

Instructions *

EMPLOYEE QUALIFICATION

Unlicensed Providers: Unlicensed providers are required to submit lists of employees/individuals providing Consolidated or Person/ Family Directed Support (P/FDS) waiver services to their Lead AE for provider qualification purposes. ODP recommends that unlicensed providers submit their employee information on a chart

Licensed Providers: Licensed providers should submit a copy of their current 55 Pa. Code license certificate(s). Licensed providers do not need to provide a list of staff information to the AE for provider qualification purposes.

AUTOMOBILE QUALIFICATION

All Providers: All providers are required to submit a list of documentation for all automobiles owned, leased, and/or hired (IF used to transport waiver participants) to their Lead AE for qualification purposes. ODP recommends that all providers, both licensed and unlicensed, submit their automobile documentation on a chart

BACKGROUND CHECK REQUIREMENTS

All background checks are to be completed within 1 year prior to the employees date of application for employment. If the background checks on the chart are completed earlier than 1 year prior to the Date of Hire, provider should include the date of application. If the background checks were completed earlier than 1 year prior to the date of application, the provider will need to ensure that current background checks are obtained and will need to follow provisional hiring regulations for these employees. See ODP Information Packet 104-12 entitled, "Clarification and Changes to Provider Qualification Requirements" for information regarding grandfathersed employees.

Background Check Resources:

6 Pa. Code § 15.141

55 Pa. Code §§ 51.20, 21, & 22

55 Pa. Code § 3490.122

BEHAVIORAL SUPPORT TRAINING & EXPERIENCE REQUIREMENTS

Individuals

- ~ Must have a Masters Degree in Human Services (or a closely related field) or work under the supervision of a professional who has a Masters Degree in Human Services (or a closely related field).**
- ~ Complete necessary pre/in-service training based on the participant's ISP.
- ~ Be trained to meet the unique needs of the participant which includes but is not limited to communication, mobility and behavioral needs.
- ~ Complete training in conducting and using a Functional Behavioral Assessment.
- ~ Complete training in positive behavioral support.

Agency Staff

- ~ Employees (direct, contracted, or in a consulting capacity) providing Behavioral Support Services must have a Masters Degree in Human Services (or a closely related field) or work under the supervision of a professional who has a Masters Degree in Human Services (or a closely related field).**
- ~ Have been trained to meet the unique needs of the participant which includes but is not limited to communication, mobility and behavioral needs.
- ~ Complete necessary pre/in-service training based on the participant's ISP.
- ~ Complete training in conducting and using a Functional Behavioral Assessment.
- ~ Complete training in positive behavioral support.
- ~ Have at least 2 years experience in working with people with intellectual disabilities.

** ODP recommends that Behavioral Support Providers submit a Table of Organization to the AE that differentiates individuals/staff with Masters Degrees and individuals/staff who do not have Masters Degrees but work under the

SUPPORTS BROKER TRAINING & EXPERIENCE REQUIREMENTS

Individuals

~ Have received training in basic employment law, have one year of experience working in human resources, have one year of experience in a management position with human resource responsibilities, or have a degree in human resources.

~ Have received training on the principles of self-determination.

~ Have received training on participant directed services.

~ Have received training on person centered thinking if assisting in planning meetings.

~ Be trained to meet the unique needs of the participant which includes but is not limited to communication, mobility and behavioral needs.

Agency Staff

~ Have received training in basic employment law, have one year of experience in a management position with human resource responsibilities, or have a degree in human resources.

~ Be trained on the principles of self-determination.

~ Be trained on participant directed services.

~ If assisting in planning meetings, be trained on person centered thinking.

~ Be trained to meet the unique needs of the participant which includes but is not limited to communication, mobility and behavioral needs.

* Refer to ODP Information Packet 104-12 entitled, "Clarification and Changes to Provider Qualification Requirements" for more detailed information.