

# NOTICES

(*Editor's Note:* This document continues from Part II which begins at 47 Pa.B. 5303 (September 2, 2017).)

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	Ch. 1121	Prior Authorization of Immunomodulators Topical—Pharmacy Services	2/3/14	01-14-09 09-14-07 27-14-06 33-14-07 02-14-06 11-14-06 30-14-06 03-14-06 14-14-06 31-14-08 08-14-08 24-14-06 32-14-06

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	Ch. 1121	Prior Authorization of Progestational Agents— Pharmacy Services	2/3/14	01-14-12 09-14-10 27-14-09 33-14-10 02-14-09 11-14-09 30-14-09 03-14-09 14-14-09 31-14-11 08-14-11 24-14-09 32-14-09
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	Ch. 1121	Specialty Pharmacy Drug Program—Updated List of Covered Drugs—Pharmacy Services	2/18/14	99-14-05
	Ch. 1101	Provider Credentialing by the Pennsylvania Medical Assistance Program	2/27/14	99-14-02
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	Ch. 1149	2014 Recommended Childhood and Adolescent Immunization Schedules	4/1/14	99-14-07
	Ch. 1121	Prior Authorization of Prescriptions That Exceed Established Quantity Limits/Daily Dose Limits—Pharmacy Services	4/25/14	01-14-18 09-14-13 27-14-11 33-14-12 02-14-11 11-14-11 30-14-11 03-14-14 14-14-11 31-14-16 08-14-14 24-14-11 32-14-11
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	Ch. 1121	Prior Authorization of Analgesics Narcotic Long Acting—Pharmacy Services	05/30/14	01-14-24 09-14-19 27-14-17 33-14-18 02-14-16 11-14-16 30-14-16 03-14-19 14-14-16 31-14-22 08-14-20 24-14-16 32-14-16
	Ch. 1121	Prior Authorization of Immune Globulins—Pharmacy Services	05/30/14	01-14-25 09-14-20 27-14-18 33-14-19 02-14-17 11-14-17 30-14-17 03-14-20 14-14-17 31-14-23 08-14-21 24-14-17 32-14-17
	Ch. 1121	Prior Authorization of Hepatitis C Agents—Pharmacy Services	05/30/14	01-14-22 09-14-17 27-14-15 33-14-16 02-14-14 11-14-14 30-14-14 03-14-17 14-14-14 31-14-20 08-14-18 24-14-14 32-14-14
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	Ch. 1121	Prior Authorization of Alzheimer's Agents—Pharmacy Services	05/30/14	01-14-20 09-14-15 27-14-13 33-14-14 02-14-12 11-14-12 30-14-12 03-14-15 14-14-12 31-14-18 08-14-16 24-14-12 32-14-12
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	Ch. 1121	Preferred Drug List (PDL) Updated July 22, 2014—Pharmacy Services	07/07/14	01-14-26 09-14-21 27-14-19 33-14-20 02-14-18 11-14-18 30-14-18 03-14-21 14-14-18 31-14-24 08-14-22 24-14-18 32-14-18
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	Ch. 1121	Prior Authorization of Multiple Sclerosis Agents— Pharmacy Services	07/25/14	01-14-36 02-14-28 03-14-31 08-14-32 09-14-31 11-14-28 14-14-28 24-14-28 27-14-29 30-14-28 31-14-34 32-14-28 33-14-30
	Ch. 1121	Prior Authorization of Antiparasitics, Topical— Pharmacy Services	07/25/14	01-14-31 09-14-26 27-14-24 33-14-25 02-14-23 11-14-23 30-14-23 03-14-26 14-14-23 31-14-29 08-14-27 24-14-23 32-14-23
	Ch. 1121	Prior Authorization of Antimigraine Agents, Other— Pharmacy Services	07/25/14	01-14-29 09-14-24 27-14-22 33-14-23 02-14-21 11-14-21 30-14-21 03-14-24 14-14-21 31-14-27 08-14-25 24-14-21 32-14-21

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	Ch. 1121	Prior Authorization of Anticoagulants—Pharmacy Services	07/25/14	01-14-28 02-14-20 03-14-23 08-14-24 09-14-23 11-14-20 14-14-20 24-14-20 27-14-21 30-14-20 31-14-26 32-14-20 33-14-22
	Ch. 1121	Prior Authorization of Hypoglycemics, SGLT2 Inhibitors—Pharmacy Services	07/25/14	01-14-38 02-14-30 03-14-33 08-14-34 09-14-33 11-14-30 14-14-30 24-14-30 27-14-31 30-14-30 31-14-36 32-14-30 33-14-32
	Ch. 1121	Prior Authorization of Nitrofurantoin Derivatives—Pharmacy Services	07/25/14	01-14-37 02-14-29 03-14-32 08-14-33 09-14-32 11-14-29 14-14-29 24-14-29 27-14-30 30-14-29 31-14-35 32-14-29 33-14-31
	Ch. 1121	Prior Authorization of Hereditary Angioedema (HAE) Agents—Pharmacy Services	07/25/14	01-14-32 09-14-27 27-14-25 33-14-26 02-14-24 11-14-24 30-14-24 03-14-27 14-14-24 31-14-30 08-14-28 24-14-24 32-14-24
	Ch. 1121	Prior Authorization of Thyroid Hormones—Pharmacy Services	07/25/14	01-14-39 02-14-31 03-14-34 08-14-35 09-14-34 11-14-31 14-14-31 24-14-31 27-14-32 30-14-31 31-14-37 32-14-31 33-14-33

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	Ch. 1121	Prior Authorization of Ulcerative Colitis Agents—Pharmacy Services	08/05/14	01-14-40 09-14-35 27-14-33 33-14-34 02-14-32 11-14-32 30-14-32 03-14-35 14-14-32 31-14-38 08-14-36 24-14-32 32-14-32
	Ch. 1121	Prior Authorization of Antimigraine Agents, Triptans—Pharmacy Services	08/05/14	01-14-30 09-14-25 27-14-23 33-14-24 02-14-22 11-14-22 30-14-22 03-14-25 14-14-22 31-14-28 08-14-26 24-14-22 32-14-22
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	Ch. 1149 1150	New Procedure Code for Dental Services	09/27/14	27-14-12
	Ch. 1101 1150	Presumptive Eligibility for Pregnant Women	10-24-14	01-14-19 08-14-15 09-14-14 31-14-17 33-14-13 47-14-02
	Ch. 1101	Implementation of Healthy Pennsylvania	11/04/14	99-14-09

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	Ch. 1121	Prior Authorization of Hepatitis C Agents—Pharmacy Services	12/29/14	01-14-53 02-14-43 03-14-46 08-14-47 09-14-46 11-14-43 14-14-43 24-14-44 27-14-44 30-14-43 31-14-50 32-14-43 33-14-45
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	Ch. 1121	Prior Authorization of Compounded Prescriptions—Pharmacy Services	12/29/14	01-14-44 02-14-34 03-14-37 08-14-38 09-14-37 11-14-34 14-14-34 24-14-35 27-14-35 30-14-34 31-14-41 32-14-34 33-14-36

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	Ch. 1121	Prior Authorization of Soliris (eculizumab)—Pharmacy Services	12/29/14	01-14-48 09-14-41 27-14-39 33-14-40 02-14-38 11-14-38 30-14-38 03-14-41 14-14-38 31-14-45 08-14-42 24-14-39 32-14-38
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	Ch. 1121	Prior Authorization of Xenazine (tetrabenazine)—Pharmacy Services	12/29/14	01-14-50 02-14-40 03-14-43 08-14-44 09-14-43 11-14-40 14-14-40 24-14-41 27-14-41 30-14-40 31-14-47 32-14-40 33-14-42
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	Ch. 1121	Prior Authorization of Ranexa (ranolazine)—Pharmacy Services	12/29/14	01-14-46 02-14-36 03-14-39 08-14-40 09-14-39 11-14-36 14-14-36 24-14-37 27-14-37 30-14-36 31-14-43 32-14-36 33-14-38
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	Ch. 1121	Prior Authorization of Sedative Hypnotics—Pharmacy Services	02/04/15	01-15-04 02-15-03 03-15-03 08-15-04 09-15-04 11-15-03 14-15-03 24-15-03 27-15-03 30-15-03 31-15-04 32-15-03 33-15-04
	Ch. 1121	Prior Authorization of Thalidomide And Derivatives—Pharmacy Services	02/04/15	01-15-06 02-15-05 03-15-05 08-15-06 09-15-06 11-15-05 14-15-05 24-15-05 27-15-05 30-15-05 31-15-06 32-15-05 33-15-06
	Ch. 1121	Prior Authorization of Antipsychotics—Pharmacy Services	02/04/15	01-15-03 02-15-02 03-15-02 08-15-03 09-15-03 11-15-02 14-15-02 24-15-02 27-15-02 30-15-02 31-15-03 32-15-02 33-15-03



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	Ch. 1121	Addition to the Medical Assistance Program Fee Schedule for Administration Of Quadrivalent—Influenza Vaccine	02/18/15	01-15-01 08-15-01 09-15-01 31-15-01 33-15-01
	Ch. 1121	Preferred Drug List (PDL) Update January 21, 2015—Pharmacy Services	02/18/15	01-15-02 09-15-02 27-15-01 33-15-02 02-15-01 11-15-01 30-15-01 03-15-01 14-15-01 31-15-02 08-15-02 24-15-01 32-15-01
	Ch. 1163	Revised Presumptive Eligibility As Determined by Hospitals	02/24/15	01-15-08
	Ch. 1101	Medical Assistance Program Fee Schedule Revisions	03/02/15	99-15-01*
	Ch. 1101	Medical Assistance Program Fee	03/17/15	99-15-03
	Ch. 1101 1150 1225	Payment Increase for the Title XIX Medical Assistance Program Family Planning Clinics that Dispense Oral Contraceptives	03/23/15	08-15-08
	Ch. 1241	2015 Recommended Childhood and Adolescent Immunization Schedules	03/23/15	99-15-04
	Ch. 1150 1245	Non-Payment of Unloaded Ground or Air Ambulance Mileage	03/23/15	26-15-01
	Ch. 1121	Implementation of HealthChoices Medicaid Expansion	04/28/15	99-15-05
	Ch. 1121	Prior Authorization of Idiopathic Fibrosis Agent—Pharmacy Service	05/11/15	01-15-14 02-15-12 03-15-12 08-15-14 09-15-13 11-15-12 14-15-12 24-15-12 27-15-12 30-15-12 31-15-13 32-15-12 33-15-13

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	Ch. 1121	Prior Authorization of Intra-Articular Hyaluronic Acid Agents—Pharmacy Service	05/11/15	01-15-12 02-15-10 03-15-10 08-15-12 09-15-11 11-15-10 14-15-10 24-15-10 27-15-10 30-15-10 31-15-11 32-15-10 33-15-11
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	Ch. 1121	Prior Authorization of Multiple Sclerosis Agents— Pharmacy Services	05/11/15	01-15-09 02-15-07 03-15-07 08-15-09 09-15-08 11-15-07 14-15-07 24-15-07 27-15-07 30-15-07 31-15-08 32-15-07 33-15-08
	Ch. 1121	Prior Authorization of Antifungals, Topical—Pharmacy Services	06/22/15	01-15-17 02-15-14 03-15-14 08-15-17 09-15-17 11-15-14 14-15-14 24-15-15 27-15-14 30-15-14 31-15-17 32-15-14 33-15-16

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	Ch. 1121	Prior Authorization of GI Motility, Chronic Agents (Formerly Irritable Bowel Syndrome Agents)—Pharmacy Services	06/25/15	01-15-18 02-15-15 03-15-15 08-15-18 09-15-18 11-15-15 14-15-15 24-15-16 27-15-15 30-15-15 31-15-18 32-15-15 33-15-17
	Ch. 1121	Preferred Drug List (PDL) Update July 20, 2015—Pharmacy Services	06/25/15	01-15-23 02-15-20 03-15-20 08-15-23 09-15-23 11-15-20 14-15-20 24-15-21 27-15-20 30-15-20 31-15-23 32-15-20 33-15-22
	Ch. 1121	Prior Authorization of Platelet Aggregation Inhibitors—Pharmacy Services	06/25/15	01-15-20 02-15-17 03-15-17 08-15-20 09-15-20 11-15-17 14-15-17 24-15-18 27-15-17 30-15-17 31-15-20 32-15-17 33-15-19
	Ch. 1121	Prior Authorization of Contraceptives, Other—Pharmacy Services	06/25/15	01-15-19 02-15-16 03-15-16 08-15-19 09-15-19 11-15-16 14-15-16 24-15-17 27-15-16 30-15-16 31-15-19 32-15-16 33-15-18

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	Ch. 1121	Prior Authorization of Hepatitis C Agents—Pharmacy Service	06/30/15	01-15-21 02-15-18 03-15-18 08-15-21 09-15-21 11-15-18 14-15-18 24-15-19 27-15-18 30-15-18 31-15-21 32-15-18 33-15-20
	Ch. 1121	Prior Authorization of Opiate Dependence Treatments—Pharmacy Service	07/13/15	01-15-11 02-15-09 03-15-09 08-15-11 09-15-10 11-15-09 14-15-09 24-15-09 27-15-09 30-15-09 31-15-10 32-15-09 33-15-10
	Ch. 1121	Preferred Drug List (PDL) Update July 20, 2015 Corrections—Pharmacy Services	08/07/15	01-15-26 02-15-23 03-15-23 08-15-26 09-15-26 11-15-23 14-15-23 24-15-24 27-15-23 30-15-23 31-15-26 32-15-23 33-15-25
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	Ch. 1101 1150	Prior Authorization Requirements and Fee Schedule Updates for Hyperbaric Oxygen Therapy	08/31/15	01-15-30 14-15-25 31-15-30
	Ch. 1101 1150	2015 HCPCS Updates and Other Procedure Codes	08/31/15	99-15-06
	Ch. 1101 1150	Procedure Code Changes for Application of Topical Fluoride Varnish by Physicians and CRNPs	09/01/15	09-15-14 31-15-14
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	Ch. 1121	Specialty Pharmacy Drug Program—Pharmacy Services	08/20/15	99-15-08
	Ch. 1101 1150	Medical Assistance (MA) Program's Implementation of ICD-10 Diagnosis and Procedure Code Sets	08/28/15	99-15-09
	Ch. 1121	Prior Authorization of Analgesics, Narcotic Long Acting and Analgesics, Narcotic Short Acting—Pharmacy Service	09/04/15	01-15-24 09-15-24 27-15-21 02-15-21 11-15-21 30-15-21 03-15-21 14-15-21 31-15-24 08-15-24 24-15-22 32-15-21 33-15-23
	Ch. 1121	Prior Authorization of Opiate Dependence Treatments, Oral Buprenorphine Agents—Pharmacy Service	09/04/15	01-15-25 09-15-25 27-15-22 02-15-22 11-15-22 30-15-22 03-15-22 14-15-22 31-15-25 08-15-25 24-15-23 32-15-22 33-15-24
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	Ch. 1101 1150	New Breast and Cervical Cancer Prevention and Treatment (BCCPT) Program Application for Benefits and Updated ICD-10 Codes	09/21/15	99-15-10

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- Provider Handbook—Physician—updated 01/2017
- Provider Handbook—Dentist—updated 12/2016
- Provider Handbook—Podiatrist—updated 01/2017
- Provider Handbook—Medical Supplier—updated 01/2017
- Provider Handbook—Short Procedure Unit/Ambulatory Surgical Center—updated 01/2017
- Provider Handbook—Chiropractor—updated 01/2017
- Provider Handbook—Birth Centers—updated 01/2017
- Provider Handbook—Independent Medical/Surgical Clinic—updated 01/2017
- Provider Handbook—Inpatient Hospital (Encompasses provider types General Hospital, Rehabilitation Hospital, Private Mental Hospital, State Mental Hospital and Extended Acute Psychiatric Care—updated 01/2017
- Provider Handbook—Outpatient Hospital (Encompasses provider types General Hospital, and Rehabilitation Hospital)—updated 01/2017
- Provider Handbook—Optometrist—updated 01/2017
- Provider Handbook—Independent Laboratory—updated 01/2017
- Provider Handbook—Ambulance Company—updated 01/2017
- Provider Handbook—Pharmacy—updated 12/2016
- Provider Handbook—Portable X-Ray Provider—updated 01/2017
- Provider Handbook—Renal Dialysis Center—updated 01/2017
- Provider Handbook—Funeral Director—updated 01/2017
- Provider Handbook—Home Health Agency—updated 01/2017
- Provider Handbook—Rural Health Clinic—updated 01/2017
- Provider Handbook—Drug and Alcohol Clinic—updated 01/2017
- Provider Handbook—Outpatient Psychiatric Clinic—updated 01/2017
- Provider Handbook—Family Planning Clinic—updated 01/2017
- Provider Handbook—Midwives—updated 01/2017
- Provider Handbook—Psychiatric Partial Hospitalization Facility—updated 01/2017
- Provider Handbook—Hospice—updated 01/2017
- Provider Handbook—Psychologist—updated 01/2017
- Provider Handbook—Comprehensive Outpatient Rehabilitation Facility—updated 01/2017
- Provider Handbook—Physical Therapist—updated 01/2017
- Provider Handbook—Certified RN Anesthetist—updated 01/2017
- Provider Handbook—Certified RN Practitioner—updated 01/2017
- Provider Handbook—Early Periodic Screening, Diagnosis and Treatment (EPSDT) Provider—updated 01/2017
- Provider Handbook—Nutritionist—updated 01/2017
- Provider Handbook—PA Department of Aging (PDA) Waiver—updated 01/2017

- Provider Handbook—COMMCARE Waiver—updated 01/2017
- Medical Assistance Transportation Program—Instructions and Requirements (Note: Revised/Reissued Annually)

**OTHER:**

- PA 67 Section 1915(b) Waiver

Office of Long Term Living—Contact: Virginia Brown (717) 783-4510

<i>Year</i>	<i>Code Citation(s)</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1996		The Addition of Invirase to the Special Pharmaceutical Benefits Program Formulary	3/01/1996	01-96-06 02-96-04 11-96-05 19-96-06 23-96-02 26-96-05 28-96-04 30-96-04 35-96-03 36-96-03 37-96-01 45-96-01 49-96-05
1998	—	Respite Care Nursing Facility Admissions	04/17/98	35-98-06 36-98-06
	—	Medicare Cost-Sharing Payment for Nursing Facility Residents	07/31/98	35-98-10 36-98-10
1999	Ch. 1187	Capital Component Payments for Post-Moratorium Beds	06/28/99	1187-99-01 35-99-05 36-99-05
2007		Nursing Facility Documentation Requirements for Movable Equipment that is Rented or Leased	12/07/07	03-07-10
2008		Nursing Facility Documentation Requirements for Movable Equipment that is Rented or Leased	07/07/08	03-08-04
		Provider Rates for Services Funded through the OBRA, Independence and COMMCARE Waivers	06/25/09	05-09-02 17-09-02 36-09-02 41-09-02 43-09-02 55-09-02 59-09-02
2010		Financial Management Services Rate	12/23/10	05-10-09 51-10-09 52-10-09 55-10-09 59-10-09
		Office of Long Term Living Home and Community Based Program Policy Clarification Update (Omnibus Bulletin)	11/23/10	05-10-08 51-10-08 55-10-08 59-10-08
		Dual Enrollment for Services funded through OLTL Home and Community-Based Programs and Services funded through the Office of Developmental Programs	10/25/10	05-10-07 51-10-07 52-10-07 55-10-07 59-10-07
		Individual Service Plan Development, Review and Implementation Procedures for OLTL Home and Community Based Services	10/20/10	05-10-06 51-10-06 52-10-06 55-10-06 59-10-06

<i>Year</i>	<i>Code Citation(s)</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Nursing Home Transition Outreach Form	10/08/10	05-10-05 51-10-05 52-10-05 55-10-05 59-10-05
		Department of Aging/Office of Long Term Living Home and Community Based Services Program Policy Clarifications	07/06/10	05-10-04 51-10-04 55-10-04 59-10-04
		Fiscal/Employer Agency Standards	06/01/10	54-10-03
		Standards and Reimbursement Rates for the Enhanced Older Adult Daily Living Center Program for Medicaid Aging Waiver Participants	04/20/10	03-10-02 41-10-02 55-10-02
2011		Programs		
		Accessibility Adaptations and Assistive Technology	10/11/11	05-11-07 51-11-07 52-11-07 54-11-07 55-11-07 59-11-07
		Community Integration Changes provided in the MA Home and Community-Based Waiver Program	09/29/11	05-11-05 51-11-05 52-11-05 55-11-05 59-11-05
		Program Fraud & Financial Abuse in Office of Long Term Living MA Home and Community Based Services (HCBS) Programs	08/08/11	05-11-04 51-11-04 52-11-04 54-11-04 55-11-04 59-11-04
		Revised Pennsylvania Preadmission Screening Resident Review Evaluation (PA-PASRR-EV) Form (MA 376.2)	07/06/11	01-11-02 03-11-02
		Recession of OLTL Bulletin 05-10-07, 51-10-07, 52-10-07, 5-10-075, 59-10-07	06/30/11	05-11-03 51-11-03 52-11-03 55-11-03 59-11-03
		Billing Procedure Codes for Fiscal/Employer Agents (F/EAs)	01/21/11	54-11-01 51-11-01 59-11-01 55-11-01 05-11-01
2012	CH 52	Procedures and Timeframes Related to Performance of Level of Care Assessments and Independent Enrollment Broker Responsibilities (This bulletin supersedes and replaces 55-12-02)	12/31/12	55-12-03
	CH. 1187	Nursing Facility Participation Review Process and Guidelines-statement of policy	06/30/12	42 Pa.B. 3748
	CH 52	OLTL Service Coordination Rate in Effect	07/14/12	42 Pa.B.4545
	CH 52	OLTL Rate for Enrollment	06/30/12	42 Pa.B. 381
	CH 52	OLTL Fee Schedule Rates established	06/09/12	42 Pa.B. 3343
2013	CH 52	Hearings and Appeals	12/23/13	51-13-12 55-13-12 59-13-12
	CH 52	Rescission of Office of Long-Term Living HCBS Directives, Bulletins and Other Policy Documents	12/04/13	05-13-11 51-13-11 55-13-11 59-13-11

