



MyPBC Portal: Data Submission Portal

Office of Developmental Programs (ODP)

SCO User Guide

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Purpose



This user guide was created to assist users by providing an overview of the Performance-Based Contracting (PBC) MyPBC Data Submission Portal (referred to in this document as “MyPBC Portal”). This includes:

- Accessing the system
- General navigation
- Creating, answering questions, and submitting a Data Submission Form (referred to in this document as “Form”)

This user guide displays call out boxes on each of the following screens to highlight important areas, system usage, and functionality.



System Navigation

Screens in the Data Submission Portal

User Login & Multi-Factor Authentication (MFA)



Users will navigate to the Keystone Key log-in page and enter their business partner account credentials to access the MyPBC Portal.

The screenshot shows the login interface for the Pennsylvania HealthPerform Provider Account. At the top, the 'PA pennsylvania' logo and 'HealthPerform' logo are displayed. Below the logos, the 'Provider Account' section contains two text input fields: 'Username' and 'Password', followed by a yellow 'LOGIN' button. To the right of the login fields is a 'Self-service for Providers' menu with three options: 'Forgot User ID', 'Forgot Password', and 'Edit Profile'. A callout bubble on the left points to the input fields with the text: 'Enter your b-username and password in the Username and Password text boxes.' Another callout bubble on the right points to the 'LOGIN' button with the text: 'Select **Login** to access the MyPBC Portal.'

PA pennsylvania

HealthPerform™

Provider Account

Username

Password

LOGIN

Self-service for Providers

- Forgot User ID
- Forgot Password
- Edit Profile

WARNING! US GOVERNMENT SYSTEM and PENNSYLVANIA DEPARTMENT OF HUMAN SERVICES SYSTEM. Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. This system is governed by the Pennsylvania Information Technology Acceptable Use Policy. Unauthorized use of or access to this system may subject the user to disciplinary action and/or legal action. Department of Human Services Security and Audits Unit.

Fraud and Abuse Act of 1986. Directive 205.34 – Commonwealth statement is being posted by the PA

User Login & MFA – Security Code



After clicking Login, users will be prompted to enter a security code they will receive via email.

The image shows a user interface for email security code verification. On the left, a blue box contains an icon of a laptop with a security code and the text "Email Security Code" and "Receive a security code via your email address to verify your account". The main area is titled "Email Security Code Verification" and contains the message: "A security code has been sent to j*****@d*****.com". Below this is a text input field with the placeholder "What is the security code from the email?". A blue "Submit" button is at the bottom. A callout bubble points to the input field with the text "Copy and paste the security code from the email message." Another callout bubble points to the "Submit" button with the text "Click **Submit** after entering the security code in the text box." To the right, a screenshot of an email message is shown. The email is from "automatedemailDONOTREPLY@pa.gov" and contains the security code "747478". A callout bubble points to the security code in the email with the text "Copy and paste the security code from the email message."

PA pennsylvania

Email Security Code Verification

A security code has been sent to j*****@d*****.com

What is the security code from the email?

Unhide entries

Submit

Copy and paste the security code from the email message.

Click **Submit** after entering the security code in the text box.

[EXT] Security Code - Commonwealth of Pennsylvania

automatedemailDONOTREPLY@pa.gov

To

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Email was sent from an unmonitored account. Do not reply.

Dear b-odpuat3,

You are receiving this e-mail because the Commonwealth of Pennsylvania now has an additional security measure as part of the Risk-based Authentication process that ensures your account is authenticated to better secure your private information. You were prompted for a Security Code while completing the login process.

Please enter the following Security Code to complete authentication: **747478**

What is Risk-based Authentication? Risk-based Authentication is an additional security measure to protect your identity. Instead of using only a Username and Password, the Risk-based Authentication (RBA) process requires you to present additional information in order to confirm your identity, increasing the security of your personal information.

Why the change to Risk-based Authentication? The Commonwealth of Pennsylvania has taken additional measures to protect citizens' personal information. MFA has been implemented in order to help ensure that the identity of citizens are protected on state agency sites.

What next? You are now able to login using your Username and the Security Code listed above. Please note that you will receive an e-mail with a unique Security Code **every time** you login in order to ensure your account is authenticated. The Security Code will be different each time you login.

