

Action Request Transmittal Developmental Disabilities Services



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Number: APD-AR-19-036

Issue date: 7/19/2019

Topic: Developmental Disabilities

Due date: August 30, 2019

Subject: Update to Form and Instructions for Case Management Entities to Request ODDS Exceptions and Funding Reviews (SDS 0514dd and SDS 0514ddi)

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

ODDS [Form SDS 0514dd](#) and the [Instructions SDS 0514ddi](#) have been updated. SDS 0514dd is used to request **ODDS Funding Reviews and Exceptions**. The amended versions of this form and instructions must be used. The July 2019 updated *ODDS Funding Review and Exceptions Request Form* and the *Instructions* for completing a request can be found on the [DHS/OHA Publications and Forms search website](#). Hyperlinks to the form and instructions also are provided throughout this Action Request. Case management entities (CMEs) should delete any prior versions of the form and instructions saved to their computers. They should access the most current version of the form on the DHS/OHA Publications and Forms website.

The ODDS will continue to accept requests that use the prior version of Form SDS 0514dd through August 31, 2019. Effective September 1, 2019, requests from CMEs that are NOT submitted using the July 2019 version of Form SDS 0514dd will not be accepted by the ODDS reviewers.

When individuals or their guardians want to submit an exception request directly to ODDS themselves, they may continue to follow the guidance provided on the [DHS](#)

[webpage, "Request an Exception"](#). When ODDS receives a request directly from an individual or guardian, the ODDS reviewers may reach out to the assigned CME to request additional information or documentation to support the request. This may include the completed July 2019 version of the Form SDS 0514dd.

Summary of changes to SDS 0514dd:

1. Font for responses to questions is changed for ease of reading by reviewers.
2. An autofill "Date Submitted" button is added to Page 1 of the form.
3. A "reset" button has been added to Page 1 so the user can complete a request, then reset and begin a new request immediately for a different customer without needing to close the form and reopen.
4. Some text response fields are corrected so that text-wrap works properly, and the entire response can be viewed when the form is printed.
5. A missing Brokerage has been included in the drop-down menu for Question #3.
6. Question #14 wording is changed.
7. Drop-down menu options in response to Question #14 now are numbered.
8. Most drop-down menu options in Question #14 are re-worded, based on feedback from CMEs.
9. "Job Coaching Maintenance" is removed from the Question #14 drop-down menu, as SDS 0514dd and this process are not required for that service.
10. "Other" is removed from the Question #14 drop-down menu.
11. It is no longer possible to enter a text response to Question #14. This change enables all functions and skip-logic in the form to operate correctly.
12. For each Question #14 drop-down menu item, when the user selects an option, a pop-up detailed explanation of the option now appears on the form, based on feedback from CMEs.
13. For requests of Environmental Modifications and Environmental Safety Modifications, Question #18 is eliminated, the list of supporting documents in Question #19 is modified, Questions #21 and #22 are edited for clarification, and 2 questions are added.
14. For DSA and Employment exceptions requests, some follow-up questions have been re-worded for clarity.
15. Ambiguous error messages have been removed. When error messages DO appear, there IS an error for the form user to address.

16. Follow-up questions for requests of PSWs to exceed their work-week CBA limits have been corrected so that they no longer repeat unnecessarily.
17. For requests of “Residential Tier Review/Group Home Rate Exception”, the CME now has the option of **either** inserting directly into the form all behavior tracking data in response to Question #28d **OR** sending with the form a separate Behavior Tracking Data document from the provider, if it is complete. It is no longer required to provide **both**, as long as one provides full information requested for each targeted behavior.
18. For requests of “Residential Tier Review/Group Home Rate Exception”, redundant checkboxes for Question #27 have been removed.

It is important to follow guidance provided in the [Instructions SDS 0514ddi](#) to assure submissions are completed accurately and are met with minimal delay for review by the ODDS.

It is also important to NOT save a blank Form SDS 0514dd to computer desk tops. To be certain the most current version of the form and instructions are used, always use the hyperlink to the [DHS/OHA Publications and Forms search website](#).

Reason for action: The [Funding Review and Exceptions Request Form SDS 0514dd](#) was updated based on feedback from stakeholders, to repair technical form function problems, improve readability, implement clearer guidance for users of the form, and provide a more streamlined review process. The [Instructions for the form \(SDS 0514ddi\)](#) were updated consistent with changes to the form. Effective September 1, 2019, **ONLY** the July 2019 updated version of Form SDS 0514dd will be accepted from CMEs who request an ODDS funding review or exception.

Field/stakeholder review: Yes No

If yes, reviewed by: Shared for feedback at ODDS SC/PA Conference

If you have any questions about this action request, contact:

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