



MyPBC Data Submission Portal Training

Office of Developmental Programs (ODP)

September 15, 2025

Agenda



SCO Process for Data Submission

Data Submission Portal Question Formats

Data Submission Portal Training

Questions

What's Next?

SCO Process for Data Submission



Pennsylvania
Department of Human Services
Office of Developmental Programs

1

Login with Business Partner Account

2

Create a New PBC Submission

3

Answer required PBC Questions (and optional P4P Questions)

4

Submit the Data Submission Form

5

Edit & Resubmit the Data Submission Form (if necessary)

Data Submission Portal Question Formats



Pennsylvania
Department of Human Services
Office of Developmental Programs

Users will encounter the following question types in the Data Submission Portal:



MULTIPLE CHOICE

User has the option to choose from several choices and select multiple responses



SINGLE CHOICE

User has the option to select one response of the listed options



DROP-DOWN MENU

User accesses a drop-down menu and selects one response



OPEN RESPONSE (SHORT)

User submits an open response in a compact entry field, suitable for concise answers or integers



OPEN RESPONSE (LONG)

User submits an open response in an expanded entry field



GRID/TABLE RESPONSE

User inputs responses in a structured table format, allowing for organized data entry across multiple fields or categories



DATA UPLOAD

User uploads a document in an approved format as the response to a question



CONDITIONAL QUESTIONS

User will see additional questions appear based on their answer to certain questions in the form



Data Submission Portal Training



Questions?

Please contact RA-PWODPPBC@pa.gov for assistance.

What's Next?



1. Please respond to BP Username email by September 18th
2. Login to the Portal during the week of September 22nd to confirm access
3. PBC Submission Status email reminders
 - Two types:
 - Form not started/in progress and has NOT been received by ODP
 - Form received by ODP
 - Add the following email addresses to your safe senders list:
no-reply@healthperform.com
automatedemailDONOTREPLY@pa.gov
4. Register for Virtual Office Hours (optional)
 - Thursday, September 18 @ 3:00 pm – 4:30 pm
 - Wednesday, October 1 @ 12:30 pm - 2:00 pm
 - Wednesday, October 8 @ 11:00 am – 12:30 pm
 - Thursday, October 16 @ 11:00 am – 12:30 pm



Thank you!