Regards,
Commonwealth of Pennsylvania, Department of Human Services

User Login & MFA – Type of Device



When users initially login from a device, they will be prompted with an additional question.

The screenshot shows a web interface for the Pennsylvania Department of Human Services. At the top, there is a header with the 'PA pennsylvania' logo on the left, and 'Help' and 'b-odpuat3' on the right. The main heading is 'What type of device are you using?'. Below this heading are two white rectangular boxes. The left box is titled 'Private Device (Authorize Device)' and features a yellow circle with a laptop icon and a blue padlock. Below the title, it says 'By selecting this option, you are allowing this website to recognize this device for future logins' and has a blue 'SELECT' button. A callout bubble points to this box with the text: 'Selecting **Private Device** will remember a user's device. The user will not see this screen after the initial login.' The right box is titled 'Public or Shared Device (Do NOT Authorize Device)' and features a red circle with a laptop icon and a red padlock. Below the title, it says 'By selecting this option, this website will NOT recognize this device for future logins' and has a blue 'SELECT' button. A callout bubble points to this box with the text: 'Selecting **Public or Shared Device** will cause this screen to appear each time a user logs in.'

Home Page



Users can access key areas of the MyPBC Portal from the Home Page screen.

MyPBC Portal

Home My PBC Profile Contact Us Help Logout

Welcome to the MyPBC-Based Contracting Data Submission Portal

Hello, b-odpuat3!

Enter and upload your agency's PBC data with ease. This tool offers an intuitive interface and guided forms so your team can work together, save progress, and make updates anytime before the November 01, 2025 deadline. Access your agency's PBC profile, track submission status in real time, and view your PBC-related information in one secure place.

To get started, select the "Access My PBC Profile" button below.

Need assistance? Check out the [Help](#) or [Contact Us](#) screens.

Uat Sco 10 Submission Center

Submit your information, upload files, and track your agency's progress—all in one place.

Submissions will be reviewed after the November 01, 2025 deadline, and you will be notified of the results or if additional information is required.

[Access My PBC Profile](#)

There are multiple ways to navigate to the **Help** and **Contact Us** screens.

Select any of the navigation links at the top right of the screen to navigate throughout the MyPBC Portal.

Select **Access My PBC Profile** to navigate to the "My PBC Profile" screen to create a new Form or access an existing Form.

My PBC Profile



The My PBC Profile screen serves as a dashboard for users. This allows users to create a new Form, edit an in-progress Form, or modify a previously submitted Form.

The screenshot displays the MyPBC Portal interface. At the top, there is a navigation bar with links for Home, My PBC Profile (active), Contact Us, Help, and Logout. Below the navigation bar, a blue button labeled 'Create New SCO Data Submission' is visible. A callout box points to this button, stating: 'Select **Create New SCO Data Submission** to start a new Form.' Below the button, a message reads 'No Application found'. Further down, a table titled 'List of PBC Submissions' is shown. The table has columns for PBC Submission ID, Master Provider Index (MPI), Provider Legal Entity Name, PBC Submission Status, ODP Review Status, Created On, and Actions. A single row is visible with the ID 'PBC68', status 'In Progress', and review status 'Not Started'. A callout box points to the 'Edit' and 'View Log' icons in the Actions column, stating: 'Select the **Edit** or **View Log** action icons to modify the Form or review a timeline detailing the Form's progress.' Another callout box points to the table, stating: 'Once a Form has been created, users will see a dashboard that includes the details of each submission.'

PBC Submission ID	Master Provider Index (MPI)	Provider Legal Entity Name	PBC Submission Status	ODP Review Status	Created On	Actions
PBC68			In Progress	Not Started	09/19/2025	

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Data Submission Form – Save & Reset Buttons



The Form contains navigation buttons at the bottom of the screen.

SCO Data Submission

*Contact Email Address

*Contact Phone Number

Provide the following information about the SCO, as of December 31, 2024:

	Count
Staff employed by the SCO:	Enter Response Here
SC Coordinators (SCs) employed by the SCO:	Enter Response Here
Number of SCO Supervisors employed by the SCO:	Enter Response Here
Number of SCO Directors employed by the SCO:	Enter Response Here

Select **Reset** to clear all fields within a section of the Form. Users cannot recover old data once a section is reset.

