

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System

Thank you for expressing interest in rendering services to individuals with Intellectual Disability (ID) under the Consolidated and Person/Family Directed Support (P/FDS) waivers for the Office of Developmental Programs (ODP), Bureau of Support for People with Intellectual Disability (BSPID).

All new potential providers are required to register online for the *Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System*. Follow the steps below to access registration and other online materials.

MISSION: The mission of the Office of Developmental Programs (ODP) is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.

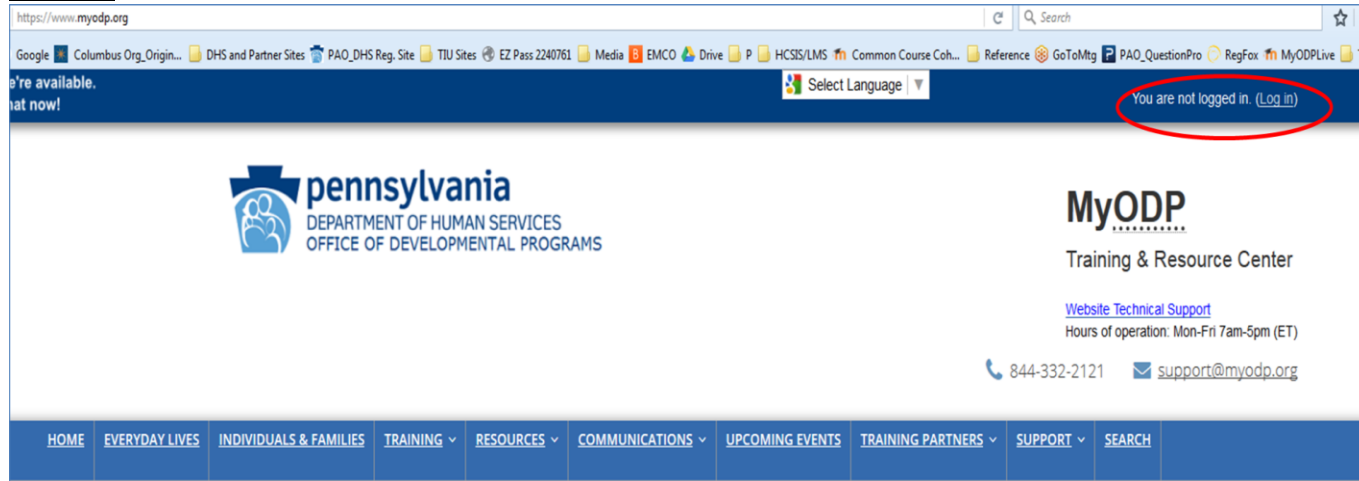
The *Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System* has been developed by ODP to ensure that all applicants intending to provide waiver services for individuals with an intellectual disability have a basic understanding of how the Intellectual Disability [ID] system operates prior to starting to provide services. This Orientation is required for any new applicant seeking approval to provide services under the ODP Consolidated and/or Person Family Directed Support Waivers (P/FDS).

The Provider Applicant Orientation is offered free-of-charge and approved by the Pennsylvania Department of Human Services, Office of Developmental Programs. The Orientation is a one day class and must be attended in its entirety in order to receive credit for completion.

