



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
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KEVIN T. CASEY
Deputy Secretary
Office of Developmental Programs

SEP 14 2007

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Dear Administrative Entity Director:

On July 1, 2007, the Office of Developmental Programs (ODP) released *Bulletin #00-07-04* entitled "Microboards®".

ODP encourages a mutual partnership between Administrative Entities (AEs) and persons interested in developing Microboards® and expects that AEs assist them with access to other community services and resources (e.g. non-traditional services through natural supports systems, etc).

In order to facilitate such a partnership, ODP has identified the following responsibilities of AEs related to qualified Microboards®:

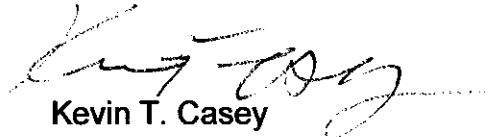
- AEs assist in the dissemination of information regarding Microboards® and how to initiate one in order to assist others to better understand this creative option for increased self-determination.
- AEs support Microboards® in the area of providing and accessing trainings and staff development activities that are required or could be beneficial to staff hired to work with the individual being supported by a Microboard®.
- AEs facilitate Microboards® access to Health Care Quality Units and the College of Direct Support for training and staff development.
- AEs provide guidance and technical assistance to Microboards® on programmatic processes, policies and procedures.
- AEs provide guidance on requirements for complying with fiscal regulations Title 55 Pa. Code Chapter 4300 (e.g. a checklist).
- AEs provide guidance to Microboards® regarding how to enroll in Home and Community Services Information System as a provider and the responsibilities of incident management.
- AEs provide advances on waiver reimbursements for start-up costs or other assistance since Microboards® rarely have other income sources which can be used for start-up costs.

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- AEs give Microboards© flexibility to move administrative costs in previously approved individual budgets to direct service costs where requested, if the total budget is not increased, and if the AE and Microboard© are in agreement.

Thank you for supporting the development and expansion of Microboards© in Pennsylvania.

Sincerely,



Kevin T. Casey