see Application, #1)
   * + ***Only required if Executive Director was hired after the submission date of the SCO’s last qualification application.***
2. Proof of Executive Director’s experience and knowledge of ODP’s intellectual disability and autism service system (see Application, #2)
   * + ***Only required if Executive Director was hired after the submission date of the SCO’s last qualification application.***
3. List of Board Members – governing board, not advisory board, for the SCO (see Application, #3).
   * Include the term of service on the board for each Board Member
   * Indicate the relationship to any intellectual disability provider/vendor organization for any board member where such a relationship exists.
   * If a relationship does exist between any board member and an intellectual disability provider/vendor organization, the conflict of interest policy for the board must also be submitted.
4. Table of Organization (see Application, #4) that includes all levels up to, and including, the Board of Directors.
5. Vehicle Insurance (see Application, #5)
   * For automobiles owned or leased and/or hired as a component of Supports Coordination services by the SCO.
6. Proof of Commercial General Liability Insurance (see Application, #6)
7. Proof of Workers Compensation Insurance (see Application, #7)
8. Written 24-hour response procedures, or written agreement for provision of 24-hour response system – these procedures must address the availability of SCO staff to individuals/families in times of emergency. This policy is not intended to replace existing procedures related to mental health crisis management. County Crisis systems or other entities may be used by the SCO to fulfill its responsibility to provide for 24 hour access. In those cases, the SCO must have a current, written agreement with a third party entity to provide those services provided the arrangement has linkages to the SCO. (see Application, #8)
9. List of currently employed SC Supervisor(s) and SC(s) hired after the SCO’s last qualification application with the following information included (see Application, #9)
   * Date of hire
   * Expiration date of Driver’s License, if the operation of a vehicle is necessary to provide SC Services
   * Date and result or status of background check and child protective services clearance
10. Proof of educational and experience requirements for the most recent 25 SC Supervisors and SCs (see Application, #10).

**The following educational/experience documentation is required**:

* + Degrees that specify the major (example, Psychology) and/or,
  + Transcripts to identify the college credits and/or,
  + Resume if the new hire has the 12 credits but does not have the degree

# Pages 3 through 8 – Assurances and Attestations

The SCO is to provide 38 assurances and attestations (#1-38). Documentation of compliance with those assurances and attestations must be presented upon request and may be part of the Quality Assessment and Improvement Process.

# Application Submittal Requirements

*SCOs are requested to coordinate submission of forms and other required documents so that all documents are emailed (or sent via postal mail) on the same date.*

1. The Application must be completed and submitted electronically, with scanned copies of the signed Application Face Sheet and required supplemental documents, to:

[**ra-scqualifications@pa.gov**](mailto:ra-scqualifications@pa.gov)

1. If the SCO is unable to submit the scanned copies of the signed Application Face Sheet and required supplemental documents electronically, hard copies must be submitted to:

**Department of Human Services**

**Office of Developmental Programs**

**P.O. Box 2675**

**Harrisburg, Pennsylvania, 17105**

**Attention: SCO Qualification**

**Please do not send hard copies via postal mail if electronic document copies were emailed***.*

1. Maintain one complete copy of the application, with the Application Face Sheet and original signatures, for SCO records.

**Please direct any questions about the SCO Triennial Qualification Application process to** [**ra-scqualifications@pa.gov**](mailto:ra-scqualifications@pa.gov)**.**