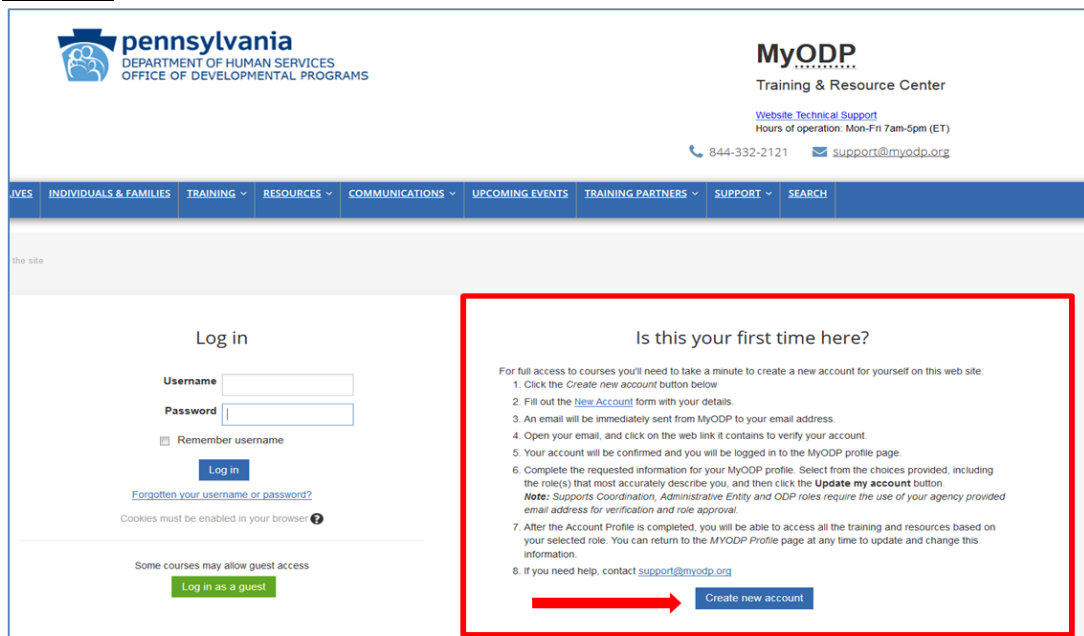
Important notes:

- The Chief Executive Officer/Director of the agency seeking approval to provide services is required to attend this Orientation and achieve a passing score the post-test. One (1) additional staff *may* also attend the Orientation, as determined by the CEO/Director.
- Each participant (CEO/Director and the additional staff) must create his or her own unique MyODP account AND complete a separate registration request. Follow the steps below. Participants who are not registered on the day of the session will only be admitted at the discretion of the trainer and if space is available after registered participants have been seated.
- If an organization wants to provide Supports Coordination services, send an inquiry to RA-scqualifications@pa.gov (do not register for this Orientation.)

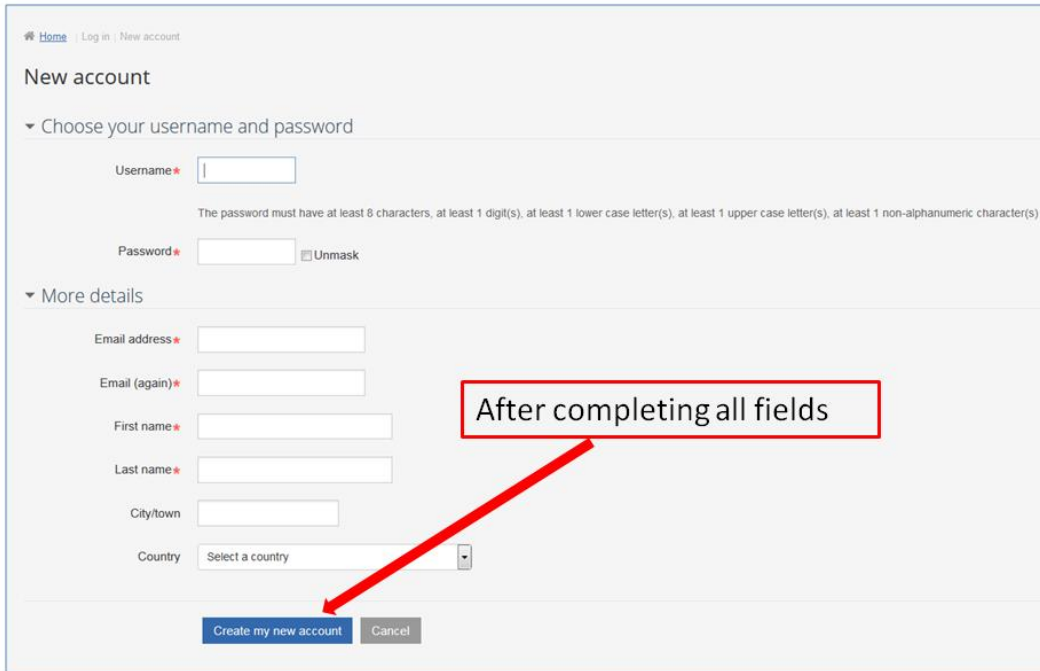
Step 1: Go to the MyODP Website (<https://www.myodp.org/>) and click the login link in the upper right hand corner:



Step 2: Click "Create new account"



Step 3: Complete the fields in the next screen. NOTE: choose a username and password you will remember. When finished, click “Create my new account.”



