



pennsylvania
DEPARTMENT OF HUMAN SERVICES

Bureau of Autism Services, ODP New Annual Review Plan (ARP) Process

**March 30, 2016
1:30pm – 2:00pm**

New Annual Review Plan (ARP) Checklist

- As stated in *Admin Notice #16-7: Changes to ARP Process*, existing Regional Office and Clinical ARP Checklists were consolidated into one checklist
- Some of the questions have been revised, or removed, and new questions have been added.
- *While the ARP Checklist was developed for BAS RO use, notes have been added in the last column to provide additional information and clarification for SCs.*

Completion of ARP SC Self-Checklist

- Beginning **on or after April 4, 2016**, SCs are **NO LONGER** responsible for completing the SC ARP Self-Checklist and submitting it to the Provider Support Mailbox
 - ◆ This makes *Admin Notice #13-31- SC ARP Self Checklist* obsolete.
- However, it is critical that SCs and SC Supervisors utilize the new ARP Checklist as a tool prior to the submission of each ARP to BAS to ensure that the ARP is to up-to-date and includes relevant information.

- The ARP Checklist guides the BAS review process and can provide direction to an SC in ensuring that each ARP meets BAS standards
- It is the expectation of BAS that each screen within the ARP is reviewed and updated.
- All current relevant information should be included and old information that is no longer relevant should be removed.
- If historical information is included because it is still relevant, it must be clear that it is historical and not current information.

SIB-R Raw Score Template

- The process of conducting the SIB-R and submitting raw scores to BAS through the Provider Mailbox is **NOT** changing.
- An ARP cannot be reviewed, and will be **automatically rejected**, if the SIB-R Raw Score Template has not been submitted to BAS.

Removal of “Approved with Revisions” option

- ARPs will no longer be “approved with revisions”.
 - ◆ ARPs reviewed by BAS on or after April 4, 2016, will either be “approved” or “rejected”.
 - ◆ The new ARP Checklist is composed of questions that result in either a “yes” or “no” response.
 - ◆ Any one “no” response will result in the rejection of the plan by BAS.
- The SC and SC Supervisor will receive an email from BAS Regional Rep (instead of Provider Mailbox) with the determination on whether the ARP was approved or rejected and a copy of the new ARP Checklist.

If a plan is rejected...

- SC must resubmit the plan with the appropriate changes within 7 calendar days.

BAS anticipates that a majority of ARPs will be rejected as the new ARP Checklist is implemented. It is crucial for SC and SC Supervisors to carefully review the ARP using the ARP Checklist prior to submission and to expect an increase in the number of plans that are rejected until everyone becomes more familiar with the new expectations outlined in the checklist

Goals, Objectives, Job Assessments, BSP/CIPs

- BAS Clinical team will review and provide feedback to appropriate service providers, including SCs, regarding
 - ◆ Goals
 - ◆ Objectives
 - ◆ Job Assessments
 - ◆ BSP/CIPs
- The outcome of these reviews will not impact the approval or rejection of ARPs
- *There may be individual needs or circumstances that arise, warranting additional team support. Regional Office and Clinical reps will work with teams to address these needs.*

Connection with new MA-51 Process

- If an MA 51 expires **AFTER** the first day of the new plan year, the plan will be approved in HCSIS and services will be authorized.
- However, if the MA 51 expires **PRIOR** to the first day of the new plan year, the plan will not be approved in HCSIS and must remain in “pending approval” status until BAS receives an acceptable MA 51.

See Admin Notice #BAW15-26 for more information

Additional Resources

- Visit the BAS Virtual Training & Resource Center (VTC) at <http://bastraining.tiu11.org/> and review these specific resources:
 - ◆ Printable Blank ISP Worksheet
 - ◆ Chapter 8: Individual Support Plan Components of the January 2016 SC manual
- Use the “help” screens within HCSIS

Remember, this new process is effective April 4, 2016.
Familiarize yourself ahead of time

Impact of AAW Renewal July 2016

- While this new process will begin April 4, 2016, it is important to note that the ARP Checklist will be updated again to incorporate the new service definitions as a result of the AAW renewal occurring in July 2016.
- You will receive a separate notice with the updated ARP Checklist at that time.
- Also, following the AAW waiver renewal in July, there will also be a more comprehensive SC training scheduled regarding the ARP process.



Questions?