

Provider Applicant Orientation Sessions
The new schedule for Provider Applicant Orientation Sessions is now available. Please see [ODP Communication 035-18](#) for more information.

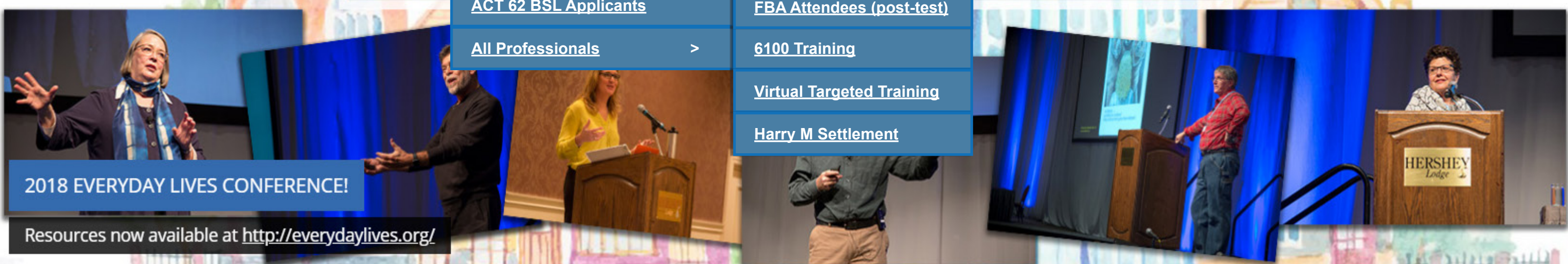
HCBS Settings Provider Self-Assessment
Providers of residential habilitation, life skills training, and day programs are required to complete a self-assessment for each service location by June 12, 2018. Please see [ODP Communication 035-18](#) for more information.

- [Prospective/New Providers](#)
- [CPS Providers](#)
- [AAW/ACAP Providers](#) >
- [Supports Coordinators](#)
- [Administrative Entities](#)
- [Quality Managers](#)
- [Medication Administrators](#)
- [Certified Investigators](#)
- [Supports Brokers](#)
- [FBA Trainers & Attendees](#) >
- [ACT 62 BSL Applicants](#)
- [All Professionals](#) >
- [Behavioral Specialists](#)
- [Employment Providers](#)
- [Systematic Skill Building](#)
- [All AAW/ACAP Providers](#)
- [FBA Trainers](#)
- [FBA Attendees \(post-test\)](#)
- [6100 Training](#)
- [Virtual Targeted Training](#)
- [Harry M Settlement](#)

Visit the [PAO Welcome page](#) to learn how to register.

Complete your self-assessment for each service location by June 12, 2018.

2018 **Everyday Lives Conference**
Resources **NOW AVAILABLE**



Provider Applicant Orientation Session Dates
The new schedule for Provider Applicant Orientation Training is now a

HCBS Settings Provider Self-Assessment period April 11-Jun
Providers of residential habilitation, life sharing, Community Participa
Please see [ODP Communication 035-18](#) for more details.

- [Autism](#) >
- [Employment](#)
- [Functional Behavioral Support \(FBA\)](#)
- [Incident & Risk Management](#)
- [Licensing \(ODP & ACT 62 BSL\)](#) >
- [LifeCourse Framework](#)
- [Participant Directed Services](#)
- [Person Centered Thinking](#)
- [Quality Management](#)
- [ODP Programs & Services](#)
- [Other](#) >

- [Autism Supports & Services](#)
- [Autism Training & Resources](#)
- [ODP Licensing](#)
- [ACT 62 Behavior Specialist License](#)
- [Conference](#)
- [AVAILABLE](#)
- [Benjamin Settlement](#)
- [Dual Diagnosis Curriculum](#)
- [Health & Safety](#)
- [Individual Support Plan](#)
- [Outcome Development](#)
- [ODP Staff Training](#)

2018 Everyday Lives Conference

RESOURCES AVAILABLE





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Prospective & New Providers

For Intellectual Disability/Autism Providers interested in providing services through the Consolidated, P/FDS, and Community Living Waivers.