Home | Log in | New account

New account

▼ Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password* ☐ Unmask

▼ More details

Email address*

Email (again)*

First name*

Last name*

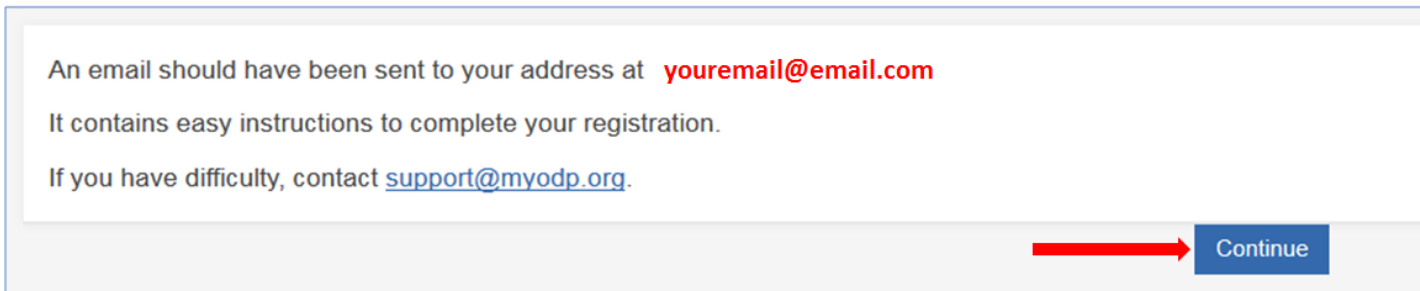
City/town

Country

[Create my new account](#) [Cancel](#)

After completing all fields

Step 4: You will see the following screen. Click Continue.



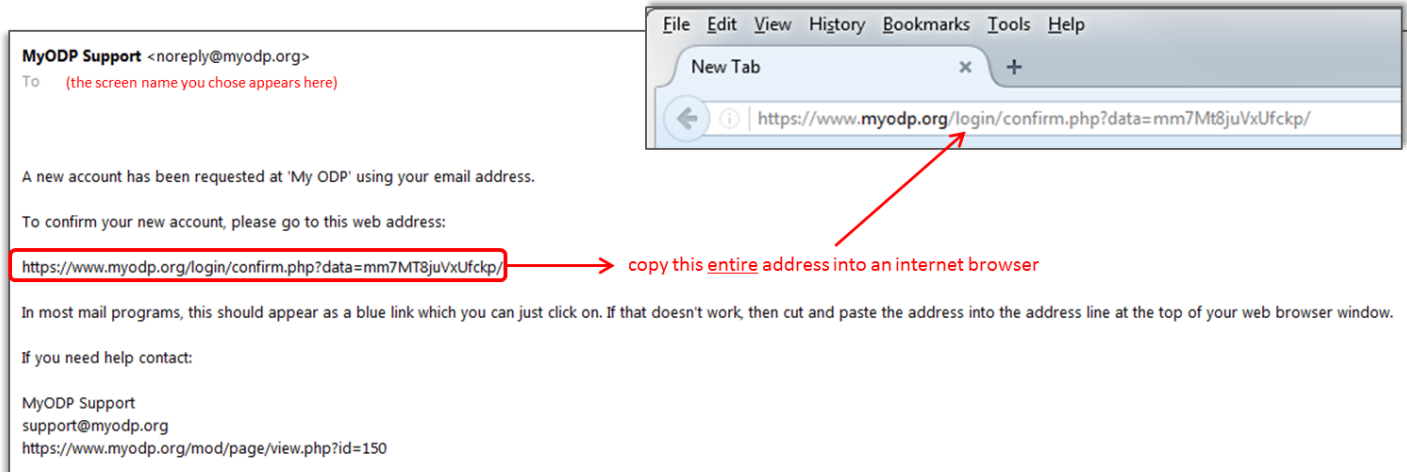
An email should have been sent to your address at **youremail@email.com**

It contains easy instructions to complete your registration.

If you have difficulty, contact support@myodp.org.

[Continue](#)

Step 5: Go to the email address you provided, find the email from MyODP Support, and follow the instructions. Note: if you do not see an email from MyODP Support, check your junk or spam folder.



MyODP Support <noreply@myodp.org>
To (the screen name you chose appears here)

A new account has been requested at 'My ODP' using your email address.

