

QMET Monitoring

Provider:	
MPI #:	
Service Locations Monitored:	# [9999], [9999], [9999]
	Did all locations complete New Provider Training?
Monitoring Address:	
Review Dates:	
Review Period:	
Monitoring Team Members:	

Services Provided

Service	Y / N
Adult Daily Living	
Assistive Technology	
Behavior Therapy	
Benefits Counseling	
Career Assessment	
Cognitive Rehabilitation Therapy Services	
Community Integration	
Community Transition Services	
Counseling Services	
Employment Skills Development	
Home Adaptations	
Job Coaching	
Job Finding	
Non-Medical Transportation	
Nursing Services	
Nutritional Consultation Services	
Occupational Therapy Services	
Personal Assistance Services (PAS)	
Personal Emergency Response Systems (PERS)	
Physical Therapy Services	
Residential Habilitation	
Respite	
Specialized Medical Equipment and Supplies	
Speech and Language Therapy Services	
Structured Day	
Vehicle Modifications	

Waivers Monitored

Waiver	Y / N
Act 150	
OBRA	

Regulation		Regulation Reference	Documentation Source
§ 52.11. Prerequisites for Participation			
(a) As a condition of participation in a Waiver or Act 150 program, an applicant shall meet the following qualifications:			
	(6) Obtain and maintain appropriate licenses and certifications from other State or Federal agencies as required.	55 Pa. Code § 52.11 (a) (6) Prerequisites for Participation. <i>The Waiver Services-Specialty Code-License-Certification-Enrollment Guide</i>	Provider License and/or certifications.
	(7) Obtain the following insurances:		
	(i) Commercial general liability insurance.	55 Pa. Code § 52.11 (a) (7) Prerequisites for Participation	Provider insurance policy
	(ii) Worker's compensation insurance.	55 Pa. Code § 52.11 (a) (7) Prerequisites for Participation	Provider insurance policy
	(iii) Professional liability insurance if required by a profession. [see Covered Items List tab for requirement details]	55 Pa. Code § 52.11 (a) (7) Prerequisites for Participation	Provider insurance policy
§ 52.14. Ongoing Responsibilities of Providers.			
(b) Within 180 days from the date of enrollment, a provider shall attend new provider training provided by the Department.		55 Pa. Code § 52.14 (b). Ongoing responsibilities of Providers.	Certificate of completion of New Provider training
(t) A provider shall participate in Department-mandated trainings.		55 Pa. Code § 52.14 (t). Ongoing responsibilities of Providers.	Certificate of completion of training (if issued), other documentation of attendance, documentation of employee attendance (if required by the training bulletin), QMET list of mandated trainings for the review period.
(j) The provider shall notify the Department at least 30 business days prior to any of the following occurrences:			
	(1) Changes in the provider's address, telephone number, fax number, e-mail address, provider name change or provider's designated contact person.	56 Pa. Code § 52.14 (j). Ongoing responsibilities of Providers.	Documentation that the provider submitted change of information request(s) to Provider Operations
§ 52.17. Critical incident and risk management.			

(f) A provider shall reduce the number of preventable incidents. The methods used by the provider to reduce the number of preventable incidents shall be documented on the provider's QMP.			
	Reduce number of preventable incidents.	55 Pa. Code § 52.17 (f). Critical incident and risk management.	Provider's critical incidents, Count of preventable incidents
	QMP documents methods to reduce preventable incidents.	55 Pa. Code § 52.17 (f). Critical incident and risk management.	Provider's critical incidents, Count of preventable incidents from the provider's previous monitoring, provider QMP

§ 52.18. Complaint management.

(a) The provider shall implement a system to record, respond, and resolve a participant's complaint.	55 Pa. Code § 52.18 (a). Complaint management.	Provider complaint system	
(b) The provider complaint system must contain all of the following:			
	(1) Name of the participant.	55 Pa. Code § 52.18(b)(1). Complaint management.	Provider complaint system
	(2) Nature of the complaint.	55 Pa. Code § 52.18(b)(2). Complaint management.	Provider complaint system
	(3) Date of the complaint.	55 Pa. Code § 52.18(b)(3). Complaint management.	Provider complaint system
	(4) Provider's actions to resolve the complaint.	55 Pa. Code § 52.18(b)(4). Complaint management.	Provider complaint system
	(5) Participant's satisfaction to the resolution of the complaint.	55 Pa. Code § 52.18(b)(5). Complaint management.	Provider complaint system
(c) The provider shall review the complaint system at least quarterly to:			
	(1) Analyze the number of complaints resolved to the participant's satisfaction.	55 Pa. Code § 52.18(c)(1). Complaint management.	Provider complaint system
	(2) Analyze the number of complaints not resolved to the participant's satisfaction.	55 Pa. Code § 52.18(c)(2). Complaint management.	Provider complaint system
	(3) Measuring the number of complaints referred to the Department for resolution.	55 Pa. Code § 52.18(c)(3). Complaint management.	Provider complaint system
(d) The provider shall develop a Quality Management Plan (QMP) when the number of complaints resolved to a participant's satisfaction are less than the number of complaints not resolved to a participant's satisfaction.	55 Pa. Code § 52.18 (d). Complaint management.	Provider complaint system, provider QMP	

§ 52.21. Staff Training.

(c) A provider shall maintain documentation of the following:			
	(1) Staff member attendance at trainings.	55 Pa. Code § 52.21(c)(1). Staff training.	Staff member training records

	(2) Content of trainings.	55 Pa. Code § 52.21(c)(2). Staff training.	Provider training curriculum
§ 52.24. Quality Management.			
(a) The provider shall create and implement a QMP to ensure the provider meets the requirements of this chapter and Chapter 1101 (relating to general provisions).		55 Pa. Code § 52.24(a). Quality Management.	Provider Quality Management Plan
(b) The QMP must contain at least the following:			
	(1) Measurable goals to ensure compliance with this chapter, Chapter 1101 and other chapters in this title under which the provider is licensed.	55 Pa. Code § 52.24(b)(1). Quality Management.	Provider Quality Management Plan (QMP)
	(2) Data-driven outcomes to achieve compliance with this chapter, Chapter 1101 and other chapters in this title.	55 Pa. Code § 52.24(b)(2). Quality Management.	Provider Quality Management Plan (QMP)
(d) The QMP must be updated at least annually by the provider.		55 Pa. Code § 52.24(d). Quality Management.	Provider Quality Management Plan (QMP)
§ 52.52. Subcontracting for a vendor good or service.			
(a) Only an OHCDs may subcontract with an entity to purchase a vendor good or service. A provider who subcontracts shall have a written agreement specifying its duties, responsibilities and compensation.		55 Pa. Code § 52.52(a). Subcontracting for a vendor good or service.	Provider's written subcontract agreements.
§ 52.14. Ongoing Responsibilities of Providers.			
(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services.			
The setting is located in Pennsylvania or a state contiguous to Pennsylvania (NY, NJ, DE, MD, WV, OH). NOTE: Does not apply to NMT		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Adult Daily Living			
The setting is in a non-institutional, community-based center encompassing both health and social services needed to ensure the optimal functioning of the participant.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

