

## **ODP PROMiSe Enrollment Tip Sheet**

### **Steps to take after receiving approved DP-1059:**

1. Now that you received your approved DP-1059, your next step in the enrollment process is to submit a PROMiSe enrollment application using the following link: [PROMiSe Enrollment Application](#). For assistance using the online application, please review the user manual: [PA PROMiSe™ Provider Internet User Manual](#). It is strongly recommended you submit your initial PROMiSe enrollment application as soon as you receive your approved DP-1059.
2. When your initial application is approved, you will receive an email from the HCSIS Help Desk with login information. You will then need to login and select services for your new location. Rates will automatically load 7-10 days after you select services. Supports Coordinators can attach services once rates have loaded. The [HCSIS Provider Updates Tip Sheet](#) provides detailed instructions on how to add services in HCSIS.
3. You will need to update your MyODP Account Profile to remove the Prospective Provider Applicant setting and add the correct role you have as a Provider. To update your MyODP profile, you can use this link: <https://www.myodp.org/local/umass/register.php>. Go through the steps and submit your changes. If you need assistance, contact the MyODP help desk at: [support@myodp.org](mailto:support@myodp.org).

### **Tips for submitting enrollment applications:**

- Please remember to add all owners or board members under the ownership section of the application. Owners and board members are required per federal regulation. More information can be found at the following link: <https://www.cms.gov/sites/default/files/repository/25/Toolkit%20for%20Disclosures%20of%20Ownership%20and%20Control%2042%20CFR%20455%20104%20%20final.pdf>
- Ownership must equal 100% regardless of individual ownership or corporate ownership. If there are multiple owners, please be sure to indicate their percentage as appropriate.
- All four ODP PEPs should be added to every application. The ODP PEPs are Consolidated Waiver, Community Living Waiver, PFDS, and ID Base.
- The attachments for the Articles of Incorporation and Department of State document can be the same document. Example Articles of Incorporation document: <https://www.dos.pa.gov/BusinessCharities/Business/RegistrationForms/Documents/RegForms/15-1306%20Art%20of%20Incorp%20For%20Profit.pdf>. Please be sure you attach the approved version.

- APC forms are submitted to the waiver capacity manager twice, once to verify Non-contiguous status and once to verify Approved Program Capacity. Please be sure both steps are completed prior to attaching the document to your Promise application.
- You have 30 days to correct and resubmit a returned application. It will expire if you do not resubmit it for review. Once expired, you must complete a new application to replace the expired one to enroll the site.

#### **General Information:**

- It is recommended to set up EFT for every site to help guarantee smooth payments for services rendered.
- Once enrolled, each service location will need revalidated every 5 years as long as it is an active site in your agency. You will receive a reminder email from Promise 90 days before and again 30 days before it's due. Please be sure to use a good email address in your demographics and update information in **Promise** as needed to avoid missing their reminders.
- **Your agency** will need to be requalified after the first year. **Your agency** DP-1059 is only effective for one year initially. After the first requalification, the agency will be on a three year schedule. Your Promise application can be returned for corrections if your DP-1059 is out of date.
- EVV must be set up for certain services offered through ODP. Please refer to Quick Tip #264 for the current list. [PROMISEQuickTip264.pdf \(pa.gov\)](#)

#### **Contact Information:**

ODP Provider Enrollment - [RA-odpproviderenroll@pa.gov](mailto:RA-odpproviderenroll@pa.gov)

Rate Setting – [Ra-RateSetting@pa.gov](mailto:Ra-RateSetting@pa.gov)

Claims Resolution - 1-866-386-8880 or [ra-odpclaimsres@pa.gov](mailto:ra-odpclaimsres@pa.gov)

HCSIS Helpdesk 1-866-444-1264 or [c-hhcsishd@pa.gov](mailto:c-hhcsishd@pa.gov)

#### **Helpful Resources:**

[Medical Assistance Desk Reference](#)

[Electronic Funds Transfer](#)

[The Gold Book: July 2023](#)

[MyODP](#)

[ISP Manual](#)

[Instructions for Adding a Specialty](#)

[PROMISe Provider Service Location Change Request](#)

[Learning Management System \(LMS\)](#)

[EVV FAQ \(pa.gov\)](#)

[ODP Rates \(pa.gov\)](#)