

New Provider Process (Licensed)
Office of Developmental Programs (ODP)

STEPS	REFERENCE INFORMATION	EXPECTED RESULTS
<p>1. Provider Applicant expresses interest in providing Consolidated, Community Living, P/FDS (the Intellectual Disability/Autism [ID/A] waivers) and/or Adult Autism Waiver (AAW) services within the ODP system. The Applicant is sent instructions to access the Provider Applicant Orientation course (and create an account, if necessary).</p>	<p>Contacts to any ODP office or AE: Applicants are emailed instructions to create a MyODP account.</p>	<p>The Applicant creates a MyODP account and begins Pre-Session requirements.</p>
<p>2. Provider Applicant CEO/Executive Director completes Pre-Session Modules as outlined in the Provider Applicant Orientation course on the MyODP website.¹</p>	<p>Provider Applicant Orientation Course on MyODP</p>	<p>The Applicant CEO/Executive Director completes the Pre-Session Modules. While the Applicant is waiting for the session, s/he reviews the <i>Getting Started Materials</i>.</p>
<p>3. If the organization intends to provide Residential Habilitation Services, the Applicant CEO/Executive Director completes these requirements:</p> <p>a.) Dual Diagnosis Curriculum (40 Hours). The Applicant will need to show a completion certificate to the Assigned AE. Review ODP Communication Number 076-18: Required Dual Diagnosis Training.</p> <p>b.) Review of the ISP Residential Staffing and Health Risk Screening Tool (HRST) webinars.</p>	<p>076-18 Re-Issue: Required Dual Diagnosis Training for Providers Newly Enrolling to Provide Residential Habilitation Services</p> <p>Residential ISP Staffing and Health Risk Screening Tool Webinars</p>	<p>Applicant CEOs/Executive Director completes the Dual Diagnosis Training (one certificate) and Review of the ISP Residential Staffing and HRST webinars (second certificate).</p> <p>All documents noted above are available here: Provider Qualification and Enrollment course on MyODP</p>
<p>4. When selected by ODP, the Applicant attends the Applicant Orientation session.</p> <ul style="list-style-type: none"> The Applicant CEO/Executive Director takes the post-test. If the CEO/Executive Director fails the test, they will need to complete the process a second time (Pre-Registration Modules, face-to-face session, post-test). If the provider fails the post-test after the second face-to-face session, the Applicant will have to wait one year (365 days) before taking the Applicant Orientation again. 		<p>If the CEO/Executive Director passes the post-test, s/he will have immediate access to open and save a Certificate and Next Steps document. The Certificate and Next Steps document <u>are not emailed</u>.</p> <p>NOTE: All information needs to be submitted to the Assigned AE within 60 days. The Certificate expires 120 days from the date that appears on the Certificate. If the provider does not become qualified within 120 days, the Applicant will need to complete the process a second time (Pre-Session Modules, Orientation session, post-test).</p>

¹ Applicants applying to provide services through the Adult Autism Waiver (AAW) **only** are not required to attend an Orientation session but must complete Pre-Session Modules 1 through 5.