To confirm your new account, please go to this web address:

<https://www.myodp.org/login/confirm.php?data=mm7MT8juVxUfckp/>

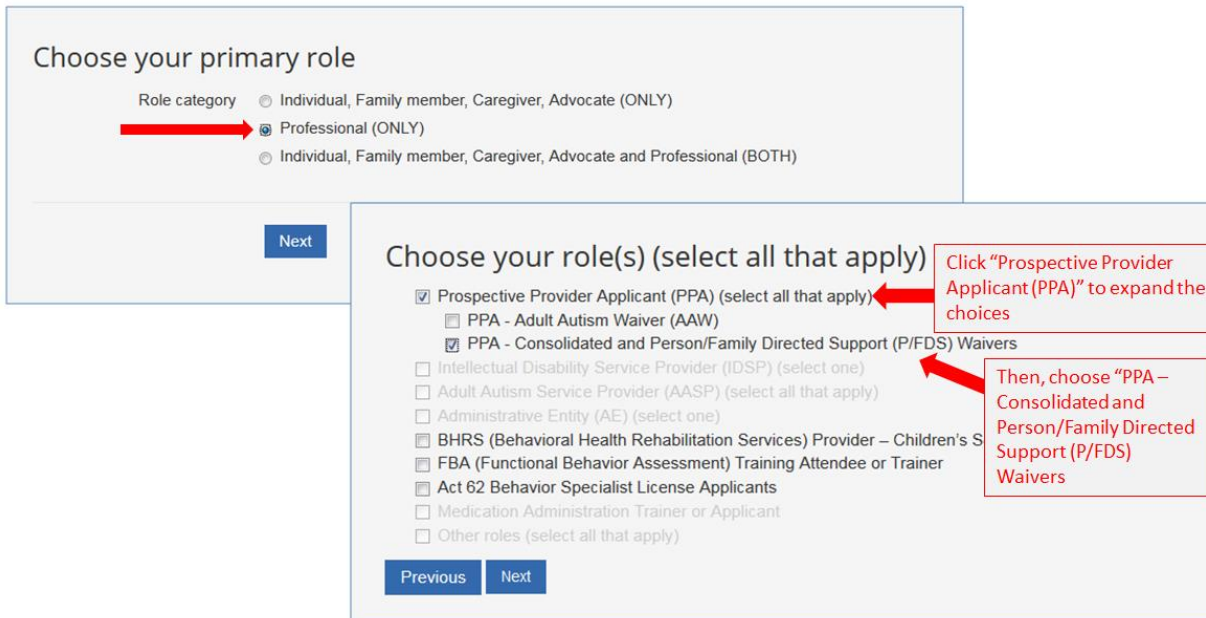
In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help contact:

MyODP Support
support@myodp.org
<https://www.myodp.org/mod/page/view.php?id=150>

The browser window shows the address bar with the URL: <https://www.myodp.org/login/confirm.php?data=mm7MT8juVxUfckp/>

Step 6: The link will take you to the following screens. Choose the roles as you see them below:



Choose your primary role

Role category

- ☐ Individual, Family member, Caregiver, Advocate (ONLY)
- ☒ Professional (ONLY)
- ☐ Individual, Family member, Caregiver, Advocate and Professional (BOTH)

Next

Choose your role(s) (select all that apply)

- ☒ Prospective Provider Applicant (PPA) (select all that apply)
 - ☐ PPA - Adult Autism Waiver (AAW)
 - ☒ PPA - Consolidated and Person/Family Directed Support (P/FDS) Waivers
- ☐ Intellectual Disability Service Provider (IDSP) (select one)
- ☐ Adult Autism Service Provider (AASP) (select all that apply)
- ☐ Administrative Entity (AE) (select one)
- ☒ BHRS (Behavioral Health Rehabilitation Services) Provider – Children's S
- ☒ FBA (Functional Behavior Assessment) Training Attendee or Trainer
- ☒ Act 62 Behavior Specialist License Applicants
- ☐ Medication Administration Trainer or Applicant
- ☐ Other roles (select all that apply)

