**EXISTING Provider Process (Licensed)**Office of Developmental Programs (ODP)

| **STEPS** | **REFERENCE INFORMATION** | **EXPECTED RESULTS** |
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| 1. If the organization intends to provide Residential Habilitation Services, the Provider CEO/Executive Director completes these requirements:   a.) Dual Diagnosis Curriculum (40 Hours). The Provider will need to show a completion certificate to the Assigned AE. Review ODP Communication Number 076-18: Required Dual Diagnosis Training.  b.) Review of the ISP Residential Staffing and Health Risk Screening Tool (HRST) webinars  NOTE: Provider must enter the dates that the trainings were completed on the Provider Qualification Documentation Record (PQDR) under Tab 2. Agency Demographics. | [076-18:  Required Dual Diagnosis Training for Providers Newly Enrolling to Provide Residential Habilitation Services](https://s3-us-west-2.amazonaws.com/palms-awss3-repository/Communications/ODP/2018/ODPANN+076-18+Required+Dual+Diagnosis+Training+for+Providers+Newly+Enrolling+to+Provide+Residential+Habilitation+Services.pdf" \t "_blank)  [Residential ISP Staffing and Health Risk Screening Tool Webinars](https://www.myodp.org/course/view.php?id=1587) | Provider CEOs/Executive Director completes the Dual Diagnosis Training (one certificate) and Review of the ISP Residential Staffing and HRST webinars (second certificate).  All documents noted above are available here: Provider Qualification and Enrollment course on MyODP  . |
| 1. Residential Readiness Tool for Residential Habilitation, Life Sharing, and Supported Living Providers: All existing providers that are interested in adding residential services (Residential Habilitation, Life Sharing, or Supported Living services) as a specialty in the Consolidated, Community Living, and Adult Autism Waivers must complete this tool. The tool will be reviewed by the assigned Administrative Entity (AE). The provider must be determined “Ready” for each required question on the tool to proceed in the qualification process. Once the AE does the final review, the AE will send their final determination back to the agency. | [The Residential Readiness Tool for Residential Habilitation, Life Sharing, and Supported Living Providers](https://home.myodp.org/resources/autism-resources/provider-qualification-and-enrollment/) | Here you may access the Overview and Instructions, the Residential Readiness Tool Webinar, and the ODP Residential Readiness Tool. Read the introduction and instructions carefully before beginning the tool. |
| 1. A Provider intending to provide licensed Residential Habilitation, Life Sharing, Supported Living, Respite, and Community Participation Supports provided in Adult Training Facilities, Vocational Facilities, and Older Adult Daily Living Centers. Complete the Noncontiguous Clearance Form and submit to the Waiver Capacity Manager | [ODP 19-138: Approved Program Capacity (APC) and updated Noncontiguous Clearance Form](https://palms-awss3-repository.s3-us-west-2.amazonaws.com/Communications/ODP/2019/Attachment+3++Approved+Program+Capacity+Requirements+by+Year.zip) | The Provider receives a determination from the Regional Waiver Capacity Manager. |

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| **STEPS** | **REFERENCE INFORMATION** | **EXPECTED RESULTS** |
| 1. A Provider intending to provide licensed services under Regulation Chapters 2380, 2390, 6400, or 6500 applies for licensing through the Certification Licensing System (CLS).   The Provider accesses HCSIS and creates an account by clicking on the Provider Self-Service tile:   * In the upper right-hand corner click on CREATE ACCOUNT. * Register as a Business Partner   The Provider will receive an email with instructions for the Business Partner (“B-” account). | <https://www.hcsis.state.pa.us/hcsis-ssd/default.aspx> | The Provider obtains a Business Partner (“B-”) account to access the Certification and Licensing process. |
| 1. The Provider completes Provider Qualification Documentation Record (PQDR), Form DP 1059, Residential Readiness tool and submits the forms with supporting documentation to the Assigned AE.   NOTE: As a reminder, effective June 30, 2022, when rendering remote support services to participants, as a component of a Life Sharing, Residential Habilitation or Supported Living , the provider must have a supportive technology professional (direct, contracted, or in a consulting capacity) available who has either a current Assistive Technology Professional certificate from Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) or Enabling Technology Integration Specialist SHIFT certification.  The provider must answer Yes or No on the PQDR, Tab 2. Agency Demographics if they intend to render remote supports as a component of residential services. In addition, the provider must enter the Name of the staff and the certification on the PQDR, Tab 4. IDA Staff Qualification. | All documents are available under: [Provider Qualification and Enrollment course on MyODP](https://home.myodp.org/resources/autism-resources/provider-qualification-and-enrollment/) | The Assigned AE reviews information and corresponds with the Provider with requests for changes. When all documents are approved, the AE forwards a signed copy of PQ FORM DP 1059 back to the Provider. |
| 1. The Applicant accesses the electronic Provider Enrollment Application website and applies for the Specialties for which they are qualified. Supporting documentation needed:  * The Approved APC letter (if needed) * DP FORM 1059 for each site. Other forms may be required depending on the specialty of service. | <https://www.dhs.pa.gov/providers/Providers/Pages/PROMISe-Enrollment.aspx> | PROMISe™ – The Commonwealth of Pennsylvania Department of Human Services claims processing and management information system.  New provider applicants need to understand ODP’s claims billing process. Once a new applicant is successfully enrolled, and has a recognized13- digit PROMISe™ ID number which is a combination of the provider’s nine-digit MPI number and four-digit service location code (SLC), you can enroll with PROMISe™<https://promise.dpw.state.pa.us/portal/Default.aspx?alias=promise.dpw.state.pa.us/portal/provider>  Training is available by appointment on-site at your office, via virtual web meeting, or teleconference. To request training e-mail [promiseprovidertraining@dxc.com](mailto:promiseprovidertraining@dxc.com) or register online at: <https://www.dhs.pa.gov/providers/Providers/Pages/PROMISe-Provider-Education-Training.aspx> |
| 1. The Provider Enrollment Unit will review the application. If approved, the organization will be enrolled in PROMIS*e*™ | 888-565-9435 [RA-odpproviderenroll@pa.gov](mailto:RA-odpproviderenroll@pa.gov) | Automated letter generated by the Office of Medical Assistance Programs (OMAP)and sent through **USPS** confirming site enrollment details. |
| 1. Rates are loaded into PROMIS*e*™ and contracts are created in HCSIS within 5-7 business days. |  |  |
| 1. If the individual chooses the provider, the Support Coordinator can now add services to an ISP. |  |  |