## NOTICES

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<i>Year</i>	<i>Code Citation(s)</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	CH 52	Addition to the Office of Long-Term Living Standardized Home and Community-Based Services Waiver Participant Informational Materials—Your Appeal and Fair Hearing Rights	11/14/13	05-13-10 51-13-10 55-13-10 59-13-10
	CH 52	Statewide Waiting List Guidelines for Office of Long-Term Living Medicaid Waivers and the Act 150 Program	11/05/13	05-13-08 51-13-08 55-13-08 59-13-08
	CH 52	Additions to Office of Long-Term Living Standardized HCBS Waiver Participant Informational Materials-Abuse, Neglect and Exploitation and Self-Directed Models of Service	07/12/13	51-13-06 55-13-06 59-13-06
	CH 52	OLTL Standardized Home and Community-Based Services Waiver Participant Informational Materials	05/20/13	51-13-04 55-13-04 59-13-04
	CH 52	Clarification of type, scope, amount, duration and frequency of services	05/16/13	05-13-05 08-13-05 11-13-05 17-13-05 19-13-05 25-13-05 26-13-05 41-13-05 51-13-05 54-13-05 55-13-05 59-13-05
	CH 52	Providing for Absence Policies in the Enhanced Adult Daily Living Centers	03/22/13	03-13-03 41-13-03 55-13-03
	CH 52	Billing Instructions-Home and Community Based Waiver Provider's Billing of Procedure Codes Based on Authorized Service Plans through PROMISE™	02/07/13	05-13-02 51-13-02 54-13-02 55-13-02 59-13-02
	CH 52	OLTL Enrollment Fee Increase	01/26/13	
	CH 52	OLTL Service Coordination Rate Increase	01/26/13	
	CH 52	Maintaining Waiver Eligibility While in an Institution	01/24/13	05-13-01 51-13-01 52-13-01 55-13-01 59-13-01
2014	—	Preventable Serious Adverse Events	09/13/14	03-14-08
	CH 52	Final Fee Schedule Rates for Personal Assistance Services (Agency)	09/13/14	44 Pa.B. 5935
		Final Fee Schedule Rates for Personal Assistance Services (Consumer)	09/13/14	44 Pa.B. 5935
		Final Fee Schedule Rates for Service Coordination Services	06/19/14	51-14-07
		Service Coordination After-Hours Coverage		55-14-07
		Financial Management Services Information	05/12/14	59-14-07
		Revised Target Resident (MI, ID, ORC) Reporting Form (MA 408)	02/12/14	51-14-07
		Revised Pennsylvania Preadmission Screening Resident Review Evaluation (Level II) Form (MA 376.2)	02/12/14	03-14-12 55-14-02
		Revised Pennsylvania Preadmission Screening Resident Review Identification (Level I) Form	02/12/14	01-14-13 03-14-10 07-14-01 55-14-01

<i>Year</i>	<i>Code Citation(s)</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	CH 52	Release of OLTL Home and Community-Based Services Provider Handbook	01/30/14	03-14-02 05-14-02 08-14-02 11-14-02 17-14-02 19-14-02 23-14-02 25-14-02 26-14-02 41-14-02 51-14-02 54-14-02 55-14-02 59-14-02
		OLTL Home and Community-Based Services Service Authorization Form	01/15/14	51-14-01 55-14-01 59-14-01
2015	CH 52	Critical Incident Management	04/16/15	05-15-02 51-15-02 54-15-02 55-15-02 59-15-02
	CH 52	Rescission of HCBS Directives, Bulletins and other Policy Documents	10/27/2015	54-15-03, 59-15-03
		Revised Pennsylvania Preadmission Screening Resident Review Identification (Level I) Form (MA 376)	12/15/2015	01-15-04, 03-15-04, 07-15-04, 55-15-04
		Revised Pennsylvania Preadmission Screening Resident Review Evaluation (Level II) Form (MA 376.2)	12/15/2015	01-15-05 03-15-05
2016		Medical Assistance Fee Schedule; Addition of Maximum Overtime Rates for Personal Assistance Services (Consumer) and Respite (Consumer)	01/02/16	46 Pa.B. 106
		Medical Assistance Fee Schedule Revisions in the Aging, COMMCARE, Independence and OBRA Waivers	01/02/16	46 Pa.B. 107
		Overtime and Minimum Wage Requirements in Participant-Directed Models of Service	01/11/2016	54-16-01, 59-16-01
		Electronic Submission of Nursing Facilities' MA-11 Cost Reports, Supporting Documentation and Signed Certification Report	03/01/2016	03-16-02
		Provider Choice Protocol	03/08/2016	59-16-03
		Act 150 Program Guidelines	05/12/2016	54-16-04, 59-16-04
		Act 150 Program Sliding Fee Scale for Calendar Year 2016	06/01/2016	54-16-05, 59-16-05
		Employment and Employment Related Services	07/26/2016	59-16-07
		Individual Service Plan Development, Review, and Implementation	10/14/2016 10/28/2016	59-16-13 59-16-09
		Nursing Home Transition Program Changes	12/28/2016	59-16-12
		Participant Reviews	12/28/2016	59-16-14
		Home and Community-Based Settings Requirements		
		Medical Assistance Fee Schedule; Final Rates for Additional Services Added to the COMMCARE and Independence Waivers	11/19/16	46 Pa.B. 7398
2017		Act 150 Program Sliding Fee Scale for Calendar Year 2017	03/24/2017	54-17-01 59-17-01



**GUIDANCE MANUALS:****Bureau of Home and Community Based Services**

- Aging Medicaid Waiver # 279
- Attendant Care Waiver # 277
- COMMCARE Waiver # 0386
- OBRA Medicaid Waiver # 0235
- Independence Medicaid Waiver # 0319

Community HealthChoices 1915(b)/(c) waiver—effective January 1, 2018

**Nursing Facility**

- Interpretive Guidelines—interpretations of the 1187 Nursing Facility regulations used during audits of the MA-11 Cost Reports
- Instructions for Financial and Statistical Report—Form MA-11
- MA-11 Cost Report Submission System—End User Manual V.5.1
- Nursing Facility Assessment End User Manual
- Resident Data Reporting Manual
- UB-04 Billing Guide for PROMISE™ Nursing Facilities for County and Nonpublic Nursing Facilities and State Restoration Centers—Nursing facility services only applies to county nursing facilities and nonpublic nursing facilities. Regulations related to payment for nursing facility services can be found under 55 Pa. Code Chapters 1187 and 1189 and does not include intermediate care facilities for persons with an intellectual disability, Federal or State-owned long-term care nursing facilities or Veteran's homes.
- Data Book (Participation Review Workbook)

Office of Children, Youth & Families—Contact: Cathy Utz (717) 705-2912

**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1980	Ch. 3140	Funding of Basic Ed. Components of Private Day Treatment Center Programs	10/29/80	99-80-22
1982	Ch. 3130	Notice of Right to Appeal for Spanish-Speaking Clients	12/30/82	3130-82-01
1983	Ch. 3130	Clarification of the Definition of "Accept for Service"	02/04/83	3130-83-03
	Ch. 3700	Waiver for Foster Family Homes by Foster Family Care Agencies	02/04/83	3700-83-01
	Ch. 3130	Clarification of County C & Y Agency Requirements with Respect to Fee Setting	02/04/83	3130-83-04
	Ch. 3130	Clarification on Caseworker-to-Family Case Load Ratio & Case Management Functions	02/04/83	3130-83-07
	Ch. 3140	Clarification of Adoption Asst. to Relatives in Adoption Cases	05/02/83	3140-83-07
	Ch. 3140	3130.64(b)(2), 3130.67(9), 3140.131(7), 3700.35(b)(1) Reimbursement to Parents for the Cost of Child Visits	08/15/83	3130-83-11 3140-83-13 3700-83-03
1984	Ch. 3001	Transmittal of Interdepartment Memo. on Nonimmunized Students Excluded from Attending School	07/08/84	99-84-13
	Ch. 3490	Release of Child Abuse Info. to the Media	08/15/84	99-84-20
1985	Ch. 3130	Interstate Compact on Juveniles	09/30/85	99-85-27
	Ch. 3490	Providing Copies of Child Abuse Reports to Subjects	11/20/85	99-85-28
1986	Ch. 3490	Law Enforcement Officials as Perpetrators of Suspected Child Abuse	07/15/86	3490-86-04
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33	04/01/86	3490-86-02
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33—Part II	06/16/86	3490-86-05
	Ch. 3490	Policy Clarifications Regarding Child Protective Services Law and Regulations as Related to Act 33—Part III	11/01/86	3490-86-08
1987	Ch. 3490	Implementation of Child Protective Service Policies Relating to Alleged Medical Neglect of Disabled Infants	05/01/87	3490-87-01
	Ch. 3490	Sharing Child Abuse Info Among DPW Offices	09/01/87	3490-87-03
	Ch. 3490	Policy Clarification of the Child Protective Services Law and Regulations	06/01/87	3490-87-02
	Ch. 3140	Personal Incident Costs	10/01/87	3140-87-05

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3140	OCYF Financial Participation in Costs of County Human	08/31/87	3140-87-02
	Ch. 3170	Service Departments		3170-87-01
1988	Ch. 3490	Screening Student Interns	05/88	3490-88-01
1989	Ch. 3350	Adoption Record Disclosure	07/01/89	3350-89-01
1991	Ch. 3130	Regulatory Interpretation Guidelines for Revisions to Chapter 3130	09/20/91	3130-91-03
1994		Supervised Independent Living Guidelines	07/94	00-94-07
		Site Visits and Access to Records by PA Protection and Advocacy, Inc.	08/22/94	00-94-19
1995	Ch. 3490	Amendments to the Child Protective Services Law that Become Effective July 1, 1995	09/05	3490-95-02
1996	Ch. 3490	Certification and Training for Children and Youth Workers	06/20/96	3490-96-03
		Surveying and Evaluating Child Welfare Agencies Implementation and Compliance with MEPA	08/15/96	00-96-06
1997	Ch. 3140	Availability of Federal Financial Participation For Profit Residential Child Care Facilities	01/17/97	3140-97-02
		Access to Pennsylvania State Police Records	10/01/97	00-97-09
		Priority Placement Request Procedures for the Interstate Compact on the Placement of Children	12/01/97	00-97-12
1998	Ch. 3140	MEPA 1994—Small Business	02/07/98	3140-98-03
1997		Association of Juvenile Compact Administrators Rules and Regulations Amended Travel Permit	06/01/98	00-98-06
1999	Ch. 3140	Adoption Assistance Questions and Answers	03/17/99	3140-99-01
	Ch. 3490	Drug Convictions Prohibiting Hiring and Approving Foster/Adoptive Parent Applications	02/03/99	3490-99-01
	Ch. 3490	Implementation of Revisions to the Child Protective Services Law as Amended by Act 127 of 1998	10/01/99	3490-99-02
2000	Ch. 3140	AFCARS Planning, Budgeting and Invoicing Procedures	08/15/00	3140-00-02
	Ch. 3490	Child Death Review and Report Protocols	10/10/00	3490-00-01
2001	Ch. 3130	The Second Revised Interim Guidelines for the Adoption and Safe Families Act of 1997	01/02/01	3130-01-01
	Ch. 3140	Revised Policies and Procedures: Title IV-E Placement Maintenance Eligibility and Reimbursability, Title IV-E Adoption Assistance Eligibility and Title XX Medicaid Eligibility	04/09/01	3140-01-01
	Ch. 3490	Revised Certification and Training Requirements for Children and Youth Supervisors	09/25/01	3490-01-02
2003		Kinship Care Policy	06/30/03	00-03-03
		Megan's Law	04/13/03	00-03-02
	Ch. 3140	Interstate Compact on Adoption and Medical Assistance	01/01/04	3140-03-02
	Ch. 3350	Statewide Adoption Network Policies and Procedures	01/01/03	3350-03-01
	Ch. 3490	<i>A.Y. v. DPW/Allegheny County</i>	03/10/03	3490-03-01
	Ch. 3490	Federal Criminal History Clearances for PA Residents	04/25/03	3490-03-02
2004		MH/MR Services for Children Placed Out-of-County In Pre-Adoptive or Foster Homes	07/19/04	00-04-02
	Ch. 3140	Child Welfare TANF Services Policies and Procedures	05/17/04	3140-04-06
	Ch. 3140	Approval/Licensing of Foster Family Homes	04/01/04	3140-04-02
	Ch. 3140	Child Placements with Emergency	07/01/04	3140-04-05
	Ch. 3490	Caregivers		3490-04-01
	Ch. 3700	Medical Foster Care Services for Children Served by County Children and Youth Agencies	07/01/04	Special Transmittal
2005	Ch. 3490	Implementation of Act 160 of 2004 Amending the Child Protective Services Law	09/01/05	3490-05-01

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2006		Federal Financial Participation Rate Change for Title IV-E Placement Maintenance and Adoption Assistance Costs	10/18/06	00-06-05
	Ch. 3140	Random Moment Time Study Policy and Procedures—Juvenile Probation Offices	07/28/06	3140-06-03
	Ch. 3140	Federal Title IV-E and Medicaid Administrative Invoicing Procedures	09/12/06	3140-06-05
	Ch. 3140	Random Moment Time Study Requirements Family Service Plan Documentation	10/11/06	Special Transmittal
	Ch. 3800	Strategies and Practices to Eliminate Unnecessary Use of Restraint	01/30/06	Special Transmittal
	Ch. 3490	Safety Assessment and Planning Process	03/15/06	3490-06-01
2007		FFP Rate Change for Title IV-E Placement Maintenance and Adoption Assistance Costs	04/16/07	00-07-01
	Ch. 3490	Protocol to Address Domestic Violence in Families with Child Welfare Involvement	08/03/07	Special Transmittal
2008	Ch. 3350	Expanded Ground for Involuntary Termination of Parental Rights	04/03/08	Special Transmittal
	Ch. 3490	Frequency and Tracking of Caseworker Visits to Children in Federally Defined Foster Care	05/01/08	3490-08-05
	Ch. 3140	Title IV-E Foster Case Maintenance and Adoption Assistance Program Costs Allowable for Federal Financial Participation (FFP)	05/12/08	3140-08-01
	Ch. 3350 Ch. 3490 Ch. 3700	Implementation of Safe and Timely Placement of Foster Children Act (P.L. 109-239)	05/12/08	99-08-01
	Ch. 3490	Implementation of Act 126 of 2006 Amending the Child Protective Services Law	03/24/08	3490-08-02
	Ch. 3490	Implementation of Act 179 of 2008 And Act 72 of 2007 Amending the Child Protective Services Law	06/27/08	3490-08-03
	Ch. 3490	Implementation of New Reporting Requirements As Required by Act 146 of 2006 and Act 179 of 2006	10/01/08	3490-08-04
	Ch. 3700	Implementation of Act 68 of 2005 (The Resource Family and Adoption Process Act), Act 73 of 2005 (The Resource Family Care Act), and Act 78 of 2007	10/01/08	3700-08-01
	Ch. 3130 Ch. 3350 Ch. 3700	Impact of Act 109 on Agency Operations	12/29/08	Special Transmittal
2009		Act 76 of 2007	01/07/09	Special Transmittal
	Ch. 3130 Ch. 3140 Ch. 3700	Fostering Connections to Success and Increasing Adoptions Act of 2008	02/24/09	Special Transmittal
	Ch. 3130	Implementation of the Indian Child Welfare Act of 1978	03/09/09	3130-09-01
	Ch. 3170	Out of Home Placement Services—Contract Documentation	04/07/09	3170-09-01
	Ch. 3170	Out of Home Placement Services—Contract Documentation	08/25/09	3170-09-02
	Ch. 3700 Ch. 3800	Disaster Planning	10/09/09	Letter from Deputy Secretary
	Ch. 3800	Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
	Ch. 3800	Prone Restraints in Children's Facilities	12/19/09	3800-09-02
	Ch. 3140	Implementation of Child Care Funding Policy Beginning State Fiscal Year (SFY) 2010-2011	07/01/09	3140-09-03
	Ch. 3130 Ch. 3140	Fostering Connections to Success and Increasing Adoptions Act of 2008—Adoption Program Requirements	12/30/09	Special Transmittal

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2010	Ch. 3130	Shared Case Responsibility and Procedures Permanent Legal Custodian	05/03/10	3130-10-01 3130-10-02 3140-10-03
		Educational Portions of “Non-Educational” Residential Treatment	01/04/10	OMHSAS-10-02
	Ch. 3130	Termination of Parental Rights and Compelling Reasons	01/05/10	Special Transmittal
	Ch. 3140	Needs-Based Plan/Budget Amendment	04/20/10	3140-10-01
	Ch. 3130	Shared Case Responsibility Policy and Procedures	05/03/10	3130-10-01
		YDC/YFC Interim Per Diem Rates Effective July 1, 2010	07/01/10	00-10-01
	Ch. 3130	Permanent Legal Custodian Policy	07/30/10	3130-10-02 3140-10-03
	Ch. 3130	Change in Process for Verifying Paternity	08/04/10	Special Transmittal
	Ch. 3800	Act 45 of 2010 Regarding Restraint Use and Reporting Requirements of Pregnant Females	08/04/10	3800-10-01
	Ch. 3130	Implementation of 45 CFR Part 1356 Chafee Nation Youth in Transition Database Part 1	08/09/10	3130-10-03
	Ch. 3130	Educational Stability & Continuity of Children Receiving Services from the County Children & Youth Agency (CCYA) Including the Use of an Education Screen	09/17/10	3130-10-04
	Ch. 3130	Clean Indoor Air Act Compliance Guidance	09/17/10	3130-10-05
	Ch. 3170	Out of Home Placement Services—Contract Documentation	12/23/10	3170-10-02
		Complex Case Planning	12/28/10	00-10-02
2011	Ch. 3130	Basic Health Information Form (CY980)	04/01/11	3130-11-01
	Ch. 3350	Implementation of Act 101 of 2010	04/25/10	3350-11-01
	Ch. 3490	Developmental Evaluation and Early Intervention Referral Policy	Issued 06/07/10; Revised 06/01/11	3490-10-01
	Ch. 3140	Fiscal Year 2012-13 Children, Youth and Families Needs-Based Plan and Fiscal Year 2011-12 Implementation Plan Instructions	Issued 05/27/11; Revised 06/17/11	3140-11-01
	Ch. 3140	Act 148 Invoicing Procedures for County Child Welfare Services	07/06/11	3140-11-02
		YDC/YFC Interim Per Diem Rates Effective 7/1/11	09/15/11	00-11-02
	Ch. 3130	Youth Independent Living Services Guidelines (and Appendix)	07/08/11	3130-11-04
	Ch. 3490	Implementation of Act 201 of 2002 (Safe Haven)	07/15/11	3490-11-01
2012		Master Client Index (MCI) Service Expansion YDC/YFC Interim Per Diem Rates Effective July 1, 2012	02/15/12 08/02/12	00-12-01 00-12-01
	Ch. 3490	Statewide General Protective Services (GPS) Response Times	04/13/12	3490-12-01
	Ch. 3130, 3680 3800	Children in Foster Care Act (Act 119 of 2010)	02/10/12	3130-12-02 3680-12-01 3800-12-02
	Ch. 3140	Random Moment Time Study Policies and Procedures County Children and Youth Agencies	05/07/12	3140-12-02
	Ch. 3130	Concurrent Planning Policy and Implementation	05/11/12	3130-12-03
2013		YDC/YFC Interim Per Diem Rates Effective July 1, 2013	10/07/13	00-13-01
	Ch. 3140	Fiscal Year 2012/13 Act 148 Invoicing And Medicaid Invoicing Procedures for County Child Welfare Services	05/15/13	3140-13-01
	Ch. 3140	County Children and Youth Program Title XX and Title IV-B Procedures	06/28/13	3140-13-04
	Ch. 3140	Fiscal Year 2014-15 Children, Youth And Families Needs-Based Plan and Fiscal Year 2013-14 Implementation Plan Instructions	07/03/13	3140-13-03

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
	Ch. 3140	Fiscal Year 2013-14 Act 148 Invoicing And Medicaid Invoicing Procedures for County Child Welfare Services	09/11/13	3140-13-05
	Ch. 3140	Federal Title IV-E Invoicing Procedures Manual	10/15/13	3140-13-06
2014	Ch. 3800	Search and Seizure in Programs that Serve Children and Youth	02/28/14	3800-14-01
		Information Sharing Policies and Procedures for Communication Between Agencies and Individuals Who Supervise and Care for Children and Youth in Out-of-Home Placement and the Physical Health and Behavioral Health Managed Care Organizations	05/23/14	00-14-01
		YDC/YFC Interim Per Diem Rates Effective July 1, 2014	05/30/14	00-14-02
		Act 80 of 2012 and Act 91 of 2012	10/16/14	Special Transmittal
	Ch. 3130	Youth Independent Living Services Guidelines	12/08/14	3130-14-01
	Ch. 3130, 3700, 3800	Implementation of the Sex Offender Registration and Notification Act relating to the Registration of Juvenile Offenders	09/17/14	3130-14-02 3700-14-01 3800-14-02
	Ch. 3140	Fiscal Year 2015-16 Children, Youth And Families Needs-Based Plan and Fiscal Year 2014-15 Implementation Plan Instructions	05/14/14	3140-14-01
	Ch. 3800	Fiscal Year 2014-15 Act 148 Invoicing And Medicaid Invoicing Procedures for County Child Welfare Services	11/21/14	3140-14-02
		Search and Seizure in Programs that Serve Children and Youth	02/28/14	3800-14-01
2015		YDC/YFC Interim Per Diem Rates Effective July 1, 2015	07/01/15	00-15-02
	Ch. 3140	Fiscal Year 2016-17 Children, Youth And Families Needs-Based Plan and Fiscal Year 2015-16 Implementation Plan Instructions	05/15/15	3140-15-01
		Policy Clarification Termination of Parent Rights for Adoption Assistance	03/27/15 01/08/16	3140-15-01 3140-15-02
	Ch. 3490	Implementation of Child Fatality and Near Fatality Review and Report Protocols As Required by Act 33 of 2008 and Act 44 of 2014	07/15/15	3490-15-01
2016		YDC/YFC Interim Per Diem Rates Fiscal Year 2016-2017 and 2017-2018	07/01/16	00-16-01
	Ch. 3140	Fiscal Year 2017-18 Children, Youth and Families Needs-Based Plan and Fiscal Year 2016-17 Implementation Plan Instructions	06/06/16	3140-16-01
2017		YDC/YFC Interim Per Diem Rates Fiscal Years 2017-2018 and 2018-2019	07/10/17	00-17-01
	Ch. 3350	Statewide Adoption and Permanency Network Unit of Service Payment Rates and Programmatic Changes	05/23/17	3350-17-01

**GUIDANCE MANUALS:**

- Planning Permanent Families for Children Residing in Mental Retardation Residential Facilities
- Audit Clause Language for Use in All County Child Welfare Service Provider Contracts
- Indirect Costs Under the County Cost Allocation Plan Guidelines
- Reporting of Indirect Costs—County Children and Youth Services
- Local Management Agency Policy and Procedures Manual
- PA Standards for Child Welfare Practice
- Model Petitions and Court Orders
- Foster Care Visitation Manual
- Safety Assessment and Management Process Reference Manual (last updated 06/09)
- Special Transmittal on Safe Sleep Environment Recommendations for Infants One Year of Age and Under (10/28/08)
- Pennsylvania's Child Welfare Practice Model
- Model Set of Standards for Pennsylvania's Multidisciplinary Investigative Teams

**INTERNAL GUIDELINES:**

- Youth Development Center/Youth Forestry Camp Policy Manual
- Report on Recommended Best Practices for IV-E & TANF Programs

Office of Mental Health and Substance Abuse Services/—Contact: Michelle Rosenberger (717) 783-8067