[Provider Applicant Orientation \(ID\) Welcome](#)

For Autism Providers interested in providing services through the Adult Autism Waiver.

[AAW Prospective Provider Information and Resources](#)

[AAW Provider Qualifications](#)



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Community Participation Supports Providers

Required Training for CPS Providers

[Community Participation Support for Direct Support Professionals](#)

This training series is a high level introduction to Community Participation Supports for Direct Support Professionals. This training is an ODP Required Training for Direct Support Professionals who provide Community Participation Supports. The training is also available to Individuals and Families. Professional Development training credit is available to Supports Coordinators and all other professional roles.

[Community Participation Supports for DSP - Train the Trainer](#)

This course contains registration information to attend one of the Train the Trainer sessions for the Community Participation Supports for Direct Support Professionals training series. This training is specifically targeted to designated provider agency staff who will be responsible for providing DSPs with the instructor-led version of the Community Participation Supports for Direct Support Professionals curriculum, as an alternative to the DSPs viewing the online webcast series.

Resources for CPS Providers

[Community Participation Supports Q&A](#)

[EFSLMP Pilot Provider Transformation Manual](#)

[Provider Crosswalk Tool for Community Participation Supports FY17-18 ISP Renewal](#)

[Shifts in the Public Support System for People with Intellectual Disabilities and/or Autism I](#)



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Systematic Skill Building

This section contains the required virtual trainings for Adult Autism Waiver (AAW) and Adult Community Autism Program (ACAP) SSD/Systematic Skill Building providers.

The Systematic Skill Building Required Training is a 7-Module training, and requires the submission and approval of a Skill Building Plan for the course to be considered complete.

This course is only available to SSD/SSB providers who meet the qualifications to provide this service.

[SSD/Systematic Skill Building Training](#)

[AAW Systematic Skill Building Resources](#)

Additional Resources for ACAP Providers

[Provider Manual - January 2016](#)

[Service Guidance Documents](#)

[The AAW Best Instructional Practices Manual](#)



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Behavioral Specialist

This section contains the required virtual trainings for Adult Autism Waiver (AAW) and Adult Community Autism Program (ACAP) Behavioral Specialist Services providers.

At the end of each training you will receive a Certificate of Completion. That certificate will need to be kept on file at your agency.

These trainings will provide you with an:

- Understanding of FBA from a multiple theoretical perspective
- Introduction to developing appropriate goals and objectives (as linked to the BSP information)
- Understanding of the importance of prioritizing and collecting data
- Understanding of the ways in which people with ASD may use behavior as a form of communication and ways that we can address this skill deficit.
- Understanding of how data can be measured and described
- Overview of FBA Data Collection tools
- Overview of BSP/CIP Development and entry into HCSIS through a case study
- Introduction to Analyzing Data and Making Instructional Decisions

[Behavioral Specialist Service Training 101 \(BSS101\)](#)

[Behavioral Specialist Service Training 102 \(BSS102\)](#)

Additional Resources for AAW/ACAP Providers

[Provider Manual - January 2016](#)



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All AAW/ACAP Providers

The Periodic Risk Evaluation (PRE) is a tool designed to assess risk, across eight domains, for Bureau of Autism Services (BAS) Adult Autism Program participants served within the Adult Autism Waiver (AAW) and Adult Community Autism Program (ACAP). The PRE helps teams to identify areas that should be addressed through a risk mitigation process. The PRE also identifies those participants that may benefit from additional resources, dependent upon risk factors. It is designed to be completed by a Supports Coordinator or Behavioral Specialist/Behavioral Health Specialist, in consultation with the participant's family, at Intake and annually.

[Periodic Risk Evaluation \(PRE\)](#)

Goal Attainment Scaling (GAS) is an individualized approach for establishing and measuring the attainment of goals/objectives for people with varying levels of disability and support needs. It is a standardized approach to measuring and reporting outcomes, and a set of unique goals/objectives and a range of criteria is established for each person.

