

## Helpful tips

If you are having issues or problems completing the DP 1059, please make sure that you follow the below instructions for completion of the DP 1059.

- Providers should only use a PC to access the DP 1059.
- Only use **Internet Explorer** as your browser – other browsers such as FireFox and Safari are not supported
- Download the DP 1059 form directly from MyODP (<https://www.myodp.org>) – providers should not use versions of the form that have been e-mailed to them.
- Follow the path: MyODP → Resources → Intellectual Disability Resources → Waiver Services → Qualification and Enrollment Process → Provider Qualification and Enrollment
- Use Adobe Reader PDF software when downloading the DP 1059. This software can be downloaded for free from: <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
- Reference the DP 1059 Instructions (v. 2) for specific directions on how to complete the DP 1059. There is also a DP 1059 Power Point Presentation available for reference.

**NOTE:** The version of the form that should be used is titled DP 1059 (v. 2). Forms with “Reset” option in top right corner or first page should not be used.

If after following each of these steps, you continue to experience issues completing the DP 1059 – please send an e-mail with the form attached to the e-mail detailing what issues you are experiencing to the Provider Qualification mailbox [ra-odpproviderqualif@pa.gov](mailto:ra-odpproviderqualif@pa.gov).