Select **Save & Exit** to save the Form as-is and come back later. Users can save & exit a section while it is incomplete.

Save & Continue saves the information entered and advances users to the next section of the Form. Users must answer each question in a section before selecting **Save & Continue**.

Data Submission Form – Data Requirements



As users move throughout the Form, mandatory fields will be identified by red asterisks and red text.

The screenshot shows the 'SCO Data Submission' form. At the top, there's a blue header bar with the title. Below it, a table contains two fields: 'Master Provider Index (MPI)' with the value '100000013' and 'Provider Legal Entity Name' with the value 'UAT SCO 10'. Below the table, there's a blue bar with the text 'N.01: Register in PA Navigate Resource Platform as a Community-Based Organization (CBO)'. The main content area contains a question: '*Question 27: Enter the SCO's unique web address or URL for the organization on PA Navigate.' The asterisk indicates a mandatory field. Below the question is a text input field with the placeholder 'Enter Response Here'. Below the input field, the text 'Input is mandatory' is displayed in red. At the bottom of the form, there are three buttons: 'Reset', 'Save & Exit', and 'Save & Continue >'. Two callout boxes provide additional information: one on the left states 'Mandatory fields are indicated by a red asterisk.' pointing to the asterisk in the question, and one on the right states 'Users will see red text to help identify mandatory questions that have been left blank.' pointing to the red text 'Input is mandatory'.

SCO Data Submission

Master Provider Index (MPI)	Provider Legal Entity Name
100000013	UAT SCO 10

N.01: Register in PA Navigate Resource Platform as a Community-Based Organization (CBO).

*Question 27: Enter the SCO's unique web address or URL for the organization on PA Navigate.

Note: If the SCO is not registered in the PA Navigate Resource Platform as a Community-Based Organization (CBO), go to <https://www.panavigatehelp.org/> and follow instructions for claiming the SCO on PA Navigate before moving on to the next question.

Enter Response Here

Input is mandatory

Reset Save & Exit Save & Continue >

Data Submission Form – P4P Initiatives



The Pay-For-Performance (P4P) application appears at the end of the Form. Users are prompted to answer whether they want to apply for P4P initiatives.

The screenshot shows the 'MyPBC Portal' interface for 'SCO Data Submission'. On the left, a sidebar lists 'Performance-Based Contracting' categories. The 'Data Submission Form' section includes a list of 'Performance Area' options, with 'Pay for Performance (P4P) Initiative Program' highlighted. The main content area, titled 'SCO Data Submission', contains introductory text about P4P and a question: '*Question 35-2: Which P4P Initiative(s) would the SCO like to apply for?'. Below this question are two radio button options: 'Yes, my agency will apply for P4P Initiative' (selected) and 'No, my agency will not apply for P4P Initiative'. Further down, there are two checkboxes for specific P4P initiatives: 'P4P Initiative: Capacity Building for Person-Centered Planning Through Credentialing' (checked) and 'P4P Initiative: Capacity Building for Person-Centered Applications of Technology' (unchecked). At the bottom are 'Reset', 'Save & Exit', and 'Save & Continue >' buttons. Two callout boxes provide additional guidance: one points to the 'Pay for Performance (P4P) Initiative Program' in the sidebar, stating that new 'Performance Area' sections will appear based on user selections; the other points to the radio button options, instructing users to select the appropriate option for applying for P4P initiatives.

MyPBC Portal

Home My PBC Profile Contact Us Help Logout

Performance-Based Contracting

Data Submission Form

- Provider Demographic Information
- Performance Area: Access
- Performance Area: Administration
- Performance Area: Continuum of Services
- Performance Area: Employment
- Performance Area: Person-Centered Practices
- Performance Area: Quality (Data Integrity)
- Performance Area: Quality
- Performance Area: Quality (Wellness)
- Performance Area: Risk Management
- Performance Area: Resource Navigation
- Performance Area: Workforce
- Pay for Performance (P4P) Initiative Program
- P4P Initiative: Capacity Building for Person-Centered Planning Through Credentialing

SCO Data Submission

SCOs will have the opportunity to earn additional compensation through an alternative payment model (APM) called P4P. P4P provides added initiative payments to SCOs that deliver high-quality and cost-efficient care. P4P payments will be made to eligible SCOs that meet or exceed performance targets in staff accreditation in person-centered planning and will be in addition to the established rates and will be

Depending on the user's P4P selections in the Form, new **Performance Area** sections will appear on the left side of the screen.