[Goal Attainment Scaling \(GAS\) Training](#)

[Goal Attainment Scaling \(GAS\) Resources](#)

Additional Resources for AAW/ACAP Providers

[Provider Manual - January 2016](#)

[Service Guidance Documents](#)

[The AAW Best Instructional Practices Manual](#)



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ACT 62 Behavior Specialist Licensing

This section contains virtual trainings approved by the Bureau of Autism Services for Professionals who are applying for the Autism Insurance Act (Act 62) Behavior Specialist License. The courses are organized within the eight content areas defined in the law. To download a listing of the trainings available in each content area, [click here](#).

[Assessments Coursework or Training \(AS\)](#)

[Autism Specific \(AU\)](#)

[Co-Morbidity and Medication Training \(CM\)](#)

[Crisis Intervention Training \(CR\)](#)

[Ethics Training \(ET\)](#)

[Family Collaboration Training \(FC\)](#)

[Instructional Strategies & Best Practices \(IS\)](#)

[Skill Deficits \(SD\) - Addressing Specific Skill Deficits](#)

Additional ACT 62 BSL Resources

This section contains information about the requirements for professionals interested in applying for the Autism Insurance Act (ACT 62) Behavior Specialist License (BSL). This section also includes information for providers interested in submitting trainings to the Bureau of Autism Services for evaluation toward the ACT 62 BSL requirements.

Questions about the license and the application process should be referred to the State Board of Medicine, P.O. Box 2649, Harrisburg, PA 17105-2649, Phone: (717) 783-1400, email ST-MEDICINE@pa.gov

For general information about ACT 62, including resources that have been developed for families of children and adolescents with autism, visit the DHS website: <http://www.PAAutismInsurance.org>



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Supports Coordinators

This page contains training and resources for Supports Coordinators (SCs) supporting individuals in ODP's programs: Consolidated Waiver, Person/Family Directed Support Waiver (P/FDS), Adult Autism Waiver, Adult Community Autism Program (ACAP), Community Living Waiver. Some of the trainings are required for **all** SCs, and others are specific requirements for one or more programs.

Trainings for All SCs

New Supports Coordinators (SCs) in Pennsylvania must complete this Orientation before working independently with an individual or individual's family. The ODP required Orientation is designed to be delivered with the guidance of an SC supervisor/designee(s) to assist a new SC in understanding the broad structure of the system and his or her responsibilities.

[ODP Supports Coordinator Orientation](#)

Additional Resources for All SCs

[Deaf Services - Harry M. Training](#)

Required Trainings for AAW/ACAP SCs

[Supports Coordinator Required Trainings: SC101](#)

[Supports Coordinator Required Trainings: SC102](#)

Additional Resources for AAW/ACAP SCs

[AAW Supports Coordinator Manual](#)

[AAW Supports Coordinator Documents](#)



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Administrative Entities

[AE Operating Agreements](#)

[ODP Letters to Administrative Entities](#)

Informational Webinars for AES

[Orchestrating Success Series 2017-2018](#)



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Quality Management

QM Trainings

[2018 Quality Management Certification Program - Application](#)

[Module 101 Introduction to Quality Management](#)

[Module 102 Using Information and Tools for Quality Management](#)

[Module 103 Quality Management Planning](#)

[Module 104 QI Teams Part 1](#)

QM Resources

[Quality Management Bulletin](#)

[Independent Monitoring for Quality and National Core Indicators](#)

[ODP Waiver Quality Strategy and IM4Q](#)

[Quality Assessment & Improvement \(QA&I\) Process Resources](#)



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Medication Administration

The purpose of the Pennsylvania Medication Administration (MedAdmin) Training Program is to provide training for unlicensed staff in community settings to properly administer medications to individuals that receive services in these settings. The MedAdmin training program is a Train the Trainer model.

[MedAdmin Training Program](#)

Train the Trainer Materials

[Train the Trainer - Certification](#)

[Train the Trainer - Recertification](#)

[Trainer Resources for Medication Administration Course](#)

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Certified Investigator Program



Home	About Us	Calendar of Courses	Initial Certification Instructions	Recertification Courses	Quality CI Training	Peer Review Training & Resources	CI Forums	CI Help & Resources
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[COURSE CALENDAR](#)

[HELP and RESOURCES](#)

[Learning Management System \(LMS\)](#)

In order to ensure that all incidents that require an investigation receive a systematic investigation that meets established standards, the Office of Developmental Programs (ODP) created the Certified Investigator Program.

