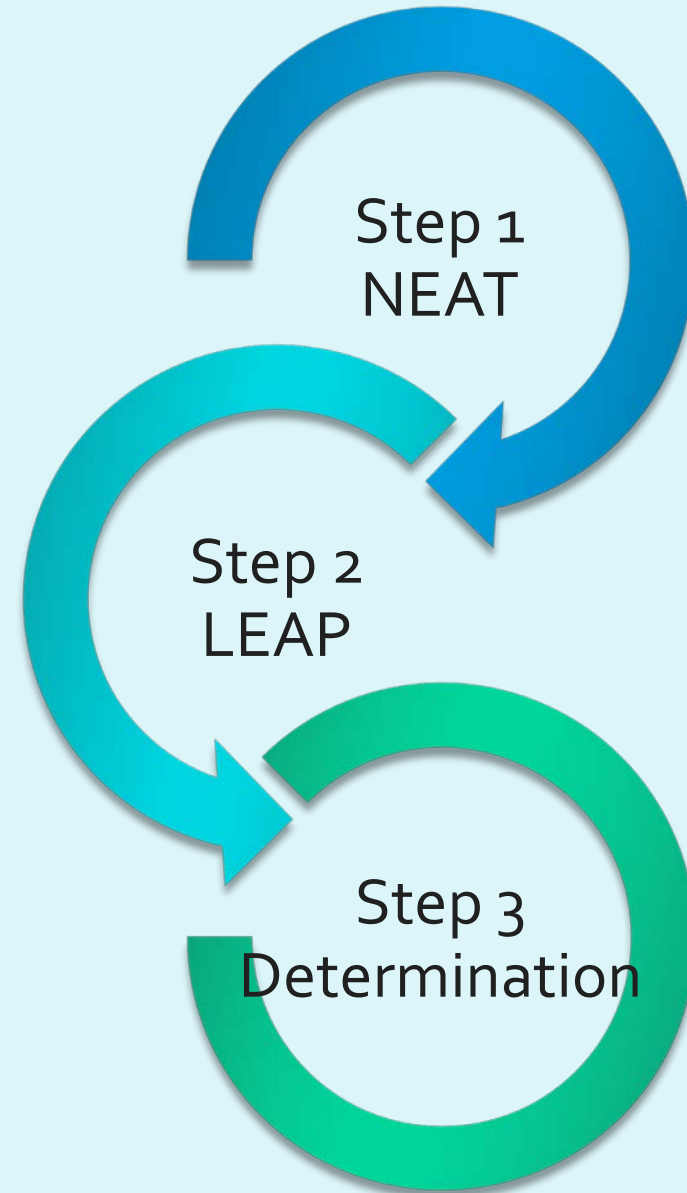


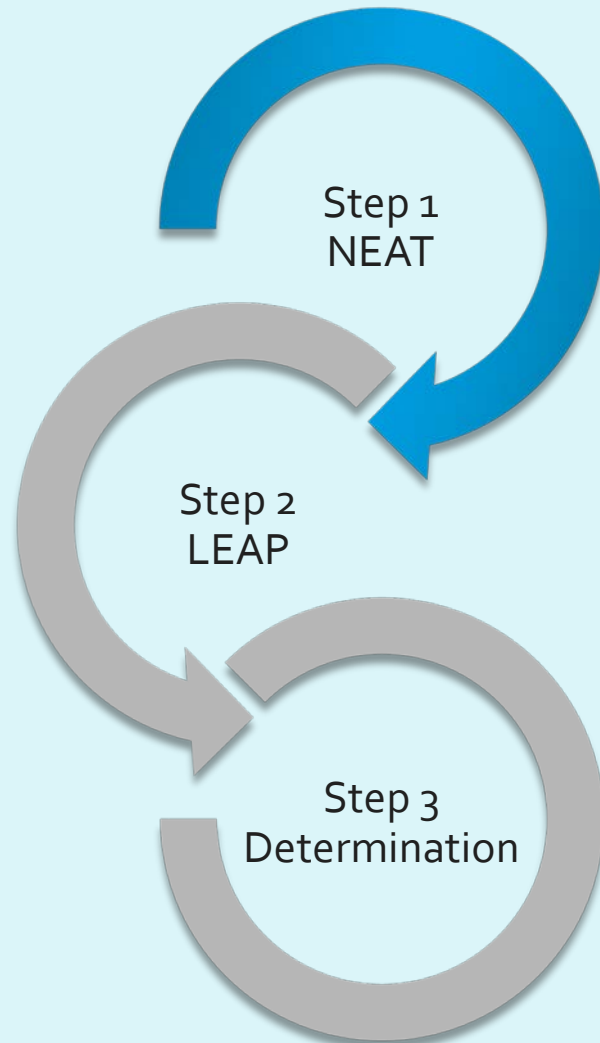
Residential Rate Exception Process

Needs Exception Allowance



Rate Exception Request for Needs Group 4

Step 1: The NEAT

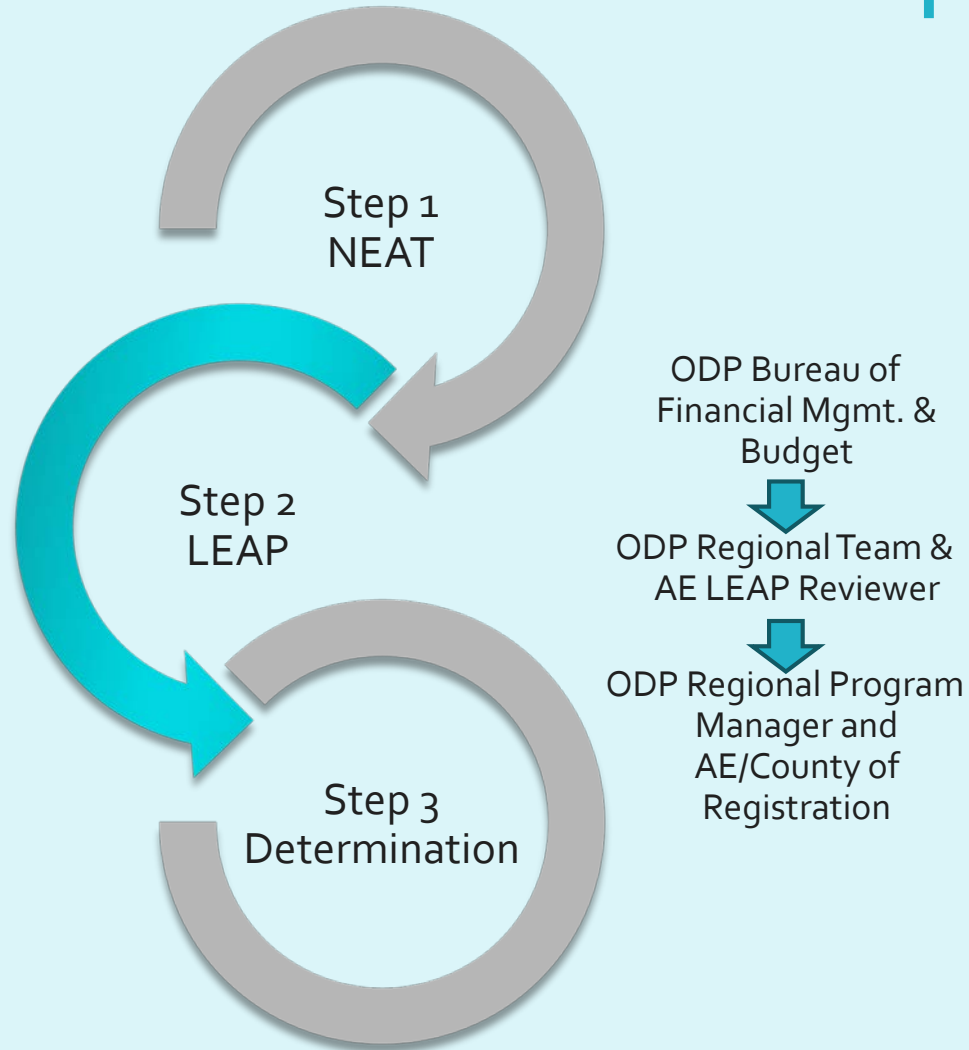


Residential
Provider
↓
ODP Bureau of
Financial Mgmt.
& Budget
↓
Residential
Provider and
Administrative
Entity (AE)

- ❑ Residential Provider completes the Needs Exception Allowance Tool (NEAT), including:
 - Number of staff needed
 - Specific staff credentials
 - Justification for staffing request
- ❑ Residential Provider forwards the completed NEAT to:
 - ❑ RA-ratesetting@pa.gov
- ❑ ODP Bureau of Financial Management & Budget reviews the NEAT to determine if it meets criteria for a rate exception
- ❑ ODP determines an exception is warranted and notifies the Residential Provider of the approved rate by letter
- ❑ AE authorizes the approved rate on the ISP
 - OR –
- ❑ ODP determines an exception is not warranted at this time and notifies the Residential Provider by letter, including the process to appeal

