



COMMONWEALTH OF PENNSYLVANIA  
**DEPARTMENT OF PUBLIC WELFARE**  
P.O. BOX 2675  
HARRISBURG, PENNSYLVANIA 17105-2675

**KEVIN T. CASEY**  
Deputy Secretary  
Office of Developmental Programs

DEC 28 2007

TELEPHONE NUMBER: (717) 787-3700  
FAX: (717) 787-6583

Dear Colleagues:

The purpose of this letter is to provide you with the final bulletin "*Process for Qualification and Disqualification of Waiver Providers*" effective January 1, 2008. The bulletin outlines the standardized process for qualification and disqualification of provider agencies, individual professionals, and vendors that provide Medicaid Waiver Services with the exception of Supports Coordination Services, to individuals in the Consolidated and Person/Family Directed Support Waivers.

Upon receipt of this bulletin, Administrative Entities should forward the bulletin and directions for completing the Provider Qualification Process to NEW providers not currently providing services or enrolled in Home and Community Services Information System (HCSIS). The Office of Developmental Programs (ODP) will provide Administrative Entities a listing from the HCSIS of existing Waiver providers whose business addresses are located within your geographic boundaries. The Administrative Entity must review the HCSIS list, add any other providers they know are doing business in their area, and submit a verified list to Ms. Sue Pasker, Department of Public Welfare, Office of Developmental Programs, P.O. Box 2675, Harrisburg, Pennsylvania 17105 within five (5) business days from the receipt of this letter. The Administrative Entity must also ensure that these providers enter their information in HCSIS to ensure accurate information

ODP will provide a schedule for review of providers by the Administrative Entity by January 2, 2008. Existing providers will be notified that they are to begin the qualification process online in January 2008. ODP expects each Administrative Entity to complete at least **one** Provider Qualification by January 31, 2008. Beginning in February 2008, and continuing through December 2008, the expectation is that the Administrative Entity on a monthly basis will complete the qualification process on a minimum of **ten percent** of existing providers and new providers to ensure 100 percent by December 31, 2008. However, due to planning and contracting processes in June and December, ODP will not expect the ten percent completion during these two months. Currently, the Administrative Entities have not been assigned a role in HCSIS to support Provider Qualification. ODP is working with Deloitte and HCSIS to make this functionality available. Until this occurs, providers will use the HCSIS screens to input their information and then will provide a hard copy to their respective Administrative Entity. We anticipate the HCSIS role to be available in February 2008.

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ODP will be providing training at the County Mental Health/Mental Retardation Administrators Association Winter Meeting on January 25, 2008 at Hotel Hershey, in Hershey, Pennsylvania. The training will be based on the bulletin and the HSCIS application process.

The Administrative Entities must identify a training point person for the Provider Qualification Process, as presented at the ODP Academy on November 27 and November 28, 2007. **The identified person must attend the January 25, 2008 meeting**, and will be accountable for the consistent implementation of this process. Additional technical assistance will be available through ODP Regional Offices.

In addition, information will be posted on the ODP Consulting System's Website for stakeholders to access so they are aware of the standardized process.

The ODP appreciates your support in meeting the required standards. If you have any questions about the Provider Qualification Process, please contact Ms. Sue Pasker at (717) 783-5771.

Sincerely,

A handwritten signature in cursive script that reads "Kevin T. Casey". The signature is written in black ink and is positioned above the printed name.

Kevin T. Casey

c: Ms. Pasker