<p>Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider insurance policy(s)</p>	
<p>Enhanced ADL: Nursing Requirement: The Enhanced Adult Daily Living provider shall directly provide, contract for, or otherwise arrange for nursing services. In addition to the requirements found in the Older Adult Daily Living Center (OADLC) Regulations § 11.123 (2), a Registered Nurse (RN) must be available on-site one (1) hour weekly for each enrolled waiver participant. At a minimum, each waiver participant must be observed every other week by the RN with the appropriate notations recorded in the participant's service plan, with the corresponding follow-ups being made with the participant, family, or physician.</p>			
	<p>(1) Does the agency have an RN on staff, contract, or other employment arrangement?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Documentation of contract or staffing arrangement</p>
	<p>(2) Is the RN on-site at least 1 hour per week per participant?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
	<p>(3) Does the RN observe and document the observation of each participant at least once every 2 weeks?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
	<p>(4) Does the RN document that they are communicating with the participant, the participant's family, or the participant's physician regarding their observations?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
<p>Enhanced ADL: Staff to Participant Ratio: Staffing of OADLC providing Enhanced services will be at a staff to participant ratio of 1:5</p>			
	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>	

<p>Enhanced ADL: Operating Hours: To be eligible for the minimum rate associated with Enhanced Services, the OADLC must be open a minimum of eleven (11) hours daily during the normal work week. A normal work week is defined as Monday through Friday. (If open on a Saturday or Sunday the eleven hour requirement is not in effect for the weekend days of operation.)</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
<p>Assistive Technology</p>		
<p>This waiver service is only provided to individuals age 21 and over</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
<p>Behavior Therapy</p>		
<p>This waiver service is only provided to individuals age 21 and over</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
<p>Benefits Counseling</p>		
<p>Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
<p>Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider insurance policy(s)</p>
<p>This service provides an accurate, individualized assessment</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>

Agency provides services in a manner that supports the person's communication style and needs	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Career Assessment		
Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider insurance policy(s)
Services must be delivered in a manner that supports the participant's communication needs including, but not limited to, age appropriate communication, translation services for participants that are of limited - English proficiency or who have other communication needs requiring translation, assistance with the provider's understanding and use of communication devices used by the participant.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
The service is provided on a 1:1 client to staff ratio.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Career Assessment is an individualized employment assessment used to assist in the identification of potential career options based upon the interests and strengths of the participant. Assessment must include:		
	A review of the participant's work and volunteer history, interests and skills	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.

	Situational assessments to assess the participant's interest and aptitude in a particular type of job	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
	Identifying types of jobs in the community that match the participant's interests, strengths and skills	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
	Developing a Career Assessment Report that specifies recommendations regarding the participant's needs, interests, strengths, and characteristics of potential work environments. The Career Assessment Report must also specify training or skills development necessary to achieve the participant's employment or career goals, that could be addressed by other waiver services in the participant's service plan.	56 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
	The Career Assessment Report must also specify training or skills development necessary to achieve the participant's employment or career goals, that could be addressed by other waiver services in the participant's service plan.	56 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
	Results of Career Assessment needs to be documented and incorporated into the participant's service plan and shared, as appropriate.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Cognitive Rehabilitation Therapy Services			
	This waiver service is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Community Integration			
	Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3:	Provider insurance policy(s)

	Provider Specifications for Service.	
Community Integration is provided on a 1:1 client to staff ratio.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Counseling Services		
This waiver service is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Counseling services are non-medical counseling services provided to participants in order to resolve individual or social conflicts and family issues	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
The therapy must be on behalf of the participant and documented in his/her service plan	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Employment Skills Development		
ESD includes transportation as an integral component of the service, for example, transportation to a volunteer or training activity.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Volunteer placements used for the purpose of ESD must be time limited, and it must be documented in the service plan how the volunteer placement is expected to achieve the goal of competitive integrated employment.		
(1) Are volunteer services limited?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3:	Provider documentation

		Provider Specifications for Service.	
	(2) Does the agency document, for each participant, how the volunteer placement is expected to achieve the goal of competitive integrated employment?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Services are delivered up to a 1:3 staff to client ratio when the service is delivered in the community, and up to a 1:15 staff to client ratio when delivered in a facility-based environment in accordance with 55 PA Code Chapter 2390			
	(1) Are services provided in the community delivered at a maximum of 1:3 staff to client ratio?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
	(2) Are services provided in a facility delivered at a maximum of 1:15 staff to client ratio?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Services are limited to 36 continuous months, at which time the participant should be able to pursue Job Finding, Job Coaching or another service setting where they may utilize skills they have gained. Exceptions to this limit may be considered based upon a needs assessment or Career Assessment and prior authorization by the Department.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Services must be individually tailored to directly address the participant's employment goals as identified in the needs assessment and included in the service plan.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Services must be delivered in a manner that supports the participant's communication needs including, but not limited to, age appropriate communication, translation services for participants that are of limited-English proficiency or who have other communication needs requiring translation, assistance with the provider's understanding and use of communication devices used by the participant.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Have or ensure automobile registration and insurance for any automobiles owned, leased and/or hired when used as a component of the service		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C.	Provider insurance policy(s)

		Participant services. C1/C3: Provider Specifications for Service.	
Home Adaptations			
Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider insurance policy(s)
Job Coaching			
The setting cannot not include facility-based or other similar types of vocational services furnished in specialized facilities that are not a part of the general workplace.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Services must be delivered in a manner that supports the participant's communication needs including, but not limited to, age appropriate communication, translation services for participants that are of limited-English proficiency or who have other communication needs requiring translation, assistance with the provider's understanding and use of communication devices used by the participant.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Have or ensure automobile registration and insurance for any automobiles owned, leased and/or hired when used as a component of the service		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider insurance policy(s)
Intensive Job Coaching: Participants receiving Intensive Job Coaching require on-the-job support for more than 20% of their work week at the outset of the service, phasing down to 20% per week during the Intensive Job Coaching period			
	Is the consumer receiving on-the-job support for at least 20% of their work week?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
	Does the provider have a documented plan for phasing down on-the-job support?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3:	Provider documentation

		Provider Specifications for Service.	
	Does the provider's documentation show a decrease in job coaching services over the plan period?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Intensive Job Coaching: Intensive Job Coaching for the same employment site and/or position may only be authorized for up to 6 months and may be reauthorized for additional 6 month periods, upon review with the service planning team. Intensive Job Coaching may only be reauthorized twice, for a total of 18 consecutive months of Intensive Job Coaching support for the same employment site and/or position.			
	Has the service been provided for less than 18 consecutive months for the same employment site and/or position?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Extended Follow-along providers are required to make at least 2 visits per month, up to a maximum of 240 hours per service plan year (average of 20 hours per month).		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Job Finding			
Services must be delivered in a manner that supports the participant's communication needs including, but not limited to, age appropriate communication, translation services for participants that are of limited - English proficiency or who have other communication needs requiring translation, assistance with the provider's understanding and use of communication devices used by the participant.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Job Finding is provided on a 1:1 client to staff ratio.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C.	Provider insurance policy(s)