Rate Exception Request for Needs Group 4

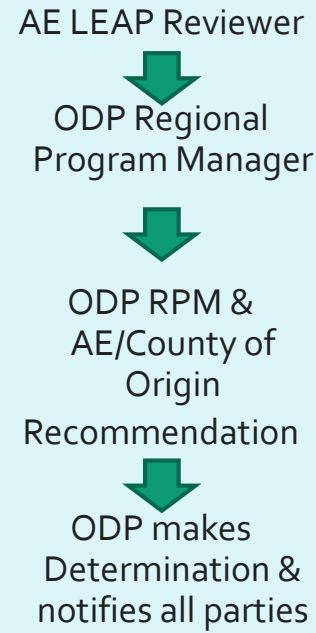
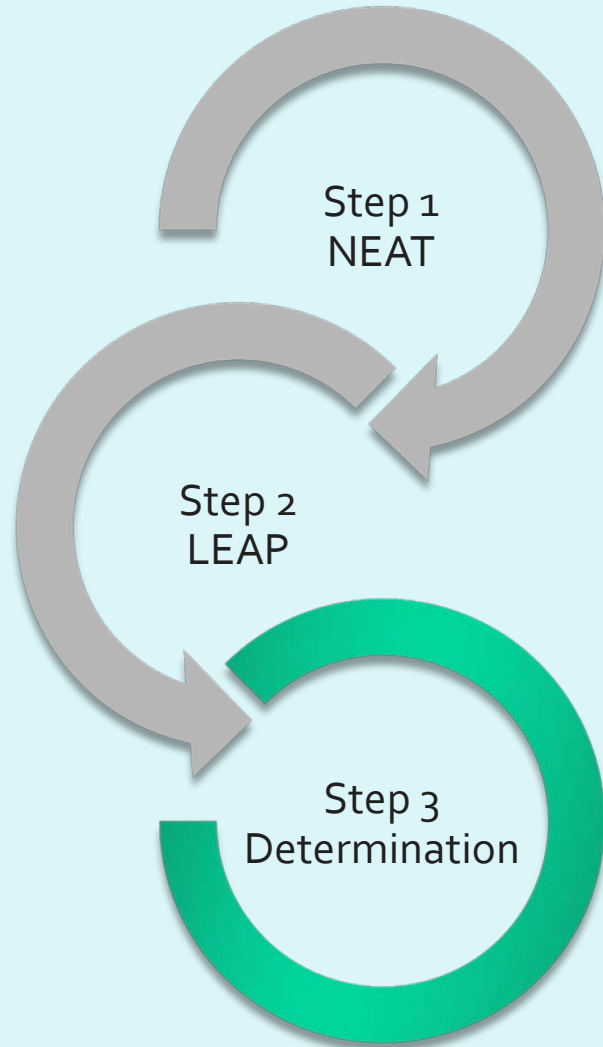
Step 2: The LEAP



- ❑ AE LEAP Reviewer receives the NEAT from ODP Bureau of Financial Mgmt. & Budget
- ❑ AE LEAP Reviewer initiates a Life Experience Appraisal Protocol (LEAP) utilizing the Desk Review and Assessment tools to complete a clinical review.
- ❑ The AE LEAP Reviewer reviews HCSIS/EIM information, the most current Supports Intensity Scale (SIS) and the NEAT provider justification and staffing levels.
- ❑ AE LEAP Reviewer completes a LEAP Findings Report to:
 - Summarize results of the clinical appraisal
 - Answer the question: "Is the NEA (rate) Justified based on the LEAP Review?"
 - Document any Considerations to be returned to ODP and the AE/County of Registration
- ❑ AE LEAP Reviewer forwards the LEAP Findings Report to ODP to be shared with Regional Program Manager and AE/County of Registration

Rate Exception Request for Needs Group 4

Step 3: Determination



- ❑ AE LEAP Reviewer forwards the LEAP Findings Report to ODP to be shared with Regional Program Manager and AE/County of Registration
- ❑ ODP Regional Program Manager and AE/County of Registration:
 - ❑ Review Findings
 - ❑ Share any Considerations with the Supports Coordinator and Residential Provider for review, response and implementation
- ❑ ODP Regional Program Manager and AE/County of Registration make a Final Recommendation for Rate Exception to be Continued or Discontinued
- ❑ ODP Bureau of Financial Mgmt. & Budget issues Approval or Disapproval to the Residential Provider via letter.
- ❑ When a Needs Exception Allowance rate is discontinued, the Provider is notified of appeals process.
- ❑ Needs Exception Allowance rates will be reviewed annually