AUDIENCE: Supports Coordination Organizations (SCO) providing Supports Coordination (SC) services to one or more waiver participant(s) under the Consolidated or Person/Family Directed Support (P/FDS) Waiver

PURPOSE: This Office of Developmental Programs' (ODP) announcement notifies SCOs of the start and end dates of the SCO self-reporting phase and changes to the process.

DISCUSSION

As part of the SCO Monitoring process, SCOs must complete the SCO Monitoring Tool survey. This year the link to the tool will be sent out on August 1, 2016 and must be completed by October 21, 2016. By completing this tool and submitting supporting documentation, SCOs are concluding the self-reporting phase of the SCO Monitoring process. The purpose of the self-reporting phase is to assist SCOs with assessing their compliance with ODP requirements and to assess their level of preparedness for the next phase of SCO monitoring, the on-site monitoring.

Each SCO should complete ONE survey submission for the entire organization before the self-reporting phase concludes on October 21, 2016. Please note that the link to the on-line survey tool will be closed at 5 pm on October 21, 2016 and submissions of the SCO Monitoring Tool survey will not be accepted after that time.

Highlights of the Changes to the SCO Monitoring Process for Cycle 6 are as follows:

1. ODP will utilize Performance Review reports in lieu of questions in the monitoring tool for, Monitoring Tools in 14 days, PUNS in 365 days and Service Notes in 7 days. This will be completed on an ongoing basis throughout the year.
2. All non-scored questions will be removed.

*Please note that removal of questions from the monitoring tool does not indicate that the SCO no longer needs to meet the ODP requirement. ODP’s standards remain the same and all SCOs should ensure that they meet all ODP requirements.*
In Cycle 6, the 12-month review period that all SCOs must use to complete the SCO Monitoring Tool Survey is **July 1, 2015 – June 30, 2016**.

During the self-reporting phase, SCOs should remediate any non-compliance that can be remediated (for example, voiding Service Notes that do not represent billable activity).

On August 1, 2016, each SCO will receive an email from the **ODP SCO Monitoring** mailbox ([ra-odpscomonitoring@state.pa.us](mailto:ra-odpscomonitoring@state.pa.us)) requesting completion of the SCO Monitoring Tool survey. This e-mail will contain a unique link to the SCO Monitoring Tool survey, which is launched using a web-based platform.

A second email will be sent from the ODP Regional SCO Monitoring Leads and will contain the following documents:

1) The Tool/Guidelines, a Record Review Spreadsheet and a Training Tracking Spreadsheet - the Record Review and Training Tracking must be completed and emailed to the ODP SCO Monitoring mailbox upon completion of the web based survey, no later than **October 21, 2016**.

The SCO also has the option to access the SCO Monitoring Tool survey by going to the **SCO Information Center** ([SCOIC > Annual SCO Monitoring > SCO Monitoring Process for 2016-2017](http://odpconsulting.net)) located on the odpconsulting.net website.

**INQUIRIES**

If you have any questions regarding the SCO Monitoring Tool or if you have issues with the web-based platform, please e-mail [ra-odpscomonitoring@pa.gov](mailto:ra-odpscomonitoring@pa.gov).

**Please note: only one SCO Monitoring Tool survey should be submitted per SCO entity.**