

ODP Announcement

Claim and Service Documentation Requirements Webcast and Webinars

ODP Communication Number 093-18

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: Providers of Consolidated, Community Living, Person/Family Directed Support Waiver Services, and Targeted Services Management (TSM), Administrative Entities (AEs), Supports Coordination Organizations (SCOs), and Interested Parties.

PURPOSE: This communication is to announce the scheduled webcast, "[Claim and Service Documentation Requirements: for Providers of Consolidated, Community Living and Person/Family Directed Support Waiver Services and Targeted Services Management \(TSM\)](#)" will be **available Monday, Oct. 22**. This communication also announces upcoming webinars intended as a follow-up to the webcast.

DISCUSSION: The webcast, "[Claim and Service Documentation Requirements: for Providers of Consolidated, Community Living and Person/Family Directed Support Waiver Services and Targeted Services Management \(TSM\)](#)," will be available on and after October 22.

This webcast is for all Providers of Consolidated, Community Living, Person/Family Directed Support Waiver Services, and Targeted Services Management (TSM). The recorded webcast will provide an overview of the intent and purpose of the Interim Technical Guidance for Claim and Service Documentation Bulletin, [number 00-18-04, and the Attachment](#).

The webcast will describe the important relationship between claims submission and service documentation. This will include describing the differences between Service Notes and Progress Notes. The webcast also will discuss the benefits of reviewing your own documentation to help ensure practices are in compliance with current Office of Developmental Programs (ODP) policy and regulations.

In addition, 5 role-specific live webinars are scheduled beginning in November. These webinars

are intended as a follow-up to the webcast and will contain an opportunity for Q & A. Participants are strongly encouraged to view the webcast in advance of participating in the following webinars. The scheduled webinars are as follows:

- **Claims and Service Documentation Requirements for AE Session**

FOR AE'S ONLY

Monday, November 5 – 1:30-3:30

[Online registration for AE Session.](#)

This webinar is a follow-up to the Claims and Service Documentation webcast training available on MyODP. During the webinar, ODP will be providing additional information and clarifications specific to the responsibilities of Administrative Entities. Attendees should be sure to view the Claims and Service Documentation webcast prior to participation in this webinar.

- **Claims and Service Documentation Requirements for SCO Session**

FOR SC'S ONLY

Wednesday November 7 – 10:00 – 12:00

[Online registration for SCO Session.](#)

This webinar is a follow-up to the Claims and Service Documentation webcast training available on MyODP. During the webinar, ODP will be providing additional information and clarifications specific to the responsibilities of Supports Coordination Organizations. Attendees should be sure to view the Claims and Service Documentation webcast prior to participation in this webinar.

- **Claims and Service Documentation Requirements for Provider Sessions** (*Choose one*)

Wednesday November 7 – 1:30 – 3:30 - Providers

Thursday November 8 – 1:30 – 3:30 - Providers

Friday November 9 – 10:00 – 12:00 – Providers

[Online registration link for Provider Sessions](#) (Using this link, the registrant will be able to choose which one of the three sessions they wish to attend).

This webinar is a follow-up to the Claims and Service Documentation webcast training available on MyODP. During the webinar ODP will be providing additional information and clarifications specific to the responsibilities of Provider Organizations. Attendees should be sure to view the Claims and Service Documentation webcast prior to participation in this webinar. Attendees only need to register for one of the three available sessions.

CONTACT: Questions about the training please contact: RA-PWODP_OUTREACH@pa.gov. For questions about Claim Service Documentation, please contact your Regional Lead.