	Participant services. C1/C3: Provider Specifications for Service.	
Current State motor vehicle registration is required for all vehicles owned, leased and/or hired and used as a component of this service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
At each 90-day interval, the service plan team will meet to clarify employment goals and expectations and review the job finding strategy.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Non-Medical Transportation		
Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service. Must have appropriate insurance coverage (\$100,000/\$300,000 bodily injury);	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider insurance policy(s)
Vehicles must be registered with the PA Department of Transportation;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider insurance policy(s)
Nursing Services		
The nurse is responsible for reporting, to the ordering physician and Service Coordinator, changes in the participant's status that take place after the physician's order, but prior to the reauthorization of the service, if the change should result in a change in the level of Nursing services authorized in the service plan	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
This waiver service is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Nutritional Consultation Services		

This waiver service is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
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Occupational Therapy Services

The therapist is responsible for reporting, to the ordering physician and Service Coordinator, changes in the participant's status that take place after the physician's order, but prior to the reauthorization of the service, if the change should result in a change in the level of Occupational Therapy services authorized in the service plan	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
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This waiver service is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
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Personal Assistance Services

Agency has methods in place to ensure staff is awake while providing overnight PAS	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
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PAS is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
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Personal Emergency Response Systems (PERS)

The PERS vendor must provide 24 hour staffing, by trained operators of the emergency response center, 365 days a year.		
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	(1) Provide coverage by trained professionals.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Training records
	(2) Provide 24-hour coverage.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider's staffing policy, scheduling requirements
	(3) Provide coverage 365 days per year.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider's staffing policy, scheduling requirements

Physical Therapy Services

The therapist is responsible for reporting, to the ordering physician and Service Coordinator, changes in the participant's status that take place after the physician's order, but prior to the reauthorization of the service, if the change should result in a change in the level of Occupational Therapy services authorized in the service plan	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
This waiver service is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

Residential Habilitation

Residential Habilitation Services are delivered in provider owned, rented/leased or operated settings.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Licensed settings serving individuals enrolled in OLTL waivers may not exceed a licensed capacity of more than 8 unrelated individuals.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

CARF Community Housing accreditation or CARF Brain Injury Residential Rehabilitation Program(adult) accreditation	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider insurance policy(s)
One (1) staff must be awake and available on call at all times.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation, Staff interview
Residential Enhanced Staffing is provided at the following levels: <ul style="list-style-type: none"> • Level 1: staff - to - individual ratio of 1:1. • Level 2: staff - to - individual ratio of 2:1 or greater. 	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation, Staff interview

Respite

Respite is not provided in residential settings.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Home Health Agency Only - Individuals working for or contracted with agencies must meet the following standards: Be supervised by a registered nurse	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

Specialized Medical Equipment and Supplies

This waiver service is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
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Speech and Language Therapy Services

Speech and Language Therapy services must address an assessed need documented in the participant's service plan.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
The therapist is responsible for reporting, to the ordering physician and Service Coordinator, changes in the participant's status that take place after the physician's order, but prior to the reauthorization of the service, if the change should result in a change in the level of Occupational Therapy services authorized in the service plan	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
This waiver service is only provided to individuals age 21 and over	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

Structured Day Habilitation

The setting is separate from the participant's private residence or other residential living arrangement.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Staff to Client Ratios <ul style="list-style-type: none"> • One direct care staff to 8 clients during activities • One other individual must always be present 	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Structured Day Habilitation Services do not include: 1:1 therapies (OT, PT, ST, Cognitive Rehabilitation Therapy, and Behavior Therapy), adult daily living, job coaching, employment skills development, personal assistance services or community integration. Structured Day Habilitation Services also do not include competitive employment or higher education courses.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
CARF Community Integration accreditation, or CARF Brain Injury Home and Community Services (Adult) accreditation, or be licensed under 55 Pa Code, Chapter 2380 as an Adult Training Facility.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

Have or ensure automobile insurance for any automobiles owned, leased and/or hired when used as a component of the service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider insurance policy(s)
Enhanced Structured Day Habilitation - Staffing may be provided at the following levels: <ul style="list-style-type: none"> • Level 1: staff - to - individual ratio of 1:1. • Level 2: staff - to - individual ratio of 2:1 or greater. 	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation
Vehicle Modifications		
The vehicle that is modified is owned by the participant, a family member with whom the participant lives, or a non-relative who provides primary support to the participant and is not a paid provider agency of services.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

Regulation	Regulation Reference	Documentation Source
§ 52.14. Ongoing Responsibilities of Providers.		
(c) A provider shall implement the policies under § 52.11(a)(5)(xi) (relating to prerequisites for participation). Initial and continued screening for staff members and contractors to determine if they have been excluded from participation in Federal health care programs by reviewing the LEIE, EPLS, and Medichex.	55 PA Code § 52.14(c). Ongoing Responsibilities of Providers referencing § 52.11(a)(5)(xi) referencing OMAP Bulletin 99-11-05 .	Provider documentation of (per Bulletin 99-11-05) screening of staff members and contractors in LEIE, EPLS and Medichex for the two months previous to the review date..
(l) A provider shall ensure that each employee possesses a valid Social Security number.	55 Pa. Code § 52.14. (l) Ongoing Responsibilities of Providers.	Employee records.
(i) Child Abuse Clearances (All Waivers) Written results of child abuse clearances are required for all direct care workers providing services in homes where children reside.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C-2: General Service Specifications	Employee records

§ 52.19. Criminal history checks.		This section only applies to employees who are in their first year of employment.		
(b) Prior to hiring an employee, a provider shall obtain a criminal history check which is in compliance with all of the following for each employee who may have contact with a participant:				
	(1) A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the Pennsylvania State Police Central Repository does not contain information relating to the person, under 18 Pa.C.S. Chapter 91 (relating to Criminal History Record Information Act), if the employee has been a resident of this Commonwealth for the 2 years immediately preceding the date of application.			
	The employee has been a resident of this Commonwealth for the 2 years immediately preceding the date of application.	55 Pa. Code § 52.19(b)(1). Criminal history checks.		Employee records.
	A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the Pennsylvania State Police Central Repository does not contain information relating to the person, under 18 Pa.C.S. Chapter 91 (relating to Criminal History Record Information Act)	55 Pa. Code § 52.19(b)(1). Criminal history checks.		Employee records.
	(2) A report of Federal criminal history record information under the Federal Bureau of Investigation appropriation of Title II of the act of October 25, 1972 (Pub. L. No. 92-544, 86 Stat. 1109), if the employee has not been a resident of the Commonwealth for the 2 years immediately preceding the date of application.			
	The employee has not been a resident of this Commonwealth for the 2 years immediately preceding the date of application.	55 Pa. Code § 52.19(b)(2). Criminal history checks.		Employee records.
	A report of Federal criminal history record information under the Federal Bureau of Investigation appropriation of Title II of the act of October 25, 1972 (Pub. L. No. 92-544, 86 Stat. 1109).	55 Pa. Code § 52.19(b)(2). Criminal history checks.		Employee records.