Select the appropriate option for applying for P4P initiatives.

*Question 35-2: Which P4P Initiative(s) would the SCO like to apply for?

☒ Yes, my agency will apply for P4P Initiative

☐ No, my agency will not apply for P4P Initiative

☒ P4P Initiative: Capacity Building for Person-Centered Planning Through Credentialing

☐ P4P Initiative: Capacity Building for Person-Centered Applications of Technology

Reset Save & Exit Save & Continue >

Data Submission – Submit & Close



Upon completion, users will be prompted to submit the Form.

A screenshot of a web form titled "SCO Data Submission" with a subtitle "Pay for Performance (P4P) Initiative Program". The form contains several paragraphs of text explaining the P4P initiative. At the bottom, there is a question: "*Question 35: Would the SCO like to apply for P4P Initiative?". Below the question are two radio button options: "Yes, my agency will apply for P4P Initiative" (which is selected) and "My agency will not apply for P4P Initiative". At the bottom of the form are three buttons: "Reset", "Save & Exit", and "Submit & Close >". A callout box with a pointer to the "Submit & Close >" button contains the text: "Submit & Close displays when users reach the end of the Form." The "Submit & Close >" button is highlighted in a darker blue color compared to the others.

SCO Data Submission

Pay for Performance (P4P) Initiative Program

Pay for Performance (P4P) Initiative Program

SCOs will have the opportunity to earn additional compensation through an alternative payment model (APM) called P4P.

P4P provides added initiative payments to SCOs that deliver high-quality and cost-efficient care. P4P payments will be made to eligible SCOs that meet or exceed performance targets in staff accreditation in person-centered planning and implementation of technology. When implemented, these payments will be in addition to the established rates and will be made if performance outcomes are achieved.

SCOs will be eligible for P4P payment initiative to both invest in and reward capacity for high-quality care delivery. P4P will also advance ODP's goal of aligning SCO payment with outcomes.

***Question 35:** Would the SCO like to apply for P4P Initiative?

☒ Yes, my agency will apply for P4P Initiative

☐ My agency will not apply for P4P Initiative

Reset Save & Exit **Submit & Close >**

Submit & Close displays when users reach the end of the Form.

PBC Data Submission – Attestation & E-Signature



A review of the Attestation Form and E-Signature are required before submitting the Form.

After selecting **Submit & Close**, a summary of your attestation responses will be displayed.

Instructions:

All Supports Coordination Organizations (SCOs) that render Targeted Support Management services and/or Supports Coordination services through the Consolidated Waiver, Community Living Waiver, or Person/Family Directed Support Waiver must complete the below attestation. The SCO must complete a separate attestation for each Master Provider Index (MPI) number through which the SCO renders Targeted Support Management services and/or Supports Coordination services through the Consolidated Waiver, Community Living Waiver, or Person/Family Directed Support Waiver. The completed attestation must be uploaded using the Performance-Based Contracting SCO Data Submission Tool by the end of the documentation submission period.

Select **Proceed** after reviewing your attestations responses.

Proceed Close

SCO Data Submission

Pay for Performance (P4P) Initiative Program

Pay for Performance (P4P) Initiative Program

E-Signature

By signing this document, I attest that I have knowledge of the information checked is accurate and that the SCO v... the SCO meets the requirements for all items check... documentation may result in a sanction outlined in 55 Pa...

*E-Signature

Add Signature

After selecting Proceed, you will be prompted to electronically sign the attestation.

Select **Add signature** and then **Ok** to add your electronic signature.

Ok Close

Setup and Sign – Draw Signature



Users can sign the submission by opting to draw a signature.

