

Office of Developmental Programs' Provider Applicant Orientation

Thank you for expressing interest in providing services to individuals with Intellectual Disability (ID) and/or Autism with the Office of Developmental Programs (ODP). All Provider Applicants must complete requirements outlined in the *Office of Developmental Programs Provider Applicant Orientation* before proceeding to Provider Qualification and Enrollment. Follow the steps below to access materials for the Orientation.

MISSION: The Mission of the Office of Developmental Programs (ODP) is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice, and opportunity in their lives.

The *Office of Developmental Programs Provider Applicant Orientation* was developed by the Pennsylvania Department of Human Services Office of Developmental Programs to ensure that all Applicants intending to provide waiver services for individuals with an Intellectual Disability and/or Autism have an understanding of how the ODP system operates prior to starting to provide services. The Orientation is offered free of charge.

Important notes:

- Only the Chief Executive Officer/Executive Director of the organization who signs the ODP Waiver Provider Agreement (during Qualification and Enrollment, after successful completion of the Orientation) is permitted to complete the Provider Applicant Orientation. Individuals who wish to provide services independently (not as part of an agency) are considered the CEO/Executive Director.
- The Chief Executive Officer/Executive Director is required to create his or her own unique account on ODP's website, MyODP, and must use it to complete all Orientation requirements, including Pre-Session Modules and the post-test following the Provider Applicant Orientation session.¹ If Pre-Session requirements are completed by someone other than the CEO/Executive Director, the organization will not be able to proceed with the process.
- Only the CEO/Executive Director (one person per organization) is permitted to attend the Orientation session. Participants who have not received a confirmation will not be admitted to the session.
- Organizations intending to provide Supports Coordination services are not to complete the Provider Applicant Orientation. Instead, send an inquiry to RA-scqualifications@pa.gov.

¹ Note that Applicants who wish to provide services through the Adult Autism Waiver (AAW) only are not required to attend an Orientation session but must still complete Pre-Session Modules 1-5.

MyODP Account Instructions

- If you have a MyODP account, do not create an additional account. Instead, use your existing MyODP account to access Provider Applicant Orientation materials.
- Provider Applicant Orientation materials are restricted to the Provider Applicant role. If you have an account but don't see what you expect to see, check your MyODP account role and update it as needed: [Role Update Instructions](#).
- If you do not have a MyODP account, go to the [MyODP website](#). In the upper right-hand corner of the webpage, click "Login". Follow the instructions under the title, "Is this your first time here?" Make sure to choose the role *Prospective Provider Applicant* and check the box *PPA-Consolidated and Person/Family Directed Support (P/FDS) Waivers*.
- If you need assistance in creating or updating a MyODP account, contact the MyODP Help Desk: support@myodp.org.

Note: after creating a MyODP account, the CEO/Executive Director must complete Pre-Session requirements in order to be eligible for an Orientation session. To begin the Pre-Session process after creating an account, use the link or path below.

LINK: (Make sure you are logged in to MyODP before using this link) <https://www.myodp.org/course/view.php?id=523>

OR

PATH: [MyODP](#) (log in) > Home > Training (blue bar) > Intellectual Disability > Provider Applicant Orientation > Provider Applicant Orientation > Provider Applicant Orientation Welcome

If you have questions about the Orientation process or ODP policy, please contact RA-PWPROVIDERAPP@pa.gov.

If you have questions about the Pre-Session materials on MyODP, contact pao@columbusorg.com.