<p>(c) Criminal history checks shall be in accordance with the Older Adults Protective Services Act (35 P. S. §§10225.101—10225.5102) and 6 Pa. Code Chapter 15 (relating to protective services for older adults).</p>	<p>55 Pa. Code § 52.19(c). Criminal history checks. OAPSA Act 169 of 1996. Criminal History Background Checks- (Act 169 of 1996) If the applicant has not been a PA resident for the two consecutive years before application, they will need to have a PSP criminal history background check completed and an FBI Background Check.</p>	<p>Employee records.</p>	
<p>§ 52.20. Provisional hiring.</p>		<p>This section only applies to employees who are in their first year of employment.</p>	
<p>(a) A provider may hire a person for employment on a provisional basis, pending receipt of a criminal history check, provided all of the following are met:</p>			
	<p>(1) The provider is in the process of obtaining a criminal history check as required by § 52.19 (relating to criminal history checks).</p>	<p>55 Pa. Code § 52.20(a)(1). Provisional hiring.</p>	<p>Employee records, Provider request for the appropriate criminal history check (PA State Police criminal history or Federal Bureau of Investigation criminal history check).</p>
	<p>(2) A provider may not hire a person provisionally if the provider has knowledge that the person would be disqualified for employment under 18 Pa. C.S. § 4911 (relating to tampering with public records or information).</p>	<p>55 Pa. Code § 52.20(a)(2). Provisional hiring.</p>	<p>Employee records.</p>
	<p>(3) A provisionally-hired employee shall swear or affirm in writing that his is not disqualified from employment under this chapter.</p>	<p>55 Pa. Code § 52.20(a)(3). Provisional hiring.</p>	<p>Employee records.</p>
	<p>(4) A provider shall monitor the provisionally-hired person awaiting a criminal background check through random, direct observation and participant feedback. The results of monitoring shall be documented in the person's employment file.</p>		
	<p>Direct observation</p>	<p>55 Pa. Code § 52.20(a)(4). Provisional hiring.</p>	<p>Employee records.</p>
	<p>Participant feedback</p>	<p>55 Pa. Code § 52.20(a)(4). Provisional hiring.</p>	<p>Employee records.</p>
	<p>(5) The period of provisional hire may not exceed 30 days for a person who has been a resident of this Commonwealth for at least 2 years.</p>	<p>55 Pa. Code § 52.20(a)(5). Provisional hiring.</p>	<p>Employee records.</p>
	<p>(6) The period of provisional hire may not exceed 90 days for a person who has been a resident of this Commonwealth for less than 2 years.</p>	<p>55 Pa. Code § 52.20(a)(6). Provisional hiring.</p>	<p>Employee records.</p>

§ 52.21. Staff training.			
(b) Prior to providing a service to a participant, a staff member shall be trained on how to provide the service in accordance with the participant's service plan.		55 Pa. Code § 52.21(b) Staff training.	Provider employee training records, participant service plans, scope and type descriptions (from Waiver service definition) of the service to be provided
(d) A provider shall implement a standard, annual training for all staff members providing service which contains at least the following:			
	(1) Prevention of abuse and exploitation of participants.	55 Pa. Code § 52.21(d)(1). Staff training.	Provider standard annual training records
	(2) Reporting critical incidents.	55 Pa. Code § 52.21(d)(2). Staff training.	Provider standard annual training records
	(3) Participant complaint resolution.	55 Pa. Code § 52.21(d)(3). Staff training.	Provider standard annual training records
	(4) Department-issued policies and procedures.	55 Pa. Code § 52.21(d)(4). Staff training.	Provider standard annual training records
	(5) Provider's quality management plan	55 Pa. Code § 52.21(d)(5). Staff training.	Provider standard annual training records
	(6) Fraud and financial abuse prevention.	55 Pa. Code § 52.21(d)(6). Staff training.	Provider standard annual training records
§ 52.14. Ongoing Responsibilities of Providers. (i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.			
Have a valid driver's license from Pennsylvania or a contiguous state (NY, NJ, DE, MD, WV, OH) if the operation of a vehicle is necessary to provide the service. NOTE: for NMT employee just need a valid license from any state. This requirement is not applicable for Community Integration employees		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Be 18 years of age or older.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.	
The Act 150 Program does not pay for services provided by spouses of participants. The Act 150 Program does not pay for services provided by a legal guardian. The Act 150 Program does not pay for services furnished by an active Power of Attorney (POA) of a participant. OBRA Waiver: The state does not make payment to legally responsible individuals for furnishing personal care or similar services. The state makes payment to relatives/legal guardians under specific circumstances and only when the relative/guardian is qualified to furnish services (PAS/Respite if not POA, LG, Spouse, Rep Payee).			
	The employee is not a Legal Guardian of the participant	57 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Act150, Appendix C-2 General Service Specifications	Employee records. Participant records
	The employee is not a spouse of the participant	57 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Act150, Appendix C-2 General Service Specifications	Employee records. Participant records
	The employee is not a Power of Attorney for the participant	57 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Act150, Appendix C-2 General Service Specifications	Employee records. Participant records
	The employee is not a relative of the participant (does not apply to PAS and Respite services)	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C-2 General Service Specifications	Employee records. Participant records
Adult Daily Living			
Individuals working for agencies must meet the following standards:			
	(1) Have a high school diploma or GED.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

	(2) Have a minimum of 1 year of experience providing care to an individual with a disability or support needs corresponding with the participants served in the waiver or related educational experience		
	The employee has a minimum of 1 year of experience providing care to an individual with a disability OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee has a minimum of 1 year of experience providing support needs corresponding with the participants served in the waiver OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee has a minimum of 1 year of related educational experience	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
The employee has been trained to meet the unique needs of the participant, for example, communication, mobility and behavioral needs		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

Assistive Technology

Assessments - must be performed by a Certified Assistive Technology Professional with certification in good standing. Assistive Technology Professional must be a graduate of a Department approved Rehabilitative Sciences program that is Certified by RESNA, the Rehabilitation Engineering and Assistive Technology Society of North America; or a Rehabilitative Sciences degree with at least one year in evaluation and assessment of assistive technology needs for individuals with disabilities.			
	The employee has a current, valid certification	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee graduated from a Department approved Rehabilitative Sciences program that is Certified by RESNA, the Rehabilitation Engineering and Assistive Technology Society of North America OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

