

APPLYING TO BECOME AN ADULT AUTISM WAIVER (AAW) PROVIDER

The AAW is a program offered through the Department of Human Services (DHS), Office of Developmental Programs (ODP), Bureau of Autism Services (BAS)

IMPORTANT: Initial provider enrollment applications are only accepted via DHS's electronic Provider Enrollment System (PES) at <https://provider.enrollment.dpw.state.pa.us>. This secure online portal allows users to upload necessary documents and check on the status of submitted applications in real-time. Training for using the system is available to providers: [PES User Interface Provider Training](#).

If you are adding an AAW service to a service location that already exists in PROMISE, you do not need to use the PES. Instead, please contact BAS directly by sending an email to ra-pwbasprovenroll@pa.gov.

BEFORE SUBMITTING AN APPLICATION

Review the information available for prospective providers at the [MyODP](#) website in the [AAW Prospective Provider Information and Resources](#) section. Here you will find the Provider Information Table (PIT), which includes service definitions, qualifications, rates, procedure codes and limitations. In addition, the PIT lists the Provider Types and Specialty Codes for all AAW services. Those codes are required when submitting an application.

Ensure that the required insurances have been secured. Providers are required to carry Commercial General Liability Insurance, Professional Liability Errors and Omissions Insurance, and/or Workers' Compensation Insurance, [as mandated by PA law](#) and depending on how the business is organized.

Ensure that at least one staff member is fully qualified to provide each service the provider wishes to offer. Proof that qualifications have been met is required upon submission of all applications. BAS recommends that providers check a potential DSP's educational qualifications prior to beginning required training. Qualification information can be found on the [MyODP](#) website in the [AAW Prospective Provider Information and Resources](#) section. Look for the Provider Information Table.

The following is a summary of the required trainings for each service. The majority of the required trainings are available on the [MyODP](#) website in the [AAW Provider Autism Training](#) section. A certificate is generated upon successful completion of each training that can be submitted with the provider enrollment application and/or placed in the employee's file.

- **All Direct Support Professionals (DSPs)** (with the exception of Assistive Technology, Environmental and Vehicle Modifications, and Behavioral Specialist Services): The **nine-module online SPeCTRUM training**, developed specifically for BAS, addresses the multiple needs of individuals with autism. [Click here](#) for instructions to access SPeCTRUM.
- **Supports Coordination:** The Supports Coordination 101 and 102 trainings detail the roles and responsibilities of the Supports Coordinator (SC), reviews assessments the SC will administer, provides incident management guidance, and much more.
- **Career Planning & Supported Employment:** The Vocational Assessment and Vocational Plan Development Training details the AAW expectations for providers of these services and challenges faced by individuals with autism seeking employment.
- **Specialized Skill Development:** There are different sets of qualifications for the three components of this service. At the time of enrollment, the provider can submit qualifications for just one DSP who meets the requirements for all three services or submit qualifications for three different DSPs.

- **Behavioral Specialist Service (BSS):** Behavioral Specialists are required to complete two different trainings, but not the SPeCTRUM training.
 - The 13-hour “Functional Behavioral Assessment” training. Check with your organization to see if you have a BAS-approved FBA trainer on staff. If not, email ra-bastrainings@pa.gov with a request to connect to an approved FBA trainer.
 - The online BSS Trainings 101 and 102.
- **Systematic Skill Building (SSB):** Upon completion of this seven-module training, a sample SSB Plan must be submitted to BAS and approved before the training requirement is considered complete and a final certificate is issued. Please *do not* submit the certificate for the completion of the online training only as this will delay enrollment.
- **Community Support (CS):** Only the SPeCTRUM training is required to meet the training requirement for this service.

SUBMITTING AN ONLINE APPLICATION

Providers wishing to serve participants in Department of Human Services (DHS) waiver programs must enroll at least one Medical Assistance (MA) Service Location (SL) for each service being rendered for billing purposes.

Depending on the provider type, the [PES](#) will prompt the applying provider to:

- 1) Attest to compliance with all applicable State and Federal laws, regulations and policies which pertain to participation in the MA Program and the AAW;
- 2) Disclose specific information as required by the Provider Enrollment and Screening provisions of the Affordable Care Act (2/2/11);
- 3) Provide documentation confirming certification and licensing, when applicable;
- 4) Provide IRS documentation showing the name associated with the agency’s Federal Employer Identification Number (FEIN);
- 5) Provide current proof of registration with the PA Bureau of Corporations and Charitable Organizations;
- 6) Enter a National Provider Identification (NPI) number (for Counselors, Social Workers, Marriage and Family Therapists, Psychologists, Psychiatrists and SLPs only).
- 7) For Residential Habilitation and Day Habilitation only, a [Human Services License](#) must be submitted.
- 8) Documentation to confirm that the provider meets AAW service qualifications.

Other documentation may be requested; this is not an exhaustive list.

Once the provider has completed and submitted the application via the PES, it will be reviewed and processed by PA’s Office of MA Programs and BAS. If the application is determined to be incomplete, the provider will receive an email with next steps. Please allow up to 60 business days for processing.

Once the application has been submitted, the provider will receive an Application Tracking Number (ATN).

Please alert BAS that the application has been submitted by sending an email with the ATN to ra-pwbasprounroll@pa.gov.

WHO TO CONTACT

If you have questions about the AAW provider application process, please contact BAS at 1-888-539-7689 or ra-pwbasprounroll@pa.gov.

If you have questions about MA enrollment, please contact the PROMISe Provider Enrollment Unit by calling 1-800-537-8862, Monday through Friday, 8:00 am to 4:30 pm.