

# Administrative Notice

## Periodic Risk Evaluation (PRE): Next Steps and Reminders

**BAS Communication Number: BAW17-18**

**AUDIENCE:** AAW and ACAP Behavioral Specialists (BSs) and Support Coordinators (SCs)

**PURPOSE:** To communicate next steps and reminders for implementing the Periodic Risk Evaluation (PRE)

**DISCUSSION:**

**Effective immediately, SCs and BSs should administer the PRE for all participants across BAS programs as part of the required assessment package for intake and the Annual Review Plan (ARP) period.**

- The PRE does not replace any of the current required assessments (Scales of Independent Behavior-Revised, Intake Baseline Outcomes, Quality of Life Questionnaire, and Parental Stress Scale).
- Like other required assessments, the PRE should inform the Individual Support Plan (ISP) planning process and be administered no more than 90 days prior to the participant's Plan Effective Date (PED) for initial ISPs and ARPs.

**A few reminders in completing and using PRE information:**

- Only one PRE should be submitted per participant per year by the person that knows the participant best (*either* the SC or BS).
- If circumstances change for the participant, a new PRE may need to be completed. Please discuss this potential with BAS via the provider support mailbox ([ra-basprovidersupprt@pa.gov](mailto:basprovidersupprt@pa.gov)).
- If you identify an error after you submit the PRE in QuestionPro, please email the provider support mailbox.
- The intent of the PRE is to identify risk areas and develop plans for risk mitigation. The identified risk areas should be captured in the ISP (see MyODP PRE Service Guidance Document 2) and include plans for addressing and mitigating risks.

BAS will monitor completion of the PRE and integration in the ISP during plan review periods.

**One major change to the QuestionPro process:**

You are now able to print and/or download the PRE:

- Once you submit the PRE, you can now print or download the assessment results, but you must print or download before you leave the webpage.

- Once you leave the webpage, you won't be able to go back and print or download.

**If you have additional questions about the PRE**, please see the following resources on MyODP, or email BAS at [ra-basprovidersupprt@pa.gov](mailto:ra-basprovidersupprt@pa.gov) with the Subject Line: PRE.

These resources can be found on MyODP, at this link: [www.myodp.org/course/view.php?id=705](http://www.myodp.org/course/view.php?id=705)

- PRE Manual
- PRE Service Guidance Documents 1-3
- Periodic Risk Evaluation Training