	The employee has a Rehabilitative Sciences degree with at least one year in evaluation and assessment of assistive technology needs for individuals with disabilities	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Independent Evaluation may be conducted by an occupational therapist; a speech, hearing or language therapist; physical therapist; or other certified professional meeting all applicable Department standards, including regulations, policies and procedures relating to provider qualifications			
	The independent evaluation was conducted by a licensed occupational therapist OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The independent evaluation was conducted by a licensed speech, hearing or language therapist OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The independent evaluation was conducted by a licensed physical therapist OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The independent evaluation was conducted by a certified professional meeting all applicable Department standards, including regulations, policies and procedures relating to provider qualifications	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Behavior Therapy

Individuals working for agencies must meet the following standards:			
	(1) Possess basic math, reading, and writing skills;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(2) Complete training or demonstrate competency by passing a competency test as outlined in Section 611.85 under Title 28, Part IV Subpart H of the Health Care Facilities Act;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Behavior Therapy services are provided by a licensed psychologist, licensed social worker, licensed behavior specialist, licensed professional counselor, or a home health agency that employs them. Individuals with a master's degree in social work, psychology, education, counseling, or a related human services field who are not licensed or certified may practice under the supervision of a practitioner who is licensed.			
	The employee is a licensed Psychologist OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Social Worker OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Behavior Specialist OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Professional Counselor OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	Unlicensed employees		
	The employee has a master's degree in social work, psychology, education, counseling, or a related human services field	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	Is the employee supervised by a licensed practitioner?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Supervisors - Individuals without certification must be supervised by an individual holding the above certification until certification is achieved. Does the Supervisor have the appropriate license/certification?		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Benefits Counseling

Individuals working directly with the participant to provide Benefits Counseling services shall hold the following: A Certified Work Incentives Counselor certification that is accepted by the Social Security Administration for its Work Incentives Planning and Assistance program.

55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.

Employee records.

Career Assessment

Individuals working for agencies must meet the following standards:

(1) A master's degree in vocational/career evaluation or another field with a logical relationship to the provision of the service, or A bachelor's degree in a field with a logical relationship to the provision of the service and 1 year of documented related experience, and One of the following: Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

The employee has a master's degree in vocational/career evaluation or another field with a logical relationship to the provision of the service, **OR**

The employee has a bachelor's degree in a field with a logical relationship to the provision of the service and 1 year of documented related experience

The employee has a bachelor's degree in a field with a logical relationship to the provision of the service

The employee has 1 year of documented related experience

55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.

55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.

55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.

Employee records.

Employee records.

Employee records.

	(2) The employees must hold one of the following within 18 months of employment: 1. Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) 2. Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.		
	The employee hold a CESP credential from the APSE or has been awarded a qualifying Certificate of Achievement from an ACRE	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	Individuals without certification were supervised by an individual holding the above certification until certification is achieved.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(3) Have the required certification for any assessment/evaluation tools utilized	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Supervisors - Has a Certified Employment Support Professional (CESP) credential, Basic Employment Services Certificate of Achievement, or a Professional Certificate of Achievement in Employment Services		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Cognitive Rehabilitation Therapy Services			
Individuals working for agencies must meet the following standards:			
	(1) Possess basic math, reading, and writing skills;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

	(2) Complete training or demonstrate competency by passing a competency test as outlined in Section 611.85 under Title 28, Part IV Subpart H of the Health Care Facilities Act;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Services are provided by an occupational therapist, licensed psychologist, licensed social worker, licensed professional counselor, or a home health agency that employs them. Individuals with a bachelor's or master's degree in communication disorders, counseling, education, psychology, physical therapy, occupational therapy, recreation therapy, social work, or special education who are not licensed or certified may practice under the supervision of a practitioner who is licensed.			
	The employee is a licensed Occupational Therapist	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Social Worker	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Psychologist	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Professional Counselor	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	Unlicensed or Uncertified The employees		
	The employee has a bachelor's or master's degree in communication disorders, counseling, education, psychology, physical therapy, occupational therapy, recreation therapy, social work, or special education (and is not licensed or certified) AND	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	Is the employee supervised by a licensed practitioner?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

<p>Supervisors - Individuals without certification must be supervised by an individual holding the above certification until certification is achieved. Does the Supervisor have the appropriate license/certification?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee records.</p>	
<p>Community Integration</p>			
<p>Community Integration - Individuals working for or contracted with agencies must meet the following standards:</p>			
	<p>(1) Have a high school diploma or GED.</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee records.</p>
	<p>(2) Have a minimum of six months of paid or volunteer experience in working with people with physical disabilities and/or older adults</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee records.</p>
<p>Counseling Services</p>			
<p>Individuals working for agencies must meet the following standards:</p>			
	<p>(1) Possess basic math, reading, and writing skills;</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee records.</p>
	<p>(2) Complete training or demonstrate competency by passing a competency test as outlined in Section 611.85 under Title 28, Part IV Subpart H of the Health Care Facilities Act;</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee records.</p>
<p>Services are provided by a licensed psychologist, licensed social worker, licensed professional counselor, or a home health agency that employs them.</p>			
	<p>The employee is a licensed Professional Counselor</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee records.</p>

	The employee is a licensed Social Worker	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Psychologist	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Employment Skills Development

Individuals working for agencies must meet the following standards:			
	(1) Have a minimum of 1 year of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver or related educational experience		
	1 year of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee has at least 1 year of related educational experience	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(2) ESD Service Provider Agency's (doesn't apply to Vocational facilities): Each employee must hold one of the following within 18 months of employment: 1. Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) 2. Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.		
	The employee has a CESP credential from the APSE or a qualifying Certificate of Achievement from an ACRE	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

	Individuals without their certification must be supervised by an individual holding the above certification until certification is achieved.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Supervisors - Individuals without certification must be supervised by an individual holding the above certification until certification is achieved. Does the Supervisor have the appropriate certification?		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Home Adaptations			
Individuals working for or contracted with agencies must meet the following standards: Be a Licensed Contractor		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Job Coaching			
Individuals working for agencies must meet the following standards:			
	(1) Have a minimum of 1 year of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver or related educational experience	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(2) Have a High School Diploma or GED and 2 years related experience, or Bachelor's degree and a minimum of 1 year of experience living or working with an individual with a disability or support needs commensurate with the participants served in the waiver or related educational experience		
	High School Diploma or GED and 2 years of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver or related educational experience		

			The employee has a High School Diploma or GED	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
			The employee has at least 2 years of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver or related educational experience	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
		Bachelor's degree AND a minimum of 1 year of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver or related educational experience			
			The employee has a Bachelor's degree	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
			The employee has at least 1 year of experience living or working with an individual with a disability or individuals with support needs commensurate with participants served in the waiver or related educational experience	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(3) Each employee must hold one of the following within 18 months of employment: 1. Holds a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) 2. Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.				