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<p>5. An Applicant intending to provide licensed Residential Habilitation, Life Sharing, Supported Living, Respite, and Community Participation Supports provided in Adult Training Facilities, Vocational Facilities, and Older Adult Daily Living Centers. Complete the Noncontiguous Clearance Form and submit to the Waiver Capacity Manager</p>	<p>ODP 19-138: Approved Program Capacity (APC) and updated Noncontiguous Clearance Form</p>	<p>The Applicant receives a determination from the Regional Waiver Capacity Manager.</p>
<p>6. An Applicant intending to provide licensed services under Regulation Chapters 2380, 2390, 6400, or 6500 applies for licensing through the Certification Licensing System (CLS). The Applicant accesses HCSIS and creates an account by clicking on the Provider Self-Service tile:</p> <ul style="list-style-type: none"> • In the upper right-hand corner click on CREATE ACCOUNT. • Register as a Business Partner <p>The Applicant will receive an email with instructions for the Business Partner (“B-” account).</p>	<p>https://www.hcsis.state.pa.us/hcsis-ssd/default.aspx</p>	<p>The Applicant obtains a Business Partner (“B-”) account to access the Certification and Licensing process.</p>
<p>7. Using the B- account, the Applicant logs back into HCSIS, clicks the Provider Self-Service tile and completes the Certification and Licensing Application.</p>	<p>Provider accesses the Self-Service button on the Welcome to Provider Self-Service to complete the certification and licensing process.</p>	<p>After the CLS process is completed, the Applicant receives a license and Promise ID number. These items will be needed to complete the electronic Provider Enrollment Application further in the process.</p>
<p>8. An Applicant intending to provide licensed Residential Habilitation, Life Sharing, Supported Living, Respite, and Community Participation Supports provided in Adult Training Facilities, Vocational Facilities, and Older Adult Daily Living Centers. Complete the Approved Program Capacity Form and submit to the Waiver Capacity Manager</p>	<p>ODP 19-138: Approved Program Capacity (APC) and updated Noncontiguous Clearance Form</p>	<p>The Applicant receives a determination from the Regional Waiver Capacity Manager.</p>
<p>9. The Applicant completes the ODP Provider Agreement, following the instructions in the cover letter.</p>	<p>ODP Waiver Provider Instructions and Agreement</p>	<p>The Applicant receives an endorsed (date stamped) ODP Agreement to use with the qualification and enrollment applications.</p>

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10. The Applicant completes the ODP Quality Assessment & Improvement Process (QA&I) Contact Form and sends the confirmation e-mail to the Assigned AE.	ODP Quality Assessment & Improvement Contact Information Form	
11. The Applicant completes Provider Qualification Documentation Record (“PQ Doc Record”), Form DP 1059, Residential Readiness tool and New Provider Self-Assessment and submits the forms with supporting documentation to the Assigned AE.	All documents are available under: Provider Qualification and Enrollment course on MyODP	The Assigned AE reviews information and corresponds with the Applicant with requests for changes. When all documents are approved, the AE forwards a signed copy of PQ FORM DP 1059 back to the Applicant.
12. The Applicant accesses the electronic Provider Enrollment Application website and applies for the Specialties for which they are qualified. Supporting documentation needed: <ul style="list-style-type: none"> • The Approved APC letter (if needed) • DP FORM 1059 for each site. Other forms may be required depending on the specialty of service. 	Provider Enrollment Portal	PROMISe™ – The Commonwealth of Pennsylvania Department of Human Services claims processing and management information system. New provider applicants need to understand ODP’s claims billing process. Once a new applicant is successfully enrolled, and has a recognized 13- digit PROMISe™ ID number which is a combination of the provider’s nine-digit MPI number and four-digit service location code (SLC), you can enroll with Provider Enrollment Portal . Training is available by appointment on-site at your office, via virtual web meeting, or teleconference. To request training e-mail promiseprovidertraining@dxc.com or register online at: PROMISe Provider Education and Training
13. The Provider Enrollment Unit will review the application. If approved, the organization will be enrolled in PROMISe™	888-565-9435 RA-odpproviderenroll@pa.gov	Automated letter generated by the Office of Medical Assistance Programs (OMAP) and sent through USPS confirming site enrollment details.
14. The Provider Enrollment Unit will contact the HCSIS Help Desk and provide the FEIN number of the provider for the ODP role to be added. The provider may now add services they are qualified for in HCSIS.	Provider Qualification and Enrollment on the MyODP website https://www.myodp.org/course/view.php?id=287	The provider will receive notification from the HCSIS helpdesk that they have an ODP role to access HCSIS.
15. Rates are loaded into PROMISe™ and contracts are created in HCSIS within 5-7 business days.		
16. If the individual chooses the provider, the Support Coordinator can now add services to an ISP.		