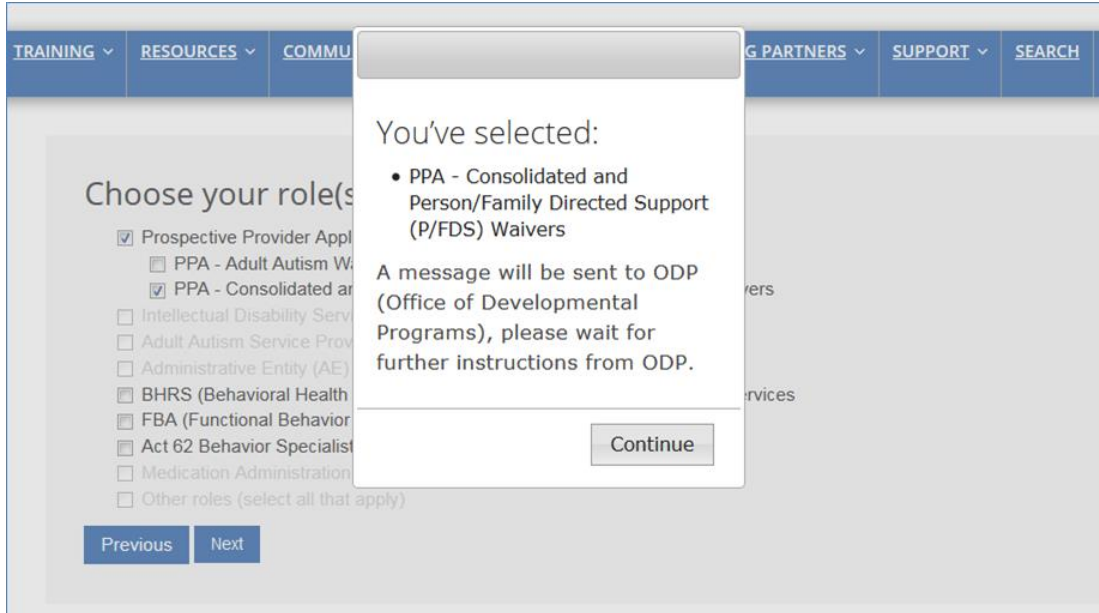
Previous **Next**

Click "Prospective Provider Applicant (PPA)" to expand the choices

Then, choose "PPA – Consolidated and Person/Family Directed Support (P/FDS) Waivers"

Next, you will see the screen below. **Please note:**

- A confirmation email from RA-PWPROVIDERAPP@pa.gov should arrive in the email you provided within moments.
- When you receive the message below, you are already logged in to the website. After you click “Continue”, you will return to the MyODP webpage and will be able to navigate to the place where Applicant Orientation materials are found.



The screenshot shows the MyODP website interface. At the top, there is a navigation bar with links: TRAINING, RESOURCES, COMMUNITY, ORGANIZING PARTNERS, SUPPORT, and SEARCH. The main content area is titled "Choose your role(s)" and lists several roles with checkboxes. A pop-up window is displayed in the center, titled "You've selected:", listing the selected role: "PPA - Consolidated and Person/Family Directed Support (P/FDS) Waivers". Below this, it states: "A message will be sent to ODP (Office of Developmental Programs), please wait for further instructions from ODP." At the bottom of the pop-up is a "Continue" button. The background role selection list includes: Prospective Provider Applicant (checked), PPA - Adult Autism Waiver (unchecked), PPA - Consolidated and Person/Family Directed Support (P/FDS) Waivers (checked), Intellectual Disability Service Provider (unchecked), Adult Autism Service Provider (unchecked), Administrative Entity (AE) (unchecked), BHRS (Behavioral Health) (unchecked), FBA (Functional Behavior) (unchecked), Act 62 Behavior Specialist (unchecked), Medication Administration (unchecked), and Other roles (select all that apply) (unchecked). At the bottom of the role selection area are "Previous" and "Next" buttons.

Note: after creating a MyODP account, you must take the second step of requesting registration.

To request registration and access the Applicant Orientation materials, follow the path below or use the link provided.

LINK: (Make sure you are logged in to MyODP before using this link) <https://www.myodp.org/course/view.php?id=523>

OR

PATH: [MyODP](#) (log in) > Home > Training (blue bar) > Intellectual Disability > All Intellectual Disability Trainings > Provider Applicant Orientation > Provider Applicant Orientation (ID) > Provider Applicant Orientation (ID) Welcome

Instructions and registration information are located within the MyODP link above. If you have questions, please contact RA-PWPROVIDERAPP@pa.gov.