		The employee has a CESP credential from the APSE or a qualifying Certificate of Achievement from an ACRE	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
		Individuals without certification must be supervised by an individual holding the above certification until certification is achieved.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Supervisors - Has an appropriate credentials/certification			55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Job Finding				
Individuals working for agencies must meet the following standards:				
	(1) Have a bachelor's degree in rehabilitation, psychology, sociology, business, marketing or related field and 1 year of documented related experience, or Have an associate's degree in rehabilitation, psychology, sociology, business, marketing or related field and 2 years of documented related experience, or Have a high school diploma or GED and at least 3 years of documented related experience			
		The employee has a bachelor's degree in rehabilitation, psychology, sociology, business, marketing or related field and 1 year of documented related experience OR		
		The employee has a bachelor's degree in rehabilitation, psychology, sociology, business, marketing or related field	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
		The employee has at least 1 year of documented related experience,	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

		The employee has an associate's degree in rehabilitation, psychology, sociology, business, marketing or related field and 2 years of documented related experience OR		
		The employee has a associate's degree in rehabilitation, psychology, sociology, business, marketing or related field	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
		The employee has at least 2 years of documented related experience,	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
		Have a high school diploma or GED and at least 3 years of documented related experience		
		The employee has a high school diploma or GED	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
		The employee has at least 3 years of documented related experience,	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(2) Individuals working directly with the participant to provide job finding services shall hold one of the following within 18 months of employment: Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE) or Has been awarded a Basic Employment Services Certificate of Achievement or a Professional Certificate of Achievement in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training. Individuals without certification must be supervised by an individual holding the above certification until certification is achieved.			
		The employee has a CESP credential from the APSE or a qualifying Certificate of Achievement from an ACRE	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

	Un-certified employees must be supervised by an individual holding the above certification until certification is achieved.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Supervisors - Has an appropriate credentials/certification		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Non-Medical Transportation			
Drivers must meet the following: Receive a physical examination (including a vision test) at the time of hire and at least every 2 years; and		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	service definition
Nursing Services			
Nursing services must be performed by a Registered Nurse or Licensed Practical Nurse			
	The employee is a licensed Registered Nurse OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a Licensed Practical Nurse	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Nutritional Consultation Services			
Individuals working for agencies must meet the following standards:			

	(1) Possess basic math, reading, and writing skills;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(2) Complete training or demonstrate competency by passing a competency test as outlined in Section 611.85 under Title 28, Part IV Subpart H of the Health Care Facilities Act;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(3) Home Health Agencies that employ licensed and registered dietitians may provide nutritional counseling.		
	The employee is a Registered Dietitian OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a Certified Nutrition Specialist	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Occupational Therapy Services

Occupational Therapy can be provided by a licensed occupational therapist or occupational therapy assistant in accordance with applicable State standards.			
	The employee is a licensed Occupational Therapist	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Occupational Therapy Assistant	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Personal Assistance Services (PAS)

Individuals working for agencies must meet the following standards:			
	(1) Possess basic math, reading, and writing skills;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(2) Complete training or demonstrate competency by passing a competency test as outlined in Section 611.55 under Title 28, Part IV Subpart H of the Health Care Facilities Act;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Family members can provide Personal Assistance and Respite Services; however, the following exclusions apply: The OBRA Waiver will not pay for services furnished by a Representative Payee.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C-2	Employee records.

Physical Therapy Services

Physical Therapy can be provided by a licensed physical therapist or physical therapist assistant as prescribed by a physician, and documented in the service plan			
	The employee is a licensed Physical Therapist	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a licensed Physical Therapy Assistant	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Residential Habilitation

Individuals working for agencies must meet the following standards:		
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	(1) Have a High School diploma or GED	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(2) Have a minimum of six months of paid or volunteer experience working with people with disabilities.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(3) Complete Initial Residential Habilitation Service Training within 6 months of being hired, which consists of a minimum of 12 hours of brain injury specific training.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(4) Complete a minimum of 12 hours of Ongoing Residential Habilitation Training annually which directly relates to job responsibilities.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Enhanced Staffing - Staff who are employed to provide Enhanced Residential Habilitation Services must also have initial training in behavioral programming and crisis prevention which must be renewed annually.			
	The employee had initial training in behavioral programming and crisis prevention	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee training records.
	The employee had annual training in behavioral programming and crisis prevention	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee training records.
Respite			
Individuals working for agencies must meet the following standards:			
	(1) Possess basic math, reading, and writing skills;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

	(2) Complete training or demonstrate competency by passing a competency test as outlined in Section 611.55 under Title 28, Part IV Subpart H of the Health Care Facilities Act;	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	Family members can provide Personal Assistance and Respite Services; however, the following exclusions apply: The OBRA Waiver will not pay for services furnished by a Representative Payee.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C-2	Employee records.

Speech and Language Therapy Services

Speech and Language Therapy services are provided by a licensed American Speech Language Hearing Associate or certified speech-language pathologist in accordance with applicable State standards			
	The employee is a licensed American Speech Language Hearing Associate	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee is a certified speech-language pathologist	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

Structured Day Habilitation

Individuals working for agencies must meet the following standards:			
	(1) Complete initial Structured Day Habilitation Service Training within 6 months of being hired, which consists of a minimum of 20 hours of brain injury specific training.		
	The employee completed initial Structured Day Habilitation Service Training	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee training records.

	The training included a minimum of 20 hours of brain injury specific training.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee training records.
	The trainings were completed within 6 months of being hired	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee training records.
	(2) Complete a minimum of 12 hours of Ongoing Structured Day Habilitation Training annually	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee training records.
Individual Support Staff must: Have a high school diploma or GED and have a minimum of five (5) years' experience working with people with disabilities, or Have a Bachelor's degree in a human service field.			
	The employee has a high school diploma or GED and a minimum of five (5) years' experience working with people with disabilities OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	The employee has a Bachelor's degree in a human service field	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
Enhanced Staffing - must also have initial training in behavioral programming and crisis prevention which must be renewed annually.		55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee training records.
Independent Education Instructor must:			
	(1) Hold a Bachelor's degree	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.

	(2) Have a current teaching certificate	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(3) Have two years of experience teaching basic adult education	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
	(4) Be certified under the Department of Education	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee records.
<p>Cognitive Rehabilitation Therapists must Be a licensed Occupational Therapist under the PA Department of State, per 49 PA Code Chapter 42, including 42.22 pertaining to assistants (Occupational Therapy and Education Licensing Board) or Be a licensed psychologist licensed by the State Board of Psychology Professional Psychologists Practice Act, 63 P.S. §§ 1201-1218, per 49 PA Code Chapter 41 or Be a licensed social worker licensed by the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, per 49 PA. Code Chapter 47, 48 and 49 or Be a licensed professional counselor licensed by the state of Pennsylvania as a Professional Counselor with a Master's degree or a doctorate from a CACREP-approved academic program, passed Application for 1915(c) HCBS Waiver: PA.0235.R06.00 - Jul 01, 2021 Page 98 of 348 06/03/2021 the National Counselor Examination (NCE), and completed at least 3 years or 3,600 hours of supervised clinical experience. Individuals with a bachelor's or master's degree in communication disorders, counseling, education, psychology, physical therapy, occupational therapy, recreation therapy, social work, or special education who are not licensed or certified may practice under the supervision of a practitioner who is licensed. Develop and implement goals for the day treatment program plan, and document and record progress of individuals served.</p>			
	The employee is a licensed Occupational Therapist OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	The employee is a licensed Psychologist OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records