The screenshot shows a web form titled "Setup and sign" with a blue header. The form is for "Confirm your name and your signature". It includes fields for "Printed/Typed Name:*" (with a placeholder "Enter your full name"), "Role/title with SCO:*" (with a placeholder "Enter your Role"), and "Date Attestation Completed:*" (with a placeholder "mm/dd/yyyy" and a calendar icon). To the right of these fields is a section titled "Allowed Signature Types" with two options: "Draw signature" (checked with a blue checkbox) and "Use /s/ signature" (unchecked with a grey checkbox). Below the form is a "DRAW YOUR SIGNATURE" modal window. This modal has a large drawing area with a light blue grid background, showing a handwritten signature "A. Reed". A "Clear" link is in the top right of the drawing area. At the bottom of the modal are two buttons: "SIGN AND FINALIZE" (blue) and "CANCEL" (grey). Callouts provide instructions: "Complete the required fields." points to the form fields; "Select either **Draw signature** or **Use /s/ signature**." points to the signature type options; "Select **Clear** to rewrite the signature." points to the "Clear" link; and "If a user selects **Draw Signature**, use a mouse or touchscreen to **Sign and Finalize** to submit the Form." points to the "SIGN AND FINALIZE" button.

Complete the required fields.

Select either **Draw signature** or **Use /s/ signature**.

Select **Clear** to rewrite the signature.

If a user selects **Draw Signature**, use a mouse or touchscreen to **Sign and Finalize** to submit the Form.

Setup and Sign – Typed Signature



A second option to sign the submission is to use a typed /s/ signature.

The screenshot shows a web form titled "Setup and sign" with the instruction "Confirm your name and your signature". The form includes several input fields: "Printed/Typed Name:*" (containing "A Peach"), "Role/title with SCO:*", "Enter your Role", and "Attestation Completed:*" (with a date field). To the right, under "Allowed Signature Types", there are two checkboxes: "Draw signature" (unchecked) and "Use /s/ signature" (checked). A callout points to the "Use /s/ signature" checkbox, stating: "Users also have the option of selecting **Use /s/ signature**." Below the main form, a preview box titled "DISPLAY /S/ SIGNATURE" shows the typed signature as "/A Peach/". A callout points to this preview, stating: "If a user selects **Use /s/ signature**, it will be displayed based on the typed name field and can be edited or modified as needed." Below the preview, a red text prompt says "Edit the Printed/Typed Name above to modify the /s/ signature". At the bottom of the form are two buttons: "SIGN AND FINALIZE" and "CANCEL". A callout points to the "SIGN AND FINALIZE" button, stating: "Select **Sign and Finalize** to submit the Form."

Approve Signature and Submit



After signing the Form using one of the signature options, users can submit the Form.

E-Signature

By signing this document, I attest that I have knowledge of all the information checked on this form and all information checked is accurate and that the SCO will be able to produce documentation demonstrating the SCO meets the requirements for all items checked upon request by ODP. Failure to produce documentation may result in a sanction outlined in 55 Pa. Code §6100.742.

*E-Signature

A Peach

Clear And Sign Again

Ok Close

Select **Clear and Sign Again** to resign the Form.

E-Signature

By signing this document, I attest that I have knowledge of all the information checked on this form and all information checked is accurate and that the SCO will be able to produce documentation demonstrating the SCO meets the requirements for all items checked upon request by ODP. Failure to produce documentation may result in a sanction outlined in 55 Pa. Code §6100.742.

*E-Signature

/A Peach

Clear And Sign Again

Ok Close

Select **Ok** to submit the Form.

PBC Data Submission – Form Submitted

After completing the Form, users will see their submission listed on the My PBC Profile screen with a status of Completed.

List of PBC Submissions

PBC Submission ID	Master Provider Index (MPI)	Provider Legal Entity Name	PBC Submission Status	ODP Review Status	Created	Actions
PBC1817	100003990	CASE MANAGEMENT SUPPORT SERVICES	Completed	Final Review	07/17/2025	  

Select the **Download icon** to display options to either download a PDF with your Attestation selections or an Excel file containing your Form responses.

After clicking **Submit & Close**, users are redirected to the "My PBC Profile" screen. A dashboard appears with the PBC Submission Status of Completed.

 Attestation PDF

 Excel

Contact Us



Users can refer to the Contact Us screen to find out how to communicate with ODP.

The screenshot shows the 'Contact Us' page of the MyPBC Portal. The page has a navigation bar with links for Home, My PBC Profile, Contact Us, Help, and Logout. The main heading is 'Contact Us'. Below the heading, there is a paragraph: 'If you have questions about your status, or need assistance, our support team is here to help. All communications for PBC are handled via email. Before reaching out, please visit the ODP website, where you'll find helpful resources and answers to common questions.' Below this, there are three sections: 'How to Contact Us:' with an envelope icon and the email address 'RA-PWODPPBC@pa.gov'; 'What to Include in Your Email:' with a quill icon and a list of items to include; and 'What to Expect:' with a clock icon and a list of response times. Two callout boxes are present: one pointing to the email address and another pointing to the list of items to include in the email.

