

**Pennsylvania Office of Developmental Programs (ODP)
Provider/Vendor Matrix**

Attachment 1

Agency/ Provider Type	Definition	Administrative Entity (AE)/Waiver Provider Contract (Until 06/30/09)	Agreement with Financial Management Services (FMS) agent	Subcontract through another provider agency	ODP Medical Assistance (MA) Provider Agreement	Provider Qualifications in HCSIS	Enrollment in PROMISE	Entry of Site and Service in HCSIS	Incident Reporting	Cost Report (Effective beginning with FY 09/10 rates)	Fee Schedule (Effective for FY 09/10 rates)	Comments for Clarification of Requirements
Traditional Service Provider	An agency that renders direct services to individuals as per an MA agreement with ODP, and/or a contract with the AE (until June 30, 2009 for waiver services) or County.	Yes, if no agreement with an FMS agent.	Yes for PDS ¹ , if no contract with AE.	Yes ² , if not with FMS agent or AE, and there are no issues with meeting applicable conflict-free requirements.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency holds the MA agreement with ODP.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency completes qualifications in HCSIS.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency must enter information in PROMISE.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency must enter information in HCSIS.	Yes, either through HCSIS on own (if AE contract); for Agency with Choice (AWC), through the FMS provider; for Vendor Fiscal (VF), reporting to the Supports Coordinator (SC); or the agency provider (for subcontracts)	No, if through an FMS agent. Yes ³ , if AE contract or through an agency.	Yes ⁴ , if through an FMS agent. Yes ⁵ (for certain services), if AE contract or through an agency.	If providing unlicensed services to a maximum of four people statewide.
		Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes ³	Yes ⁵	If providing

¹ Please see Appendix E of the current Consolidated and Person/Family Directed Support (P/FDS) Waivers and the current Service Definitions Bulletin for a list of services that may be participant directed and paid through an FMS agent.

² The provider agency that subcontracts with another individual or entity may not charge an administrative fee for the cost of transacting business on behalf of the subcontracted individual/entity.

³ A completed cost report must be submitted by the provider agency, for the traditional (not self-directed) Waiver services the agency is providing, with the exception of goods (Home and Vehicle Modifications and Adaptive Appliances and Equipment/Assistive Technology) and those services outlined in footnote #4. Providers that receive \$100,000 or less (including State and Federal funding) for rendering Consolidated or P/FDS Waiver services may choose to complete and submit only Schedules A and B of the cost report.

⁴ For participant directed services (PDS).

⁵ The following traditional services will be on a fee schedule effective July 1, 2009: Therapies – Physical, Occupational, Behavior, Speech/Language, Visual/Mobility; Nursing; Home Finding; Homemaker/Chore, Behavioral Support, Supports Broker, and Companion.

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												licensed services, or serving more than four people statewide.
Family Provider	An incorporated agency operated by family member(s) that provides direct service to a relative(s).	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes ³	Yes ⁵	Services may not be paid through an FMS agent if the family is functioning in a paid capacity.
Microboard	A small nonprofit corporation created for the purpose of supporting an individual with a disability comprised of a board committed to the individual's needs and desire for self- determination. A microboard may choose to function as a	Yes, if no agreement with an FMS agent.	Yes for PDS, if no contract with AE.	Yes ² , if not with FMS agent or AE, and there are no issues with meeting applicable conflict-free requirements.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency holds the agreement.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency completes qualifications in HCSIS.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency must enter information in PROMISE.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency must enter information in HCSIS.	Yes, either through HCSIS on own (if AE contract); for AWC, through the FMS provider; for VF, reporting to the SC; or the agency provider (for subcontracts)	No, if through an FMS agent. Yes, if AE contract or through an agency.	Yes for PDS, if through an FMS agent. No, if AE contract or through an agency.	If functioning as a provider (please refer to bulletin 00-07-04 for additional details).
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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	provider agency, or as a circle of support (team).											and not a provider. Note that for these types of microboards, the entity or individuals providing the funded services must meet requirements outlined in this chart for the corresponding provider type.
Individual Professional	A person licensed or certified to provide a specific service (Therapies – Physical, Occupational, Behavioral, Speech/ Language, Visual/Mobility; and Nursing), and who is not affiliated with an agency.	Yes	No	Yes ² .	Yes if AE contract. If on subcontract with an agency, the agency holds the agreement.	Yes if AE contract If on subcontract, the agency completes qualifications in HCSIS for the additional service (ex. Nursing).	Yes if AE contract If on subcontract, the agency enrolls in PROMISE	Yes if AE contract If on subcontract, the agency enters site and service in HCSIS	Yes if AE contract If on subcontract, the agency completes incident reports in HCSIS	No	Yes (the Therapy and Nursing services are on a fee schedule effective July 1, 2009)	If providing services to a maximum of four people statewide.
		Yes	No	Yes ² , if not with FMS agent or AE, and there are no issues	Yes	Yes	Yes	Yes	Yes	No	Yes (the Therapy and Nursing services	If providing services to more than four people statewide.