	The employee is a licensed Social Worker OR	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	The employee is licensed by the state of Pennsylvania as a Professional Counselor with a Master's degree or a doctorate from a CACREP-approved academic program, passed the National Counselor Examination (NCE), and completed at least 3 years or 3,600 hours of supervised clinical experience. OR		
	Is the employee a licensed as a Pennsylvania Professional Counselor?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	The employee has a Master's degree or a doctorate from a CACREP-approved academic program	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	The employee pass the National Counselor Examination (NCE)?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	The employee complete at least 3 years or 3,600 hours of supervised clinical experience.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	Unlicensed or Uncertified Employees		
	The employee has a bachelor's or master's degree in communication disorders, counseling, education, psychology, physical therapy, occupational therapy, recreation therapy, social work, or special education	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	Is the employee supervised by a licensed cognitive rehabilitation practitioner?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records

Speech Therapist must Be licensed under the PA Department of State, per 49 PA Code Chapter 45 (Language and Hearing Examiner's Board) Have certification as required by 42CFR Part 484			
	The employee is licensed under the PA Department of State, per 49 PA Code Chapter 45 (Language and Hearing Examiner's Board)	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	The employee has a certification as required by 42CFR Part 484	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
Occupational Therapist or Occupational Therapist Assistants must Be licensed under the PA Department of State, per 49 PA Code Chapter 42, including 42.22 pertaining to assistants (Occupational Therapy and Education Licensing Board) Have certification as required by 42 CFR Part 484			
	The employee is licensed under PA Department of State, per 49 PA Code Chapter 42 including 42.22 pertaining to assistants (Occupational Therapy and Education Licensing Board)	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	The employee has a certification as required by 42CFR Part 484	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
Physical Therapist or Physical Therapist Assistant must • Be licensed under PA Department of State, per 49 PA Code Chapter 40 (Physical Therapy Licensing Board) Have certification as required by 42CFR Part 484			
	The employee is licensed under PA Department of State, per 49 PA Code Chapter 40 (Physical Therapy Licensing Board)	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
	The employee has a certification as required by 42CFR Part 484	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records

<p>Behavior Therapist must Be a licensed psychologist - Licensed by the State Board of Psychology Professional Psychologists Practice Act, 63 P.S. §§ 1201-1218, per 49 PA Code Chapter 41 or Be a licensed Social Worker - Licensed by the State Board of Social Workers, Marriage and Family Therapists and Professional Counselors, per 49 PA. Code Chapter 47, 48 and 49 or Be a licensed Behavior Analyst – Licensed by the State Board of Medicine, per 49 Pa, Code §§ 18.521 - 18.527 or Be a licensed Professional Counselor - licensed by the state of Pennsylvania as a Professional Counselor with a Master’s degree or a doctorate from a CACREP-approved academic program, passed the National Counselor Examination (NCE), and completed at least 3 years or 3,600 hours of supervised clinical experience</p>			
	<p>The employee is a licensed Psychologist OR</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee Records</p>
	<p>The employee is a licensed Social Worker OR</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee Records</p>
	<p>The employee is a licensed Behavior Specialist OR</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee Records</p>
	<p>The employee is a licensed Professional Counselor</p>		
	<p>Is the employee a licensed as a Pennsylvania Professional Counselor?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee Records</p>
	<p>The employee has a Master's degree or a doctorate from a CACREP-approved academic program</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee Records</p>
	<p>The employee pass the National Counselor Examination (NCE)?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Employee Records</p>

	The employee complete at least 3 years or 3,600 hours of supervised clinical experience.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Employee Records
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Regulation		Regulation Reference	Documentation Source
§ 52.14. Ongoing Responsibilities of Providers			
(m) A provider may not render a service when the participant is unavailable to receive the service.		55 Pa. Code § 52.14(m). Ongoing Responsibilities of Providers.	TSADF claims review, provider records
(n) A provider may not bill for a service when the participant is unavailable to receive the service.		55 Pa. Code § 52.14(n). Ongoing Responsibilities of Providers.	TSADF claims review
(q) A provider shall implement and provide services to the participant in the type, scope, amount, duration and frequency as specified in the service plan.		55 Pa. Code § 52.14(q). Ongoing Responsibilities of Providers. PA OLTL Bulletin 51-13-05, 55-13-05, 59-13-05.	TSADF claims review
§ 52.42. Payment policies.			
(d) The Department will only pay for service in the type, scope, amount, duration, and frequency as specified on the participant's service plan as approved by The Department		54 Pa. Code § 52.42(d). Payment policies.	TSADF claims review
(f) The Department will recoup payments which are not made in accordance with this chapter .		55 Pa. Code § 52.42(f). Payment policies.	TSADF claims review
(h) A provider shall maintain books, records and documents that support:			
	(1) The type, scope, amount, duration and frequency of service provision.	55 Pa. Code § 52.43(h). Audit requirements.	TSADF Claims Review
	(2) The dates of service provision.	55 Pa. Code § 52.43(h). Audit requirements.	TSADF Claims Review
§ 52.43. Audit requirements.			

<p>(k) A provider shall retain books, records and documents for inspection, audit or reproduction for at least 5 years after the provider's fiscal year-end.</p>	<p>55 Pa. Code § 52.43(k). Audit requirements.</p>	<p>TSADF Claims Review</p>	
<p>§ 52.51. Vendor good or service payment.</p>			
<p>(a) The Department will only pay for the actual cost of a vendor good or service which may not exceed the amount for a similar vendor good or service charged to the general public.</p>	<p>55 Pa. Code § 52.51(a). Vendor good or service payment.</p>	<p>The provider vendor good or service listing from the <i>Pennsylvania Bulletin</i>, TSADF claims review, verification of the cost of service</p>	
<p>(b) A provider shall retain documentation of the amount charged for the vendor good or service.</p>	<p>55 Pa. Code § 52.51(b). Vendor good or service payment. Pennsylvania Bulletin, 42 Pa.B. 3343</p>	<p>TSADF Claims Review</p>	
<p>§ 1101.75 Provider prohibited acts.</p>			
<p>(a) An enrolled provider may not, either directly or indirectly, do any of the following acts:</p>			
	<p>(3) Solicit, receive, offer or pay a remuneration, including a kickback, bribe or rebate, directly or indirectly, in cash or in kind, from or to a person in connection with furnishing of services or items or referral of a recipient for services and items.</p>	<p>55 Pa. Code § 1101.75 Provider Prohibited Acts</p>	<p>TSADF claims review, provider records</p>
	<p>(5) Submit a claim for service or items which were not rendered by the provider or were not rendered to a recipient.</p>	<p>56 Pa. Code § 1101.75 Provider Prohibited Acts</p>	<p>TSADF claims review, provider records</p>
	<p>(8) Submit a claim which misrepresents the description of the services, supplies or equipment dispensed or provided, the date of service, the identity of the recipient or of the attending, prescribing, referring or actual provider.</p>	<p>57 Pa. Code § 1101.75 Provider Prohibited Acts</p>	<p>TSADF claims review, provider records</p>
<p>§ 52.14. Ongoing Responsibilities of Providers. (i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>			
<p>Waiver does not pay for services provided by spouses of participants, a legal guardian, or an active Power of Attorney (POA) of a participant</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>TSADF claims review & provider documentation</p>	
<p>The OBRA Waiver will not pay for services furnished by a Representative Payee.</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>TSADF claims review & provider documentation</p>	

