

Office of Developmental Programs (ODP): Adult Autism Waiver (AAW) Program

Checklist for Enrolling Providers

Yes No

Have you completed the Provider Applicant Orientation?

If you have **not** completed the Provider Application Orientation and you plan to pursue enrollment in the Adult Autism Waiver only, please do so at www.MyODP.org. Set up your profile and then take the following pathway: Training → Intellectual Disability → Provider Applicant Orientation. Complete Modules 1-5. If you plan to enroll as an ODP ID/A provider as well, please complete all 6 modules and schedule an in-person orientation. **This orientation is for Providers only, not Supports Coordination Organizations (SCOs). SCOs have a separate orientation process – please contact ra-pwbasprouvenroll@pa.gov for more information..**

Once you have completed the Provider Applicant Orientation, it will be time to gather documents needed for your Staff Qualification Review, completed by the BSASP Provider Enrollment lead.

MEDICAL ASSISTANCE PROVIDER REQUIRED DOCUMENTATION

To enroll as a participating provider with PA's Department of Human Services, applicants must submit a new application in the online [Provider Enrollment System](#) for each **NEW Provider Type or Service Location** for which they are applying. Below is a partial list of documents to have on hand during the enrollment process.

"Yes" or "N/A"	WHO MUST SUBMIT	DOCUMENTATION	DESCRIPTION
	Corporation, Partnership, LLC, Nonprofit Agency	Federal Employer Identification Number	IRS documentation showing the name associated with the agency's FEIN must <u>always</u> be included.
	Corporation, Partnership, LLC, Nonprofit Agency	Pa Bureau of Corporations/ Charitable Organizations	Current proof of registration for doing business w/in the Commonwealth of PA.
	Corporation, Partnership, LLC, Nonprofit Agency	Insurances: Commercial General Liability, Professional Liability Errors/Omissions, Worker's Compensation	Certificate of Liability Insurance or copy of the policy with expiration dates listed. If you believe this requirement does not apply because of the way your agency is organized, submit evidence via a letter from your insurance company or the State of PA.
	Provider Types 11, 19, 31	Board Certification	If you indicated that you are "board certified," documentation is required.

REQUIRED LICENSURE

If you plan to enroll in a licensed service, you must complete the licensing process prior to enrollment. For questions about licensing (2380, 6400, or 6500), please go to www.MyODP.org Resources → Licensing and Regulations → ODP Licensing.

"Yes" or "N/A"	SERVICE	LICENSE REQUIRED BY COMMONWEALTH OF PENNSYLVANIA
	Therapists or Behavioral Specialists	<i>For individual practitioners only; indicate which Title 49 license is enclosed. <u>A Behavioral Specialist license is not a requirement to provide services to participants in the AAW, but should be uploaded if available.</u></i>
	Day Habilitation	_ Title 55 PA Code Chapter 2380 License
	Residential Habilitation	_ Title 55 PA Code Chapter 6400 license for each Community Living Home _ Title 55 PA Code Chapter 6500 license for each Life Sharing Home

REQUIRED EDUCATION/EXPERIENCE DOCUMENTATION

The Adult Autism Waiver has service-specific education requirements that must be met prior to enrollment. Acceptable proof of education includes degree/transcripts (we must be able to verify the area of study and look at coursework for Behavioral Specialist Services if needed). Acceptable proof of experience (if needed) must be in the form of a resume or other verifiable work history.

"Yes" or "N/A"		SERVICE	EDUCATION/EXPERIENCE REQUIRED BY BSASP
Education	Experience	Supports Coordination*	<p>Staff must have the following:</p> <ul style="list-style-type: none"> At least a Bachelor's Degree (BA/BS) in Education, Psychology, Social Work, or other related social services field At least 3 years' experience providing case management for people with disabilities OR at least three years' experience working with people with Autism Spectrum Disorder (you can have a combination of both). <p>*Staff must meet both education and experience requirements to qualify to provide this service.</p>
Education	Experience	Systematic Skill Building**	<p>Staff must have one of the following:</p> <ul style="list-style-type: none"> At least a Bachelor's Degree (BA/BS) in Social Work, Psychology, or Education OR At least a Bachelor's Degree (BA/BS) in a human services field related to Social Work, Psychology, or Education (housed in the institution's department or school of Social Work, Psychology, or Education) <p>**If Staff does not have at least a BA/BS in one of the fields listed above, the Staff must have at least a BA/BS in another field AND at least 3 years' experience directly supporting individuals with ASD in the community.</p>
		Behavioral Specialist Services	<p>Staff must have one of the following:</p> <ul style="list-style-type: none"> PA Behavioral Specialist License OR A Master's Degree in Social Work, Psychology, Education, or Applied Behavioral Analysis (ABA) OR A Master's Degree with 50% or more ABA course work* OR A Master's Degree in a human services field related to Social Work, Psychology, or Education (housed in the institution's department or school of Social Work, Psychology, or Education) with 33% or more course work in ABA*. <p>*Please contact BSASP if you have questions about course work being ABA-related. Email ra-pwbasprovenroll@pa.gov or call 1-866-539-7689.</p>
		Career Planning, Supported Employment, Small Group Employment	<p>Staff must have one of the following by 7/1/2021 or within 6 months of hire if hired after 1/1/2021:</p> <ul style="list-style-type: none"> Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) or Have been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educations (ACRE) organizational member that has ACRE-approved training <p>Please contact ra-bastrainings@pa.gov for more information on locating approved trainers.</p>

