



**pennsylvania**

DEPARTMENT OF HUMAN SERVICES  
OFFICE OF DEVELOPMENTAL PROGRAMS

## Multi-Year Program Growth Strategy: AE Readiness Survey

This survey is designed to assess Administrative Entities' readiness for the Multiyear Program Growth Strategy Waiver Capacity Management Process.

Questions regarding this submission may be addressed to the ODP Waiver Capacity Manager for your region.

Please begin the survey now by clicking on the **START** button below.

Please Enter Your Contact Information

\* First Name

\* Last Name

\* Title

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\* Email Address

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\* Please Select Your AE from the Dropdown List

- ALLEGHENY
- ARMSTRONG/INDIANA
- BEAVER
- BEDFORD/SOMERSET
- BERKS
- BLAIR
- BRADFORD/SULLIVAN
- BUCKS
- BUTLER
- CAMBRIA
- CAMERON/ELK
- CARBON/MONROE/PIKE
- CENTRE
- CHESTER
- CLARION
- CLEARFIELD/JEFFERSON
- COLUMBIA/MONTOUR/SNYDER/UNION

- CRAWFORD
- CUMBERLAND/PERRY
- DAUPHIN
- DELAWARE
- ERIE
- FAYETTE
- FOREST/WARREN
- FRANKLIN/FULTON
- GREENE
- HUNTINGDON/MIFFLIN/JUNIATA
- LACKAWANNA/SUSQUEHANNA
- LANCASTER
- LAWRENCE
- LEBANON
- LEHIGH
- LUZERNE/WYOMING
- LYCOMING/CLINTON
- MCKEAN
- MERCER
- MONTGOMERY
- NORTHAMPTON
- NORTHUMBERLAND
- PHILADELPHIA

- POTTER
- SCHUYLKILL
- TIOGA
- VENANGO
- WASHINGTON
- WAYNE
- WESTMORELAND
- YORK/ADAMS

## Section A: AE Staffing

**\* Measure A:** AE has sufficient staffing to implement growth strategy successfully.

**Details A:** Demonstrated by assignment of at least two staff who are responsible for waiver capacity management: program and fiscal.

**A1.** Please report staff--by name and role--who will be responsible for waiver capacity management.

*Enter NA as appropriate.*

	Staff Name	Staff Role
Staff #1		
Staff #2		

## Section B: Operating Agreement & Waiver Compliance

**\* Measure B:** The AE is compliant with the AE Operating Agreement, established waiver expectations and other ODP communications/guidance.

**Details B:** No current DCAP or sanctions.

**B1.** Are you currently under a DCAP?

*Note: If you answer "Yes," the survey will end.*

Yes

No

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\* **Measure B:** The AE is compliant with the AE Operating Agreement, established waiver expectations and other ODP communications/guidance.

**Details B:** No current DCAP or sanctions.

**B2.** Are you currently under any sanctions?

*Note: If you answer "Yes," the survey will end.*

Yes

No

## Section C: Utilization Reviews

\* **Measure C:** The AE has established protocol for completing utilization reviews.

**Details C:** AE will submit current established protocol to conduct utilization reviews and future adoption of the agreed upon standardized tool once finalized.

**C1.** Submit your current utilization review protocol.

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\* **Measure C:** The AE has established protocol for completing utilization reviews.

**Details C:** AE will submit current established protocol to conduct utilization reviews and future adoption of the agreed upon standardized tool once finalized.

**C2.** Attest that you agree to utilize a standardized tool once established and approved.

Yes

No

## Section D: Monthly Performance Monitoring

\* **Measure D:** AE has established protocol for reviewing data monthly.

**Details D:** AE will submit established protocol for how Multi-Year Growth Strategy standards and measures are monitored.

**D1.** Submit your protocol for how Multi-Year Growth Strategy standards and measures are monitored.

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## Section E: Percentage of Utilization/Authorization

\* **Measure E:** AE meets average utilization expectations.

**Details E:** AE will meet the following authorization/utilization standards:

- Residential utilization percentage is 90% or greater.
- Community Participation Support utilization percentage is 80% or greater.

**E1:** AE will plan to meet the above authorization/utilization standards by 12/31/25.

Yes

No

## Section F: Waiver Capacity Management

\* **Measure F:** Waiver Capacity Management

**Details F:** AE efficiently manages waiver capacity.

- AE will track timeliness of waiver capacity management by measuring the time between the vacancy date and intent to enroll date.
- AE will track and analyze data on number of days waiver capacity remains vacant across all waivers and by waiver.

**F1.** The AE has established Quality Management processes to include tracking and analyzing Waiver Capacity enrollment

Yes

No

## Section G: ISP Review & Service Authorization

\* **Measure G:** AE has established process for reviewing ISPs and services to ensure services are authorized in accordance with identified needs, waiver expectations and budget impact.

**Details G:** AE will submit policy/protocol for process review for internal controls for ISP review and service authorization.

**G1.** Submit your protocol for process review for internal controls for ISP review and service authorization.

File 0 of 1

Max file size: 50.0 MB



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## Section H: PUNS



\* **Measure H:** AE ensures PUNS is updated timely when an individual is enrolled in waiver.

**Details H:** AE will meet the following standards:

- Number of individuals on Emergency PUNs and enrolled in Consolidated Waiver is zero (0)Individuals
- Individuals enrolled in waiver have PUNS updated within 30 days.
- Engage with SCOs on a regular basis to ensure accurate PUNS and information sharing to determine emergent individuals on waiting list.

**H1.** Report the number of individuals in the Emergency Puns enrolled in the Consolidated waiver.

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\* **Measure H:** AE ensures PUNS is updated timely when an individual is enrolled in waiver.

**Details H:** AE will meet the following standards:

- Number of individuals on Emergency PUNs and enrolled in CW is zero (0)Individuals enrolled in waiver have PUNS updated within 30 days.
- Engage with SCOs on a regular basis to ensure accurate PUNS and information sharing to determine emergent individuals on waiting list.

**H2.** Report the number of individuals enrolled in waiver whose PUNS has not been updated within 30 days.

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\* **Measure H:** AE ensures PUNS is updated timely when an individual is enrolled in waiver.

**Details H:** AE will meet the following standards:

- Number of individuals on Emergency PUNs and enrolled in CW is zero (0)
- Individuals enrolled in waiver have PUNS updated within 30 days.
- Engage with SCOs on a regular basis to ensure accurate PUNS and information sharing to determine emergent individuals on waiting list.

**H3.** Provide protocol for engaging with the SCOs on a regular basis to ensure accurate PUNS and information sharing to determine emergent individuals on the waiting list.

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## Section I: Data Management

\* **Measure I:** AE will use all budget management tools available to them, including the AE dashboard.

**Details I:** AE will log into and use the AE dashboard at least once per month.

**I1.** Attest that you agree to login and utilize the AE dashboard monthly.

Yes

No

## Section J: Base Utilization Practices

\* **Measure J:** AE will ensure oversight of base spending in accordance with their county plan.

**Details J:** Encumbrance and carryover.

**J1.** Attest that you will ensure oversight of base spending in accordance with the county plan.

Yes

No

## Section K: Comparison to Proposed Budget

\* **Measure K:** Budget analysis using the data including utilization vs authorization patterns by service type, predictable budget trends and impacts to the overall county budget.

**Details K:** AE conducts budget analysis to identify trends and budget impacts.

**K1.** Attest that you will conduct budget analysis using the data including utilization vs authorization patterns by service type, predictable budget trends and impacts to the overall county budget. ODP will provide the statewide trends in order for AEs to compare to their data.

Yes

No

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