



# DEVELOPMENTAL PROGRAMS BULLETIN

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

DATE OF ISSUE  
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SUBJECT:  
**Provider Profiles for Mental Retardation  
Providers**

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## SCOPE:

Administrative Entity Directors/Administrators  
Supports Coordination Entity Directors  
Providers of Mental Retardation Services

## PURPOSE:

The purpose of this bulletin is to announce and provide information on how to access the Office of Developmental Program's (ODP'S) Provider Profiles for mental retardation providers.

## BACKGROUND:

Title XIX of the Social Security Act requires that Medical Assistance recipients, including Medicaid Waiver participants, have the free choice of willing and qualified providers. ODP supports choice and control opportunities for people receiving services, as outlined in Bulletin 00-03-05, *Principles for the Mental Retardation Program*.

Establishing a provider profile supports the federal requirements and the ODP principles related to choice of providers. Provider Profiles offers people receiving services and their family members information to make choices when selecting services and providers, and also allows for comparisons of costs and services across providers in a user friendly manner. Through the Provider Profiles section of the Department of Public Welfare's (DPW's) website, people receiving services and their family members are encouraged to review provider web sites, communicate directly with providers, visit service locations, and meet and interview provider staff.

The Provider Profiles are part of a staged process that will be implemented over the next several years. The first stage of the process involves the information included in this bulletin. As the development of Provider Profiles progresses, additional information will be posted to the Provider Profiles section on the DPW website. ODP encourages all stakeholders to periodically visit the website for updates.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

**The Appropriate Developmental Programs Regional Office**

## **OVERVIEW OF MR SERVICES PROVIDER PROFILES SCREEN:**

The Provider Profiles screen has been incorporated into the DPW website. The screen currently has two links that can be used to access provider information. The first link is the "Home and Community Service Information System (HCSIS)" link which connects to the Services and Supports Directory and allows users to conduct a statewide search for services and service providers. This link also provides provider demographic information.

The second link is the "Provider Licensing Directory" which provides an easy access directory of licensed human services facilities operating in Pennsylvania. The licensed capacity, licensing status, and type of license can be viewed by searching for providers on this website.

The final two sections of the Provider Profiles website are informational. The "Recommended Questions that Families and Individuals Receiving Services May Ask Providers" section includes suggestions for questions that people receiving services and their family members can use when interviewing providers. The "Recommendations For All Provider Web Sites" lists the basic information that is recommended for inclusion on provider websites.

## **ACCESSING THE PROVIDER PROFILES WEBSITE:**

- 1) Enter the DPW Website (<http://www.dpw.state.pa.us>);
- 2) On the DPW Welcome page, click on Information for Families & Individuals link on the left hand side of the page;
- 3) When on the Information for Families & Individuals screen, scroll down to the bottom to the Mental Retardation Services heading and click on the MR Provider Profiles;
- 4) End at the MR Services Provider Profiles screen.

## **USING THE LINKS:**

### **1) HOME AND COMMUNITY SERVICE INFORMATION SYSTEM:**

- a) Click on the Home and Community Service Information System link to leave the DPW website and enter the HCSIS Services and Supports Directory Welcome page;
- b) Click on the Provider icon on the left hand side of the screen to access the Provider Directory screen. This screen contains a listing of the alphabet where the first letter of the provider's legal name can be selected. Selecting a letter "A", for example, will result in a list of providers with a legal name that starts with "A". Providers are listed alphabetically;
- c) Click on the provider's name, and the Provider Demographic Information Screen will appear. This screen has the demographic information for the provider along with a listing of the corporate and regional offices, a listing of the services the provider offers by county, and the rate charged for each service.

## **2) PROVIDER LICENSING DIRECTORY:**

- a) Click on the Provider Licensing Directory to access the Human Services Provider On-line Directory screen. This screen contains drop down boxes for the service code, DPW Program Office, county/region, zip code, facility name, and legal entity name;
- b) Initiate a search by using the drop down boxes and picking the appropriate category from the options offered in the drop down boxes;
- c) Click "Go", and the result will include the name(s), address(es), capacity limit(s), type(s) of operation, status(es), and type(s) of license for the provider(s) of interest.

Please note: The bottom of the Provider Licensing Directory paragraph on the MR Services Provider Profiles screen includes a link to County Mental Health/Mental Retardation (MH/MR) Offices. Clicking on this link will result in an alphabetical listing by County of the MH/MR offices address, and telephone numbers.