

Bureau of Supports for Autism and Special Populations (BSASP) Adult Autism Waiver Requirements for Providers

| REQUIREMENTS | | DIRECT SERVICES (Provider Types/Specialty Codes) | | | | | | | | | | | | | | | | | |
|---|---|--|---------------------------|-------------------------------------|-----------------------------------|--|--|--------------------------|------------------------------|--------------------------------------|--|--|--|-------------------------------|--------------------------------|---------------------------------|--|--------------------------|---|
| <p>To use this table, see the Adult Autism Waiver (AAW) Services, Provider Types (PT) and Specialty Codes (SC) in the columns to the right. PT/SC are particularly important for enrollment and billing purposes. AAW requirements are listed below. A ♦ in a corresponding row indicates the requirement applies to the service.</p> <p>Please contact the AAW Provider Enrollment staff at 1-866-539-7689 or ra-pwbasprovenroll@pa.gov for more information about the application process. Providers are required to submit an application through the Provider Enrollment System found at https://provider.enrollment.dpw.state.pa.us. If you are already enrolled as an MA provider, you may not have to submit an application. Please contact AAW Provider Enrollment staff to find out if you are required to use this system.</p> <p>*AAW Provider Enrollment team can provide more specific information about staff qualification requirements or please visit www.MyODP.org and go to Resources→Autism→Prospective Adult Autism Waiver Provider→Provider Qualifications</p> | Career Planning (53/530) | Counseling (19/425, 31/426, 11/422-424) | Day Habilitation (51/514) | Family support (19/425, 11/421-424) | Nutritional Consultation (23/230) | Residential Habilitation/Community Home (52/521) | Residential Habilitation/Life Sharing (52/522) | In Home Respite (51/512) | Out of Home Respite (51/513) | Speech and Language Therapy (17/173) | SSD: Behavioral Specialist Services (51/420) | SSD: Systematic Skill Building Services (51/427) | SSD: Community Support Services (51/510) | Supported Employment (53/531) | Supports Coordination (21/214) | Small Group Employment (51/516) | Temporary Supplemental Services (51/536) | Transportation (26/267) | |
| | PROVIDER AGENCY | | | | | | | | | | | | | | | | | | |
| | Must carry these insurances (as mandated by PA law): Commercial General Liability, Professional Liability Errors/Omissions Insurance, Workers’ Compensation | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ |
| | Must have access to a certified investigator, on staff or sub-contracted. | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ |
| | Must have valid auto insurance (for all vehicles used to transport participants only). | ♦ | | ♦ | | | ♦ | ♦ | ♦ | ♦ | | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ |
| DIRECT SUPPORT STAFF | | | | | | | | | | | | | | | | | | | |
| Must be 18 years of age or older. | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | |
| Must have at least a high school diploma or equivalent. | ♦ | | ♦ | | | ♦ | ♦ | ♦ | ♦ | | | | ♦ | ♦ | | ♦ | ♦ | | |
| Must have a BA/BS in a specified field* | | | | | | | | | | | | ♦ | | | ♦ | | | | |
| Must have a MA/MS in a specified field* | | | | | | | | | | | ♦ | | | | | | | | |
| License: PA Code Title 49 (Professional & Vocational Standards) * | | ♦ | | ♦ | ♦ | | | | | ♦ | | | | | | | | | |
| Must have verifiable previous experience* | | | | | | | | | | | | ♦ | | | ♦ | | | | |
| Must have Criminal Background Check on file per regulations. | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | |
| Valid driver’s license, vehicle inspection, and auto insurance (for staff who transport AAW participants only) | ♦ | | ♦ | | | ♦ | ♦ | ♦ | ♦ | | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | ♦ | |
| PROVIDER SITES | | | | | | | | | | | | | | | | | | | |
| License: PA Code Title 55, Chapter 2380 (Adult Training Facilities) | | | ♦ | | | | | | | | | | | | | | | | |
| License: PA Code Title 55, Chapter 6400 (Community Homes Only) | | | | | | ♦ | | | | | | | | | | | | | |
| License: PA Code Title 55, Chapter 6400 (Life Sharing Homes Only) | | | | | | | ♦ | | | | | | | | | | | | |