AAW-SPECIFIC TRAINING DOCUMENTATION

Below, you will find a checklist for trainings required prior to enrollment as an Adult Autism Waiver Provider or SCO. These trainings are specific to the Adult Autism Waiver services and must be completed prior to enrollment. Once a provider is enrolled, staff working with Adult Autism Waiver individuals must complete required trainings prior to service delivery. For more specific training information, please refer to the AAW Provider Quals 2020 document, found on www.MyODP.org.

"Yes" or "N/A"	SERVICE	TRAINING REQUIRED BY BSASP
	ALL SERVICES *	SPeCTRUM 2.0 Online Training, Modules 1-9. Follow this path: Training/→Autism Training/→Adult Autism Programs (AAW/ACAP)/→SPeCTRUM 2.0 *Except Assistive Technology and Home/Vehicle Modification
	Supports Coordinators	SC 101 & SC 102 on MyODP.org. Follow this path: Training/→Autism Training/→Adult Autism Programs (AAW/ACAP)/→Supports Coordination Trainings
	Employment Services	Employment/Vocational Trainings, 2 Modules. Follow this path: Training/→Autism Training/→Adult Autism Programs (AAW/ACAP)/→Employment/Vocational Trainings
	Career Planning: Vocational Assessment	Employment/Vocational Trainings, 1 Module. Follow this path: Training/→Autism Training/→Adult Autism Programs (AAW/ACAP)/→Employment/Vocational Trainings
	Systematic Skill Building	SSB Modules 1 & 2; Sample SSB Plan must be submitted/approved and 2 nd certificate uploaded. Follow this path: Training/→Autism Training/→Adult Autism Programs (AAW/ACAP)/→SSD/Systematic Skill Building Trainings
	Behavioral Specialists	BSS 101 & BSS 102; Follow this path: Training/→Autism Training/→Adult Autism Programs (AAW/ACAP)/→Behavioral Specialist Services Trainings Functional Behavior Assessment; Follow this path: Training→Autism→Functional Behavior Assessment

AFTER ENROLLMENT FYI

CERTIFIED INVESTIGATOR

The Adult Autism Waiver requires that all enrolled providers are required to either have a certified investigator on staff or contract with a certified investigator. A Certified Investigator is a person who has been trained and received a certificate in investigation from ODP. Certified investigators are responsible to investigate incidents as per their standard training and to complete an Incident Report with a summary of their investigation findings.

For more information, please go to www.MyODP.org Training→Certified Investigator Program

ADDITIONAL AAW TRAININGS

The Adult Autism Waiver requires that *all individuals* providing Supports Coordination or Behavioral Specialist services complete the **Periodic Risk Evaluation (PRE)** online training prior to service provision.

This training can be found at www.MyODP.org Training→Autism→Adult Autism Programs (AAW/ACAP)→Periodic Risk Evaluation

For providers of the Day Habilitation, Residential Habilitation, Behavioral Specialist, Community Support, Systematic Skill Building, Supported Employment, and Small Group Employment services, at least *one person per agency* must complete the **Goal Attainment Scaling (GAS)** online training prior to service provision.

This training can be found at www.MyODP.org Training→Autism→Adult Autism Programs (AAW/ACAP)→Goal Attainment Scaling

6100 REGULATIONS TRAINING REQUIREMENTS

Chapter 6100.142 requires that Provider and SCO staff complete orientation training prior to working alone with individuals and within 30 days after hire or starting to provide a service to an individual. Chapter 6100.143 requires Annual training related to job skills and knowledge each year. See the AAW Provider Quals 2020 document for more details or contact ra-pwODPtraining@pa.gov with questions.