Residential Rate Exception Process

Needs Exception Allowance

Step 1
NEAT

Step 2
LEAP

Step 3
Determination
Rate Exception Request for Needs Group 4

Step 1: The NEAT

- 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
  - 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.