DAUPHIN COUNTY MH/MR PROGRAM
POLICY AND PROCEDURE

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<th>_ MH</th>
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**Title:** Qualified Provider of Waiver Services

**Policy:** It is the policy of the Dauphin County MH/MR Program that all licensed, certified and non-licensed providers of mental retardation services will meet the current waiver qualification standards established by the Office of Developmental Programs.

**Definitions:**

**County program** – The County refers to the Dauphin County Mental Health/Mental Retardation Program. The County program has signed the Administrative Entity Operating Agreement with the Department of Public Welfare to perform operational and administrative functions delegated by the Department, related to the Department’s approved Consolidated and Person/Family Directed Support (P/FDS) waivers, in addition to other mental retardation services.

**Office of Developmental Programs** – The Office of Developmental Programs is a state program office within the Department of Public Welfare that sets policy, provides funds, and administers services for persons with mental retardation.

**Qualified provider** – A qualified provider is a professional or agency that meets the qualifications that are specified in the current approved Consolidated and P/FDS waivers for the service that the provider renders.

**Vendor** – A vendor is an entity that provides general goods or services that possesses the following distinguishing characteristics: goods/services are provided within normal business operations, similar goods/services are provided to many different purchasers, and the vendor operates in a competitive environment.

**HICSIS** – Home and Community Services Information System – A Web-Based database operated and maintained by the Department of Public Welfare.

**Waiver** – Referring to the Consolidated or Person Family Directed Supports Waiver.
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Procedure:

All provider agencies, individual professionals and vendors that provide Consolidated and Person/Family Directed Support Waivers meet the qualification criteria outlined in the waiver for the services they provide. New providers will be qualified for the services they intend to provide.

1. Dauphin County will verify that all provider agencies, individual professionals, and vendors meet the waiver qualification criteria prior to the delivery of waiver-funded services.

2. Dauphin County will verify on an annual basis that existing waiver-funded service providers continue to meet the provider qualification criteria outlined in the waivers.

3. Dauphin County is responsible to verify all provider qualifications that have a legal address/corporate headquarters within Dauphin County.

Process for Qualification of Waiver Providers:

1. Provider prepares and gathers all appropriate documentation to substantiate qualification criteria found at www.hcusi.state.pa.us.

2. The provider will sign the current Provider Agreement for Participation in Pennsylvania’s Medical Assistance Program. The signed copy will be forwarded to the Office of Developmental Programs.

3. The provider accesses HCSIS and initiates the qualification application for the services they intend to provide.

4. The provider submits the application, and an alert is forwarded to the Dauphin County program.

5. The Dauphin County program staff will review the provider application using ODP approved methods. The online application will be completed within 21 calendar days from the date that the provider completes the online application.

6. HCSIS will send an automated “renewal” alert to the county and the providers 60 calendar days prior to the qualification expiration date.

Adding a New Service:

1. The Provider adds the new service offering in HCSIS and submits qualification material.

2. The County program staff confirms the qualification for the new service.

Training:

1. The County will provide the training that is specified by the Office of Developmental Programs.

Applicable Requirements:

- ODP Bulletin 00-08-01: Process for Qualification and Disqualification of Waiver Providers
- Administrative Entity Operating Agreement