



# ODP Announcement

## REMINDER

### Provider Requalification

#### ODP Communication Number 005-18

*The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.*

**AUDIENCE:** Individuals, Direct Service Providers and Vendors of Pennsylvania’s Consolidated, Community Living and Person/Family Directed Support (P/FDS) Waivers services, Administrative Entity (AE) Directors or Administrators.

**PURPOSE:** This Office of Developmental Programs (ODP) communication is intended to inform all direct service providers and vendors, whose Last Digit of their MPI# is 0, 1, or 2 that they must submit their qualification documentation to their Assigned AE after February 1<sup>st</sup> but no later than March 31<sup>st</sup> of this year.

#### ★ NOTE

- **This communication specifically targets providers who have an MPI# ending in number 0, 1, or 2.**
- **This communication does not apply to qualification of SCOs and Vendor Fiscal/Employer Agent Financial Management Service (VF/EA FMS) providers.**
- **This communication does not apply to providers of base-funded services since the requirements for base-funded only services are at the discretion of the county.**

**BACKGROUND:** On June 9, 2012, 55 Pa. Code Chapter 51 regulations “Office of Developmental Programs Home and Community-Based Services” were published in Pennsylvania Bulletin Volume 42, Number 23. Subsections 51.13 (d), (e), and (f) contain provider qualification requirements as follows:

- (d) A provider shall submit qualification documentation by the due date specified by the Department in a written notification and no later than 61 days prior to the provider’s expiration of its qualification.

- (e) A provider that fails to submit qualification documentation by the due date specified by the Department in a written notification shall participate in transition planning for the participants currently receiving HCBS [Home and Community Based Services] from the provider under § 51.31 (relating to transition of participants).
- (f) A provider that fails to submit qualification documentation by the expiration date of the provider's qualification:
  - (1) Will not receive payment for HCBS rendered beyond the provider's expiration qualification date.
  - (2) Will no longer be qualified to provide that HCBS and have its name removed from the list of qualified providers of that HCBS.

**DISCUSSION:** Providers who have an MPI# ending in 0, 1 or 2 are due to become qualified in 2018. These providers must submit their support documentation starting February 1<sup>st</sup>, but no later than March 31<sup>st</sup>. Documentation includes a completed **DP 1059** form, an updated **Provider Qualification Documentation Record** and required **supporting documentation**. The most updated version of the **DP 1059** form and instructions and the DP Provider Documentation Record can be download from [MyODP.org](http://MyODP.org). Follow the path: Resources → Intellectual Disability Resources → Waiver Services → Qualification and Enrollment Process → Provider Qualification and Enrollment.

If a waiver provider is not qualified by April 30<sup>th</sup>, the Assigned AE will commence transition of waiver participants. Providers whose qualifications expire June 30<sup>th</sup> will not be eligible to receive payment for Waiver services rendered after June 30<sup>th</sup>.

**INQUIRIES:**

For inquiries regarding this communication, contact the ODP Provider Qualification mailbox at: [ra-odpproviderqualif@pa.gov](mailto:ra-odpproviderqualif@pa.gov)