



MENTAL RETARDATION BULLETIN

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

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December 22, 2006

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SUBJECT:

Prioritization of Urgency of Need for Services
(PUNS) Manual

BY:

A handwritten signature in black ink, appearing to read "Kevin T. Casey".

Kevin T. Casey
Deputy Secretary for Mental Retardation

SCOPE:

Administrative Entity Administrators/Directors
Support Coordination Directors

PURPOSE:

The purpose of this bulletin is to distribute the updated Prioritization of Urgency of Need for Services (PUNS) Manual. This document is designed to provide instructions in the completion of the new PUNS form that was implemented on April 4, 2006.

BACKGROUND:

When PUNS was first implemented in 1998, a manual was created to provide instructions on the completion of the form. An updated manual became necessary when the PUNS form was updated in April of 2006. This manual is designed to replace the old manual and supplement the training that was conducted on the new PUNS in March of 2006.

This manual was developed by a group of stakeholders, including a subject matter expert, training personnel, a family member and Office of Mental Retardation (OMR) staff.

DISCUSSION:

The PUNS manual is designed to be a working document and will change over time. Processes and documents that have not yet been finalized, such as the PA Statewide Standard Assessment and the Individual Support Plan (ISP) bulletin, will impact the PUNS process. As these changes are made, the PUNS manual will be revised and redistributed.

The PUNS manual will be available on the OMR Consulting website (www.omrconsulting.org). OMR will make every effort to ensure that the most current version of the manual is posted to this website.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

Appropriate Regional Program Manager

Each County/Administrative Entity (AE) has been asked to identify a lead PUNS trainer. This person will receive additional training and technical assistance from OMR Regional staff, specifically the Regional PUNS Point Person. Responsibilities of the County/AE trainer include:

- Training new staff on PUNS implementation
- Ensuring consistency throughout the County/SC Entity(ies) regarding the use and implementation of PUNS
- Sharing PUNS information from OMR with other County/SC Entity staff
- Raising questions/concerns to OMR
- Participating in feedback sessions with other trainers and OMR staff

OMR Regional staff will be in contact with each County/AE to identify the trainer and begin this work. Questions about this role or any other PUNS topics should be directed to the appropriate Regional PUNS Point Person. A list of regional point people is included as the last page of the PUNS Manual.

Obsolete Material: PUNS Manual issued prior to December 2006.

Attachments: PUNS Manual