**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1980	Ch. 5310	Fee for Service Funding of Mental Health Community Residential Rehabilitation (CRR) Programs	12/05/80	6100-80-02
1981	Ch. 4210 Ch. 4226	Office of Mental Health County Program Record Retention Policy	02/17/81	5000-81-01
	Ch. 4220 Ch. 5100	Eligibility of "At Risk" Children for MH/MR Services	05/05/81	99-81-23
	Ch. 4226	Interpretation of Section 6404.3.2 of the 6400 MH/MR Regulations	02/20/81	6000-81-02
	Ch. 4000	Search of Visitors and Residents/Patients at State-Operated Mental Hospitals, Long-Term Care Units and Restoration Centers	12/07/81	99-81-59
		Funding of Early Intervention Services for Children Identified as MR, Mentally Disabled, or At Risk	12/21/81	99-81-49
		Responsibility for Collection of Tuition Exp. Under Act 199 of 1980 for Out-of-State Residents	03/17/82	199-82-01
1982	Ch. 4210 Ch. 11 Ch. 5310 Ch. 5310 Ch. 11	Procedures for Discharge of Mentally Retarded Patients at State Mental Hospitals	04/02/82	99-82-14
	Ch. 5100 Ch. 11 Ch. 5310 Ch. 11	Financial Competency Statements	04/16/82	99-82-14
		8600 Letters of Agreement Between CRR Service Providers and County Administrative Programs	05/10/82	8000-82-04
		Building Occupancy Requirement for CRR Service Providers	06/25/82	8000-82-06
		Vecchione Competency Determinations, Procedures, and Alternatives	07/16/82	99-82-33
		Voting Rights and Procedures	08/17/82	99-82-36
		New Vecchione Petition Forms	08/20/82	99-82-39
		Community Residential Rehabilitation Services for Young Adult Clients	09/15/81	99-82-50
		Monitoring the Guardianship Petitioning Process at State Centers and State Mental Hospitals	09/24/82	99-82-47
1983	Ch. 1101 1150	Payment of Residential Placement Costs for Mentally Retarded or Severely Emotionally Disturbed Children in Residential Facility	03/08/83	99-83-10
	4210 11 Ch. 5100	Continuity of Care	05/26/83	99-83-19
	Ch. 5100	Guardianship Petitioning Process—Redeterminations	07/18/83	99-82-47
	Ch. 5100	Informed Consent to Non-Psychiatric Health Care at State Mental Hospitals.	08/02/83	99-83-26
	Ch. 5310		08/08/83	99-83-23
	Ch. 5210	Referral Procedures for "Guilty But Mentally Ill" Individuals	08/08/83	99-83-29
	Ch. 5100	Notification of State Mental Hospital 302 Commitments	09/15/83	99-83-35
	Ch. 20	Guidelines for the Development of Children's Community Residential Rehabilitation Services (CRRS) Programs		
		Patient Care Review Committee		
		Child and Adolescent Partial Hospitalization Programs Associated with School Programs	09/21/83	99-83-38
		Guidelines for Voluntary and Involuntary Patients Refusing Physical Examination on Admission	11/14/83	99-83-41
		Expiration of 4th Provisional Cert. of Compliance	11/22/83	99-83-42
			12/15/83	99-83-49

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1984	Ch. 13 Ch. 4300 Ch. 4210 Ch. 5100	Charges for Evaluation and Reports Requested by OVR	04/13/84	99-84-11	
		Guidelines for the Physical Structure of Seclusion Rooms	05/01/84	99-84-19	
		County Indirect Cost Allocation Plan Guidelines	06/13/84	99-84-22	
	Ch. 4310	Continuity of Care	06/05/84	99-84-24	
		Treatment Team Management	08/01/84	99-84-30	
		Guidelines for Delivery of MH Forensic Svcs. To Persons in Co. Jails & Persons on Prob. Or Parole	08/27/84	99-84-38	
		Use of Authorized Absence at Discharge	08/23/84	99-84-39	
		Care and Maintenance Policy	08/29/84	99-84-42	
	1985	Ch. 4300	Standards for Psychological Services in State Mental Hospitals and South Mountain Restoration Center	10/12/84	99-84-49
			County Indirect Cost Allocation Plan Guideline Update—Maintenance In Lieu of Rent as a Direct Cost (Joint MH/MR Bulletin)	08/22/85	99-85-17
Ch. 1153		Requirements for Treatment Plans & Documentation of Treatment	10/31/85	29-85-02 33-85-02	
Ch. 4210		Readmission from Community Placement Within 30 Days of Discharge	05/03/85	99-85-21	
Ch. 5100		Administration of Psychotropic Medication to Protesting Patients	03/11/85	99-85-10	
Ch. 5100		Treatment of Persons During Pendency of a 304 or 305 Commitment			
Ch. 11		Petition	07/22/85	99-85-19	
Ch. 4310		Predischarge Money Management Planning	10/28/85	99-85-38	
Ch. 5100		Care and Maintenance Policy Guidelines for Indigent Certification Guidelines for Use of Electroconvulsive Therapy (ECT)	12/10/85 03/05/85	99-85-44 99-86-06	
1986		Ch. 4000	Procedures for Review of Service Eligibility and Termination Decisions	01/17/86	99-86-01
	Ch. 3490	Implementation of Act 33 of 1985	03/19/86	99-86-11	
	Ch. 5100	Involuntary Outpatient Commitment	05/08/86	99-86-14	
		Community Support Programs: Social Security Work Incentives	06/23/86	99-86-20	
		Education: A Crucial Strategy in the Rehabilitation of the Mentally Ill	05/21/86	99-86-16	
		Community Support Programs: The Job Training Partnership Act			
	Families of Mentally Ill Self Help Movement	03/18/86 03/18/86	99-86-10 99-86-07		
1987	Ch. 4305	Client Liability Community MH/MR Liability	05/21/87	4305-87-02	
	Ch. 5100	Notice of Grievance & Appeal Proc. Involuntary Outpatient Commitment	09/08/87	99-87-23	
	Ch. 4305	Revised MH/MR Client Liability Community Services Regulations	01/08/87	4305-87-01	
		Model Policy and Procedures AIDS/HIV			
		Blind/Visually Impaired Patients	07/22/87	99-87-26	
		The Consumer's Self-Help Alternative	01/15/87	99-87-08	
Ch. 3490	OMH Policy on Application of Act 33 and Administrative Bulletin 00-85-96	01/15/87 01/16/87	99-87-05 99-87-04		

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1988	Ch. 4305	Quarterly Liability Summaries	01/29/88	4305-88-01
	Ch. 1151 1163	MA Revisions to Chapters 1151 and 1163 Regulations	06/29/88	11-88-02
	Ch. 1101 1150	Fee Schedule Revisions and Transportation Requirements	06/30/88	00-88-14
	Ch. 1153	Do Not Resuscitate (DNR) Appropriate Billing for Psychiatric Partial Hospitalization Providers and Outpatient Psychiatric Clinics	07/12/88 03/01/88	00-88-12 00-88-03
1989	Ch. 1101	County Payment Exception for TCM Services	11/04/88	1101-89-01
	Ch. 4210	Abatement for Liability for Psychological Evaluations	09/14/89	00-89-17
	Ch. 1550	Signature Requirements Accessibility of Appropriate MH Services for Persons who are Hearing Impaired	09/25/89 10/10/89	00-89-07 00-89-09
	Ch. 5100	Requirement to Notify County Administrators	11/28/89	00-89-12
1990		SSI Disability for Children	09/27/90	00-90-24
1991	Ch. 1151	Certification of Need—Medical Assistance Patients Under the Age of 21	06/24/91	13-91-01
	Ch. 1153	Clozaril Monitoring and Evaluation Visit	11/06/91	29-91-07
	Ch. 5100	State Mental Hospital Admission of Involuntary Committed Individuals	08/15/91 06/10/91	SMH-91-04 SMH-91-03
	Ch. 4300	Physicians Services Coverage Annual Income and Expenditure Reports Certification and Appeal Process	10/21/91	OMH-91-13 OMH-91-09
	Ch. 1151	Patient/Client Information System	07/01/91	OMH-91-05
1992	Ch. 1151	MA Patients Under 21—Certification of Necessity	04/30/91	OMH-91-19
		Transmittal of General Family Based Mental Health Services Program Issues	02/27/92 02/21/92	13-92-03 01-92-04
	Ch. 1151	OMAP Independent Team—Certification of Need—MA Patients Under the Age of 21	01/31/92	OMH-92-05
	Ch. 1153	Clozapine Support Services	04/03/92	OMH-92-07
	Ch. 5310	Community Residential Rehabilitation Services (CRRS) Length of Stay Policy	04/03/92	SMH-92-01 OMH-92-16
	Ch. 5310	Clarification of CRR Regulation Section 5310.33(e)	05/05/92	OMH-92-12
	Ch. 5100	Policy and Guidelines on Ensuring the Protection of Human Rights (Patient Rights)	06/24/92	OMH-92-14
		Patient Care Evaluation Studies	10/15/92	
		MH Crisis Intervention Services Implementation		
	Ch. 14	Community Integrated Employment Program Definitions	11/10/92	
		Patient Abuse Investigations Investigator's Resource Manual	12/14/92	
1993	CH. 1101	PAYMENT FOR MENTAL HEALTH SERVICES PROVIDED IN A RESIDENTIAL TREATMENT FACILITY FOR ELIGIBLE INDIVIDUALS UNDER 21 YEARS OF AGE	01/01/93	1165-93-07 01-93-04
		Patient Smoking		
		Tuberculosis Surveillance and Management	06/15/93	SMH-93-02
		Immunization of Patients/Residents and Employees	06/15/93	SMH-93-03
	Ch. 5221	Resource Coordination Implementation	07/09/93	SMH-93-04
	Ch. 1101	Cooperation with Utilization Review	07/30/93	OMH-93-09
		MH Crisis Intervention Service Guidelines	09/17/93	OMH_93-08
			08/09/93	OMH-93-10
	Ch. 4210	Medical Assistance for Children	09/15/93	00-93-23
	Ch. 5221	Intensive Case Management Record Requirement	09/21/93	5221-93-01
		Providing Service to Persons with Autism/Pervasive Developmental Disorder	11/09/93	00-93-29



NOTICES

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1994	Ch. 1150	Outpatient Psychiatric Services For Children Under 21 Years of Age	01/11/94	01-94-01 41-94-01 48-94-01 49-94-01 50-94-01
		Responsibilities of South Mountain Restoration/Long Term Care Facilities Regarding Implementation of Nursing Home Reform Legislation	02/14/94	OMH-94-03
		Responsibilities of South Mountain Restoration/Long Term Care Facilities Regarding Implementation of Nursing Home Reform Legislation	02/23/94	OMH-94-02 OMH-94-07 OMH-94-09
	Ch. 1101	180-Day Exception Requests and Invoice Submission Time Frames	04/11/94	OMH-94-05 33-94-04
	Ch. 1101	Serious Mental Illness: Adult Priority Group	05/27/94	
		Prior Authorization of Partial Hospitalization Services for Children Beyond the Limit of Total Number of Hours Plan of Care Summary Form Referenced in 01-94-01	03/04/94	01-94-05 SMH-94-02
	Ch. 1153	Guidelines for Assuring Accessibility of State Mental Hospital Services for Person who are Hearing Impaired	12/30/94 04/01/94 06/28/94	
1995	CH. 1153	ACCESSING OUTPATIENT WRAPAROUND MENTAL HEALTH SERVICES Not Currently Included in the Medical Assistance Program Fee Schedule for Eligible Children Under 21 years of Age	09/08/95	1153-95-01
	Ch. 1163	Revision of Utilization Guidelines for Inpatient Hospital Drug and Alcohol Services Under the Medical Assistance Program	11/06/95	01-95-20 11-95-12 1163-95-01
	Ch. 1163	Guidelines for Inpatient Hospital Drug And Alcohol Services—Non Availability Of a Non-Hospital Bed	11/06/95	01-95-21 11-95-13 12-95-08
	Ch. 1150	Mental Health Services Provided In Non-JCAHO Accredited Residential Facility For Children Under 21 Years of Age	09/08/95	1157-95-01 01-95-12 11-95-08 12-95-04 13-95-01 14-95-01 17-95-05 41-95-03 50-95-03 53-95-01
	C. 1101	Update—JCAHO—Accredited RTF Services	09/08/95	01-95-13 11-95-09 12-95-05 13-95-02 14-95-02 17-95-06 41-95-04 50-95-04 53-95-01

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	Ch. 4000	Room and Board Payments for MH-only Children in Residential	04/03/95	1165-95-01 4000-95-01
	Ch. 1101	Facilities Which are Not JCAHO Accredited	02/01/95	
	Ch. 5100	Signature Requirement	08/25/95	01-95-01 SMH-95-01
		Crime Victim Notification: Act 155 Expanding the Bill of Rights for	06/12/95	
	Ch. 20	Victims of Crime License/Approval Process for Community Based Mental Health Service Programs	03/01/95	OMH-95-08 OMH-95-05
		Guidelines for Safeguarding Patient Property	03/15/95	OMH-95-04
		Distribution of PARF Position Statement for State Hospital		OMH-95-03
		Vocation Adjustment Services	03/15/95	
		Guidelines for Supporting the Development of Consumer Self-Help		
1996	—	Summer Therapeutic Activities Program	04/25/96	50-96-03
		Procedure for Service Descriptions (for BHRS Providers)	04/29/96	01-96-11
	Ch. 20	Non-Renewal of Licenses for Community Based Mental Health Providers that have Suspended Services	05/24/96	OMH-96-02 OMH-96-04
	Ch. 1150	Procedure for Claiming Federal Reimbursement of Administrative Costs for Medicaid Funded MH services	06/14/96	SMH-96-01 SMH-96-02
		Tuberculosis Infection Control Program	08/09/96	
		Implementation of Act 28 of 1995 in OMH-Operated Long Term Care Units and South Mountain Restoration Center	08/26/96	
1997	Ch. 14	Reporting Alleged Neglect of Care of Dependent Persons under Act 28 of 1995	01/15/97	OMH-97-01 00-97-02
	Ch. 4305	Quarterly Liability Summaries Supplement and Amendment	02/07/97	
		Role of State Mental Hospital and Restoration Center		SMH-97-01
		Boards of Trustees	3/21/97	
		Training for EPSDT Expanded Services Providers (Provider Type 50) on Completing MA Invoices	07/07/97	50-97-03
	Ch. 1150	Change in Billing Procedures for Psychotherapy	07/14/97	28-97-06 29-97-06
	—	Change in Procedure for Requesting and Billing Therapeutic Staff Support (TSS) Services	09/17/97	01-97-16 41-97-02 48-97-02 49-97-06 50-97-05
1998	Ch. 4300	Reporting Requirements for Services Funded Through County Base and CHIPP Funds	02/17/98	OMH-98-01
	Ch. 1223	Drug and Alcohol Clinics with Provisional Licenses	03/03/98	28-98-01 1123-98-01
	Ch. 1163	Revision of Utilization Guidelines for Inpatient Hospital Drug and Alcohol Services Under the Medical Assistance Program	05/18/98	1163-98-01
	Ch. 5310	Licensing Compliance Prediction Instrument Application in the Licensing of Community Residential Rehabilitation Services	08/01/98	OMH-98-02 01-98-19
		Clozapine Support Services		
	Ch. 1153	Change in Billing Procedure for Behavioral Health Rehabilitation Services	12/29/98 07/10/98	01-98-10
	Ch. 1163	Revision of Utilization Guidelines for Inpatient Hospital Drug and Alcohol Services under MA	05/18/98	01-98-06

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1999	—	Procedures for Licensed, Enrolled Mental Retardation Providers to Access And Submit Claims for Outpatient Behavioral Health services for Individuals Under 21 years of age	12/03/99	17-99-02 50-99-03
		<i>Emerich v. Philadelphia Center for Human Development</i> 720 A.2d 1032 (Pa. 1998) (Duty to Ward Third Parties—Tarasoff in Pennsylvania)	09/15/99	OMHSAS-99-09
	Ch. 1153	Medication Management Visit	04/26/99	28-99-02 29-99-01
	Ch. 1153	Increase Fees for Outpatient Psychiatric Clinics, Psychiatric Partial	06/23/99	28-99-03 29-99-02
	Ch. 1223	Hospitalization Programs and Outpatient Drug and Alcohol Clinics		33-99-01
	Ch. 1141	Physicians	03/24/99	OMHSAS-99-02
		Mental Health Research Involving Human Subjects	07/28/99	OMHSAS-99-06
	Ch. 4300	Sanctions Policy for Noncompliance with MH/MR Income and Expenditure, Consolidated Waiver, and Cost Settlement Reporting Requirements	11/02/99	OMHSAS-99-10
2000		Guidelines for Identifying Persons with Mental Retardation and Mental Illness for State Mental Health Hospital Discharge	05/15/00	00-00-04
	Ch. 4300	The Roles and Responsibilities of County Mental Health/Mental Retardation Programs in the Development of a Child's Individual Education Program	10/04/00	OMHSAS-00-04
		Clarification of Billing Instructions for Methadone Maintenance Services	08/21/00	28-00-03
		Changes in Terminology in MA Program Fee Schedule for Type of Services/Procedure Code AG/W1855	03/13/00	28-00-01
		Freedom of Choice for MA Recipients Requiring Behavioral Health Services	12/29/00	01-00-16
		Prior Authorization of Therapeutic Staff Support Services	12/29/00	01-00-13
	Ch. 5100	Age of Consent for Voluntary Outpatient Mental Health Treatment	06/18/01	OMHSAS-01-04
		Accessibility of Community Mental Health and Substance Abuse Services For Persons Who are Deaf, Hard of Hearing, Late Deafened, or Deaf-Blind	10/01/01	OMHSAS-01-06
	Ch. 5100	Procedures for Client Rights Grievances and Appeals	08/10/01	SMH-01-03
		Accessibility of State Mental Health Facilities for Persons who are Deaf, Hard of Hearing, or Deaf-Blind	06/18/01	SMH-01-01 01-01-04
	Ch. 4300	Behavior Specialist Consultant and Mobile Therapist Community Support Services Fee Schedule	4/26/01 06/01/01	OMHSAS-01-02 01-01-05
		Revisions to Policies and Procedures Relating to Mobile Therapy and Behavioral Specialist Consultant	06/01/01	01-01-07
		Addition of Behavioral Health Rehabilitation Services (BHRS) to the MA Fee Schedule	06/21/01	53-01-01
		The Use of Restraint and Seclusion in Psychiatric Residential Treatment Facilities (RTF)	07/23/01	
2002		Coordination of treatment and support for people with a diagnosis of serious mental illness who also have a diagnosis of mental retardation	12/17/02	00-02-16
	Ch. 1223	Drug and Alcohol Clinics with Provisional Licenses	10/26/02	28-02-02
	Ch. 5100	Interpretation of Pennsylvania Law Related to 402(b) Commitment	09/12/02	OMHSAS-02-04
		The Use of Seclusion and Restraint in Mental Health Facilities and Programs	04/08/02	OMHSAS-02-01
		Performance Expectations and Recommended Guidelines for the County Child and Adolescent Service System Program (CASSP)	06/06/02	OMHSAS-02-02

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		Generic Drugs	04/01/02	SMH-02-01
	Ch. 1101	Documentation and Recordkeeping Requirements	03/21/02	29-02-03
		Residential Treatment (RTF) Services Provided in a Secure Setting	10/01/02	01-02-11
		Reissue of MA Bulletin Adding BHRS to the MA Program		
		Fee Schedule	03/06/02	01-02-05
		Reminder to Providers who Prescribe BHRS of Documentation Requirements	04/03/02	01-02-07
2003	Ch. 1223	Elimination of the Requirement for the Outpatient Drug and Alcohol Clinic's Supervisory Physician to Perform a Comprehensive Medical Examination Within 15 days following the Intake and Before the Provision of Treatment	10/01/03	28-03-02
	Ch. 4300	Community Support Services Fee Schedule	07/01/03	OMHSAS-03-01
		Additional Place of Service (Office) for Psychotherapy		
		Availability of Training for Completion of Provider BHRS Reports	01/06/03	01-03-01
		Site Visits and Access to Records by Pennsylvania Protection and Advocacy, Inc.	01/31/03	01-03-02
	Ch. 1101	Process to Handle Residential Treatment Facility Reports of Death, Serious Injury, or Attempted Suicide (Serious Occurrences)	02/19/03	00-03-02
		Obligation of MA Providers Participating in Managed Care Delivery System to Comply with MA Regulations	06/13/03	53-03-01
	Ch. 1101	OMHSAS Bulletin Series Update (1980-2003)	08/01/03	99-03-09
			12/19/03	OMHSAS-03-04
2004	Ch. 1223	Methadone Take-Home Services	02/01/04	28-04-01
		Federally Qualified Health Centers (FQHC) and Rural Health Clinics Providing BHRS	04/02/04	08-04-01
		Services for Children Placed Out of County in Pre-Adoptive or Foster Homes	07/19/04	00-04-02
		Revised Reporting Requirements for BHRS in the HealthChoices Program	11/30/04	08-04-05
		Discontinuation of the Provider BHRS Reports and Issuance of the BHRS Provider Handbook	11/30/04	08-04-06
		Revision to STAP Annual Service Description Requirements	12/23/04	08-04-07
		Employee and Contractor's Use of Personal Pager and Cellular Telephones	11/05/04	SMH-04-02
2005	Ch. 1153	Psychological/Psychiatric/Clinical Re-Evaluations and Re-Authorization For Behavioral Health Rehabilitation (BHR) Services for Children and Adolescents with Behavioral Health Needs Compounded by Developmental Disorders	06/24/05	07-05-01
	Ch. 5100	Transporting Patients	02/28/05	SMH-05-02
	Ch. 5100	Administrative Transfers between State Mental Hospitals Civil Sections	04/29/05	SMH-05-04
	Ch. 4300	Cost Settlement Policy and Procedures for Community-Based Medicaid Initiatives	08/15/05	OMHSAS-05-01
		Integrated Children's Services Initiative	06/09/05	00-05-05
		Quality at the End of Life for Consumers and Residents	09/16/05	SMH-05-05
		Limited English Proficiency (LEP)	01/20/05	00-04-13
		MA Program Fee Schedule Procedure Code Changes for Behavioral Health Services	09/08/05	08-05-05
		MA Program Fee Schedule Procedure Code Changes for Case Management Services	10/27/05	21-05-03
2006		Memorandum of Understanding Between the Office of Mental Health and Substance Abuse Services and the Pennsylvania Department of Aging	02/01/06	OMHSAS-06-01
		Service Priority For: Older Adult Population	02/01/06	OMHSAS-06-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Co-Occurring Disorder Competency Approval Criteria for All Facilities Licensed by the Department of Health Division of Drug and Alcohol Program, License or the Department of Public Welfare, Office of Mental Health and Substance Abuse Services	02/10/06	OMHSAS-06-03
		Writing of Orders by Administrators	02/13/06	SMH-06-01
	Ch. 5100	Community Incident Management & Reporting System	07/18/06	OHMSAS-06-04
	Ch. 1153 Ch. 5200	Mobile Mental Health Treatment	11/30/06	08-06-18
	Ch. 1151 Ch. 1153 Ch. 1223	BH-FFS Transfer from OMAP to OMHSAS	08/15/06	OMHSAS-06-07
	Ch. 1153	Revision to Minimum Staff Qualifications of Therapeutic Staff Support (TSS) Workers	08/24/06	08-06-15
		Guidelines for Following Mental Health Advanced Directives In State Mental Hospitals	09/19/06	SMH-06-03
	Ch. 4210	Admissions/Discharges to County Programs from State Mental Health Facilities	11/01/06	1527-06-19
	Ch. 4210	Selected Discharges to County Programs from State Mental Health Facilities where the Admitting BSU is Different from the Discharge BSU	12/27/06	1527-06-24
2007		Observation Levels of Intensive Treatment	06/18/07	SMH-P-07-01
		Guidelines for Establishing and Granting Levels of Independence in the State Mental Hospitals	07/27/07	SMH-P-07-02
	Ch. 1101	Responsibility of MA Providers to Provide Requested Medical/Psychological Information to the Disability Advocacy Program	05/18/07	99-07-08
	Ch. 5100 Ch. 1151 Ch. 1163 Ch. 5310 Ch. 5320	Clarification of Act 169, also known as the Older Adult Protective Services Act (OAPSA), in regards to hiring practices for inpatient and residential facilities.	08/02/07	OMHSAS-07-01
2008	Ch. 5310 Ch. 5320	Guidelines for Interagency Planning for Children in Need of Behavioral Health Rehabilitation Services or Partial Hospitalization on Services during the School Day	01/04/08	OMHSAS-
		Special Pharmaceutical Benefits Program Mental Health component will transition from Office of Medical Assistance Program to Office of Mental Health and Substance Abuse Services	04/22/08	OMHSAS-08-02
		Assertive Community Treatment (ACT)	09/02/08	OMHSAS-08-03
	Ch. 3490	Implementation of Act 179 of 2006 & Act 73 of 2007 Amending The Child Protective Services Law	06/27/08	3490-08-03
		Therapeutic Leave Approval Process	03/20/08	SMH-P-08-02
		Consumer Meeting Involvement	03/20/08	SMH-P-08-03
		Consumer Possession and Use of Cellular Telephones	03/20/08	SMH-P-08-04
2009		Guidance for Conducting Functional Behavioral Assessment in the Development of Treatment Plans for Services Delivered to Children with Behavioral Health Needs Compounded by Developmental Disorders	01/09/09	OMHSAS-09-01
	Ch. 1223	Requirements for Clinics Supervisory Physician Reviews and Reevaluations of Diagnoses, Treatment Plans and Updates	04/18/09	OMHSAS-09-03
		Best Practice for Family Involvement with Youth who are in Residential Treatment Facilities (RTFs)	06/15/09	OMHSAS-09-04
	Ch. 5100 Ch. 13	Use of Restraints, Seclusion and Exclusion in State Mental Hospitals and Restoration Center	11/30/09	OMHSAS-09-06
	Ch. 1150 Ch. 14	Inclusion of External Advocates in Hospital Administrative Investigations	01/05/09 12/19/09	SMH-P-09-01 3800-09-01
	Ch. 3800	Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-02
	Ch. 3800	Prone Restraints in Children's Facilities		

