SCOPE:

Administrative Entity (AE) Directors and Administrators
County Mental Health and Intellectual Disability (MH/ID) Programs
Supports Coordination Organizations (SCO)
Targeted Support Management Providers
Individuals and Families

PURPOSE:

The purpose of the 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 updated PUNS form in the Home and Community Services Information System that was implemented on February 2, 2019.

BACKGROUND:

When PUNS was first implemented in 1998 and revised in April 2006, a Manual was published to provide instructions on the completion of the form. This updated PUNS Manual is designed to replace the prior Manual.

DISCUSSION:

This Manual is being updated by ODP with input from stakeholders, including members of the PA Waiting List Campaign, advocates, family members and AEs.
The PUNS Manual was updated to reflect circumstances that better identify the individual’s and family’s experiences throughout the individual’s lifespan. It also provides new instructions for completing the form, emphasizing that it is to be completed in its entirety through a face-to-face conversation between the Supports Coordinator, the individual, and family.

ATTACHMENTS:

Attachment 1: PUNS Manual
Attachment 2: PUNS Form
Attachment 3: PUNS Cover Letter
Attachment 4: Disagreement Form

OBsolete: