

OFFICE OF DEVELOPMENTAL PROGRAMS BULLETIN

ISSUE DATE July 23, 2019	EFFECTIVE DATE July 23, 2019	NUMBER 00-19-03
SUBJECT Prioritization of Urgency of Need for Services (PUNS) Manual		BY  Kristin Ahrens, Deputy Secretary for Developmental Programs

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.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

The appropriate ODP Regional Program Office
Visit the Office of Developmental Programs Web site at
<http://www.dhs.pa.gov/provider/developmentalprograms/index.htm>

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:

Bulletin 00-06-15, Prioritization of Urgency of Need for Services (PUNS) Manual