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2010	Ch. 1153 Ch. 2380 Ch. 5200 Ch. 5210 Ch. 6400 Ch. 6500	Medication Prescribing Practices of CRNP's in Mental Health Programs and Mental Retardation Programs	03/27/10	OMHSAS-10-01
	Ch. 4000	Educational Portions of "Non-Educational" Residential Placement	01/04/10	OMHASA-10-02
	Ch. 5221	Blended Case Management (BCM) (Revised)	06/14/10	OMHSAS-10-03
		Psychological/Psychiatric/Clinical Re-Evaluation and Re-Authorization For Behavioral Health Rehabilitation (BHR) Services	07/09/10	OMHSAS-10-04
	Ch. 4210	Referrals for Admission from Department of Corrections and County Jails	02/01/10	SMH-P-10-01
	Ch. 5100	Response to Incident of Alleged Improper Sexual Behavior		
	Ch. 14	State Hospital Referrals for Potential Nursing Home Placement Management of Incidents of Incidents: SI-815	03/10/10	SMH-P-10-02
		Incident reporting and Risk Management Policy and Procedural Change	11/17/10 11/10/10	SMH-P-10-03 SMH-10-01
2011		Non-Discrimination Toward Lesbian, Gay, Bisexual, Transgender, Questioning And Intersex People	01/07/11	OMHSAS-11-01
		Guidelines to Ensure Affirmative Environments and Clinically Appropriate Services for Lesbian, Gay, Bisexual, Transgender, Questioning And Intersex Consumers and Their Family Members	01/07/11	OMHSAS-11-02
	Ch. 41	Clarification of Permissible Arrangements for Psychologists Who are Associated with the Provision Of Behavioral Health Rehabilitation Services (BHRS)	03/08/11	OMHSAS-11-05
	Ch. 14	Administrative Investigations	10/20/11	OMHSAS-11-08
		Unscheduled Use of Medication in the State Hospital System PRN and STAT Medication Orders	04/26/11	SMH-11-01
2012		Summer Therapeutic Activities Program (STAP)	03/01/12	OMHSAS-12-01
	Ch. 4300	Cost Centers for County Based Mental Health Services	03/26/12	OMHSAS-12-02
	Ch. 5100	Unsupervised Leave of Patients Found Not Guilty by Reason of Insanity	04/04/12	SMH-P-12-01
	Ch. 5100	Proper Implementation of Discharge or Transfer Procedures For Certain Person in the Category "Acquitted Because of Lack of Criminal Responsibility." (Not Guilty by Reason of Insanity)	04/04/12	SMH-P-12-03
	Ch. 5100	Information Sharing Between Regional Forensic Psychiatric Centers and State or County Correctional Facilities Upon Admission and Discharge	04/04/12	SMH-P-12-04
	Ch. 5221	Mental Health Targeted Case Management (TCM) Documentation Requirements 06/14/12		OMHSAS-12-03
2013	Ch. 5221	Targeted Case Management (TCM) Travel and Transportation Guidelines	01/18/13	OMHSAS-13-01
	Ch. 1101	Policy Clarification Regarding Written Prescriptions Orders and Requests—Statement of Policy	06/27/13	OMHSAS-13-02
2013		HCPCS Updates Related to Behavioral Health Services	10/18/13	OMHSAS-13-03
2014		OMHSAS Guidelines for the Approval of Telepsych Services in HealthChoices	03/18/14	OMHSAS-14-01
	Ch. 1101	Enrollment and Payment of Licensed Providers that Provide Behavioral Specialist Services to Children with Autism Spectrum Disorders	05/23/14	OMHSAS-14-02
		Affordable Care Act (ACA) Re-enrollment Guidance for Behavioral Health Providers	08/01/14	OMHSAS-14-03

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM 5)	09/05/14	OMHSAS-14-04
		Information Sharing Policies and Procedures—Those who Supervise Foster Children and PH and BH-MCOs	05/23/14	01-14-01
2015	Ch. 5100	Community Incident Management & Reporting System	04/01/15	OMHSAS-15-01
2016	Ch. 1101	OMHSAS Bulletin Series Update—Obsolete Bulletins	10/07/15	OMHSAS-15-02
		Mental Health Emergency Services Guidelines	01/08/16	OMHSAS-16-01
		Training and Supervision Requirements for TSS that Implement Treatment plans that Include Applied Behavioral Analysis	04/10/16	OMHSAS-16-02
		Revised Procedure for Waiver of OMHSAS Program Regulations and Standards	04/19/16	OMHSAS-16-03
		Training Requirements for Licensed Behavior Specialists who Use Behavioral Specialist Consultant-Autism Spectrum Disorder to Provide Applied Behavioral Analysis	04/26/16	OMHSAS-16-04
		Guidelines for Referrals and Coordination of Admission to South Mountain Restoration Center for Individuals Discharged from Correctional Facilities	05/10/16	OMHSAS-16-05
		Payment for Room and Board when Services are Provided by a CARF or COA Accredited Residential Treatment Facility (RTF)		
		Enrollment and Payment of Provider Entities that Do Not Have a License to Provide Outpatient, Partial hospitalization, or Family Based Mental Health Services to Use Behavioral Specialist Consultant Services to Provide Applied Behavioral Analysis to Children with Autism Spectrum Disorder	05/16/16	OMHSAS-16-06
		Security Guidelines for Regional Forensic Psychiatric Centers, Admissions, Transfers, Level of Care and Service Area Designation for the Regional Forensic Psychiatric Centers	06/06/16	OMHSAS-16-07
		Security Guidelines for Regional Forensic Psychiatric Centers	07/14/16	OMHSAS-16-11
		Nursing Home Pre-Admission Screening and Resident Review Requirements Related to Mental Health Services	06/23/16	
		Peer Support Services—Revised	11/10/16	OMHSAS-16-08
		Reissue of Medical Necessity Guidelines for Applied Behavioral Analysis Using Behavioral Specialist	12/12/16	OMHSAS 16-12
		Consultant-Autism Spectrum Disorder and Therapeutic Staff Support Services	1/13/17	OMHSAS 17-01
		Applied Behavioral Analysis using Behavioral Specialist Consultant-Autism Spectrum Disorder and Therapeutic Staff Support Services	01/13/17	OMHSAS 12-02

**GUIDANCE MANUALS:**

- Community Hospital Integration Projects Program (CHIPP) Guidelines
- Updated Olmstead Plan for Pennsylvania's Mental Health System

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**POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1981		Search of Visitors and Residents at State Centers and Mental Retardation Units	9/19/81	99-81-40
		Policies and Procedures Governing Admissions, Commitment, Transfers, and Discharges at State-Operated Mental Retardation Facilities	12/01/81	99-81-51
1982		Guidelines for State Center Boards of Trustees	2/17/02	99-82-02
		Responsibility for Collection of Tuition Expenses Under Act 199 for Out-of-State Residents	3/17/82	199-82-01
		Notice of Assessments	4/16/82	99-82-15
		New Vecchione Petition Forms	8/20/82	99-82-39
		Monitoring the Guardianship Petitioning Process at State Centers and State Mental Hospitals	9/24/82	99-82-47

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		State Supplemental Security Income Supplement for Licensed Personal Care Boarding Home Residents		297-82-73
		Personal Care Boarding Home Resident Assessment Summary	12/31/82	II-30-82-02
1983		Guardianship Petitioning Process at State Centers	2/11/83	99-83-05
		Payment of Residential Placement Costs for Mentally Retarded or Severely Emotionally Disturbed Children in Residential Facilities	3/8/83	99-83-10
		Guidelines for State Center Board of Trustees—Revision	8/18/83	99-83-21
1984		County Indirect Cost Allocation Plan Guidelines	6/13/84	99-84-22
		Personal Care Boarding Home Supplement	6/27/84	297-84-43
1985		County Indirect Cost Allocation Plan Guideline Update—Maintenance in Lieu of rent as a Direct Cost	8/22/85	99-85-17
		Tobacco Products Purchase (with State Funds) for Client use in MR Facilities	10/15/85	99-85-19
1986		Revised Definition of Developmentally Disabled Persons who Receive Services in Intermediate Care Facilities for the Mentally Retarded (ICRs/MR)	12/31/86	42-435-86-01
		Choking Prevention and Management	12/4/86	00-86-14
1987		Clarification of Definition of Developmentally Disabled Persons Receiving Services in Intermediate Care Facilities for the Mentally Retarded	12/9/87	4398-87-01
	CH. 4305	Client Liability—Community Mental Health and Mental Retardation Services	5/21/87	4305-87-02
		Documentation Requirements—Waiver Requests for Increases for Workers' Compensation Costs	9/25/87	99-87-15
		Conversion of Comm. Res. MR Facilities to ICF/MR	10/23/87	99-87-17
		Case Management Services	11/19/87	99-87-18
		State Employees Acting in Voluntary Capacity to Control Client Funds	11/19/87	00-87-18
1988		Quarterly Liability Summaries	1/29/88	4305-88-01
	Ch. 6000	Change in Zoning Requirements for Licensing Intermediate Care Facilities for the Mentally Retarded	10/3/88	6000-88-07
	Ch. 1181	OBRA-87—Nursing Home Reform	12/28/88	1181-88-08
	Ch. 6000	Administration and Management of Client Funds	10/05/88	6000-88-08
		Applicability of Appropriate Life Safety Codes	8/9/88	00-88-09
1989	Ch. 6000	Guidelines for Enhancing and Conducting Direct and Independent Assessment	10/16/89	6000-89-01
	Ch. 1101	Copayment Exemption for Targeted Case Management Services	11/4/88	1101-89-01
		Cardiopulmonary Resuscitation and Relief of Upper Airway Obstruction	3/1/89	SC-89-01
		Care and Services Policy for State Centers and MR Units	8/25/89	SC-89-02
		New Federal ICF/MR Regulations	2/7/89	00-89-03
		Account Code Structure—Offices of Mental Health and Mental Retardation Cost Center Definitions	7/28/89	00-89-05
		Abatement of Liability for Psychological Evaluations	09/14/89	00-89-17
		LEKOTEK	11/1/89	00-89-18
1990	Ch. 6000	Family-Driven Family Support Services	12/12/90	6000-90-01
		Children's Cardiac Program	1/31/90	00-90-03
		Childhood Lead Poisoning Prevention Program	4/9/90	00-90-12
		Department of Health Programs for Young Children	4/9/90	00-90-14



<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Supplemental Security Income (SSI) Disability Benefits for Children	9/27/90	00-90-24
1991		Mental Health/Mental Retardation Annual Income and Expenditure Reports	10/21/91	OMH-91-13
		Opportunities and Supports for Older Persons with Mental Retardation	11/1/91	00-91-17
		Joint Statement by the Department of Public Welfare and The Department of Aging	7/31/91	00-91-18
		Applicability of OMB Circular A-133 for Non-State Operated Intermediate Care Facilities for the Mentally Retarded (ICFs/MR)	10/31/91	00-91-26
1992		Special Innovative Services Expenditures Under Family Support Services	1/16/92	00-92-03
		Issuance of Audit Guide for Non-State Operated Intermediate Care Facilities for the Mentally Retarded	8/31/92	00-92-22
1993		Supporting People in the Community	2/24/93	00-93-02
		Tuberculosis Surveillance and Management	9/21/93	SMH-93-03
		Immunization of Patients/Residents and Employees	7/9/93	SMH-93-04
		Medical Assistance for Children	9/15/93	00-93-23
		Family Support Services Subcommittee Observations and Recommendations	8/31/93	00-93-25
		Western Center Settlement Agreement	11/1/93	00-93-28
		Providing Services to Persons with Autism/ Pervasive Developmental Disorder	11/9/93	00-93-29
		OBRA Procedures for Individuals with Mental Retardation	12/30/93	00-93-30
1994		Closure of Admissions of Children to State-Operated Intermediate Care Facilities for the Mentally Retarded	12/14/94	SC-94-01
		Federal Regulations on Occupational Exposure to Bloodborne Pathogens	2/1/94	00-94-02
		Facilitated Communication	3/1/94	00-94-11
		Community Resource Development in Family Support Services Projects	3/10/94	00-94-12
		Additional Interpretive Guidelines for Intermediate Care Facilities for the Mentally Retarded	6/7/94	00-94-17
		Assessments: Lifetime Medical History	12/6/94	00-94-32
		Facilitated Communication-Best Practices and Guidelines	12/30/94	00-94-34
1995		Educational and Vocational Training in Intermediate Care Facilities for the Mentally Retarded	3/28/95	00-95-04
		Medical Assistance Funded Services for Children	9/20/95	00-95-19
		Act 28 of 1995		00-95-25
1996	Ch. 6000	Criteria for Approval of New Intermediate Care Facilities for People with Mental Retardation	04/06/96	6000-96-01
		Tuberculosis Infection Control Program	8/9/96	SMH-96-01
		Social Security Administration Alternate Vocational Rehabilitation Provider Initiative	3/19/96	00-96-05
		Revised Intermediate Care Facility for the Mentally Retarded (ICF/MR) Guidelines	4/12/96	00-96-07
		Office of Vocational Rehabilitation Memorandum of Understanding with the Offices of Mental Health and Mental Retardation	7/31/96	00-96-11
		Regulation Interpretation Unobstruction Egress	11/8/96	00-96-19
		Survey Guidelines and Procedures Intermediate Care Facilities for the Mental Retarded (ICFs/MR)	11/18/96	00-96-20

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Regulation Interpretation-Family Living Medication Administration Training	11/19/96	00-96-21
		Guidelines Concerning Sexuality	12/31/96	00-96-23
1997		Quarterly Liability Summaries: Supplement and Amendment	2/7/97	00-97-02
		OMR Statewide Peer Review Committee	3/17/97	00-97-04
		Act 26 of 1997 (Amending Act 28 of 1995)	8/29/97	00-97-06
1998		Guidelines To Supporting People Moving From State Centers Into The Community	03/27/98	00-98-03
1999		Sanctions Policy for Noncompliance with Mental Health & Mental Retardation Income & Expenditure, Consolidated Waiver, and Cost Settlement Reporting Requirements	11/2/99	OMHSAS-99-10
2000		The Roles and Responsibilities of County Mental Health/Mental Retardation Programs in the Development of a Child's Individual Education Program	10/4/00	OMHSAS-00-04
		Guidelines for Identifying Persons with Mental Retardation and Mental Illness for State Mental Health Hospital Discharge	5/15/00	00-00-04
		Domiciliary Care for Persons with Mental Retardation	5/23/00	00-00-05
2002		Performance Expectations and Recommended Guidelines for the County Child and Adolescent Service System Program (CASSP)	6/6/02	OMHSAS-02-02
	Ch. 4210	Clarifying Eligibility for Mental Retardation Services and Supports	05/31/02	4210-02-05
		Pro Re Nata Medication Usage For Psychiatric Treatment— Clarification Of Interpretation	7/11/02	00-02-09
		Need for ICF/MR Level of Care	08/07/02	00-02-13
		Coordination of Treatment and Support for People with a Diagnosis of Serious Mental Illness who also have a Diagnosis of Mental Retardation	12/17/02	00-02-16
2003		Passage of Act 171 relating to the Older Adults Protective Services Act (OAPSA)	2/11/03	00-03-01
		OBRA Time-Limited Determinations	5/13/03	00-03-04
		Principles for the Mental Retardation System	6/13/03	00-03-05
		Medication Administration Training Program	8/12/03	00-03-07
		Payments for Psychological Testing to Diagnose Mental Retardation in Children and Adults	10/21/03	00-03-10
		Medical Assistance for Workers with Disabilities In the Community Mental Retardation Program	11/25/03	00-03-11
2004	Ch. 6000	Incident Management	02/18/04	6000-04-01
		MH/MR Services for Children Placed Out-of-County in Pre-Adoptive or Foster Homes	7/19/04	00-04-02
		Positive Approaches	1/9/04	00-04-05
		Home and Community Based Waiver Provider's Billing of HIPAA Compliant National Codes Based on Authorized Plans of Care Through the Home and Community Services Information System and PROMISE	3/10/04	99-04-06
		Determining Medical Assistance Eligibility for Individuals Age Three and Older Who Apply for Supports and Services Authorized by a County Mental Health/ Mental Retardation Program Certified Investigations	5/10/04 9/16/04	00-04-08 00-04-11
		Limited English Proficiency (LEP)	1/20/05	00-04-13

## NOTICES

5549

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Determining Medical Assistance Eligibility for Families of Infants and Toddlers Who Apply for Supports and Services Authorized by a County Mental Health/Mental Retardation Program	1/28/05	00-04-14
		Alternative Sanction Guidelines for ICF/MR Medical Assistance Certification	1/28/05	00-04-15
2005		Cost Settlement Policy and Procedures for Community-Based Medicaid Initiatives	8/15/05	OMHSAS-05-01
		Issuance of Audit Guide for Non-State Operated Intermediate Care Facilities for the Mentally Retarded	11/30/04	00-05-01
		Services Requiring Third Party Insurance Review Prior To Consideration For Waiver Payment	7/5/05	00-05-03
		Lifesharing through Family Living	8/8/05	00-05-04
		Office of Mental Retardation Policy on Employment	12/20/05	00-05-07
2006		Home & Community Based Service Eligibility/Ineligibility/Change Form	1/3/06	00-06-01
		Employment for Individuals in ICFs/MR	4/5/06	00-06-08
		Elimination of Restraints through Positive Practices	5/1/06	00-06-09
		Payment for Sign Language Interpreters and/or Translators	5/10/06	00-06-10
		Service Review Protocol for Individuals in the Consolidated and Person Family Directed Support Waivers	9/7/06	00-06-13
		Prioritization of Urgency of Need for Services (PUNS) Manual	12/22/06	00-06-15
2007		Provider Billing Documentation Requirements for Waiver Services	4/26/07	00-07-01
		Overview of Supports Intensity Scale® (SIS®) and the PA Plus (Attachment)	4/26/07	00-07-02
	Ch. 4300	Administrative Entity and Provider Contracts (Statement of Policy)	8/17/07	4300-07-05
2008		Implementation of Act 179 of 2006 and Act 73 of 2007 Amending the Child Protective Services Law	06/27/08	3490-08-03
		Procedures for Service Delivery Preference	1/30/08	00-08-03
		Individual Eligibility for Medicaid Waiver Services	3/5/08	00-08-04
		Due Process and Fair Hearing Procedures for Individuals with Mental Retardation	4/10/08	00-08-05
		Agency with Choice Financial Management Services (AWC FMS)	4/28/08	00-08-08
		Licensing Protocols and Procedures	6/17/08	00-08-10
		Supports Intensity Scale (SIS) and PA Plus Manual	7/28/08	00-08-11
		Vendor Fiscal/Employer Agent Financial Management Services	8/13/08	00-08-14
		Disability Rights Network Access to Records and Joint Investigations	2/13/09	00-08-15
		Communication Supports and Services	1/20/09	00-08-18
2009	Ch. 3800	Strategies and Practices to Eliminate the Use of Unnecessary Restraints	12/19/09	3800-09-01
	Ch. 3800	Prone Restraints in Children's Facilities	12/19/09	3800-09-02
	Ch. 6200	Social Security Economic Recovery One-Time Payment	07/10/09	6200-09-05
2010		Medication Prescribing Practices of CRNPs in Mental Health Programs and Mental Retardation Programs	3/27/10	OMHSAS-10-01
		Educational Portions of "Non-Educational" Residential Placement	1/4/10	OMHSAS-10-02
		Complex Case Planning	12/28/10	00-10-02

