



Announcement

SUMMARY OF CHANGES TO THE ANNUAL QUALIFICATION FOR SUPPORTS COORDINATION ORGANIZATIONS

ODP Communication Number: Announcement 110-10

Audience: Supports Coordination Organizations (SCOs)

Purpose: This announcement is to provide SCOs with a summary of changes to the Annual Qualification Application and Instructions for 2010, recently posted at <http://scoic.odpconsulting.net>.

In the revised SCO Annual Qualification Application, some requirements have been deleted and some language or requirements have been modified to achieve consistency with waiver language. Other changes in format or instructions are intended to provide clarification to SCOs relative to required information and the qualification process. Revisions include:

Changes to Requirements

- Professional liability insurance is no longer required
- SC minimum age requirement is removed (redundant due to education and experience requirements)
- Requirement that SCO assure maintenance of “sufficient staffing complement” to perform required duties is deleted (determined through compliance with other requirements and monitoring)
- Requirement that SCO provide “updated documentation of ongoing eligibility of staff to perform SC functions” is deleted
- “and rebilling” is added to SCO assurance re: compliance with ODP rate setting/billing requirements
- “Statewide Needs Assessment” is inserted where referring to the SIS
- Compliance with ODP’s Incident Management Policy is added (waiver language; existing requirement; omitted from Qualification Application last year)
- Assurance is added that the SCO will cooperate in development and implementation of corrective action plans resulting from any monitoring by ODP or its agents (not just monitoring of SCO)

Clarification

- Membership information is required for the Board of Directors, not advisory board
- Indication of term limit and any relationship to a mental retardation services provider is required for each board member

- Resume and indication of placement in the organization for the single “designated” QMRP, not for all QMRPs, is required
- Specific information regarding staff criminal background and child protective services clearances must be submitted, not actual clearance documents
- Signatures acceptable as “Executive Director” and “Board President” for a county SCO are described.

Process

- Unless SCO is unable, electronic copies of documents are to be submitted, with no duplicate hard copies
- The SCO’s Annual Qualification Application, and all required documents, must be received by ODP before consideration of the SCO’s qualification (and therefore the specified timeline) will begin
- SCOs are advised to ensure that the designated contact persons coordinate appropriate and timely collection, review and dissemination of all required documents and communication related to the Annual Qualification Application.
- Timelines are specified for submittal of the SCO’s Annual Qualification Application, confirmation of receipt/request for additional information, approval/disapproval by ODP.

Please direct any questions about the SCO Annual Qualification Application process to:
ra-scqualifications@state.pa.us or to the appropriate ODP Regional Office.