

Adding/Removing Specialties from ODP Service Locations

Removing a specialty from all sites:

Notify your AE of your intention to no longer provide a particular service(s)

Review your individual’s ISPs to determine who will be affected by this action.

Work with the individual’s SCO to ease transition of services for the individual.

Expect to continue to provide the service until a new provider can be found to take over.

Once all plans have been adjusted to remove your agency as the provider of this service, please end date your contracts (please see [HCSIS Provider Update Tip sheet](https://s3-us-west-2.amazonaws.com/palms-awss3-repository/MyODP_Content/Course+Content/Provider+Qualification/HCSIS_Provider_Updates_Tip_Sheet+-+v7.6+-+20170909.pdf)) in HCSIS for the service you are no longer providing.

Send the Service Location Change Form with section 4 completed to end date the specialty for each site it is on. Forms should be completed for each site and emailed to [ra-odpproviderenroll@pa.gov](mailto:ra-odpproviderenroll@pa.gov) for processing.

Adding a Specialty to an ODP site:

Please review the qualification requirements to be sure you are qualified to perform the services you wish to provide. If you meet the qualification requirements, please add the new specialty to your existing DP 1059 and send it, along with your required documentation to your Administrative Entity for approval.

Once you are qualified to provide the service, complete a [PROMISe™ Provider Service Location Change Request Form](https://s3-us-west-2.amazonaws.com/palms-awss3-repository/MyODP_Content/Resources/Forms/Instructions+for+PROMISe%E2%84%A2+Provider+Service+Location+Change+Request.pdf) using PART 4 on page 4 for each service location. Check the “Add a specialty or sub specialty for this provider” box. You may include more than one specialty on the form. Please be sure to enter all requested information.

Please send the completed page, a copy of your DP 1059 and the appropriate license (if applicable) via email to: [ra-odpproviderenroll@pa.gov](mailto:ra-odpproviderenroll@pa.gov) or fax to: 717-783-5141.

Deleting a Specialty on an ODP site:

Please complete a [PROMISe™ Provider Service Location Change Request Form](https://s3-us-west-2.amazonaws.com/palms-awss3-repository/MyODP_Content/Resources/Forms/Instructions+for+PROMISe%E2%84%A2+Provider+Service+Location+Change+Request.pdf) using PART 4 on page 4 for each location. Check the “End date this specialty or sub-specialty for this provider” box. You may include more than one specialty on the form. Please be sure to enter all requested information.

Adding an ODP Provider Eligibility Program (PEP) to an active site in PROMISe:

You must be a qualified ODP provider to add ODP PEPs to a site. You must also be qualified to provide at least one of the services on the enrolled site in order for the ODP PEPs to be added and billing to process correctly. If you meet these requirements, please complete the using PART 4 on page 4 for each service location. Check the “Add a Provider Eligibility Program (PEP) for this provider” box and list the PEPs you require. You may enter more than one PEP on the form. Please be sure to enter all requested information.

Deleting an ODP Provider Eligibility Program (PEP) from an active site in PROMISe:

Please complete PART 4 on page 4 for each service location. Check the “End-date a Provider Eligibility Program (PEP) for this provider” box and list the PEPs you require end- dated. You may enter more than one PEP on the form. Please be sure to enter all requested information.

Please send the completed [PROMISe™ Provider Service Location Change Request Form](https://s3-us-west-2.amazonaws.com/palms-awss3-repository/MyODP_Content/Resources/Forms/Instructions+for+PROMISe%E2%84%A2+Provider+Service+Location+Change+Request.pdf) and all required documentation per instructions to:

Email: [Ra-odpproviderenroll@pa.gov](mailto:Ra-odpproviderenroll@pa.gov)

Fax: 717-783-5141

Mail: Department of Human Services  
Office of Developmental Programs I Bureau of Community Services  
Attn: Provider Enrollment

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