

## Helpful Tips for completion of the DP 1059

If you are experiencing issues completing the DP 1059, please ensure you follow the instructions below to properly access and complete the form.

### **Technical Requirements for Accessing the DP 1059:**

- Use a desktop or laptop computer – iPads, iPhones, or other mobile devices will prevent the form from functioning properly.
- Download the DP 1059 form directly from MyODP – Do not use versions of the form that have been emailed to you.
  - Path to download: MyODP → Resources → Intellectual Disability Resources → Waiver Services → Qualification and Enrollment Process → [Provider Qualification and Enrollment](#).
- **Use Adobe Reader PDF software** when opening the DP 1059. This can be downloaded for free at: [Adobe Acrobat Reader](#).
- Ensure you are using the correct version – The form should be titled DP 1059 (v. 2). Forms with a "Reset" option in the top right corner should not be used.

### **Step-by-Step Instructions for Completing the DP 1059:**

1. Download the most recent DP 1059 form from MyODP and save it to your desktop. If you are updating information, be sure to download the most current approved DP 1059. After downloading, close your web browser completely. Then, open the form directly from the saved location to ensure it loads correctly.
2. Right-click the file icon, select "Open With", and choose "Adobe Acrobat Reader."
3. Select "Provider" at the top, then "New Provider" (if applicable).
4. Complete Sections 1 & 2 (if not already filled in). This will activate Section 3.
5. In Section 3, select the correct provider type and specialty code – Refer to Tab 5 of the PQDR to find the correct corresponding provider type and specialty code for each service you are qualifying or requalifying for.
6. Mark the enhanced indicator for any services seeking enhanced qualifications.
7. Complete the rest of the form, then sign and date it.
8. If submitting the DP 1059 for requalification or an update, change the designation on the first page from "New Provider" to either "Existing Provider – Requalification" or "Update."
9. Submit the completed form to your Assigned AE.

### **Troubleshooting:**

If, after following these steps, you continue to experience issues completing the DP 1059, please email the Provider Qualification mailbox at [ra-odpproviderqualif@pa.gov](mailto:ra-odpproviderqualif@pa.gov). Be sure to attach the DP 1059 form to your email and provide a detailed description of the issue you are experiencing.