Adult Daily Living		
Providers may bill for one (1) day when Basic or Enhanced Adult Daily Living services are provided for four (4) or more hours in a day.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Providers must bill for a half day when Basic or Enhanced services are provided for fewer than four (4) hours in a day	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
ADL may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service (examples: PAS, Respite)	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Non-Medical Transportation cannot be provided at the same time as Adult Daily Living services with transportation.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Assistive Technology		
Provider bills only for items covered by the waiver [see Covered Items List tab for details]	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
This service may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Independent evaluations conducted by a certified professional as defined in the provider qualifications for this service, not otherwise covered under the State Plan or other waiver services, may be reimbursed as a part of this service.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation

Benefits Counseling		
Services may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Career Assessment		
The service includes transportation	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
The service does not include supports to continue paid or volunteer work once it is obtained.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Services may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Community Integration		
Community Integration cannot be billed simultaneously with Residential Habilitation, Structured Day Habilitation or Personal Assistance Services	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
No more than 32 units per week for one CI goal. If the participant has multiple CI goals, no more than 48 units per week will be approved	56 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Community Transition Services		
Provider bills only for items covered by the waiver [see Covered Items List tab for details]	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation

Community Transition Services are limited to an aggregate of \$4,000 per participant, per lifetime, as pre-authorized by the State Medicaid Agency program office	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Employment Skills Development		
Services may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service (PAS, Respite, NMT, Job Coaching, etc.)	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Total, combined, hours for ESD and Job Coaching services cannot exceed more than 50 hours in a calendar week	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Home Adaptations		
Provider bills only for items covered by the waiver [see Covered Items List tab for details]	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
The provider has documentation that the job/project was completed	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Bulletin #05-11-07 Home Modifications	TSADF claims review & provider documentation
Home Adaptations included in the service plan and begun while the person was institutionalized are not considered complete and may not be billed until the date the participant leaves the institution and enters the waiver	56 Pa. Code § 52.14(n) & 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Bulletin #05-11-07 Home Modifications	TSADF claims review & provider documentation
Job Coaching		
Total, combined, hours for ESD and Job Coaching services cannot exceed more than 50 hours in a calendar week	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Services may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation

Job Coaching does not include payment for supervision, training, support and adaptations typically available to other non-disabled workers filling similar positions in the business.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Job Finding		
Provider bills only for items covered by the waiver [see Covered Items List tab for details]	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Services may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Non-Medical Transportation		
Non-Medical Transportation cannot be provided at the same time as Adult Daily Living services with transportation. An individual cannot provide both Personal Assistance Services and Non-Medical Transportation simultaneously.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Non-Medical Transportation must be billed per one-way trip or billed per item, for example a monthly bus pass.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Non-Medical Transportation does not cover reimbursement to the participant or another individual when driving the participant's vehicle	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Non-Medical Transportation does not pay for vehicle purchases, rentals, modifications or repairs	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation

Nursing Services		
Long-term or continuous nursing cannot be provided simultaneously with Personal Assistance Services, Adult Daily Living Services, Residential Habilitation Services or Respite Services. Short-term or intermittent nursing can be provided simultaneously with Residential Habilitation Services.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
The physician's, nurse practitioner's or physician assistant's order must be obtained every sixty (60) days for continuation of service.	56 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Nutritional Consultation Services		
Nutritional Counseling services are limited to 90-minutes (6 units) of nutritional consultations per month.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Personal Assistance Services		
PAS cannot be billed simultaneously with Respite, NMT, Home Health Care Aide Services, Long-term or continuous Nursing Services, Residential Habilitation, Structured Day Habilitation, or Community Integration	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Costs incurred by the personal assistance workers while accompanying the participant into the community are not reimbursable under the waiver as Personal Assistance Services.	56 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
The transportation costs associated with the provision of Personal Assistance outside the participant's home must be billed separately and may not be included in the scope of Personal Assistance.	57 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Basic services shall be provided through Act 150 in an amount that exceeds any ancillary services provided, Ancillary services shall not comprise the majority of the service [see Covered Items List tab for details]	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	Provider documentation

Personal Emergency Response Systems (PERS)

Installation is covered one time per residential site	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Stand-alone smoke detectors will not be billed under PERS.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
PERS covers the actual cost of the service and does not include any additional administrative costs. (Installation, repairs, monitoring and maintenance are included in this service)	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation

Residential Habilitation

Residential Habilitation services are provided for up to 24 hours a day. This service is authorized as a day unit. A day is defined as a period of a minimum of 8 hours of service rendered by a residential habilitation provider within a 24-hour period beginning at 12:00 am and ending at 11:59 pm. (note: enhanced is hourly rate)	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Community Integration, Home Health Care Aide services, Non-Medical Transportation, Personal Assistance Services, and Respite cannot be provided at the same time as Residential Habilitation.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation

Respite (Home Care Agency)

In-home Respite Services cannot be provided simultaneously with Home Health Aide Services or PAS	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
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Specialized Medical Equipment and Supplies		
Provider bills only for items covered by the waiver [see Covered Items List tab for details]	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Specialized Medical Equipment and Supplies exclude Assistive Technology.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Services may not be provided on the same day and at the same time as services that contain elements integral to the delivery of this service	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Structured Day Habilitation		
The provider must operate Structured Day Habilitation Services for a minimum of four (4) hours per day up to a maximum of eight (8) hours per day on a regularly scheduled basis for one (1) or more days per week or as specified in the participant's service plan		
	Is the service provided for 4-8 hours per day?	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.
Supervision of participants is not Medicaid reimbursable.	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation
Vehicle Modifications		
Provider bills only for items covered by the waiver [see Covered Items List tab for details]	55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.	TSADF claims review & provider documentation

<p>Participants receiving Vehicle Modifications cannot be authorized for Residential Habilitation services during the same time period.</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>TSADF claims review & provider documentation</p>	
<p>Vehicle Modifications funded through the waiver are limited to the following The vehicle must be less than 5 years old, and have less than 50,000 miles for vehicle modification requests over \$3,000.</p>			
	<p>Did the modification cost over \$3,000?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
	<p>Was that vehicle less then 5 years old?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>
	<p>Did the vehicle have less then 50,000 miles on it?</p>	<p>55 Pa. Code § 52.14(i) A provider shall comply with the applicable approved Waiver, including approved Waiver amendments. Appendix C. Participant services. C1/C3: Provider Specifications for Service.</p>	<p>Provider documentation</p>