



Announcement

Implementation Date For PROMISE™ Prior Authorization of Supplemental Habilitation and Additional Individualized Staffing Services

ODP Communication Number: Announcement 086-10

AUDIENCE: Individuals and Families, Supports Coordinators (SCs), Support Coordinator Supervisors, Supports Coordination Organizations (SCOs), Administrative Entities (AEs), and Waiver Residential Habilitation providers.

PURPOSE: This Office of Developmental Programs (ODP) communication is intended to announce the implementation date for PROMISE™ Prior Authorization of Supplemental Habilitation (SH) and Additional Individualized Staffing (AIS) Services: **September 1, 2010.**

BACKGROUND:

ODP [Alert #063-10](#), dated 4/30/2010, provided Individuals and Families, AEs, SCOs, SCs, and direct service providers with preliminary instructions on how to proceed when SH or AIS have been identified as service or services that will meet the assessed need of the individual during the Fiscal Year (FY) 2010-2011 ISP renewal period.

On May 28, 2010, [Bulletin 00-10-09](#) was issued. This bulletin affirmed that Waiver-funded SH and AIS services would require prior authorization beginning July 1, 2010.

[Informational Packet #077-10](#) was issued early June 2010. This communication informed all interested parties of the following:

- ▶ The prior authorization process for SH and AIS services would be implemented in two phases.
- ▶ PHASE 2 requires prior authorization for SH and AIS to be submitted and processed through PROMISE™.
- ▶ A future communication would be issued to announce the implementation date for PHASE 2.
- ▶ The role of each person involved in the prior authorization process for SH and AIS.

IMPLEMENTATION DETAILS FOR PROMISE™ PRIOR AUTHORIZATION OF SH AND AIS SERVICES

As was stated in the *PURPOSE* section on the previous page of this communication, **PHASE 2 WILL BEGIN ON SEPTEMBER 1, 2010**. **Any prior authorization requests for SH or AIS services for the period September 1, 2010 and forward should be made using the PHASE 2 process ONLY, which is detailed in Informational Packet #077-10. The PHASE 1 prior authorization process should ONLY be used for dates of service July 1, 2010 through August 31, 2010.**

PLEASE NOTE: *If a request for prior authorization of SH and AIS services spans PHASE 1 and PHASE 2, a new request will need to be submitted and processed through PROMISE™ using the PHASE 2 process and using a begin date of September 1, 2010. One component of the PHASE 2 process requires that the AE completes both the MA97 **Outpatient Service Authorization Request form** and the attachment titled **“Supplemental Habilitation & Additional Individualized Staffing Prior Authorization Request” form (DP 1031)**. Both documents are to be mailed to the appropriate address indicated in Informational Packet #077-10. If an AE is aware that an existing SH or AIS prior authorization request spans PHASE 1 and PHASE 2, the AE may begin to complete the MA97 and DP 1031 forms in advance of September 1, 2010 but the **FORMS SHOULD NOT BE MAILED TO ODP PRIOR TO THE IMPLEMENTATION OF PHASE 2, SEPTEMBER 1, 2010.***

Once PHASE 2 begins, a new informational packet will be made available that will contain only the PHASE 2 instructions. Effective September 1, 2010 and forward, the PHASE 2 process will be the only process for prior authorization of SH and AIS services unless ODP issues future communication that states otherwise.

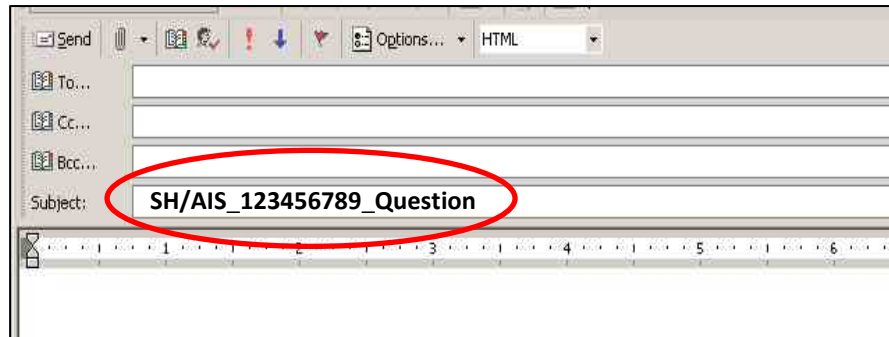
Please visit <http://www.odpconsulting.net/> to obtain an electronic version of the MA97 form and the DP 1031 attachment. To locate these two forms, go to the homepage of [odpconsulting.net](http://www.odpconsulting.net/) then scroll down to the *ODP Resources* information block located on the left hand side of the screen at the bottom. The *ODP Forms* link is located in the *ODP Resources* information block.



NOTE: When clicking on some of the Adobe Reader hyperlinks throughout this document, an information window may appear that asks the user whether they would like to “Close” or “Reload” the document. Click the “Reload” button when prompted in order to view the document(s) that experience this issue.

Any questions regarding prior authorization for SH or AIS during PHASE 1 or PHASE 2 should be sent to the appropriate regional mailbox using the e-mail addresses listed on the next page. Please use “SH/AIS_MCI#_Question” as the naming convention in the subject line of your e-mail inquiry to the ODP Regional Office. See the next page for an example of the naming convention.

Enter the actual MCI number where the acronym "MCI#" exists.



ODP Regional Office e-mail Addresses

Region	e-mail Address for SH/AIS
<i>Southeast Region</i>	ra-Southeast.SHAIS@state.pa.us
<i>Northeast Region</i>	ra-Northeast.SHAIS@state.pa.us
<i>Western Region</i>	ra-Western.SHAIS@state.pa.us
<i>Central Region</i>	ra-Central.SHAIS@state.pa.us