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		Planning and Managing Unanticipated Emergencies	7/1/10	00-10-03
		Recording Information on the Target of an Individual to Individual Abuse Incident Report In HCSIS	07/01/10	00-10-04
		Supports Coordination Services	05/26/10	00-10-06
		Referral to the Early Intervention Program for Children Under Three Years of Age Placed in ICFs/MR	05/26/10	00-10-08
		Prior Authorization for Supplemental Habilitation and Additional Individualized Staffing	05/26/10	00-10-09
		Obsolete Licensing Indicator System, Licensing Inspection Instruments and Licensing Weighting Systems Applicable To 55 Pa. Code Chapters 2380, 2390, 6400 and 6500	08/16/10	00-10-11
		Supports Coordinator Training Waiver Requirements	12/30/10	00-10-13
		Provider Monitoring	12/30/10	00-10-14
2011	Ch. 6000	Procedures for Surrogate Health Care Decision Making	01/27/11	6000-11-01
2012		Adult Autism Waiver Services and Procedure Code Changes and Rates	9/7/12	00-12-01
		Rate-Setting Methodology and Rates for Department-Established Fees for Ineligible Residential Habilitation Services	9/7/12	00-12-02
2013	Ch. 6400	Clarifying the Applicability of Chapter 6400 to Private Homes—Statement of Policy	1/14/13	6400-13-01
	Ch. 6400	Participant Rights—Statement of Policy	2/11/13	6400-13-02
	Ch. 6000	Rescission of Class 3 Intellectual Disability Bulletins	4/5/13	6000-13-03
		Crosswalk Between ODP Cost Center Codes and Block Grant Codes	8/21/13	00-13-04
		Rescission of Joint Bulletins Released By OMHSAS, OIM and ODP	12/24/13	00-13-05
2014		Listing of Obsolete and Current Intellectual Disability Bulletins	3/13/14	00-14-03
		Accessibility of Intellectual Disability Services for Individuals Who Are Deaf Program	4/8/14	00-14-04
2015		Rescission of OMH-94-10, Account Structure Manual—Revised Cost Centers for County Mental Health and Mental Retardation Programs	09/16/2015	00-15-03
2016		Targeted Services Management for Individuals with an Intellectual Disability	01/20/16	00-16-01
		OVR Referral Process for Employment-Related Services	04/01/16	00-16-02
		Regulations—Use of Appropriate Technology	06/20/16	00-16-05
		Individual Support Plans for Individuals Receiving Targeted Services Management, Base Funded Services, Consolidated or P/FDS Waiver Services, or Who Reside in an ICF/ID.	09/06/16	00-16-06
		Proposed Regulations—Home And Community-Based Support And Licensing	11/7/16	00-16-07
2017		Quality Management Strategy of the Office of Developmental Programs	06/20/17	00-17-01

**GUIDANCE MANUALS:**

- Pennsylvania's Guide to Participant-Directed Services
- Individual Support Plan (ISP) Manual for Individuals Receiving Targeted Services Management, Base Funded Services, Consolidated Waiver Services, P/FDS Services or Who Resides in an ICF/ID
- The Electronic Resource Guide for Supports Coordinators and SC Supervisors
- Independent Monitoring for Quality (IM4Q) Manual
- Enterprise Incident Management System (EIM) Manual
- Certified Investigator Manual
- PUNS Manual
- Supports Intensity Scale™1 (SIS™) and PA Plus User's Manual
- SH/AIS User Guide

- Gold Book
- AAW Provider Manual—Bureau of Autism Services
- Practice Guidelines—Bureau of Autism Services
- Supports Coordinator Manual—Bureau of Autism Services
- Behavioral Specialist Manual—Bureau of Autism Services
- Participant Handbook—Bureau of Autism Services
- ACAP Participant Handbook—Bureau of Autism Services/Keystone Autism Services
- ACAP Provider Manual—Bureau of Autism Services/Keystone Autism Services
- Best Instructional Practices Manual—Bureau of Autism Services
- Periodic Risk Evaluation (PRE) Manual—Bureau of Autism Services

#### INFORMATIONAL PACKETS:

- PROMISe Billing Quick Reference Error Status Codes Informational Packet (# 014-09)
- Billing Unanticipated Emergencies Using the ET Modifier (Info Packet 026-10)
- Monitoring Frequency Deviation Request Informational Packet (# 048-11)
- Prudent Pay of Claims Policy Enforcement Informational Packet (# 075-11)
- Compliance to ISP Regulations and Individuals who Reside in Non-State ICF/MR Informational Packet (# 136-11)
- Use of SNAP for Individuals Residing in GLAs Informational Packet (# 015-12))
- Approval of Residential Services Locations and Program Capacity Informational Packet (# 055-12)
- Emergency Respite Procedure Informational Packet (# 066-12)
- Request for Exception to Service Limits or Units Informational Packet (# 067-12)
- Emergency Respite Procedure Informational Packet (# 066-12)
- Residential Vacancy Management Procedure Informational Packet (# 098-12)
- Request for Waiver of Provision of Chapter 51 Informational Packet (# 002-13)
- ISP Review Checklist Informational Packet (# 020-13)
- HCSIS Verification Form Informational Packet (# 022-13)
- Provider Qualification and Noncompliance Process Informational Packet (# 025-13)
- Incident Management Clarification of Responsibilities for the Supports Coordination Organizations (# 072-13)
- Waiver Service Claim Documentation and Remediation Process (# 035-14)
- Money Follows the Person Initiative—Start-up and Supports Coordination Transition Support (# 045-14)
- Service Delivery Documentation for Unlicensed Residential Habilitation (# 77-14)
- Release of Benjamin Website and Transition Process Workflow Helping Individuals Transition to Community Residency (# 086-14)
- Changes to the Approved Program Capacity Process Resulting from the Provider Settlement Agreement (# 028-15)
- Amendments to 55 Pa. Code Chapter 6000, Statements of Policy, Subchapter Q as a result of Adult Protective Services (# 031-15)
- Rate Retention Factor (RRF) Process Resulting From Provider Settlement Agreement (# 052-15)
- Partial Year Rate Load for Eligible Residential Services Related to the Rate Retention Factor (RRF) Process Resulting From Provider Settlement Agreement (# 079-15)

#### INFORMATIONAL MEMOS:

- Viewing Service Utilization in HCSIS for AEs Informational Memo (# 005-09)
- Electronic Funds Transfer Option Informational Memo (# 006-09)
- Incident Management Clarification of Roles for SCOs Informational Memo (# 012-10)
- Remittance Advice Quicktip # 7 Informational Memo (# 015-09)
- Base Funded Respite Services Informational Memo (# 038-10)
- FMS Administrative Fee Services on ISP Informational Memo (# 043-10)
- Individual Purchases and Item Storage Informational Memo (# 049-10)
- IRS Correspondence Regarding Difficulty of Care Payments Informational Memo (# 095-10)
- Incident Management Reporting Informational Memo (# 115-11)
- How to Request a Reissue or Copy of Cashed Check Informational Memo (# 138-11)
- Uniform Construction Code Clarification for Licensed Providers Informational Memo (# 180-11)
- DRN Review Informational Memo (# 019-12)
- Admissions to State Operated ICFs/ID Informational Memo (# 045-12).
- Reporting Unauthorized Restrictive Interventions Informational Memo (# 080-12)
- Clarification to ODP Communication # 098-12 Residential Vacancy Management Informational Memo (# 103-12).
- Qualifications of Vendors Informational Memo (# 106-12)
- Implementation Instructions on QM Plans Informational Memo (# 107-12)
- Incident Investigation Determination Informational Memo (# 110-12)
- VF/EA SSW Qualifications Informational Memo (# 111-12)
- NPI Number Required on All Claim Types Informational Memo (# 001-13)
- Vacancy Factor and Vacancy Exception Process Informational Memo (# 003-13)
- Clarifying Applicability of Chapter 6400 to Private Homes Informational Memo (# 007-13)
- Background Check Requirements Informational Memo (# 030-13)
- ISP Meeting Attendance Informational Memo (# 037-13)
- Quality Management Resources Updated Informational Memo (# 054-13)
- Secondary Transition Website Informational Memo (# 059-13)
- ISP Review of Services Documentation Requests (# 068-13)
- Chapter 51. Office of Developmental Programs Home and Community-Based Services (# 069-13)
- Provider Action: Revalidation of Enrollment Required for All Service Locations Informational Memo (# 041-14) )
- AWC-FMS Organization Listing Informational Memo (# 044-14)

- Communication Assistance Compliance Standards for Individuals who are Deaf (# 018-15)
- Clarification on Informational Packet 045-14 Money Follows the Person (MFP) Initiative Billing for Start-up and Supports Coordination Transition Support (# 023-15)
- Incident Report Finalization (# 025-15)
- Processes to Support the Provider Settlement Agreement Webinar Training Q&A and Recording Posted Vacancy Factor Exception (# 026-15)
- Helpful Resources from the PA Department of Transportation (# 034-15)
- New ODP Specialty Codes 508 and 509 Effective July 1, 2015 (# 035-15)
- Update to Informational Packet 154-11: ICD-10 Compliance Date Changed to October 1, 2015(# 036-15)
- Implementation Instructions for Providers, including SCOs on Quality Management Plans (# 038-15)
- Submission of Remediation Information by Licensed Providers (# 056-15)
- Enforcement Actions against Noncompliant ODP Intellectual Disability Waiver Providers (# 062-15)
- 10 Implementation at the Intermediate Care Facilities for Individuals with an Intellectual Disability (ICF/ID) (# 063-15)
- CMS Approved Waiver Amendments for Consolidated and Person/Family Directed Support Waivers Effective July 22, 2015 and Guidance for Implementation (# 073-15)
- ICD-10 Reminder October 1, 2015 Compliance Implementation for ODP ID Stakeholders (# 089-15)

#### ODP ANNOUNCEMENTS:

- Provider Payment for Start-up (per Chapter 51) and Family Living Initiative (# 006-16)
- Independent Monitoring for Quality (IM4Q)
- 2016 Manual Update Issued (# 011-16)
- Outreach to Providers Willing to Establish Homes for Individuals who are Deaf (# 014-16)
- Provider Qualification Question & Answer (Q & A) (# 016-16)
- PROVIDER START-UP AND SUPPORTS COORDINATION TRANSITION FUNDING AVAILABLE THROUGH THE MFP INITIATIVE AND TO SUPPORT THE MOVEMENT OF BENJAMIN CLASS MEMBERS (# 018-16)
- IMPLEMENTATION OF THE INFORMATION REFERRAL TOOL (IRT) AND CHANGES TO COMPASS RELATING TO THE BALANCED INCENTIVE PROGRAM (# 019-16)
- Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System (# 23-16)
- College of Direct Support Tiered Rate Structure (# 025-16)
- Certified Investigator Manual and Report Update (# 029-16)
- Pathway to Employment Guidance for Conversations & ODP/SELN SC Employment Trainings URL Change (# 030-16)
- Fiscal Year (FY) 15-16 and 16-17 Vacancy Exception Process (# 031-16)
- Preparations for the Fiscal Year (FY) 2016-2017
- ISP Renewal Period (036-16)
- Fiscal Year (FY) 2016-2017 Consolidated and Person/Family Directed Support (P/FDS) Waivers Proposed Department Established Fees for Waiver Eligible Services, Residential Ineligible Services and Targeted Services Management (TSM) (# 042-16) Provider Monitoring and Qualification Process for New Providers (# 044-16)
- Invitation to Join July 2nd or July 7th, 2015 College of Direct Support (CDS) Stakeholder Call (# 045-16)
- Update to the Frequently Asked Questions (FAQ) Targeted Services Management Bulletin Document (# 047-16)
- Provider Payment For Start-Up (Per Chapter 51) And Family Living Initiative (# 055-16)
- Office of Developmental Programs Year 9 Cost Report Instructions and Excel Template for
- Waiver Residential Service Provider Staff (# 058-16)
- College of Direct Support Informational Webinar Focus: CDS Content Linking October 11, 2016 10:00 AM—11:00 AM (# 059-16)
- PA Department of Human Services Medication Administration Training Program Scheduling of September/October 2016 Sessions and New Help Desk Ticket System (# 061-16)
- Everyday Lives: Values in Action Webinars with Deputy Secretary Thaler (# 063-16)
- Office of Developmental Programs (ODP) Year 9 Cost Report Training Slide Deck for Waiver Residential Service Provider Staff (# 064-16)
- 'Everyday Lives: Values in Action' Booklet is Available Online (# 065-16)
- ODP Year 9 Cost Report Website is Now Available: User Account Request Form and Desk Review Assignment Mapping (# 067-16)
- Scheduling Support Service Workers to Work More than 40 Hours per Week in the
- Consolidated and P/FDS Waivers (# 068-16)
- Clarifying the Provision of Home and Community Habilitation and/or Companion Services by Relatives and Legal Guardians in the Consolidated and P/FDS Waivers (# 069-16)
- Everyday Lives Conference Session Materials Now Available (# 070-16)
- CMS Quality Review Reports for the Consolidated and P/FDS Waivers Available Online (# 071-16)
- Reissue of Bulletin 00-16-06 Issuance of Individual Support Plans for Individuals Receiving Targeted Services Management, Base Funded Services, Consolidated or P/FDS Waiver Services, or Who Reside in an ICF/ID (# 072-16)
- Provider Monitoring & Qualification Information and Changes for Fiscal Year 2016-2017 (# 073-16)
- Now Available Fiscal Year (FY) 2016-2017 Provider Monitoring Tools (# 077-16)
- MyODP Training and Resource Center Now Live! (# 078-16)
- ODPs Quality Management (QM) Certification Program Prerequisite Courses Available (# 079-16)
- Stakeholder Engagement Process and Communication Regarding the Consolidated and P/FDS Waiver Renewals (# 080-16)
- Professional Development Opportunities: SELN Employment Webinars (# 081-16) ODP ID Communications Archived (# 082-16)

- ODP Year 9 Desk Review Procedures and Cost Report Submission Deadline Reminder (# 083-16)
- Questions and Answers Regarding the Consolidated and P/FDS Waiver Amendments Approved July 2016 (# 084-16)
- Certified Investigator Forum December Date Now Available (# 085-16)
- MyODP.org Registration (# 086-16)
- Supplemental Security Income (SSI) Increase for Calendar Year 2017 (# 087-16)
- Individual Monitoring Tool Clarification of the New Employment Questions (# 088-16)
- Delay of the Public Comment Period for the Consolidated and P/FDS Waiver Renewals (# 090-16)
- Introduction to LifeCourse Framework Webinar Posted to MyODP—2016 SC Required Training (# 091-16)
- What SCs Need to Know about the Upcoming P/FDS and Consolidated July 2017 Waiver Renewals—2016 SC Required Training (# 092-16)
- Waiver Renewal Overview for the Administrative Entities (# 093-16)
- Policy clarification surrounding the role of Direct Care Workers (# 094-16)
- Public Comment Opportunity—Appendices A through H of the Consolidated and P/FDS Waiver Renewals Effective July 1, 2017 (# 095-16)
- 2016 Intellectual Disability SC Required Trainings (# 096-16)
- ID Professional Development Courses on MyODP and Professional Development Courses Being Archived (# 097-16)
- Cost Report Information for Waiver Transportation Providers (# 098-16)
- Adding Communication Assessment Report Recommendations to Individuals Support Plans for Harry M Class Members (# 099-16)
- Updated Administrative Fee Services Related to the Delivery of Vendor Services (# 100-16)
- Everyday Lives Webinar Recording and Transcript Posted to MyODP (# 101-16)
- Go-Live of SIS Online (# 001-17)
- Requesting Enhanced Communication Residential Habilitation Rates for Harry M Class Members (# 002-17)
- New Consolidated and P/FDS Waiver Renewal Information Available: Question and Answer Document and Webinar PowerPoint, Transcript and Recording (# 003-17)
- Everyday Lives: Values in Action—Information Sharing and Advisory Committee Recommendations, Strategies, and Performance Measures is Available on MyODP.org (# 004-17)
- Biennial Provider Qualifications (# 005-17)
- Referral Process for the New Competitive Employment Initiative Reserved Capacity Category in the P/FDS Waiver (# 008-17)
- Mileage Rate Change Effective January 1, 2017 (# 009-17)
- National Core Indicators Releases 2015 Staff Stability Survey Report (# 010-17)
- Voter Registration Responsibilities (# 011-17)
- Briefing: Governor's Proposed State Fiscal Year 2017-2018 Budget for ODP (# 013-17)
- Public Comment Opportunity—Appendices I and J of the Consolidated and P/FDS Waiver Renewals Effective July 1, 2017 (# 014-17)
- Certified Investigator Forum March Event Calls (# 015-17)
- Preliminary Guidance for the Fiscal Year (FY) 2017-2018 ISP Renewal Period for the P/FDS and Consolidated Waivers (# 016-17)
- ODP Rate Information—Consolidated and Person/Family Directed Support (P/FDS) (# 017-17)
- Rescheduled Public Comment Opportunity—Appendices I and J of the Consolidated and P/FDS Waiver Renewals Effective July 1, 2017 (# 018-17)
- Claim and Service Documentation Requirements for Providers of Consolidated and Person/Family Directed Support Waiver Services and Targeted Services Management (TSM) Webinar (# 019-17)
- College of Direct Support Webinar on Maximizing Employee Retention (# 020-17)
- Chapter 51: Office of Developmental Programs Home and Community-Based Services Regulation Questions and Answers (# 021-17)
- Ordering or Prescribing Provider: National Provider Index Number Required on Claims (# 022-17)
- New Resource for Individuals and Families Available: Find, Choose, and Keep Great DSPs (# 023-17)
- Quality Management Planning Resources Available on MyODP (# 025-17)
- Provider Crosswalk Tool for Community Participation Supports Available for Individual Support Plan (ISP) Fiscal Year (FY) 17-18 Renewals (# 026-17)
- Now Available: Renewals of the Consolidated and P/FDS Waivers Submitted to CMS (# 027-17)
- Crosswalk for Community Participation Supports for Individual Support Plan (ISP) Fiscal Year 17-18 Renewals for Consolidated and P/FDS Waivers (# 028-17)
- 2017 Updated Certified Investigator Manual Now Available (# 029-17)
- Join ODP and PA Treasury Department for Webinars on the PA ABLE Savings Program (# 030-17)
- Resource Account Emails Posted on MyODP (# 031-17)
- ODP Rate Information Methodology and Assumptions for Consolidated and Person/Family Directed Support Waivers (# 032-17)
- Right to be Free from Abuse Notification Handout REISSUE, Update Pending (033-17)
- Upcoming Certified Employment Support Professional (CESP) Exams (# 034-17)
- Governor's Advisory Committee for People with Disabilities Seeks Input on Proposed Integration of Departments of Aging, Drug and Alcohol Programs, Health, and Human Services (# 035-17)
- Guidance: Fiscal Year (FY) 2017-2018 ISP Renewal Period (# 036-17)
- Process for 180-Day and 365-Day Timely Filing Edits: Exception and Special Handling Requests (Request Form) (# 037-17)
- Supports Coordination Organization Directory Update (# 038-17)
- Peer Review Manual and Courses Available (# 040-17)
- Enterprise Incident Management System (EIM) May 2017 EIM Release Training Materials and Q&A Sessions (# 041-17)

- AE, SCO and Provider Contact Information for Quality Assessment & Improvement Process (# 042-17)
- PA Department of Human Services Medication Administration Training Program Scheduling of Spring and Summer 2017 Sessions (# 043-16)
- Department of Human Services Posts Draft Rate Information for Consolidated and Person/Family Directed Support (P/FDS) Waivers (# 044-17)
- Experience the Employment Connection 2017—Team Participation (# 45-17)
- Discontinuation of Life Sharing Ineligible Fees (# 046-17)
- Experience the Employment Connection 2017—Dates and Locations, Application Deadline Change (# 047-17)
- PA Dept of Human Services Medication Administration Training Program New Program Updates and Additional Summer 2017 Classroom Trainings (# 048-17)
- Fiscal Year 2017-18 FAQs (# 049-17)
- Provider Closure Notification Form (DP 1061) (# 050-17)
- Changes to the Provider Qualification Process (# 051-17)
- Certified Investigator Forum July Sessions Scheduled (# 052-17)
- ODP Releases 2015-16 Annual Data Report (# 053-17)
- REISSUE Fiscal Year (FY) 2017/2018 FAQs Version 2 (# 054-17)
- Initial Certified Investigator Course Offerings are now available on MyODP (# 055-17)
- Fiscal Year (FY) 2017-2018 FAQs Version 3 (# 058-17)
- Centers for Medicare and Medicaid Services Approves ODP's Home and Community Based Waiver Renewals (# 060-17)
- New Consolidated and P/FDS Waiver Renewal Documents Available: Participant-Directed Supports Wage Range Information (# 061-17)
- Residential Habilitation Crosswalk Model Template (# 062-17)
- Consolidated and P/FDS Vendor Fiscal/Employer Agent Wage and Benefit Ranges for Specific Participant Directed Services Effective July 1, 2017 (# 063-17)
- Consolidated and P/FDS Agency With Choice Wage Ranges, Benefit Allowance and Corresponding Department established fees for Specific Participant Directed Services Effective July 1, 2017 (# 064-17)
- Consolidated and P/FDS Consolidated Request for Variance to Established Service Requirements Effective July 1, 2017 (# 065-17)
- Now Available: Community Participation Supports Question and Answer Document (# 066-17) Fiscal Year (FY) 2017-2018 FAQs Version 4 (# 067-17)
- Go-Live of the New Quality Assessment & Improvement Process: All Self-Assessments Begin July 1, 2017 (# 068-17)
- ODP Opens Fall 2017 ODP Quality Management (QM) Certification Classes (# 069-17) Fiscal Year (FY) 2017/2018 FAQs Version 5 (# 070-17)
- Request for Quote (RFQ): Systems Transformation and Capacity Building Project Posted to Commonwealth eMarketPlace (# 071-17)
- Additional Quality Assessment and Improvement Process Resources Available on MyODP (# 072-17)
- Public Comment Opportunity: Draft Bulletin on Individual Eligibility for Consolidated and P/FDS Waiver Services (Draft Attachments) (# 073-17)
- Invitation to Participate In ODP Information Sharing Webinar Series (# 074-17)
- Now Available: The "Why"—Everyday Lives Module 1 of the Required Community Participation Supports Training (# 075-17)
- Statues of Rate Reporting in Intermediate Care Facility for Intellectual Disability (ICF/IDF) Issued 6/28/17 at ODP Announcement 059-17.