The Certified Investigator Program contains several courses such as the Initial Certified Investigator Course, the Certified Investigator Recertification Course, the Peer Review Course and an Administrative Review Course (in development). In addition to these courses, ODP also offers Forums for Certified Investigators and others who are a part of the Certified Investigator Program.



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Supports Brokers

[Supports Broker Dashboard](#)



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6100 Training

Under Construction...



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Virtual Targeted Trainings

VTTs by Targeted Audience

[VTTs for All Providers](#)

[VTTs for AAW/ACAP Providers](#)

[VTTs for Consolidated, P/FDS, Community Living Providers](#)

[VTTs for AAW/ACAP Supports Coordinators](#)

VTTs by Focus

[VTTs that ASSURE EFFECTIVE COMMUNICATION](#)

[VTTs that PROMOTE SELF-DIRECTION, CHOICE, & CONTROL](#)

[VTTs that INCREASE EMPLOYMENT](#)

[VTTs that SUPPORT FAMILIES THROUGHOUT THE LIFESPAN](#)

[VTTs that PROMOTE HEALTH, WELLNESS, AND SAFETY](#)

[VTTs that SUPPORT PEOPLE WITH COMPLEX NEEDS](#)

[VTTs that DEVELOP AND SUPPORT QUALIFIED STAFF](#)

[VTTs that SIMPLIFY THE SYSTEM](#)

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Deaf Services - Harry M Settlement

Provides information on the settlement agreement in the case of Harry M. versus DPW. This case focused on communication access for people who are deaf and served through the Consolidated Waiver. Required activities and responsibilities of various professional stakeholders are outlined in separate courses.

[ODP Deaf Services Overview](#)

[ODP Deaf Services for Provider Staff](#)

[ODP Deaf Services for Provider Administrators and Agencies](#)

[ODP Deaf Services - Investigators, Licensing Inspectors and Monitors](#)



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Autism Supports & Services

This page will contain information about all of ODP's programs, to reflect the 2017 expanded eligibility to the ID/A programs.

This section contains basic information about the Bureau of Autism Services Adult Autism Waiver (AAW) and Adult Community Autism Program (ACAP), including how to request an application.

For additional information about the waiver, including Frequently Asked Questions (FAQs), monitoring reports and a copy of the current waiver, visit the Department of Human Services (DHS) website: <http://www.autisminpa.org>

Additional Resources

[Adult Autism Programs General Information](#)

[Adult Autism Waiver Participant Forms](#)

[Adult Community Autism Program \(ACAP\) General Information](#)

<http://www.autisminpa.org>



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Functional Behavioral Assessment (FBA)

This section contains information about the Bureau of Autism Services (BAS) Functional Behavior Assessment (FBA) training. The BAS Functional Behavior Assessment (FBA) training is a 13-hour face-to-face training that is conducted in 2, 3 or 4 sessions, by a BAS-approved trainer.

The FBA training focuses on assessment and replacement of challenging behaviors using a Functional Behavioral Assessment (FBA), as well as the development of a treatment or behavior support plan that can be used across settings.

This training is a requirement for:

Adult Autism Waiver (AAW) Behavioral Specialist Service providers
Behavioral Health Rehabilitation Services (BHRS) Behavior Specialists working with children and adolescents with autism
This training also counts toward 13 of the 16 hours for the Autism Insurance Act (ACT 62) Behavior Specialist Licensure training requirements within the Assessment category.