MyPBC Portal Home My PBC Profile Contact Us Help Logout

Contact Us

Need Help with ?

If you have questions about your status, or need assistance, our support team is here to help. All communications for PBC are handled via email. Before reaching out, please visit the ODP website, where you'll find helpful resources and answers to common questions.

How to Contact Us:

- Email: RA-PWODPPBC@pa.gov

What to Include in Your Email:

- Your SCO name and contact information
- MPI Number
- Performance Measure code if applicable
- A brief description of your question or issue

What to Expect:

- ODP will review your inquiry and get back to you as soon as possible.
- All replies will be sent to the email address you provide

Thank you for using HealthPerform™ PBC Data Submission Portal!

Select the **email link** to send a question or message to ODP.

Users are reminded of helpful elements to include in the email message.

Help



Answers to common questions regarding using the MyPBC Portal or completing the Form can be found on the Help screen.

MyPBC Portal

HomeMy PBC ProfileContact UsHelpLogout

Help Documentation

Find Answers and Learn More

Below are helpful resources to guide you through using the PBC Data Submission Portal, watch training videos, or access quick guides.



SCO Training Video
Watch an introduction [training video](#) (To view this downloaded training video, you will need a compatible media player (such as VLC, Windows Media Player, or QuickTime) that supports MP4 files on your device.)



PBC Data Submission Portal Overview
Download the [help documentation](#)



MyODP Website
[PBC: SCO Services](#)

Need more help?
[Contact Us](#)

Users have access to training videos and help documentation that will assist in system navigation or Form completion.

Users can access the ODP Resource Account email from this page, as well as from the "Contact Us" page.

Log Out



Users will see a confirmation prompt upon logging out of the MyPBC Portal.

A screenshot of the MyPBC Portal interface. At the top left, it says "MyPBC Portal". On the right, there is a navigation bar with links: "Home", "My PBC Profile", "Contact Us", "Help", and "Logout". A central "Confirmation" popup is displayed, asking "Are you sure you want to logout?" with "Yes" and "No" buttons. A callout bubble points to the "Logout" link in the navigation bar, stating "Select **Logout** to exit the MyPBC Portal." Another callout bubble points to the "Yes" button in the confirmation popup, stating "After the user selects **Logout**, a popup will appear to confirm they want to log out of the MyPBC Portal." The main content area features a large illustration of four diverse people (two men and two women) sitting around a table, with one person in a wheelchair. Below this, there is a section titled "Uat Sco 10 Submission Center" with a circular icon of five hands reaching towards the center. The text in this section describes submitting information and tracking progress, and mentions a November 01, 2025 deadline. A button labeled "Access My PBC Profile" is located at the bottom right of the main content area.



Types of Questions

Data collection within the MyPBC Portal

Data Submission Form Question Formats

While completing a Form, users will encounter the following question formats:



**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, ideal for detailed explanations or comprehensive narratives



**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



Multiple Choice



Users are presented a list of possible answers and prompted to select all that apply.

***Question 43:** Please select the types of technology services and/or solutions the SCO plans to purchase or improve to enhance service delivery within ODP supports coordination services.

- ☒ Staff Training – Technology Systems
- ☐ Technology – Data Management Systems
- ☐ Technology – Customer Relationship Management Solutions
- ☒ Consulting
- ☐ Technology – Artificial Intelligence
- ☐ Other (Specify)

The question will advise users to select one answer or select all answers that apply.

Users can select the box next to each appropriate choice.



Single Choice



Single choice questions, such as a Yes/No prompt, allow the user to select only one response option.

Measure SC-ADM.01.3: Disclosure of Conflict-of-Interest Policy and associated documentation, including Governing Body.

*Question 5: Was the SCO's Conflict-of-Interest Policy violated during Calendar Year 2024?

☐ Yes

☒ No

Measure SC-ADM.01.4: Disclosure of Criminal convictions, including disclosure of criminal convictions for Governing Body members.