Bureau of Supports for Autism and Special Populations (BSASP) Adult Autism Waiver Requirements for Providers

| REQUIREMENTS | INDIRECT SERVICES (Provider Types/Specialty Codes) and OHCDs | | | | |
|---|--|--|-----------------------------|--------------------------------|-------------------------|
| <p>To use this table, see the Adult Autism Waiver (AAW) Services, Provider Types (PT) and Specialty Codes (SC) in the columns to the right. PT/SC are particularly important for enrollment and billing purposes. AAW requirements are listed below. A ♦ in a corresponding row indicates the requirement applies to the service.</p> <p>Please contact the AAW Provider Enrollment staff at 1-866-539-7689 or ra-pwbasprounroll@pa.gov for more information about the application process. Providers are required to submit an application through the Provider Enrollment System found at https://provider.enrollment.dpw.state.pa.us. If you are already enrolled as an MA provider, you may not have to submit an application. Please contact AAW Provider Enrollment staff to find out if you are required to use this system.</p> | Assistive Technology (55/250, 51/544) | Community Transition Services (55/551) | Home Modifications (55/543) | Vehicle Modifications (55/543) | Transportation (55/267) |
| PROVIDER AGENCY | | | | | |
| Must carry these insurances (as mandated by PA law): Commercial General Liability, Professional Liability Errors/Omissions Insurance, Workers' Compensation | ♦ | ♦ | ♦ | ♦ | ♦ |
| DIRECT SUPPORT STAFF | | | | | |
| Must have Criminal Background Check on file per regulations. | ♦ | ♦ | ♦ | ♦ | ♦ |
| PROVIDERS THAT CAN ENROLL AS OHCDs | | | | | |
| Supports Coordination Organizations | ♦ | ♦ | ♦ | ♦ | ♦ |
| Supported Employment Providers | | | | | ♦ |
| Specialized Skill Development Providers | ♦ | | ♦ | ♦ | ♦ |

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TRAINING REQUIREMENTS

AGENCY PRE-ENROLLMENT TRAINING (as required by CH 6100.81)

As of 02/01/2020, BSASP will require new provider agencies, not including SCOs, to complete a Pre-Enrollment Orientation before submitting an application to become a provider. Providers who are enrolling as an Adult Autism Waiver – only provider are required to complete Modules 1-5 of this training prior to enrollment. Please visit <http://www.dhs.pa.gov/provider/developmentalprograms/ApplicantOrientationRegistration/> for more details.

As of 02/01/2020, BSASP will require new Supports Coordination Organizations (SCOs) to complete an SCO Orientation. Contact AAW Provider Enrollment Lead at ra-pwbasprovenroll@pa.gov or 1-866-539-7689 for further details.

Please note that we highly recommend contacting the AAW Provider Enrollment Lead at ra-pwbasprovenroll@pa.gov or 1-866-539-7689 to confirm individual qualifications are met prior to beginning training, especially for those services requiring a BA/BS or MA/MS in a specified field.

ADULT AUTISM WAIVER SERVICE-SPECIFIC TRAININGS

| Service(s) | AAW Service-Specific Training |
|---|--|
| All Providers* *Except Assistive Technology and Home/Vehicle Modifications | SPeCTRUM 2.0 Online Training (9 modules, approximately 7 hours) * <ul style="list-style-type: none">Modules 1&2: A minimum of <u>one</u> staff person within an agency must complete this training requirement in order to be enrolled as an AAW provider.Modules 1&2: Required by all individual staff members employed by an agency who will be providing direct services to a participant prior to providing direct services to any program participants.Modules 3-9: Required by all individual staff members employed by an agency who will be providing direct services within 60 days of beginning to provide services to an individual enroll in the AAW. Timeframe <ul style="list-style-type: none">Current provider and SCO staff who have taken SPeCTRUM 1.0 and are currently providing services to AAW individuals are required to complete <u>all 9 modules of SPeCTRUM 2.0 by 1/1/2020 (ODP-Announcement 19-121).</u>New provider and SCO staff must complete Modules 1-2 prior to providing direct services to any AAW individuals. Modules 3-9 must be completed by <u>1/1/2020</u> by all staff employed by an agency who will be providing direct services. If hired after 11/1/2019, they will be required to complete Modules 3-9 within 60 days of beginning to provide services to any AAW individuals (ODP Announcement 19-121). |

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| | <ul style="list-style-type: none"> SPeCTRUM 2.0 can be counted towards meeting the Chapter 6100.142 requirements for orientation training. |
| Specialized Skill Development, Day Habilitation, Residential Habilitation, Supported Employment, and Small Group Employment Services | At least one person per agency must have completed Goal Attainment Scaling (GAS) training completed prior to service provision. |
| Career Planning and Supported Employment and Small Group Employment | <p>Certified Employment Support Professional (CESP) Certificate OR Certificate from an Association of Community Rehabilitation Educators (ACRE) – approved organization</p> <p>Staff working directly with the individual must have one of the following by 7/1/2021 or within 6 months of hire if hired after 1/1/2021:</p> <ul style="list-style-type: none"> Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE); or Have been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. <p>Please contact ra-bastrainings@pa.gov for more information on locating approved trainers.</p> |
| Career Planning and Supported Employment | <p>Have documentation of and complete the following two AAW Employment/Vocational Services training prior to their first service provision.</p> <ul style="list-style-type: none"> Understanding Vocational Issues for Persons with Autism*, and Employer Development, not Job Development* |
| Career Planning: Vocational Assessment | <p>Complete the following AAW Employment/Vocational Services trainings:</p> <ul style="list-style-type: none"> Vocational Assessment: Completing the Vocational Profile* |
| Specialized Skill Development: Behavioral Specialist Services | <p>Behavioral Specialist Trainings 101 and 102* (5 modules, approximately 5 hours)</p> <p>Functional Behavior Assessment (FBA)* (Self-Directed)</p> <p>Periodic Risk Evaluation (PRE) * - all staff prior to service provision</p> |
| Specialized Skill Development: Systematic Skill Building Services | Systematic Skill Building Training* 7 modules + submitting a sample Skill Building Plan for review and approval for BSASP, approximately 7 hours - all staff prior to service provision |