[Functional Behavior Assessment \(FBA\) Required Post-Test](#)

[FBA Trainer Certification](#)

Additional Resources

[Connecting to an FBA Training](#)

[Becoming a BAS-approved FBA Trainer](#)

[FBA Training Completion Records 2007-2011](#)



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Employment

[Employment/Vocational Services Required Training \(AAW/ACAP\)](#)

[Employment/Vocational Resources \(AAW/ACAP\)](#)

[SELN Series - Building Capacity to Support Individuals Seeking Community-Based Employment](#)

[SELN Series - Building Capacity for Community Life Engagement: Understanding Services vs. Outcomes](#)

[Employment-related Virtual Targeted Trainings](#)



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Incident & Risk Management

Incident Management is a risk management process which assures the health, safety, and rights of participants receiving services. PA uses a standardized, web-based mechanism for reporting incidents in the Enterprise Incident Management system (EIM). Incident Management also enables appropriate users to record incidents, track the status of recorded incidents, document corrective actions taken to prevent future occurrences, close incidents, and analyze aggregate incident data reported in EIM.

[Incident Management: Soup to Nuts](#)

[Unraveling the Processes of Incident Management and Risk Management](#)

[Adult Protective Services in Connection with Incident Management Reporting](#)

[Risk Mitigation](#)

[AAW Incident Management Resources](#)

Roles in Risk Management

[Risk Management Roles for Administrative Entities and Providers](#)

[SC Role in Mitigating Risk](#)

[Understanding Safety and Your Responsibilities](#)



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ODP Licensing

Information, trainings, documents and forms related to ODP Licensing.

[ODP Licensing](#)



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LifeCourse Framework

The Charting the LifeCourse Framework was created BY FAMILIES to help individuals and families of all abilities and all ages develop a vision for a good life, think about what they need to know and do, identify how to find or develop supports, and discover what it takes to live the lives they want to live. Individuals and families may focus on their current situation and stage of life but may also find it helpful to look ahead to think about life experiences that will help move them toward an inclusive, productive life in the future.

Even though it was originally created for people with disabilities, this universally-designed framework may be used by any person or family making a life plan, regardless of life circumstances. Visit the [LifeCourse Toolkit website](#)

[Charting the LifeCourse](#)

For Supports Coordinators

[SC Introduction to the LifeCourse Framework](#)

[SC Introduction to the LifeCourse Framework II](#)



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Participant Directed Services

Provides information to explain and review Participant Directed (Self-Directed) Services that will help everyone to understand this service model and how it can work to support an Everyday Life. The PA Guide to Participant Directed Supports in addition to forms, tools and other relevant bulletins and ODP Communications are available.

[Participant-Directed Services in ODP: What You Need to Know](#)

[PDS Calculation Tool Overview](#)

[Participant Directed Services/ Financial Management Services for Providers](#)

[Participant-Directed Services/Financial Management Services for SCOs](#)



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Person Centered Thinking

Person Centered Thinking underlies and guides respectful listening which leads to actions, resulting in people who: have positive control over the life they desire and find satisfying; are recognized and valued for their contributions (current and potential) to their communities; and are supported in a web of relationships, both natural and paid, within their communities. The Person Centered Thinking concepts, skills, and resources included here are based on the work of The Learning Community for Person Centered Practices.

[Know and Do](#)

[Like and Admire](#)

[Understanding Communication](#)

[Important To and Important For](#)

[What Makes Sense and What Doesn't Make Sense](#)



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ODP Programs & Services

Consolidated, P/FDS, Community Living

[Consolidated, P/FDS, Community Living Forms](#)

[Crosswalk Community Participation Supports](#)

[Guidance, Information and Resource Materials to Support the Inclusion of Individuals with the Diagnosis of Autism Spectrum Disorder \(ASD\) in Targeted Services Management \(TSM\), Consolidated and P/FDS waivers](#)

[Orchestrating Success Series](#)

AAW/ACAP

[AAW/ACAP Forms](#)

Provider Qualification and Enrollment Process

[Provider Qualification and Enrollment](#)

[Service Guidance Documents](#)

[AE Qualification of Providers](#)

[Guidance on Reporting Requirements](#)



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Autism Trainings & Resources

[Adult Autism Waiver General Information](#)

[Adult Community Autism Waiver \(ACAP\) General Information](#)

Additional Resources

[PA Autism Training Conference Recorded Sessions](#)

[Virtual Targeted Trainings](#)

[Community & Professional Resource Videos](#)

[ASERT website](#)

