

The Office of Developmental Programs (ODP) Provider Qualification (PQ) Form (DP 1088) for the Adult Autism Waiver (AAW)

ODP Announcement 21-004

AUDIENCE:

All ODP AAW Providers

PURPOSE:

To inform all AAW providers about the new ODP Provider Qualification Form – DP 1088 which must be completed by all AAW providers as described below. This form is not required to be completed by AAW Supports Coordination Organizations.

DISCUSSION:

As detailed in [ODP Announcement 20-110](#), ODP has instituted a new provider qualification process for AAW providers. This process allows for AAW to align with the process established for all ODP waivers. One of the required documents that AAW providers must complete and submit prior to initial enrollment and during their provider requalification process is the ODP AAW Provider Qualification Form – [DP 1088](#) which can be accessed via MyODP on the AAW Provider Requalification [page](#).

Providers and vendors of AAW services must be qualified prior to enrollment for any/all Provider Type (PT)/ Specialties, as well as be requalified for PT/Specialty per ODP requirements. The DP 1088 should be completed by the person responsible for the overall administration of the provider's operations as it relates to the provision of waiver services. This may be CEO/Owner who signs the ODP Provider Agreement for Participation in the AAW or a designee. Providers should be advised that regardless of who signs the DP 1088, ODP will treat the provider as an entity in terms of completion of ODP qualifications and responsibility for its content.

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The DP 1088 is an electronic form and shall be completed and maintained electronically by both the Provider and ODP. The DP 1088 includes detailed instructions on how providers are to complete the form. The form has functionality that opens, or locks sections based on choices in order to assist the user in completion of the form. The DP 1088 is an ever-evolving form and will be updated as needed.

When to complete the DP 1088

Current AAW Providers

- **During the provider's initial PQ cycle:** Providers who are completing the AAW requalification process for the first time will submit their completed DP 1088 with their PQ Doc Record and supporting documentation. This DP 1088 must include all services that the provider wants to requalify. ODP will review and return the approved copy to the provider. Any specialties not included will be removed from qualified status.
- **Prior to the submission of an application through the Provider Enrollment System:** Any application submitted through the Provider Enrollment System (PE, including New, Revalidation, and Reactivation applications, will be required to have an approved DP 1088 attached if the AAW Provider Eligibility Program (PEP) is listed on the application. The DP 1088 must include any specialty codes listed on the application, and these specialty codes must be qualified by ODP prior to submitting the DP 1088 with the application.
- **When enrolling a new service at an existing service location:** If a provider is enrolling in a new service at an existing service location, the provider must submit the DP 1088 to the BSASP Provider Enrollment Lead along with the Office of Medical Assistance Program Service Location Change Request, AAW application and supporting documentation. The AAW application and Service Location Change Request can be requested via the BSASP Provider Enrollment lead at ra-pwbasprouenroll@pa.gov. The DP 1088 must include any service(s) the provider is asking to enroll, along with supporting documentation.

New AAW Providers

- New providers must have a DP 1088 approved by the BSASP Provider Enrollment Lead **prior to** submission of an application through the Provider Enrollment System.
- The provider must submit the completed DP 1088 along with the PQ Doc Record and supporting documentation to the BSASP Provider Enrollment Lead. The Provider Enrollment Lead will review all documentation and return the DP 1088 to the provider

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for corrections or “approved”. The “approved” DP 1088 should be submitted with the electronic application through the Provider Enrollment System. If a provider is new to the AAW, but has an existing service location with the ID/A waivers, the provider must complete the DP 1088 for all services it plans to enroll for the AAW and submit it to the BSASP Provider Enrollment Lead along with the PQ Doc Record, supporting documentation, paper application (which should be requested from the Provider Enrollment Lead) and approved ODP Provider Agreement.

It is important to note that providers who offer services in both the AAW and other ID/A waivers are responsible for completing BOTH the AAW DP 1088 in addition to the ID/A DP 1059 and submitting both documents with all new and revalidation applications that include both the AAW and ID/A waivers.

The AAW DP 1088 will be a requirement for applications through the Provider Enrollment System that include the AAW PEP as of 4/1/2021.

RESOURCES

55 Pa. Code Chapter 6100 Enrollment

INQUIRIES

Inquiries regarding the new DP 1088 or the AAW qualification process, should be sent to the AAW Provider Enrollment Mailbox at RA-PWBASPROVENROLL@pa.gov.

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