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				with meeting applicable conflict-free requirements.							are on a fee schedule effective July 1, 2009)	
Vendor (also known as Provider to Self-Paying Public)	An entity that provides generic goods and/or services to the general (self-paying) public, and possesses the following characteristics: goods/services are provided within normal business operations, similar goods/services are provided to many different types of purchasers, the vendor operates in a competitive environment.	No	Yes	Yes ² .	No if FMS agent. If on subcontract with an agency, the agency holds the agreement.	No if FMS agent. If on subcontract, the agency completes qualifications in HCSIS for the additional service.	No if FMS agent. If on subcontract, the agency enrolls in PROMISE	No if FMS agent. If on subcontract, the agency enters site and service in HCSIS	No if FMS agent, but mandated reporters of certain types of incidents. If on subcontract, the agency completes incident reports in HCSIS	No, the cost of the good is used	No, the cost of the good is used	If a vendor of <u>goods</u> to the self- paying public (Home and Vehicle Modifications, Adaptive Appliances and Equipment).
		No	Yes	Yes ² .	No if FMS agent. If on subcontract with an agency, the agency holds the agreement.	No if FMS agent. If on subcontract, the agency completes qualifications in HCSIS for the additional service.	No if FMS agent. If on subcontract, the agency enrolls in PROMISE	No if FMS agent. If on subcontract, the agency enters site and service in HCSIS	No if FMS agent, but mandated reporters of certain types of incidents. If on subcontract, the agency completes incident	No, use the rate the self- paying public is charged	No, use the rate the self-paying public is charged	If a vendor of <u>services</u> to the self-paying public receiving <u>less</u> than \$500,000 in federal funds for Pennsylvania services.

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		Yes	No	No	Yes	Yes	Yes	Yes	reports in HCSIS Yes	Yes ³	Yes ⁵	If a vendor of <u>services</u> to the self-paying public receiving <u>\$500,000 or more</u> in federal funds for Pennsylvania services.
		Yes, if no agreement with an FMS agent.	Yes, if no contract with AE.	Yes ² , if not with FMS agent or AE, and there are no issues with meeting applicable conflict-free requirements.	No, if through an FMS agent. Yes, if AE contract. If on subcontract with an agency, the agency holds the agreement.	No, if through an FMS agent. Yes, if AE contract. If on subcontract with an agency, the agency completes qualifications in HCSIS.	No, if through an FMS agent. Yes, if AE contract. If on subcontract with an agency, the agency must enter information in PROMISE.	No, if through an FMS agent. Yes, if AE contract. If on subcontract with an agency, the agency must enter information in HCSIS.	Yes, either through HCSIS on own (if AE contract); for AWC, through the FMS provider; for VF, reporting to the SC; or the agency provider (for subcontracts)	No, if through an FMS agent. Yes ³ , if AE contract or through an agency. *For goods, the cost of the good is used.	Yes for PDS, if through an FMS agent. Yes ⁵ , if AE contract or through an agency. *For goods, the cost of the good is used.	If a vendor of services or goods that provides services to only to people with mental retardation, when services are provided to a maximum of four people statewide.
		Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes ³	Yes ⁵	If a vendor of services or goods that provides

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												services to only to people with mental retardation, when services are provided to more than four people statewide.
Agency with Choice FMS	An Agency with Choice FMS functions as the common law employer of support service workers (SSWs) working for individuals or surrogates.	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes for PDS	
Vendor Fiscal FMS	The individual or surrogate functions as the common law employer and the Vendor Fiscal FMS functions as a payment agent. The provider	No	No ⁶	No	No ⁶	No, but qualification criteria must be met by SSWs and this must be documented and verified.	No, but the FMS must be enrolled in PROMISE.	No, but the FMS must enter site and service in HCSIS.	Yes, as per expectations of individual or surrogate, and consistent with the current Incident Management	No	Yes for PDS	

⁶ The SSW does hold an employment agreement with the employer (individual or surrogate) that is submitted to the Vendor Fiscal FMS Organization for filing.

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	requirements apply to the SSWs.								policy.			
Transportation	A provider that provides <i>only</i> transportation services ⁷ .	Yes, if no agreement with an FMS agent.	Yes for participant directed services (PDS) ¹ , if no contract with AE.	Yes ² , if not with FMS agent or AE, and there are no issues with meeting applicable conflict-free requirements.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency holds the agreement.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency completes qualifications in HCSIS.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency must enter information in PROMISE.	No if through an FMS agent. Yes if AE contract. If on subcontract with an agency, the agency must enter information in HCSIS.	Yes, either through HCSIS on own (if AE contract); for AWC, through the FMS provider; for VF, reporting to the SC; or the agency provider (for subcontracts)	No, use rate that self-paying public is charged.	No	Provider receives <u>less than</u> \$500,000 in federal funds for Pennsylvania services.
		Yes	No	No	Yes	Yes	Yes	Yes	Yes	No, use rate that self-paying public is charged.	No	Provider receives \$500,000 <u>or more</u> in federal funds for Pennsylvania services.
		No	Yes, for payment purposes	Yes ² , if not with FMS agent, and there are no	No, for the transportation carrier. If the carrier	No, however, the entity that contracts with and/or pays	No	No	No	No, use rate that self-paying	No	Public transportation providers (Provider of

⁷ For individuals providing transportation through an AWC provider, please refer to the AWC row; for individuals providing transportation through a VF organization, please refer to the VF row. For providers that render transportation and other Consolidated and/or P/FDS Waiver services, see the "Traditional Service Provider" rows.

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				issues with meeting applicable conflict-free requirements.	contracts with a provider agency, the agency must hold an ODP MA agreement.	the transportation carrier must ensure they meet applicable provider qualification standards.				public is charged.		transportation services to the self-paying public). Public transportation tokens and transit passes may be purchased by the AE, AE contracted payment agents, Financial Management Service Organizations, or providers of service.