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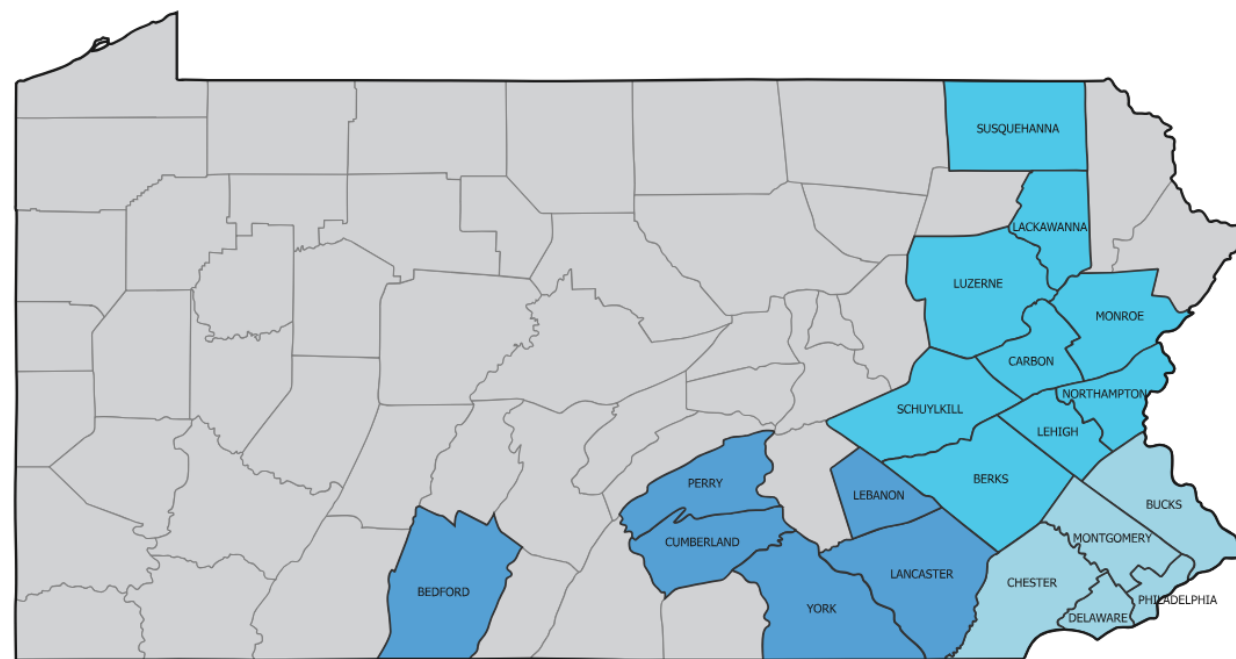
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Benjamin Settlement - People Moving to the Community



This page provides information about people currently living in a Pennsylvania State Center who want to move into the community.

If you are interested in providing supports to new members of your local community, start by reading their One Page Support Summary.





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Dual Diagnosis Curriculum

Developed as part of a joint initiative of The Commonwealth of Pennsylvania, Office of Mental Health and Substance Abuse Services (OMHSAS) and the Office of Developmental Programs (ODP) to address the needs of people who have an intellectual disability as well as mental health challenges.

[Dual Diagnosis Curriculum](#)



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Health & Safety

Provides information on a variety of medical and dental care topics to support individuals with an intellectual disability to live a healthy life.

[Mental Health First Aid](#)

[An Overview of Dementia Capable Care for People with Intellectual Disability](#)

[But, They Didn't Call it Rape: Unpacking the Dynamics of Sexual Violence and Effectively Responding to Sexual Abuse in the Lives of People with Developmental Disabilities](#)

[Dental Health for Individuals with Disabilities](#)

[Giving Medication at Home](#)

[Healthy Aging: Highlighted Topics - Lesson 2](#)

[Healthy Aging: Overview - Lesson 1](#)

[Surrogate Health Care Decision Making](#)



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Individual Support Plan

The ISP reflects the presence and promotion of Everyday Lives Principles in a person's life, and addresses the full range of the person's assessed needs as identified in ODP's statewide needs assessment and in other written assessments.

