

Bureau of Autism Services (BAS), Adult Autism Waiver (AAW)

ENROLLMENT MEMO: SPECIALIZED SKILL DEVELOPMENT

BACKGROUND AND DISCUSSION: Providers of the AAW **Specialized Skill Development (SSD)** service are required to offer all three components of the service: **Behavioral Specialist Service (BSS)**, **Systematic Skill Building (SSB)** and **Community Support (CS)**. This packet will help guide providers on the required qualifications for service provision and the steps needed to enroll for SSD.

Please note that one staff member can qualify for all three components of SSD to meet the enrollment requirement, or the provider can choose to submit qualifications for up three different individuals to cover each component. If there is any question whether staff meets AAW requirements, the provider should contact BAS via email (see below) and request a review. Please insert "Qualification Review" in the subject line.

IN THIS MEMO, YOU WILL FIND THESE INFORMATION SECTIONS:

- A. Required Educational Qualifications for Staff
- B. Required Training Qualifications for Staff
- C. Required Provider Enrollment Application

MEMO ATTACHMENTS:

1. Systematic Skill Building infographic on service structure
2. Behavioral Specialist Qualifications infographic

QUESTIONS? Contact BAS at RA-PWBASPROVENROLL@pa.gov or 1-866-539-7689.

A. REQUIRED EDUCATIONAL QUALIFICATIONS for Staff

Behavioral Specialist Services staff must have one of the following (revised 7/1/16):

- A Pennsylvania Behavior Specialist License
- OR a Master's Degree (MA/MS) in Social Work, Psychology, Education, or Applied Behavior Analysis
- OR an MA/MS with 50% or more coursework in Applied Behavior Analysis
- OR an MA/MS in a human services field related to Social Work, Psychology or Education (and is housed in the institution's Department or School of Social Work, Psychology, or Education) with 33% or more coursework in Applied Behavior Analysis

Systematic Skill Building staff must have:

- At least a Bachelor's Degree (BA/BS) in Social Work, Psychology or Education
- OR at least a BA/BS in a human services field related to Social Work, Psychology or Education
- OR at least a BA/BS in another field AND 3 years' experience directly supporting individuals with ASD in the community

Community Support staff must have:

- At least a High School Diploma or equivalent

B. REQUIRED TRAINING QUALIFICATIONS for Staff

HOW TO ACCESS: [MyODP trainings](#) can be found at www.myodp.org. Instructions for accessing SPeCTRUM are attached. Contact ra-bastrainings@pa.gov for information about connecting to a BAS-approved FBA Trainer and/or becoming certified to be an FBA trainer.

Behavioral Specialist Services staff must complete the following required trainings:

- In-person: Functional Behavioral Assessment (FBA) training
 - Estimated time for completion is 13 hours
- MyODP: Behavioral Specialist Training 101 and 102
 - Estimated time for completion is 4.5 hours

Systematic Skill Building staff must complete the following required training:

- SPeCTRUM Online Training (9 modules)
 - Estimated time for completion is 4.5 hours
- MyODP: Systematic Skill Building Training (7 modules)
 - Estimated completion time for modules is 4 hours
 - After completion of the modules on the MYODP, a sample Skill Building Plan must be completed, submitted to BAS, and receive a passing grade of 80% in order to receive a training completion certificate. Please submit the *second* certificate received to indicate that all training qualifications have been met for SSB.

Community Support staff must complete the following required training:

- SPeCTRUM Online Training (9 modules)
 - Estimated time for completion is 4.5 hours

C. REQUIRED PROVIDER ENROLLMENT APPLICATIONS

Once the provider has one or more staff members fully qualified to provide each level of the service, the provider will need to enroll or update enrollment with Medical Assistance (MA).

Is the provider already enrolled in MA with a Provider Type (PT) 51 Service Location (SL)?

If “Yes,” the provider can choose to utilize the existing PT51 SL for the Specialized Skill Development service components. Contact BAS to complete a Service Location Change Request form for each SL you wish to enroll.

Is the provider enrolling for a new PT 51 SL?

If “Yes,” the provider must submit a “New Application” via the online **Provider Enrollment System** (PES) at <https://provider.enrollment.dpw.state.pa.us>. A PES tutorial is available at that link, but here is guidance specific to enrolling for SSD.

On the PES “Request Information” and “Specialties” pages, identify PT51 and select Specialty Code(s): 420 (for BSS), 427 (SSB), and 510 (CS).

On the PES “Provider Eligibility” page, select “Adult Autism Waiver.” Please note that selecting additional programs will lengthen the approval process.

Once the PES application is submitted and an Application Tracking Number (ATN) has been assigned, send an email to RA-PWBASPROVENROLL@pa.gov with “ATN for tracking [Insert Provider Name]” in the subject line so BAS is aware of the submitted application and will be able to track its progress.