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| Supports Coordination | Support Coordinator Orientation <ul style="list-style-type: none">• SC Training 101 and 102* (prior to 1/1/2021)• SC Orientation modules (after 1/1/2021) <i>Contact AAW Provider Enrollment Lead at ra-pwbasprovenroll@pa.gov or 1-866-539-7689 for further details.</i> Periodic Risk Evaluation (PRE) * - all staff prior to service provision |
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**** To access the following trainings, set up an account on the www.MyODP.org training platform. Please ensure that you've selected the appropriate role, as you may not be able to access the training if the appropriate role has not been selected. ****

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CHAPTER 6100 ORIENTATION AND ANNUAL TRAINING REQUIREMENTS

| REQUIREMENT | Provider/SCO Staff | | | | | | | | Annual or Orientation | |
|--|--|--|--|----------------|--|---|--|--|-----------------------------------|------------------------------|
| <p><u>ORIENTATION TRAINING REQUIREMENTS</u> <u>Chapter 6100.142 requires that Provider and SCO staff complete orientation training.</u> <u>Timeframe of Completion: Prior to working alone with individuals, and within 30 days after hire or starting to provide a service to an individual.</u> <u>ODP is offering webcasts on www.MyODP.org that meet the requirements of Chapter 6100.142. Providers are able to provide their own versions of these trainings as long as they keep record of what is listed in the regulations in terms of the topical areas</u></p> <p><u>ANNUAL TRAINING REQUIREMENTS</u> <u>Chapter 6100.143 requires Annual training related to job skills and knowledge each year.</u> <u>*Require 12 hours of annual training</u> <u>**Require 24 hours of annual training</u></p> <p><u>Please see the table below for details on who is required to complete this training, which topics the regulations require to be covered, and timelines for completion.</u></p> <p><u>Please contact ra-pwODPtraining@pa.gov if you have any questions regarding the Orientation or Annual training requirements.</u></p> | *Management, Program, Administrative, and Fiscal Staff | *Dietary, Housekeeping, Maintenance, and Ancillary Staff | **Direct Service Professionals (F/T and P/T) and their supervisors | **Life Sharers | *Volunteers who will work alone with individuals | *Paid/Unpaid interns who will work alone with individuals | *Consultants and Contractors who are paid or contracted by provider who will work alone with individuals | **Supports Coordinators & Supports Coordinator Supervisors | Orientation Training Requirements | Annual Training Requirements |
| TRAINING TOPICS | | | | | | | | | | |
| Person-centered practices, community integration, individual choice, and assisting individuals to develop and maintain relationships | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Prevention, detection and reporting abuse, suspected abuse and alleged abuse in accordance with the Older Adults Protective Services Act (OAPSA), the Child Protective Services Law, the Adult Protective Services (APS) Act, and applicable protective services regulations | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Individual rights | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Recognizing and reporting incidents | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ |
| Job-related knowledge and skills | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | |

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|--|--|--|---|---|---|---|---|---|--|---|
| The safe and appropriate use of behavior supports | | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | | ◆ |
| Implementation of the individual plan | | | ◆ | ◆ | ◆ | ◆ | ◆ | ◆ | | ◆ |
| <p>In addition to the training and orientation required under § 6100.142—6100.143 (relating to orientation; and annual training), a support coordinator, base-funding support coordinator, targeted support manager and support coordinator supervisor shall complete the following training within the first year of employment:</p> <ul style="list-style-type: none"> (i) Facilitation of person-centered planning. (ii) Conflict resolution. (iii) Human development over the lifespan. (iv) Family dynamics. (v) Cultural diversity. | | | | | | | | ◆ | | |
| <p>§ 6100.141. Training records.</p> <p>(a) Records of orientation and training, including the training source, content, dates, length of training, copies of certificates received and persons attending, shall be kept.</p> <p>(b) The provider shall keep a training record for each person trained.</p> | | | | | | | | | | |