[Foundations of ISP Development](#)

[Introduction to Individual Support Plan \(ISP\) Monitoring](#)

[ISP Review Checklist](#)

[The Outcome Section of the ISP Part 1 – Outcome Summary](#)

[The Outcome Section of the ISP Part 2: Outcome Actions](#)



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Outcome Development

Outcomes that make a difference in a person's life – that help determine what needs to change, and what needs to stay the same – are the result of learning who a person is, what matters to him or her, and what supports a person needs to live a happy, healthy and meaningful life.

[Building a Foundation](#)

[Outcome Concerns - A Bridge to Action](#)

[Outcome Statements](#)

ISP Related Training

[The Outcome Section of the ISP Part 1 – Outcome Summary](#)

[The Outcome Section of the ISP Part 2: Outcome Actions](#)



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ODP Staff Training

This section is for ODP staff only and includes an Orientation curriculum for new ODP staff.

[An Introduction to Developmental Disabilities Services in Pennsylvania](#)

[An Introduction to the Bureau of Autism Services](#)

[State Center ICF for Persons with ID](#)

[The History of the Developmental Disabilities Services in Pennsylvania](#)

[Functional Eligibility Assessment Training 101](#)

QM Training

[Module 101 Introduction to Quality Management](#)

[Module 102 Using Information and Tools for Quality Management](#)

[Module 103 Quality Management Planning](#)

[Module 104 QI Teams Part 1](#)



MyODP
Training & Resource Center

Contact ODP Customer Service
Website Technical Support
Hours of operation: Mon-Fri 8am-4pm (ET)

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FBA Post-Test

Taking and passing the required post-test is the final step for professionals who are working to meet the FBA training requirement.

In order to access the test, trainees must first watch a brief **BAS FBA Test Instructions video**.

After you watch this video, click on the **Live FBA Training Confirmation** link, and enter the following information:

- The first and last name of your Trainer
- The dates of the training
- The location of the training

Once you enter and save the requested information, a link to the test will become available.

Please note this is a TIMED test. You will have 90 minutes to complete the exam. It is strongly recommended that you use all of your allotted time and review responses carefully.

If the test is not passed in two attempts, the face-to-face 13-hour training must be retaken before the test can be accessed again.

If you did not achieve a passing score on your first two attempts, and have retaken the 13-hour training with an approved trainer, submit a request for a test reset to the MyODP Help Desk or email BAS: ra-bastrainings@pa.gov

NOTE: *If you do not pass the exam in two attempts, do not create a second MyODP account in an attempt to take the test again. Trying to circumvent the system is considered cheating and breaks the code of professional ethics.*

[FBA Training: Post-Test Instructions Video](#)

[Live FBA Training Participation Confirmation](#)

[FBA Training Post-Test](#)



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FBA Trainer Certification

If you are not currently a BAS-approved FBA Trainer and would like to become one, [CLICK HERE](#) to learn more.

If you are already a BAS-approved FBA Trainer and need to **renew your FBA Trainer Certificate for Jan 2017 thru Dec 2018** - [CLICK HERE](#)

FBA Trainer Materials are available at the end of this section or [CLICK HERE](#). Please note the materials will only become available once you are approved or renewed as an FBA trainer.

Questions related to the BAS-approved FBA Trainer process should be emailed to RA-BASTrainings@pa.gov.

BAS-APPROVED FBA TRAINER RENEWAL: JAN 2017 thru DEC 2018

All current BAS-approved Functional Behavior Assessment (FBA) Trainers are required to renew their status for the next two years, regardless of the date that initial approval was obtained. **All trainers must complete the online renewal process no later than January 31, 2017 in order to continue conducting sessions.** It is a simple online process and there is no cost to renew.

- To renew your status, complete and submit the online FBA Trainer Renewal Form below. A check mark will appear to the right of the form link once the form is submitted.
- BAS will review the form to be sure all required information has been provided. Please allow 5 -7 business days for review.
- Upon approval, you will be able to:
 - access a **temporary certificate** reflecting approved status for another two years; an official certificate will be sent separately no later than March 31, 2017.
 - access all **current BAS-approved FBA Trainer materials** online (with the exception of the DVD set).