#### **OTHER:**

- Providing Services to Persons with Autism/Pervasive Developmental Disorder
- Therapeutic Services & the AAW-7/8/12
- Annual Review Plan Process Timelines-8/20/12
- AAW Service Delivery Documentation-9/27/2012
- Additional info about Monthly Progress Notes for SCs-10/03/2012
- Adult Autism Waiver Provider Information Table-10/25/2012
- Timelines for Completing ISP Revisions-12/17/2012
- Quarterly Summary Reports: Which months to include?-1/18/2013
- New PROMISE Applications-2/20/2013
- Service Utilization Calculator for SCs-4/19/2013
- Excluded Parties List System database migrated to System for Award Management-4/23/2013
- General Updates and BSP/CIP Changes-4/30/2013
- Fiscal Year End Activities-5/30/2013
- Cost Report Instructions for the Consolidated and P/FDS Waiver Programs
- ACT 62 Letter for Families September 2016
- ACT 62 General Information for Families infographic
- What Is ACT 62? Infographic
- Differences Between Private Insurance & Medical Assistance infographic
- Autism Insurance Act Fact Sheet
- Autism Insurance Act FAQs
- Filing Health Insurance Appeals, a brochure by the Pennsylvania Insurance Department
- How to Appeal
- Appeal: Sample Letter to Request an Internal Review
- Appeal: Sample Letter to Request an External Review



- Act 62 Statute
- Act 62 Letter and Guidelines for Colleges and Universities: How Colleges and Universities Can Help Students Graduate with the Qualifications Needed for a Behavior Specialist License

**Bureau of Autism Services Administrative Notices**

2013	Service Utilization Calculator for Supports Coordinators	4/22/2013	BAW13-08
	AAW Samples of Monthly Progress Notes & Quarterly Summary Report	4/23/2013	BAW13-09
	ADULT AUTISM WAIVER (AAW) PROVIDER NEED-TO-KNOW (NTK)—SCs	4/30/2013	BAW13-12
	Provider Qualification Verification (PQV) Process	6/4/2013	BAW13-15
	AAW Provider Billing and Claims Resolution Issues	6/10/2013	BAW13-16
	55 Pa. Code Chapter 51 Room and Board Contract is available to Residential Habilitation Providers	6/21/2013	BAW13-17
	Adding Behavioral Specialist Services (BSS) to an Individualized Service Plan (ISP)—For SC providers	6/21/2013	BAW13-19
	Adding Behavioral Specialist Services (BSS) to an Individualized Service Plan (ISP)—For BSS providers	6/26/2013	BAW13-20
	AAW Provider Reporting for Services without Objectives	7/3/2013	BAW13-21
	Update & Clarification Regarding AAW Assessments	9/13/2013	BAW13-24
2014	Assistive Technology (AT) Resource Reminder	2/28/2014	BAW-14-06
	Coordination of Supports Coordination (SC), Behavioral Specialist (BS), and Community Inclusion (CI) Services	6/23/2014	BAW14-16
	Adult Protective Services (APS) Reporting Requirements	7/2/2014	BAW14-18
	Joint Bulletin Issued by ODP and OVR “OVR Referral Process for Employment Services” Applies to AAW Providers	7/22/2014	ODP-14-05
2015	Ensuring Direct Support Professionals (DSPs) Meet AAW Qualifications	5/11/2015	BAW-AN-15-08
	Adult Protective Services (APS) Act and SC Agency Responsibilities	5/22/2015	BAW15-09
	Behavioral Specialist Providers’ Functional Behavioral Assessment Review	9/11/2015	BAW15-18
	BSP-CIP Review Checklist	11/20/2015	BAW15-22
	Quarterly Summary Report Guidance	12/7/2015	BAW15-25
	NEW Adult Autism Waiver (AAW) MA 51 Process	12/11/2015	BAW15-26
	AAW Provider Certified Investigator Requirements	12/21/2015	BAW15-27
2016	Changes to the Adult Autism Waiver (AAW) Annual Review Plan (ARP) Process	3/14/2016	BAW16-07
	Functional Behavioral Assessment (FBA) Documentation Requirements	3/17/2016	BAW16-10
	Updated AAW Supports Coordination (SC) Manual is now available	3/22/2016	BAW16-11
	Updated Adult Autism Waiver Provider Manual is now available	4/1/2016	BAW16-12
	Obsolete BAS Administrative Notices	4/1/2016	BAW16-13
	SSD Intent to Enroll Form	4/21/2016	BAW16-14
	New Insurance Requirements	5/16/2016	BAW16-15
	Proposed rates for expanded services added to the Adult Autism Waiver	5/23/2016	BAW16-17
	AAW Supports & Services Directory (May 2016)	5/26/2016	BAW16-18
	Informing AAW Participants of Renewal Changes	6/8/2016	BAW16-21
Admin Notice HCSIS Changes	6/14/2016	BAW16-23	

## NOTICES

	Admin Notice: New ISP Signature Page	6/24/2016	BAW16-26
	SC Individual Monitoring Form Template and Guidance	6/24/2016	BAW16-28
	Changes to ISP resulting from AAW Renewal	6/24/2016	BAW16-29
	Changes to Initial Individual Support Plan (ISP) and Annual Review Plan (ARP) Checklists	6/24/2016	BAW16-30
	Request for an Exception to Established Service Limits	7/1/2016	BAW16-31
	AAW Provider Information Table (Fiscal Year 2016-2017)	7/5/2016	BAW16-32
	Admin Notice: Developing a Vocational Profile	7/26/2016	BAW16-34
	New and Revised Resources for Developing a Skill Building Plan (SBP)	8/3/2016	BAW16-35
	Adding the SSD/Systematic Skill Building (SSB) service to an ISP & Progress Reporting for SCs	8/10/2016	BAW16-36
	Adding the SSD/Systematic Skill Building (SSB) service to an ISP & Progress Reporting for SSB Providers	8/10/2016	BAW16-37
	Clarifications regarding Adult Autism Waiver (AAW) Employment Services	8/12/2016	BAW16-39
	AAW Renewal FAQs Available	8/24/2016	BAW16-43
	New Training Platform Launch Date—Reminder to Access Training Certificates	9/9/2016	BAW16-44
	Revised Definition of Crisis Event	9/14/2016	BAW16-45
	New Best Instructional Practices Manual	9/14/2016	BAW16-46
	AAW Supports & Services Directory (September 2016)	9/26/2016	BAW16-47
	MyODP Launch and Reminder	9/29/2016	BAW16-48
	Submitting and Entering the Vocational Profile into HCSIS	10/5/2016	BAW16-49
	SC Individual Monitoring and new Employment Info Detail Report	11/10/2016	BAW16-50
2017	Admin Notice: PRE Training	1/4/2017	BAW17-01
	G.A.S. Communication to All Providers	1/19/2017	BAW17-03
	Informational Memo: Supports and Services Directory (Jan 2017)	1/30/2017	BAW17-04
	Admin Notice: Employment Training and Voc Profile	2/27/2017	BAW17-06
	PRE Reminder	2/28/2017	BAW17-07
	Info Memo: Waiver Amendment Public Comment Period	3/6/2017	BAW17-09
	Admin Notice: Room and Board Contracts	3/13/2017	BAW17-12
	Admin Notice: Res Hab Request Form and Guidance	3/20/2017	BAW17-13
	Admin Notice: SIB-R Summary Report Process Change	3/21/2017	BAW17-14
	Admin Notice: GAS Training Available	3/22/2017	BAW17-15
	Informational Memo: Supports and Services Directory (March 2017)—reissued 4/4	3/29/2017	BAW17-16
	Informational Memo: Pathways to Employment	4/14/2017	BAW17-17
	Admin Notice: PRE Next Steps	5/1/2017	BAW17-18
	Informational Memo: Supports and Services Directory (May 2017)	5/23/2017	BAW17-20
	Informational Memo: AAW Amendment Submitted to CMS	6/2/2017	BAW17-21
	Admin Notice: New Service Utilization Review Signature Form	6/20/2017	BAW17-22
	Info Memo: Capacity Increase Amendment Approval	6/30/2017	BAW17-24
	Goal Attainment Scaling (GAS): Next Steps and Reminders	7/12/2017	BAW17-25

**Office of Administration—Contact: Andrea Bankes (717) 787-3422****POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
1998	Ch. 259.1	Statement of Claim, Managed Care Organization—statement of policy	07/11/98 (eff. 2/1/97)	
2007	Ch. 259.2 Amended 2008	Claims against moneys for which third parties are liable as a result of a tort claim allocation of tort proceeds in actions filed before September 2, 2008—statement of policy	09/07/07 (eff. 9/08/07) Amended 10/31/08 (eff. 11/1/08)	
2008	Ch. 259.3	Claims against moneys for which third-parties are liable as a result of a tort claim allocation of tort proceeds in actions filed on or after September 2, 2008—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.4	Settlements without litigation—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.5	Cooperation in obtaining payment from third parties—statement of policy	10/31/08 (eff. 11/01/08)	
2008	Ch. 259.6	Civil money penalties—statement of policy	10/31/08 (eff. 11/01/08)	
2010	Ch. 2600	Evacuation of Hospice Residents During Fire Drills—statement of policy	03/13/10	40 Pa.B. 1411

**GUIDANCE MANUALS:**

- Regulatory Compliance Guide for 55 Pa. Code Chapter 2600 (relating to Personal Care Homes) Revised April 1, 2013
- Personal Care Home Regulatory Interpretations—Questions/Answers, DHS BHSL website publications: September, October, November, and December 2014; January, February, March, April, May, June, July, August, October, and December 2015; January, February, April, October, November, and December 2016; April 2017
- Regulatory Compliance Guide for 55 Pa. Code Chapter 2800 (relating to Assisted Living Residences) effective March 1, 2015
- Assisted Living Residence Regulatory Interpretations—Questions/Answers, DHS BHSL website publications: October, November, and December 2014; January, February, March, April, May, July, August, October, and December 2015; January, February, April, October, November, and December 2016; April 2017
- Licensing Indicator System for Personal Care Homes
- Policy for Administrative Fines in Personal Care Homes
- Sale or change of legal entity process for Personal Care Homes
- DPW Single Audit Supplement
- HealthChoices Audit Guide—Physical Health
- HealthChoices Audit Guide—Behavioral Health
- ICF/MR Audit Guide
- CCIS Audit Guide
- Human Services Development Fund Instructions and Requirements
- Early Intervention Annual Expenditure Report Instructions
- Human Services Block Grant Annual Expenditure Report Instructions
- Human Services Non-Block Grant Annual Expenditure Report Instructions
- Licensing Reference Manual for Personal Care Homes, Assisted Living, Child Residential, Intellectual Disabilities, and Mental Health Service Providers

**Office of Child Development and Early Learning—Contact: Tracey Campanini (717) 346-9324****Bureau of Child Care Certification Services****POLICY STATEMENTS:**

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2007	Ch. 3270— 3280	Certification of Part Day Program for School-Age Children	09/15/07	3001-07-01
2009	Ch. 3270 Ch. 3280 Ch. 3290	Reporting Lost Child	02/21/09	3001-08-02
	Ch. 3270 Ch. 3280 Ch. 3290	Playground Protective Surface Covering	02/21/09	3001-09-01
2011	Ch. 3270— 3280	Waiver of Child Care Facility Regulations	03/1/11	00-11-01

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2012	Ch. 3270 Ch. 3280 Ch. 3290	Tuberculosis Blood Test	02/4/12	3001-12-01
<b>Announcements:</b>				
2008		C-08 # 01—Capacity on Certificate of Compliance		04/08/08
		C-08 # 02—Proof of Liability Insurance		04/08/08
		C-08 # 05—Impact of Change in Equivalencies of CDA and CCP Credentials		08/13/08
		C-08 # 06—Approved Child Service Report Form		09/02/08
		C-08 # 07—Compliance with Regulations Relating to Recalled Toys and Equipment		09/15/08
2009		C-09 # 04—Use of Hand Sanitizers in Early Childhood Programs		09/25/09
2010		C-10 # 01—PEMA Update to Emergency Plan Toolkit for Child Care Facilities		03/23/10
2011		C-11-# 01—Emergency Temporary Relocation of a Child Care Facility		05/12/11
		C-11 # 02—Revised Child Care Staff Health Assessment		07/20/11
		C-11 # 04—Announcements Deemed Obsolete		09/21/11
2012		Proof of Identification Required for Child Care Center Director and Group Child Care Home Primary Staff Person		09/18/12
2013		C-13 # 01—Announced Renewal Inspections Within 30 Day Range		11/15/13
2014		C-14 # 01—Water Safety Training for Child Care Providers & Lifeguard Requirements		02/28/14
		C-14 # 02—Healthy and Green Initiative—Child Care Siting		03/10/14
		C-14 # 03—Degrees From Business Technical & Trade Schools		04/22/14
2016		2016 EI-16 # 01 Provider Qualifications 2/2/16C-16 # 01 Free Health and Safety Basics: Requirements for Certification Training Available to Meet New Training Requirements for Child Care		02/12/16 07/18/16
2017		C-16-01—Meeting New Health and Safety Training Requirements as Required by the Federal Government		07/01/16
		C-17-01—Child Protective Service Law (CPSL) for Child Care Facilities		01/23/17
		C-17-02—Vaping and the Use of Electronic Cigarettes in a Child Care Facility		02/13/17
		C-17-03—Inclusion of All Children in Early Childhood Programs in Pennsylvania		0701/17
		C-17-04—Reduction of Expulsion and Suspension in Early Childhood Programs in Pennsylvania		07/01/17
		Child Care and Development Fund (CCDF) Plan for State/Territory		2016-2018
<b>Bureau of Early Intervention Services</b>				
2006		EI-06 #01 Home & Community Based (HCBS) Eligibility/Ineligibility/Change Form (PA 1768)		01/18/06
		ELS-EI-06 # 04 Natural Environments		07/24/06
		ELS-EI-06 # 07 Clarification of Waiver of 4300 Fiscal Regulations		08/15/06

## NOTICES

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS-EI-06 # 10 Acceptable Signers of the Beneficiary Choice Form for the Infants, Toddlers And Families Medicaid Waiver		09/05/06
2007		EI-07 # 12 PA Pre-K Counts and Early Intervention Working Together		10/24/07
2008		EI-08 # 02 Reportable Incidents		03/07/08
		EI-08 # 03 Extent and Duration of Early Intervention Programs for Preschoolers, Including Services During Scheduled Breaks in Their Program		04/16/08
		EI-08 # 09 Early Intervention Special Education Plan Review Notice (EI SEPRN)		08/18/08
		EI-08 # 10 Eligibility for Infants Toddlers Families Medicaid Waiver		09/22/08
2009		EI-09 # 11 Infant/Toddler Early Intervention Service Coordination		08/14/09
		EI-09 # 13 Childfind System Including Children Who Are Wards of the State, Children Living in Residential Facilities, Children who were Abused and Children who are Homeless.		09/11/09
		EI-09 # 17 Qualifications for Individuals to Provide Speech-Language Pathology Services in Early Intervention and the Requirements for Billing		10/05/09
		EI-09 # 19 Transition of Preschool Children to School Age Programs		10/20/09
2010		EI-10 # 02 Release of Information		01/29/10
		EI-10 # 04 Operational Guidance for Infant/Toddler Programs Regarding Children Living in Residential Facilities		04/09/10
		EI-10 # 06 Funding Responsibilities for Early Intervention Services for Children at Kindergarten Age		05/18/10
		EI-10 # 07 Paraprofessional Qualifications		06/15/10
		EI-10 # 08 Amended Behavior Supports for Young Children		10/25/10
		EI-10 # 09 State Set Rates for Infant Toddler Early Intervention Services		11/09/10
2011		EI-11 # 01 IDEA Early Intervention Complaint Procedures		06/01/11
		EI-11 # 02 ACT 24 of 2011 Implementation PELICAN Data Moratorium		08/01/11
		EI-11 # 03 Early Intervention Annual Data Review		10/27/11
		EI-11 # 04 Infant/Toddler Early Intervention Cost Centers		11/16/11
2012		EI-12 # 01 Screening, Evaluation and Assessment in Early Intervention		04/11/12
		EI-12 # 02 Updates to Early Intervention Policy Based on requirements in IDEA Part C		04/11/12
		EI-12 # 03 Confidentiality, Parent Consent and Surrogate Parents		04/11/12
		EI-12-# 05 Mediation, Due Process, and IFSP Facilitation Procedures for Infant/Toddler Early Intervention		07/01/12
		EI-12 # 07 Collecting and Reporting Child Outcome Data in Infant/Toddler and Preschool Early Intervention Programs		10/26/12
		EI-12 # 08 Local Determination Process		10/26/12

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		EI-12 # 09 Public Participation Requirements under The Individuals with Disabilities Education Act		10/26/12
2013		EI-13 # 01 Transition of Toddlers to Preschool or Other Community Services		01/30/13
		EI-13 # 02 Pennsylvania System of Payment		03/19/13
		EI-13 # 03 Session Notes		04/26/13
		EI-13 # 04 Infants and Toddlers Referred to Pennsylvania's Early Intervention Program from Out of State		04/30/13
		EI-13 # 05 Third Party Insurance Denials and Public Consulting Group		04/30/13
		OCDEL-13 # 01 Children Experiencing Homelessness		05/09/13
		EI-13 # 06 Children who Have a Hearing Loss		08/01/13
		EI-13 # 07 Positive Behavior Support		08/29/13
		EI-13 # 08 Eligibility for Infant/Toddlers and Preschool Early Intervention		12/13/13
2014		EI-14 # 01 At-Risk Tracking for Infants and Toddlers Experiencing Homelessness		11/21/14
2016		EI-16 # 01 Provider Qualifications		02/12/16
		EI-16 # 02 Lead Exposure in Infants/Toddlers and Preschoolers		08/31/16
2017		FC/PRF-17 # 01; ELS-17 # 01 OCDEL Communication Business Partners and Grantees		06/29/17
		EI-17 # 01; FC/PRF-17 # 02 Inclusion of All Childhood Program in Pennsylvania		06/30/17
		EI-17 # 02; FC/PRF-17# 03 Reduction of Expulsion and Suspension in Early Childhood Programs in Pennsylvania		06/30/17
<b>Bureau of Early Learning Services</b>				
2006		ELS-06 # 06—Emergency Management Preparedness Training—Distribution of Training Materials		01/20/06
2007		ELS-07 # 19—Keystone STARS funding for STARS facilities participating in PA Pre-K Counts		11/21/07
2008		ELS/KS-08 # 28 Verification of Communication		09/12/08
		FAP-08# 1 Out-of-state Travel and Lodging Prohibition Due to Current Economic Situation		12/16/08
2009		ELS/KS-09 # 10 Keys to Quality Security Roles		03/30/09
		ELS/KS-09 # 11 Star Level of Facilities Operated by Regional Key, Technical Assistance and Professional Development Contractors/ Subcontractors		04/14/09
		ELS/KS-09 # 16 Professional Development Fee Procedures for Keys to Quality		06/25/09
		ELS/KS-09 # 20 Access to the Early Learning Network Secure Web-Based System—PELICAN		07/10/09
		ELS-KS-09 # 24 Joint Office of Children, Youth and Families& Office of Child Development and Early Learning Bulletin: Implementation of Child Care Funding Policy Beginning State Fiscal Year 2010-2011		07/14/09
		ELS-KS-09 # 25 Keystone STARS TA Manual and Forms		07/17/09
		ELS-KS-09 # 38 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs		09/21/09
		ELS-KS-09 # 39 Use of Hand Sanitizers in Early Childhood Programs		09/25/09

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<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS-KS-09 # 46 Reporting Child Care Center Closings Due to Influenza		10/23/09
		ELS-KS-09 # 47 Excluding and Readmitting Children and Staff with Influenza-like Illness		10/26/09
2010		ELS-KS-10 # 03 Pennsylvania Quality Assurance System (PAQS) Requirements		03/08/10
		ELS/KS-10 # 16 Certification Referral to the Regional Key		07/30/10
		ELS/KS-10 # 27 Financial Guidelines for Regional Keys		10/01/10
		ELS/KS-10 # 29 Funds Management of Keystone STARS Provider Grant Awards		10/28/10
2011		ELS/KS-11 # 09 Collaboration between Child Care Information Services Agencies, the PA Key, Regional Keys, and Local Education and Resource Networks (LEARN)		05/06/11
		ELS/KS-11 # 15 Keystone STARS Optional Tools		07/07/11
2012		ELS/KS-12 # 07 Organizational PQAS Requirements		06/22/12
		ELS/KS-12 # 13 Pennsylvania Director Credential for Keystone STARS		06/26/12
		ELS/KS-12 # 19 Online Facility Professional Development Plan Survey Collection		06/27/12
		ELS/KS-12 # 25 Good Better Best-Pennsylvania's CQI Guide to Best Practices Version 2.1 for Centers-Groups and version 1.1 for Family		07/25/12
2013		ELS/KS-12 # 26 Keystone STARS Exit Survey		08/06/12
		ELS/KS-13 # 05 Keystone STARS Logo Usage Guidelines		07/18/13
		ELS/KS-13 # 12 Regional Keys Records Management, Conversions and Transmissions		08/28/13
		ELS/KS-13 # 14 STARS TA Accountability Plan and Data Collection		09/03/13
2014		ELS/KS-14 # 02 Degrees Earned from Business, Technical and Trade Schools		04/22/14
		ELS/KS-14 # 06 STARS Status Review, Suspension and Removal Process		08/12/14
		ELS/KS-14 # 09 Teacher Quality Version 2.0 and Career Lattice 2014		10/20/14
		ELS/KS-14 # 10 Environmental Rating Scale (ERS) Assessment Protocols Guide		10/20/14
		ELS/KS-14 # 11 Designation and Reliability Manual v. 1.0		10/20/14
2015		ELS/KS-15 # 02 Pennsylvania Program Assessment Communication Tool (PA PACT) Manual		04/15/15
		ELS/KS-15 # 06 Keystone STARS Marketing Materials		8/27/15
		ELS/KS-15 # 07 Pre-STARS Checklist for Early Learning and Development Programs		9/15/15
		ELS/KS-15 # 08 2015-2016 Keystone STARS Standards and Worksheets		9/15/15
		ELS/KS-15 # 09 STARS Enrollment Calculation Tool: Full-Time Equivalency (FTE)		9/15/15
		PC/KS-15 # 01 Keystone STARS Standards and Worksheets Policy Clarification 11-25-15		11/25/15
2016		ELS/KS-16 # 01 R 2015-2016 STARS Merit and Education & Retention Award Requests		1/27/16

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		ELS/KS-16 # 02 Start Up Technical Assistance Peer Mentoring and Rising STARS Peer Mentoring Guidance		1/22/16
		ELS/KS-16 # 03 Keystone STARS Special Initiatives Awards		2/10/16
		ELS/KS-16 # 04 Keystone STARS PA Pre K Counts Worksheets		2/18/16
		ELS/KS-16 # 05 Keystone STARS Private Academic Schools (PDE Licensed Preschool) Worksheets		2/18/16
		ELS/KS-16 # 06 Keystone STARS STAR 1, 2, 3 and 4 School District Preschool Worksheets		3/1/16
		ELS/KS-16 # 07 Regional Key PRI and Monitoring Documents		4/26/16
		PC/KS-16 # 01 STAR 3 and 4 Designation Renewal Extensions for 2016-2017		5/5/16
		PC/KS-16 # 02 STAR 3 Movement Utilizing Directors Credential Action Plan		5/5/16
		ELS/KS-16 # 08 2016-2017 Keystone STARS Grant Agreement Documents		9/19/16
		ELS/KS-16 # 09 Ongoing Merit and Education Retention (MERA) Requests		10/4/16
2017		ELS/KS-17 # 01 Keystone STARS Designation Certificates		3/9/17
		PC/KS-14 # 06 Policy Clarifications for STARS Status Review, Suspension and Removal Process		3/31/17
		ELS/KS-17 # 02 Regional Key PRI and Monitoring Documents		4/13/17
		ELS/KS-17 # 03 Inclusion of All Children in Early Childhood Programs in Pennsylvania		6/30/17
		ELS/KS-17 # 04 Reduction of Expulsion and Suspension in Early Childhood Programs in Pennsylvania		6/30/17
		ELS/KS-17 # 05 Notification Regarding Materials, Supplies and Equipment		6/29/17
		ELS/KS-17 # 06 Keystone STARS Tiered Reimbursement Quality Add-on Rates and Grants & Awards Structure		7/11/17
<b>Maternal Infant Early Childhood Home Visitation (MIECHV)</b>				
2014		ELS/MIECHV-14# 02; ELS/NFP-14# 02 Program Review Instrument		1/10/2014 01/2014
<b>Nurse Family Partnership</b>				
2008		ELS/NFP-08 # 02 County Needs-Based Budget Funding for Nurse-Family Partnership Services		01/08/08
		ELS/NFP-08 # 03 Documentation for Unserved Clients Requesting Service		01/08/08
		ELS/NFP-08 # 07 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs		09/21/09
		ELS/NFP-08 # 08 Use of Hand Sanitizers in Early Childhood Programs		09/25/09
		ELS/NFP-08 # 09 Reporting Child Care Center Closing Due to Influenza		10/23/09
		ELS/NFP-08 # 10 Excluding and Readmitting Children and Staff with Influenza-like Illness		10/26/09
		ELS-NFP-08 # 12 Management of State Funds		11/06/09



