

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

ODP Announcement 25-008

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 (P/FDS) waivers (known collectively as the Intellectual Disability and Autism [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 3, 4, or 5, as well as new providers who enrolled in the 2023-2024 fiscal year, that they must submit their qualification documentation to their Assigned AE and/or ODP's Bureau of Supports for Autism and Special Populations (BSASP). This documentation is due between February 1, 2025, through March 31, 2025.

DISCUSSION:

ODP is providing this written notification of the requirement to submit qualification documentation for providers who have an MPI number ending in 3, 4, or 5, in addition to new providers who enrolled in the 2023-2024 fiscal year. Providers within these groups are due to become requalified in 2025 and must submit documentation no later than March 31, 2025, to enable the assigned AE and/or BSASP to complete qualifications by April 30, 2025. Documentation must include a completed [DP 1059 form](#) and/or [DP 1088 form](#), [Provider Qualification Documentation Record](#) (note: an updated Provider Qualification Documentation Record will be uploaded to MyODP in the coming weeks), as well as any other required supporting documentation.

Providers who fail to become qualified by April 30, 2025, will participate in transition planning for the participants currently receiving 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 23-101](#) and [ODP Announcement 20-110](#).

Providers whose qualifications expire July 1, 2025, will not be eligible to receive payment for waiver services rendered after June 30, 2025, and will no longer be qualified to provide HCBS. That provider will also be removed from the list of qualified providers of that HCBS.

WHERE TO SUBMIT DOCUMENTATION

If the provider 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 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, you will receive a separate email from BSASP with instructions on how to submit supporting documentation.

HOW TO SUBMIT DOCUMENTATION

When submitting qualification documentation to their assigned AE and/or BSASP, the name of the provider and MPI number must be included 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, please see [PA Code Chapter 6100, Subsections 6100.83-84](#) which contains provider qualification citation specifications.

CONTACT:

Inquiries about this communication regarding the ID/A qualification process should be sent to the ODP Provider Qualification mailbox at: ra-odpproviderqualif@pa.gov.

Inquiries about this communication regarding the AAW qualification process should be sent to the AAW Provider Qualification Mailbox at ra-pwaawproviderqual@pa.gov.