ODP Communication

REMINDER
Biennial Provider Qualifications

ODP Communication Number: Memo 010-16

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 Consolidated and Person/Family Directed Support (P/FDS) waiver services, Administrative Entities (AEs) Directors or Administrators.

PURPOSE: This Office of Developmental Programs (ODP) communication is intended to inform all direct service providers and vendors, who have an MPI# ending in an odd number (1, 3, 5, 7, or 9), that they must submit their qualification applications in the Home and Community Services Information System (HCSIS) as well as submit required supporting documentation to their Lead AE between February 1st and March 31st of the same fiscal year.

NOTE:
- This communication specifically targets providers who have an MPI# ending in an odd number (1, 3, 5, 7, or 9)
- 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.

As was communicated in Informational Memo# 068-12, titled “PROVIDER QUALIFICATIONS: Revisions to the Provider Qualification Process During Fiscal Year (FY) 2012-2013”, the provider qualification “Due Date” of April 30 and “Expiration Date” of June 30, was standardized for all waiver providers. In addition, this communication explained the process of moving from an annual to a biennial (every two years) qualification process.

**DISCUSSION:** Providers who have an MPI# ending in an odd number (1, 3, 5, 7, or 9) are due to become qualified in 2016. The qualifications for these providers are due April 30th and expire on June 30th of the fiscal year. These providers can submit their HCSIS Provider Qualification applications starting February 1st, while the application and supporting documentation must be submitted no later than March 31st. Qualification applications must be finalized by the Lead AE no later than April 30th.

Waiver participant transitioning activities will commence for providers not qualified by April 30th. Providers whose qualifications expire June 30th will not be eligible to receive payment for Waiver services rendered after June 30th.

**RESOURCES:**

*Informational Packet # 025-13* – Titled, “Waiver Renewal Implementation Provider Qualification & Noncompliance Process”. This Informational Packet is intended to describe the procedure that will be implemented when a direct service provider or vendor has not met the provider qualification requirements in Appendix C of the waivers and completed their qualification application in the Home and Community Services Information System (HCSIS).

Please note that the memo or packet may have different years but the timeframes still apply for the current fiscal year.

**INQUIRIES:**

For inquiries regarding this communication, contact the ODP Provider Qualification mailbox at:
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