<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
2013		ELS/NFP-13# 01 OCDEL Announcements		09/09/13
2015		ELS/MIECHV-15 # 01; ELS/NFP-15 # 01 Announcement Policy		07/01/15
		ELS/MIECHV-15 # 02; ELS/NFP-15 # 02 Fiscal & Program Communication and Reporting Strategy		07/01/15
		ELS/MIECHV-15 # 03; ELS/NFP-15 # 03 Program and Fiscal Reporting, Reporting Accuracy & Timeliness		07/01/15
		ELS/MIECHV-15 # 04; ELS/NFP-15 # 04 Enrollment Policy		07/01/15
		ELS/MIECHV-15 # 05; ELS/NFP-15 # 05 On-Site Fiscal Monitoring		07/01/15
		ELS/MIECHV-15 # 06; ELS/NFP-15 # 06 Audit Requirements		07/01/15
		ELS/MIECHV-15 # 07; ELS/NFP-15 # 07 Principles, and Audit Uniform Administrative Requirements for Federal Requirements, Cost Awards; Final Rule: Indirect Cost		07/01/15
		ELS/MIECHV-15 # 08; ELS/NFP-15 # 08 End of Fiscal Spending—July 1st—June 30th		07/01/15
		ELS/MIECHV-15 # 09; ELS/NFP-15 # 09 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule: Equipment Definition and Pre-approval		07/01/15
		ELS/MIECHV-15 # 10; ELS/NFP-15 # 10 Program Review Instrument		07/01/15
		ELS/MIECHV-15 # 11; ELS/NFP-15 # 11 Mandatory Meeting Attendance Policy		07/01/15
		ELS/MIECHV-15 # 12; ELS/NFP-15 # 12 Confidentiality		07/01/15
		ELS/MIECHV-15 # 13; ELS/NFP-15 # 13 Coordination with Early Intervention Agencies		07/01/15
		ELS/MIECHV-15 # 14; ELS/NFP-15# 14 Child/Family Transition Plans		07/01/15
		ELS/MIECHV-15 # 15; ELS/NFP-15 # 15 Community Collaboration		07/01/15
		ELS/MIECHV-15 # 16; ELS/NFP-15 # 16 Continuous Quality Improvement		07/01/15
2016		ELS/MIECHV-15 # 17; ELS/NFP-15 # 17 Curriculum and Standards		07/01/15
		ELS/MIECHV-15 # 18; ELS/NFP-15 # 18 Home Visitor Professional Development		11/05/15
		ELS/MIECHV-16 # 01; ELS/NFP-16 # 01 Pennsylvania Home Visiting Data System		12/08/16
		ELS/MIECHV-16 # 02; ELS/NFP-16 # 02 Fiscal Reporting Changes		7/01/2016
<b>Bureau of Subsidized Child Care Services</b>				
2005		S-05 # 04—Unemployment Compensation Claims Filed By Relative/Neighbor Providers Announcement		06/28/05
2007		S-07 # 08—PA Pre-K Counts and Child Care Works: Enrollment and Release of Information Procedures		09/18/07
		S-07 # 09—Pelican Announcement		11/07/07
2009		S-09 # 05 Care Level for Kindergarten Children Changing from Preschool (PSE) to Young School Age (YSA)		06/17/09
		S-09 # 13 Centers for Disease Control Guidance Regarding Influenza for Early Childhood Programs		09/21/09

<i>Year</i>	<i>Code Citation</i>	<i>Subject</i>	<i>Date Issued</i>	<i>Bulletin Number</i>
		S-09 # 14 Use of Hand Sanitizers in the Early Childhood Programs		09/25/09
		S-09 # 16 Reporting Child Care Center Closings Due to Influenza		10/23/09
		S-09 # 17 Excluding and Readmitting Children and Staff with Influenza-like Illness		10/26/09
		S-09 # 18 Linking Pennsylvania Pre-K Counts and Child Care Works Subsidized Child Care		10/28/09
2012		S-12 # 05 2012-13 Relative/Neighbor Provider Agreement		6/26/12
		S-12 # 06 2012-13 In-Home Care Parent/Caretaker Provider Agreement		6/26/12
		S-12 # 07 2012-13 Regulated Provider Agreement		6/27/12
		S-12 # 10 Decrease in Regulated Provider Maximum Child Care Allowance & Increase in Keystone STARS Tiered Reimbursement		11/20/12
2013		S-13 # 02 Fiscal Year 2013-14 Child Care Information Services Grantees		05/13/13
2014				
2015				
2016		S-16 # 01 2016 Income Limits and Co-payment Guidelines		4/12/16
		S-16 # 02 2016-2017 Grant Announcement		4/18/16

**GUIDANCE MANUALS:**

- Licensing Indicator System for Child Day Care Centers
- Licensing Indicator System for Group Day Care Homes

**INTERNAL GUIDELINES:**

- 00-94-10, Application of Child Day Care Service Regulations 10/21/94
- 00-95-03, Procedures for the Regulation of Child Day Care Facilities 02/13/95
- 00-11-01, Waiver of Child Care Facility Regulations 03/01/11
- 07-01-12, Protocol # 1, Initial Certificate of Compliance
- 12-10-12, Protocol # 3, Complaints—Regulated Facilities
- Certification Policies and Clarifications (CPAC), Updated 8/29/2016
- 1/27/17—Protocol 1—Initial Certificate of Compliance—Finalized —under revision
- 07/17/17—Protocol 2—Renewal Application for Compliance —Finalized
- 01/02/13—Protocol 3—Complaints—Regulated Facilities—Finalized—under revision
- Protocol 4—Complaints for Unregulated Facilities—Draft status
- Protocol 5—Complaints Involving Allegations of Suspected Abuse—Draft status
- 3/11/16—Protocol 6—Inspection Summary—Finalized
- 2/03/2017—Protocol 10—Change in the Facility Operation—Finalized
- 4/26/16—Protocol 11—Unannounced Inspections—Finalized
- 4/28/16—Protocol 12—Negative Sanctions —Finalized

**Office of Social Programs—Contact: Karen Herrling (717) 783-4726**

**GUIDANCE MANUALS:**

- PA School-Based ACCESS Program Provider Manual
- Supporting Pennsylvanians Through Housing (DHS Five-Year Housing Strategy)
- School-Based ACCESS Program Provider Handbook

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**Pennsylvania INSURANCE DEPARTMENT (PID)**


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**I. NOTICES****A. Executive Office****1. Insurance Department Notices**

<i>No.</i>	<i>Date Pub'd</i>	<i>Description</i>
2017-09	07/29/17	Autism Spectrum Disorders Coverage—Maximum Benefit Adjustment
2017-08	07/01/17	Per Diem Charges for Market Conduct Examinations of Insurance Companies

<i>No.</i>	<i>Date Pub'd</i>	<i>Description</i>
2017-07	06/24/17	Per Diem Charges for Financial Examinations Conducted by the Insurance Department
2017-06	06/17/17	Certification as an Independent Review Organization; Long Term Care Benefit Trigger Determinations
2017-05	04/22/17	Extension of Comment Period for Review of Matters Regarding Highmark, Inc., Highmark Health and Allegheny Health Network in Connection with the Insurance Department's Approving Determination and Order Issued on April 29, 2013
2017-04	04/08/17	Review of Matters Regarding Highmark, Inc., Highmark Health and Allegheny Health Network in Connection with Insurance Department's Approving Determination and Order Issued on April 29, 2013
2017-03	02/25/17	List of Approved Guide Source Method Vendors
2017-02	02/18/17	(revised 3/11/17) Workers' Compensation Security Fund Assessment
2017-01	01/07/17	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,700
2016-16	12/03/16	Private Passenger Motor Vehicle Liability Insurance Policies; Limited and Full Tort Data Reporting
2016-15	10/29/16	Guidance Regarding Parity in Mental Health and Substance Use Disorder Coverage
2016-13	10/22/16	Medical Care Availability and Reduction of Error Fund; Notice of and Amount of Assessment Action
2016-11	09/17/16	Long Term Care Partnership Program Revised Guidance Announcement
2016-10	09/10/16	Principle-Based Reserving Operative Date
2016-09	07/30/16	Long Term Care Partnership Program Revised Guidance; Request for Comment
2016-05	04/30/16	Notice Regarding Nondiscrimination
2016-04	04/30/16	Arson and Insurance Fraud Reporting
2016-01	05/28/16	Repeal of Outdated Notices Regarding Form and Rate Filings; Filing Requirements under the Accident and Health Filing Reform Act—Revised
2015-07	09/19/15	Provider Directories
2015-06	08/22/15	Price Optimization
• 2015-01	01/31/15	Terrorism Risk Insurance Program Reauthorization Act of 2015; Expedited Rate, Rule and Form Filing Review Process
• 2014-12	10/25/14	General Guidance for Disclosure of Prescribed Differences from NAIC Statutory Accounting Principles
• 2014-10	09/27/14	Deregulation of Certain Commercial Lines Property and Casualty Forms
• 2014-08	06/14/14	Repeal of Outdated <i>PA Bulletin</i> Notices.
• 2014-01	01/04/14	Increase in the Accident Surcharge Dollar Threshold (Cap) to \$1,550.
• 2012-04	02/18/12	Effective Dates for Small Group Health Insurance Rate Filings
• 2011-06	07/30/11	Advisory Notice—Rate Review Process Determination
• 2011-03	05/14/11	Use of Misleading Professional Designations by Insurance Producers Selling Life Insurance or Annuities to Seniors
• 2010-10	10/02/10	Provisions of Act 51 of 2010
• 2010-09	08/14/10	Mini-COBRA Coverage
• 2010-08	07/17/10	Application for Written Consent
• 2010-06	07/03/10	Repeal of Outdated Notices
• 2010-02	01/02/10	Review Procedure Hearings; Cancellation or Refusal of Insurance
• 2009-07	07/31/09	Updated Guidelines for Record Retention
• 2009-06	06/27/09	Autism Review Process
• 2009-03	04/11/09	Autism Coverage
• 2009-02	02/14/09	Property and Casualty Insurance Companies and Producers Issuing Certificates of Insurance in Pennsylvania
• 2009-01	02/14/09	Community Health Reinvestment Activities
• 2008-05	04/19/08	Long-Term Care Partnership Program Effective Date and Revised Guidance Announcement
• 2007-06	12/01/07	Arson and Insurance Fraud Reporting

<i>No.</i>	<i>Date Pub'd</i>	<i>Description</i>
• 2006-12	11/18/06	Flood Insurance Training Requirements
• 2006-08	07/08/06	Repeal of Outdated Bulletins and Notices
• 2006-07	06/24/06	Professional Corporations, Professional Associations and Partnerships
• 2006-06	06/24/06	Notice of Agent Education and Training Requirement Changes
• 2005-07	07/23/05	Agreement on Community Health Reinvestment
• 2005-04	03/26/05	Viatical Settlement Broker License Testing Requirements for Licensed Life Insurance Producers
• 2005-02	02/05/05	Reporting and Disclosure of Criminal Convictions
• 2003-11	11/29/03	Coverage for Chiropractic Care
• 2003-07	09/20/03	Notice to Companies Writing Private Passenger Auto Insurance in Pennsylvania
• 2003-06	08/09/03	Drug and Alcohol Use and Dependency Coverage
• 2002-10	10/19/02	Proper Reporting of Uncovered Medical Liabilities and Expenses (Uncovered Claims)
• 2001-07	06/30/01	Deregulation of Life Insurance Forms
• 2001-04	04/21/01	Book Transfers
• 2000-04	02/26/00	The Violent Crime Control and Law Enforcement Act of 1994, 18 U.S.C., Sections 1033 and 1034
• 2000-03	02/19/00	Federally Mandated Health Care Fraud and Abuse Reporting
• 1995-09	08/23/95	Deregulation of Commercial Lines Property and Casualty Forms
• 1995-07	07/19/95	Modification of Contract for Use When an Annuity Premium Tax is Not Applicable
• 1994-14	10/03/94	Separate Account Modified Guaranteed Life Insurance
• 1994-13	10/03/94	General Account Modified Guaranteed Life Insurance
• 1994-12	10/03/94	Separate Account Modified Guaranteed Annuity
• 1994-11	10/03/94	General Account Modified Guaranteed Annuity
• 1994-09	07/07/94	Approval and Solicitation of Long Term Care Policies for Continuing Care Retirement Communities

## 2. *Statements of Policy*

- 31 Pa. Code, Chapter 67, Sections 67.41—67.45 and Appendix A, Motor Vehicle Financial Responsibility Law, Subchapter D. Adopted 05/19/1989.
- 31 Pa. Code, Chapter 89, Sections 89.451—89.474, Approval of Life, Accident and Health Insurance. Subchapter H. Statements of Policy. Adopted 02/05/1982.
- 31 Pa. Code, Chapter 90c, Sections 90c.1—90c.25, Individual Applications. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90d, Sections 90d.1—90d.9, Individual Accidental Death Benefits; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90e, Sections 90e.1—90e.13, Individual IRA Endorsements for Life Insurance and Annuities. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90f, Sections 90f.1—90f.16, Individual Imminent Death/Lifetime Health Care Facility Confinement Benefits Provided as Accelerated Death Benefit or Settlements of Death Benefit; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90g, Sections 90g.1—90g.16, Individual Health Care Facility Benefits Provided as Accelerated Death Benefit or Settlement of Death Benefit; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90h, Sections 90h.1—90h.11, Individual Waiver of Surrender Charges for Life and Annuity Contracts Resulting From Health Care Facility Usage; Provided by Riders or Built into Policies. Adopted 01/18/1991.
- 31 Pa. Code, Chapter 90i, Sections 90i.1—90i.3, Certificates of Assumption. Adopted 03/05/1993.
- 31 Pa. Code, Chapter 119, Sections 119.1—119.26, Anti-Fraud. Adopted 08/27/1993.
- 31 Pa. Code, Chapter 120, Sections 120.1—120.5, Loss Cost Adjustment Filing. Adopted 08/27/1993.
- 31 Pa. Code, Chapter 150, Sections 150.1—150.5, Uniform Health Insurance Claim Form. Adopted 07/02/1993.
- 31 Pa. Code, Chapter 152, Sections 152.101—152.105, Preferred Provider Organizations, Primary Care Gatekeeper PPO Products. Adopted 09/27/1991.
- 31 Pa. Code, Chapter 153, Section 153.2, Permission to file accident and health, life and annuity insert pages. Adopted 10/19/1990.
- 31 Pa. Code, Chapter 153, Section 153.3, Simplified review of company merger, assumption or name change form and rate filing. Adopted 06/28/1991.
- 31 Pa. Code, Chapter 301, Sections 301.201—301.204, Health Maintenance Organization, Subchapter H. Point-of-Service Products Group Specific Community Rating. Adopted 09/27/1991.
- 31 Pa. Code, Chapter 301, Sections 301.301—301.321, Health Maintenance Organization, Subchapter I. Contractual Arrangements Between HMOs and IDSs. Adopted 04/05/1996.

- 31 Pa. Code, Chapter 303, Section 303.1, Out-of-State Health Maintenance Organization Investments. Adopted 03/25/1988.

Contact: Glenda Ebersole, Policy Director, 717-783-0652; fax 717-705-3873

## II. OTHER

### A. Administrative Hearings Office

- *Digest of Automobile Policy Terminations (Act 68 and 78)*  
Insurance Commissioner Decisions on Automobile Insurance Administrative Hearings
- *Digest of CAT Fund Adjudications*  
Insurance Commissioner Decisions on Automobile CAT Fund Administrative Hearings
- *Digest of Homeowners Policy Terminations (Act 205)*  
Insurance Commissioner Decisions on Homeowners Insurance Administrative Hearings
- *Digest of Agency Terminations (Act 143)*  
Administrative Hearing Officer Decisions on Insurance Agency Administrative Hearings
- *Practice and Procedure Digest* Describes the Administrative Hearing Process

Contact: Jill Linta, Administrative Hearings Office, 717-783-2126; fax 717-787-8781

### B. Office of Insurance Product Regulation and Administration

- *Public Documents Room Procedures*  
Procedures to review public documents at the Insurance Department
- *Regulatory Procedures Manual*  
Internal procedures regarding drafting of regulations

Contact: Glenda Ebersole, Policy Director, 717-783-0652; fax 717-705-3873

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## Department of LABOR & INDUSTRY (L&I)

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## I. POLICY STATEMENTS

### A. Labor & Industry Secretary

- Availability of First Aid, CPR, and Other Emergency Treatments
- Pennsylvania Worker and Community Right to Know Act Employee Workplace Notice
- Security Policy Statement
- Smoking Within the Labor & Industry Building Policy Statement
- Weapons Policy Statement
- Workforce Investment Act Policy Statement
- Workplace Violence Policy Statement

### B. Office of Equal Opportunity

Contact: James Kayer (717-787-1182)

- Equal Employment Opportunity Policy Statement
- Contract Compliance Policy Statement
- Equal Opportunity Plan
- Contract Compliance Annual Plan
- Disability-Related Employment Policy Statement
- Sexual Harassment Policy Statement
- Workforce Innovation and Opportunity Act Equal Opportunity Policy Statement
- Methods of Administration
- Designation of Equal Opportunity Officers
- Designation of Equal Opportunity Liaisons
- Limited English Proficiency Policy Statement
- Office of Equal Opportunity Civil Rights Statement

### C. Bureau of Workers' Compensation

- Occupational Disease under the Workers' Compensation Act—Guidelines for Employment Screening Programs under Act 115 of 2001 BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) ("Workers' Compensation")
- Health Care Under the Workers' Compensation Act BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) ("Workers' Compensation") [www.dli.pa.gov](http://www.dli.pa.gov)
- Uninsured Employers Guaranty Fund BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) ("Workers' Compensation")
- General Provisions of Act 57 of 1996 BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) ("Workers' Compensation")

## II. GUIDANCE MANUALS

### A. Office of Vocational Rehabilitation

Contact: Joseph Strechay, Director, BBVS (717-783-3784); Denise Verchimak, Director, BVRS (717-772-3511)

OVR Numbered Memoranda:

- 03-200.05 Performance Based Job Coaching
- 04-300.02 Rehabilitation Teaching and Orientation & Mobility Performance Standards
- 07-100.01 District Office Itineraries and Daily Activities Report
- 09-200.01 Ticket to Work Program
- 10-100.02 Driver Services for OVR Employees
- 10-100.03 OVR Case Sharing
- 10-100.04 OVR Case Filing System
- 10-100.05 Provision of Services to OVR Employees, Relatives of OVR Employees, Individuals With Whom the Employee Has a Close Personal Relationship or other Cases Designated as Confidential Per Customer Request
- 10-200.01 Psychological Services—Qualifications, Approval, and Use of Psychological Providers and Services
- 10-300.01 Independent Living/Specialized Services Program Handbook
- 11-100.02 Competitive Bids—Procedures and Documentation
- 11-100.04 Alternate Format Policy
- 12-100.04 Clerical Procedures: OVR Base and Detailed Record, Program Referral, Intake, and Case Assignment Procedure
- 12-200.02 College and Other Post Secondary Training
- 12-200.07 CWDS User Management Manual
- 12-200.08 Performance Factors and Standards—Clerk Typist 2, Clerk Typist 3, and Fiscal Assistants
- 12-200.09 Placement Equipment Purchase Procedure Document
- 12-300.01 Referring, Training and Placing VR Customers in the Business Enterprise Program
- 13-200.02 Voter Registration
- 13-200.03 Work and Home Site Modifications
- 13-200.04 Vehicle Modifications # 1—Guidelines
- 13-200.05 F.A.R.M. (Farming and Agriculture Rehabilitation Management) Service Provision Manual for Pennsylvania Farmers
- 13-200.06 School to Work Transition
- 14-100.03 OVR Records Retention and Disposition Procedures
- 14-200.01 Financial Needs Test
- 15-100.01 Appeals, Legal Requests, and Release of Information
- 15-200.01 Audiological Services, Interpreting Services, & Assistive Technology Procedures for Customers who are Deaf, Hard of Hearing, Late Deafened and Deaf-Blind
- 16-100.01 OVR Fiscal Procedures and Documentation
- 16-100.02 Provider Agreement Policy and Procedures
- 16-100.03 Out of State Travel Approval Procedure for OVR Employees

- 16-200.01 College & Other Post-Secondary Training
- 16-200.04 Small Business Ownership as a Vocational Goal for OVR Customers
- 16-200.05 On-The-Job Training
- 17-200.02 Essential Procedures for the Vocational Rehabilitation Program
- 17-200.03 Psychological Services—Guidelines: Psychodiagnostic and Vocational Assessment
- 97-600.8 Revised Guidelines—Specific Learning Disabilities

## B. Bureau of Workers' Compensation

- Calculating 21-Day Compliance BWC Website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (“Workers’ Compensation”)
- Return-to-Work Model BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- PA Workers’ Compensation Employer Information Pamphlet, LIBC-200 (Workers’ Compensation Guidelines for Employers.) BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Employers’ Guide to Self-Insuring Workers’ Compensation, LIBC-300 BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Workers’ Compensation and the Injured Worker Pamphlet, LIBC-100 (Workers’ Compensation Guidelines for Injured Workers.) BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Workers’ Compensation and the Injured Worker Pamphlet-Spanish Edition, LIBC-100-(ESP) (Workers’ Compensation Guidelines for Spanish-speaking Injured Workers.) BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Procedures for Completing an Application for Fee Review, BWC website: (“Workers’ Compensation”) [www.dli.pa.gov](http://www.dli.pa.gov)
- 2017 Statewide Average Weekly Wage Schedule. Revised effective January 1, 2017. BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Statement of Purpose of Adoption of Usual and Customary Charge. Effective November 1, 2010. BWC website: (“Workers’ Compensation”) [www.dli.pa.gov](http://www.dli.pa.gov)
- Attention WC Providers and Insurers: Read the Bureau’s response to questions regarding ICD-10 (“Workers’ Compensation”) [www.dli.pa.gov](http://www.dli.pa.gov)
- Changes to the WC Act as made by ACT 184 (HB1846): View the Amendments (“Workers’ Compensation”) [www.dli.pa.gov](http://www.dli.pa.gov)
- Bureau Code Listings. Updated Monthly. BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Safety Committee Box Score. Updated Monthly. BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Employer’s Guide to Self-Insuring Workers’ Compensation, LIBC-300 BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Accident and Illness Prevention Service Provider Qualifications Guide