*Question 6: Did any of the officers or owners within the SCO have criminal convictions?

☐ Yes

☒ No

Users can select either the **Yes** or **No** radio button.



Drop-down Menu



Users will encounter questions that have pre-determined answers. These pre-determined answers will be listed in a drop-down.

Question 21: Use the following drop-down menus to indicate accreditation status.

	Dropdown
Council for Quality and Leadership (CQL)	Achieved ▼
Commission on Accreditation of Rehabilitation Facilities (CARF)	Select ▼
Council on Accreditation (COA)	In Progress
	Planning
	N/A
	Planning ▼
National Association for the Dually Diagnosed (NADD)	Achieved ▼

Select the **caret** to open the drop-down list and view the choices.



Open Response (Short)



Compact text boxes will be used to collect brief text or numeric responses.

	Count
Total number of staff employed by the SCO:	10
Number of Supports Coordinators (SCs) employed by the SCO:	5
Number of SCO Supervisors employed by the SCO:	4
Number of SCO Directors employed by the SCO:	1

Small text boxes can hold up to 300 characters



Open Response (Long)



Larger text boxes will be used to collect responses that anticipate a narrative containing more detail.

***Question 23:** This description should include items such as:

- a. Description of training provided to SCs on the aspects of wellness
- b. Resources available to SCs to identify wellness activities to
- c. Use of the HRST in identification of wellness areas of focus
- d. Current policies related to wellness for SCs to follow

Large text boxes can hold up to 3000 characters and collect detailed responses.

Below is a summary of how our SCO provides training to SCs on the aspects of wellness:

Users can expand the text box by dragging the bottom right corner.



Grid / Table Response



Responses are collected in a grid / table format when the data requested includes multiple rows and columns.

Question 28: Use the table below to report the number of staff with each qualification, broken out by staff role. Staff members may be counted multiple times for each of their qualifications.

	SCs	SC Supervisors	SCO Directors
American Institute of Health Care Professionals	Enter Response	Enter Response	Enter Response
Capacity Building Institute (CBI) - DHS	Enter Response	Enter Response	Enter Response

Users can enter responses into a table when the information requested is organized into categories.

***Question 6-2:** Identify the first and last names of any officers or owners within the SCO that have had criminal convictions. Include whether the conviction occurred within the last 10 years or not.

First Name of Officer/Owner	Last Name of Officer/Owner	Position Title of Officer/Owner	Conviction occurred
Enter Response Here	Enter Response Here	Enter Response Here	Enter Response Here

Click and drag the **slider bars** to view all rows and columns in a table.

Users can click the **Delete Action icon** to remove an entire row.

Dynamic tables will have the option to select **Add Row** so users can control how many rows are needed.



Data Upload



The Upload File button allows the user to attach documents, or other files directly to the Form. Acceptable upload file types are .pdf, .ppt, .pptx, .xls, .xlsx, .txt, .doc, and .docx.

***Question 18:** Upload the SCO's written policy which includes, at a minimum:

- a. What data is used from which data sources
- b. Frequency of data monitoring, review and analysis
- c. How opportunities for quality improvement are selected
- d. How person-centered performance measures are established
- e. How performance measures are established
- f. The title of the person who is ODP QM certified and generally responsible for the organization's QM plan

Users can hover the cursor over the **Tooltip icon** to display helpful instructions for completing a question, including file name format.

Upload File
No Files Uploaded

Select **Upload File**, then browse for and select the desired file to attach it to the Form.

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Once a file is successfully attached, the document will appear as a link below the **Upload File** button.

Upload File
[100002643-QI.02.1 ExcelTitle.xlsx](#)



Conditional Questions



Conditional questions may appear depending on how the user answers certain questions in the Form.

Measure SC-ADM.01.3: Disclosure of Conflict-of-Interest Policy and associated documentation, including Governing Body.

*Question 5: Was the SCO's Conflict-of-Interest Policy violated during Calendar Year 2024?

☒ Yes
☐ No

*Question 5-2: Indicate how the SCO's Conflict-of-Interest Policy was violated during Calendar Year 2024, including actions taken by the SCO.

Enter Response Here

Depending on the user's response, additional questions may appear.



Questions?

Please contact ra-odppbc@pa.gov for assistance.