Contact: Bill Keefer, Health and Safety Division, BWC (717-772-1636)

- Hands System BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Contact: Eric Hoffman, Health and Safety Division, BWC (717-772-1917)

- State-Certified Workplace Safety Committee Brochure (LIBC-733) BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- PATHS: Pennsylvania Training for Health and Safety. BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)

- Workplace Safety Committee Technical Assistance/Certification Assistance Manual (LIBC-55) BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Contact: Eric Hoffman, Health and Safety Division, BWC (717-772-1917)

- Worker & Community Right to Know. BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Contact: Eric Hoffman, Health and Safety Division, BWC (717-772-1917)

- Workers’ Compensation Automation and Integration System (WCAIS) BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
  - WCAIS, Forms BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
  - EDI Claims Implementation Guide BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
  - WCAIS, Training Resources BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
  - WCAIS, Frequently Asked Questions BWC website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
  - Workers’ Compensation Fee Schedules BWC Website: (“Workers’ Compensation”) [www.dli.pa.gov](http://www.dli.pa.gov)
  - 2015 Medical Access Study Executive overview. Updated June 2016. BWC Website: (“Workers’ Compensation”) [www.dli.pa.gov](http://www.dli.pa.gov)
  - Employer’s Guide to Workers’ Compensation Insurance in Pennsylvania (A folder which includes: An Employer’s Overview, A Guide to Classification Codes and other workers’ compensation information of interest to employers). Updated August 2017.
- Contact: Information Services Helpline (717-772-3702)

- Workers’ Compensation and Workplace Safety Annual Report BWC Website: This information can be found on our website by clicking on the following link: <http://www.dli.pa.gov/Businesses/Compensation/WC/Pages/default.aspx>
- Frequently Asked Questions Workers’ Compensation BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Frequently Asked Questions Health Care Services Review BWC Website: (“Workers’ Compensation”) [www.dli.pa.gov](http://www.dli.pa.gov)
- Frequently Asked Questions Workplace Safety Committee Certification Program BWC Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Office of Adjudication Petition Count WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Obtaining WC Hearing Transcripts WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Medicare Policy: Evaluation and Approval of WC Lump Sum Settlements WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Accommodation Requests WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Lawyer Referral Service Information (Web guideline) WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)

## C. Workers’ Compensation Office of Adjudication

- WCOA Forms WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Employee/Dependent Statement Form. WCOA website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)
- Obtaining Unemployment Compensation Benefit Offset Information WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)

- Request a Copy of a Record, Including Decisions WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Alternative Dispute Resolution WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Alternative Dispute Resolution”)
- Links to Mediation Procedures Followed by Judges WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Alternative Dispute Resolution”)
- Alternative Dispute Resolution Pamphlet WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Alternative Dispute Resolution” and “Alternative Dispute Resolution Pamphlet”)
- Judge Information—Judge Procedures WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Judge Information”)
- Special Rules of Administrative Practice and Procedure before the Workers’ Compensation Appeal Board and Workers’ Compensation Judges WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- CIMS Claims Converting to WCAIS (effective September 2013) WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- WCOA Email Resource Accounts WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Act 109 WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Conduct Lien Searches for Child Support WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Employee/Dependent Statement Form for Child Support Information WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Changes to the WC Act as made by Act 147 WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Workers’ Compensation Annual Report and Other Publications WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Workers’ Compensation Act WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- WCOA Quick Links to Other WC-Related Sites WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Quick Links to Other PA WC Regulations WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Lawyer Referral Service Information (Web guideline) WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Workers’ Compensation Rate Schedules WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication”)
- Directions to Hearing Locations WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Directions to Hearing Locations”)
- Adjudication Process—Frequently Asked Questions WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process”)
- WCAIS Website WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process”)
- Obtaining WC Hearing Transcripts WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process” and “Obtaining WC Hearing Transcripts”)
- Medicare Policy: Evaluation and Approval of WC Lump Sum Settlements WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process” and “Medicare & WC Benefits”)
- Centers for Medicare and Medicaid Services Website WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process” and “Medicare & WC Benefits”)
- Memoranda to the Medicare Regional Offices WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process” and “Medicare & WC Benefits”)
- Workers’ Compensation Medicare Set-Aside Arrangements (WCMSAs)—Basic Information WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process” and “Medicare & WC Benefits”)
- Workers’ Compensation Medicare Set-Aside Arrangements (WCMSAs)—Approval Process WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process” and “Medicare & WC Benefits”)
- Accommodation Requests WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process” and “Accommodation”)
- Management Contact Information WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation” and “Click Here for the Office of Adjudication” and “Adjudication Process” and “Management Contact Information”)
- Office of Adjudication Petition Count WCOA Website: [www.dli.pa.gov](http://www.dli.pa.gov) (“Workers’ Compensation”)

### III. OTHER

#### A. Center for Workforce Information and Analysis

Contact: Keith Bailey (717-787-3266)

- New Hire Program forms for businesses to use to report new hires can be found at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)
- High Priority Occupations policy and petition information is available at [www.workstats.dli.pa.gov](http://www.workstats.dli.pa.gov)
- Federal contractors’ affirmative action planning workforce demographics are available at [www.workstats.dli.pa.gov](http://www.workstats.dli.pa.gov)

#### B. Bureau of Workforce Development Administration & Bureau of Workforce Partnership and Operations

Contact: Brandy Burnham (717-214-4829), Ruben Pachay (717-705-8821)

- Workforce System Policy (WSP) No. 108-01, May 5, 2017, Regional/Local Planning—Multi-Year Plans
- Workforce System Policy (WSP) No. 121-04 (Change 1), June 21, 2017, Local Workforce Delivery System-PA CareerLink® System Operator
- Workforce System Policy (WSP) No. 121-05, June 6, 2017, Local Workforce Delivery System—PA CareerLink® Certification and Continuous Improvement

- Workforce System Policy (WSP) No. 121-06, July 13, 2017, Local Workforce Delivery System-Common Identifier for Pennsylvania's One-Stop Service Delivery System Network
- Workforce System Policy (WSP) No. 184-02, October 20, 2017, Sanctions-Initial Implementation of the Workforce Innovation and Opportunity Act (WIOA)
- Workforce System Guidance (WSG) No. 01-PY2015 dated July 9, 2015, Implementation of the Workforce Innovation and Opportunity—Transition Provisions
- Workforce System Policy (WSP) No. 01-PY2015 dated September 25, 2015, Pennsylvania's Workforce System of Record
- Workforce System Policy (WSP) No. 02-PY2015 dated December 15, 2015, Local Governance Policy
- Workforce System Policy (WSP) No. 03-PY2015 dated December 22, 2015, Financial Management Policy
- Workforce System Guidance (WSG) No. 03-PY2015 dated December 23, 2015, Youth Eligibility Definitions—Initial Implementation of the Workforce Innovation and Opportunity Act
- Workforce System Guidance (WSG) No. 04-PY2015 dated December 23, 2015, Self-Certification and Telephone/Document Inspection Verification—Initial Implementation of the Workforce Innovation and Opportunity Act
- Workforce System Policy (WSP) No. 04-PY2015 dated December 23, 2015, Eligible Training Providers—Initial Implementation of the Workforce Innovation and Opportunity Act
- Workforce System Policy (WSP) No. 05-PY2015 dated December 23, 2015, Priority of Service—Initial Implementation of the Workforce Innovation and Opportunity Act
- Workforce System Guidance (WSG) No. 06-PY2015 dated April 1, 2016, Incumbent Worker Training Activities—Initial Implementation of the Workforce Innovation and Opportunity Act
- Workforce System Policy (WSP) No. 06-PY2015 dated April 7, 2016, Training Expenditure Targets and Definitions of Types of Training for Benchmarks
- Workforce System Policy (WSP) No. 07-PY2015 dated April 14, 2016, Oversight—Initial Implementation of the Workforce Innovation and Opportunity Act
- Workforce System Guidance (WSG) No. 02-PY2014, Process and Timeline for Designation of Pennsylvania's Local Workforce Development Areas—Initial Implementation of the Workforce Innovation and Opportunity Act of 2014
- Workforce Investment Information Notice (WIIN) No. 01-2005, Change 2, dated April 26, 2007, WIA Title I Training through Individual Training Accounts (ITAs) in High Priority Occupations (HPOs)
- Workforce Investment Information Notice (WIIN) No. 03-2005 dated June 20, 2006, Guidelines for the Competitive Procurement of Youth Services
- Workforce Investment Information Notice (WIIN) No. 05-2003, undated, Trade Act Petition and Certification Policies
- Workforce Investment Information Notice (WIIN) No. 12-2003, Change 1, dated January 31, 2008, Rapid Response Early Intervention and Trade Benefits Rights Interview Process All of the Workforce directives can be found on the PA Department of Labor & Industry's website: <http://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx#>.

### C. Minimum Wage Advisory Board

- Annual Analysis of the Pennsylvania Minimum Wage—2007 through present is available at [www.workstats.dli.pa.gov](http://www.workstats.dli.pa.gov).

### D. Office of Vocational Rehabilitation

- The OVR Annual Report—David DeNotaris (717-783-3784)
- WIOA Combined State Plan Update—Cindy Mundis (717-787-5518)
- Employment Services for Persons with Disabilities—Ralph Roach (717-787-3940)
- The OVR Rehabilitation Services Handbook—Ralph Roach (717-787-3940)
- OVR Transition Guide for Professionals—Cindy Mundis (717-787-5518)
- OVR—Transition From Substance Abuse to Recovery and Work (A Guide for Vocational Rehabilitation)—Randy Loss (717-787-5136)
- Your Road to Independence—David DeNotaris (717-783-3784)
- Business Services—Ralph Roach (717-787-3940)
- On-the-Job Training—Ralph Roach (717-787-3940)
- Jobs for All, Youth Employment Initiative—Ralph Roach (717-787-3940)

### E. State Workers' Insurance Fund

- Injury Hotline Reporting Sticker
- Employee Information for reporting of Work Related Injuries
- Workers' Compensation Employee Notice
- SWIF District Office Map and Directory
- Notice of Employer W/C coverage with SWIF (English & Spanish)
- SWIF Information Pamphlet
- "You as a Witness" in a Workers' Comp. Proceeding
- Benefits of Early Reporting of Injuries
- State Workers' Insurance Fund "Checklist"
- SWIF's Early Return to Work Program
- Telephonic Reporting Questionnaire
- "21 day rule" Reporting guideline letter
- SWIF Safety Policy and Program Outline
- Certified Safety Committee Addendum
- Claimant Authorization for Direct Deposit of SWIF Benefits
- Notice of subrogation lien against a third-party recovery under Section 319 of the Workers' Compensation Act
- Preferred Provider Organization (PPO) Notice
- Free Access to Statewide Preferred Provider Organization (PPO) Notice
- Return-to-Work Program Notice (It is not the same as the SWIF Early Return to Work Program previously listed. Both are still in use.)
- Memo Concerning Section 305.2 of the Workers' Compensation Act.
- Notice to SWIF Policyholders Concerning their Obligation to Comply with Bureau Regulation 121.3b
- Memo regarding access to Pennsylvania Training for Health and Safety (PATHS)
- PA Workplace Safety Committee Certification Program Online Filing Instructions

### F. Workers' Compensation Appeals Board

Contact: William Trusky (717-783-7838)

- LICB-25/26, Appeal From Judge's Findings of Fact and Conclusions of Law
- Workers' Compensation Appeal Board—Overview of Program
- Instructions for Completing the Appeal Form



- 2016 Hearing Dates
  - FAQs
  - Commissioners of the Board
- [http://www.portal.state.pa.us/portal/server.pt/community/workers%27\\_compensation\\_appeal\\_board/10314](http://www.portal.state.pa.us/portal/server.pt/community/workers%27_compensation_appeal_board/10314)

#### G. Interpreter Law, Act 172 of 2006

Contact: James Kayer (717-787-1182)

- Model Voir Dire for Qualifying a Non-Certified Sign Language Interpreter or Transliterater
- Model Voir Dire for Qualifying a Non-Certified Foreign Language Interpreter
- Suggested Oath
- *Pennsylvania Code* of Ethics and Professional Conduct for Interpreters
- Presiding Officer Checklist
- Interpreter Checklist
- Frequently Asked Questions
- Interpreter's Law Guide

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=552921&mode=2>

#### H. Office of Unemployment Compensation Benefits Policy

Contact: Lara Hege (717-772-8830)

<http://www.uc.pa.gov>

- BUR-843 Request for Confidential Information
- DUA-5 Disaster Unemployment Assistance
- UC-2 INS Instructions for Completing PA UC Tax Forms
- UC-2D Request for Employer Wage/Credit Week Information
- JG-23 JobGateway® registration flyer
- UC-23 Pennsylvania Unemployment Compensation Filing Materials Checklist
- UC-23(ESP) Pennsylvania Unemployment Compensation Filing Materials Checklist (Spanish)
- UC-24 RESEA Notice
- UC-27 UC Business Card
- UC-42(I) Paper Initial Claim Application
- UC-42(I) INS Paper Initial Claim Application instructions
- UC-42(I)(SW) Application Shared-Work Plan (Claimant)
- UC-44F(Insert) Claimant Certification of Wages
- UC-49 Request for Full-Time Weekly Wage Information
- UC-50 Benefit Exhaustion Letter
- UC-44F (Insert2) Information Regarding Financial Eligibility
- UC-199 Document Retention Notice
- UC-200 Poster Protect Your Business From Higher Taxes
- UC-301 Work Search Warning Letter
- UC-304 Record of Job Applications and Work Search Activities
- UC-304(ESP) Record of Job Applications and Work Search Activities (Spanish)
- UC-307 Work Search Review Form
- UC-309 Advertise Direct Deposit Option
- UC-310 Authorization for Direct Deposit
- UC-311 Important Information about Your UC Benefits
- UC-335(1) Invoice for 1st Party research
- UC-335(843) Invoice for 843 research
- UC-335(CA) PA Agency Invoice for 843 research
- UC-335(S1) Subpoena Invoice for 3rd Party research
- UC-335(S2) PA Agency Subpoena Invoice
- UC-335(CS-843) Cost Schedule for 843 form
- UC-335(CS-S) Cost Schedule for subpoena
- UC-360 Claim Confirmation Letter
- UC-363 Employer Letter
- UC-365C New PIN Notice
- UC-361 Notary Public Signature (identity verification)
- UC-483 Request for Subsequent Benefit Year Information
- UC-494 & Credit Week Information Request
- UC-494(A)
- UC-503 Notice of Court Ordered Withholdings
- UC-503A & Cover Letter and Notice of Court Ordered Withholdings
- UC-503V
- UC-504 SIDES E-response Application
- UC-528 Notice of Exhaustion of UC Benefits
- UC-529 Notice of Expiration of UC Benefits
- UC-600 Poster: Report UC Fraud
- UC-601 Poster: UC Fraud is a Crime
- UC-602 Cheating the System
- UC-700 UC Claims Poster (Private Employers)
- UC-700(ESP) UC Claims Poster (Spanish)
- UC-700A UC Claims Poster (State Employers)
- UC-701 UC Reduction of Benefits poster
- UC-701(ESP) UC Reduction of Benefits poster (Spanish)
- UC-723 Important Information about your Eligibility for UC (law changes)
- UC-810 TTY Biweekly Claims Questions
- UC-810(I) TTY Instructions
- UC-1084 Application Shared-Work Plan (Employer)
- UC-1084(A) Application Instructions
- UC-1088(A) Application Instructions
- UC-1089 Bi-weekly claim form (Employer)
- UC-1091 Application to modify approved Shared-Work Plan
- UC-1097 Shared-Work pamphlet
- UC-1099G Statement for Recipients of PA Unemployment Compensation Payments
- UC-1201 Important Registration Requirement
- UC-1205 Fax Cover Sheet
- UC-1208 Pennsylvania UC Benefits Address Confirmation and Power of Attorney
- UC-1290 Notice of Certification Under the Trade Act of 2002
- UC-1290A Notice of Certification Under the Trade Act of 2009
- UC-1290B Notice of Certification Under the Trade Act of 2011
- UC-1290R Notice of Certification Under Reversion 2014
- UC-1295 Trade Act Claim Confirmation
- UC-1298 Instructions for Filing Biweekly TRA Claims
- UC-1300R ATAA
- UC-1600 Recent UC Legislative Changes—Employers Charge
- UC-1609 How to Apply for UC benefits (State Employers)
- UC-1609(INS) Instructions for Commonwealth Agencies When Completing Form
- UC-1609 How to Apply for Unemployment Compensation (UC) Benefits
- UC-1609P How to Apply for UC benefits (Private Employers)
- UC-1609P(INS) Instructions for Employers When Completing Form UC-1609P How to Apply for Unemployment Compensation (UC) Benefits
- UC-1611 Notice of Monetary Eligibility—Combined Wage Claim
- UC-1804 Benefit Reduction to zero
- UCP-1 PA UC Handbook
- UCP-1(ESP) PA UC Handbook (Spanish)
- UCP-8 State Unemployment Compensation and Supplemental Unemployment Benefit Plans
- UCP-11A Trade Act of 2002 & Reversion 2014
- UCP-11A(ESP) Trade Act of 2002 (Spanish)

- UCP-11B Trade and Globalization Adjustment Assistance Act of 2009
  - UCP-11B(ESP) Trade and Globalization Adjustment Assistance Act of 2009
  - UCP-11C Trade Adjustment Assistance Extension Act of 2011
  - UCP-11C (ESP) Trade Adjustment Assistance Extension Act of 2011
  - UCP-16 UC for Reimbursable Employers
  - UCP-18 UC Appeals Information
  - UCP-18(ESP) UC Appeals Information (Spanish)
  - UCP-22 RFC for Contributory Employers
  - UCP-24 Support Withholding from UC
  - UCP-25 Employee Unemployment Compensation Withholdings
  - UCP-32 Employee or Independent Contractor?
  - UCP-36 Employers' Reference Guide to Unemployment Compensation
  - UCP-39 UC Services for Employers
  - UCP-41 UC Eligibility Issues\*UCP-41 (ESP) UC Eligibility Issues (Spanish)
  - UCP-42 (ES-2762) UC Employer Rights
  - 2013 PA Unemployment Compensation Amnesty Program/Final Report, April 2014: Make It Right
- I. Office of Unemployment Compensation Benefits—Discontinued Nonregulatory Documents**
- UCP-28 Services Provided by Pennsylvania Teleclaims
  - UCP-11 Assistance for Workers under Trade Act of 1974.
  - UCP-11(ESP) Assistance for Workers under Trade Act of 1974\* UCP-37 Your Unemployment Benefit Guide
  - UCP-37 Your Unemployment Benefit Guide (Spanish)
  - UC-1300 Federal Health coverage Tax Credit/ATAA
  - UC-1300A Federal Health Coverage Tax Credit/RTAA
  - UC-1300B Federal Health Coverage Tax Credit/RTAA
- J. Office of Unemployment Compensation Tax Services**
- PA-100 Pennsylvania Enterprise Registration Form and Instructions
  - UC-746 Records to Be Kept by Employers
  - UC-2010 UCMS File Layouts and Formats for Electronic Reporting of PA Quarterly UC Wage and Tax Data
  - UCMS <https://www.uctax/pa.gov>
  - UCP-7 The Problem of “Localized” and “Nonlocalized” Employment
  - UCP-16 UC for Reimbursable Employers
  - UCP-35 Family Employment
  - UCP-36 Employer's Reference Guide to UC
  - UCP-40 Controlling UC Costs for Contributory Employers
  - UC Issues Update Newsletter
- K. Unemployment Compensation Board of Review**
- UC-58 List of Issues
  - UC-58 TRA List of Issues
  - BD-54 Telephone Hearing Regs
  - UC-53P Assistance card
  - UC-46A Board appeal form
  - UC-46B Petition for Appeal and UC-1627 Translation notice is owned by the service center but not listed for OUCB. Website is located at: <http://www.uc.pa.gov/appeals/Pages/default.aspx>
- L. Bureau of Labor Law Compliance**
- Contact: Terry Peck, Director (717-787-3681)
- Apprenticeship and Training Act
  - Apprenticeship and Training Program Overview—forms application
  - Child Labor Act—LLC-17, Schedule of Work Hours
  - Child Labor Complaint Form—LLC-21
  - Application for Minors in Performances—LLC-12
  - Abstract of Child Labor Act—LLC-5/LLC-5(ESP)
  - Special waiver Request for entertainment in Performances—LLC-76
  - Prohibited Occupations under the Child Labor Act
  - Equal Pay Law
  - Industrial Homework Law—Industrial Homework Application/Application Renewal
  - Industrial Homework Certification
  - Medical Fee Act
  - Minimum Wage Act—Minimum wage complaint form
  - Overtime Rules in Pennsylvania
  - Wage Payment and Collection Law
  - Personnel File Inspection Act
  - Prevailing Wage Act
  - Wage Rate Submittal Form
  - Seasonal Farm Labor Act—Contractor/Agent LLC—6 Applications for Farm Labor
  - Underground Utility Line Protection Act
  - Prevailing Wage Statistics and Collections
  - Labor Standards Statistics and Collections
  - Prevailing Wage Rate Determination Search
  - Prevailing Wage Determination Request
  - Prevailing Wage Act
  - Prevailing Wage Regulations
  - Current Labor & Industry debarment list [updated]
  - Certified Payroll Certificate
  - Apprenticeship and Training Regulations
  - Prevailing Wage Complaint Form Electronic Online Version (PW) Printer Friendly (PDF Download) Spanish Version (PDF Download)
  - Labor & Industry Road Construction Interpretation
  - Check form list
  - HITS Incident Report Form
  - Employment of Minors as Ambulance Attendants
  - Definitions for 29 County Building Common Journeyperson Construction Laborers
  - Definitions for 29 County Heavy, Highway Construction Laborers [revised]
  - Definitions for 7 County Building Construction Operators
  - Definitions for 22 County Building Construction Operators
  - Definitions for 29 County Heavy Equipment Operators
  - Definitions for 29 County Highway Construction Operators
  - Definitions for 33 County Building Common Journeyperson Laborers
  - Definitions for 33 County Heavy & Highway Laborers [revised]
  - Definitions for 33 County Building Operators
  - Definitions for 33 County Heavy & Highway Operators
  - Definitions for 5 County Building Common Journeyperson Laborers
  - Definitions for 5 County Heavy & Highway Laborers [revised]
  - Definitions for 5 County Building, Heavy, Highway Operators
  - Asbestos Removal—Asbestos Worker/Laborer
  - Truck Driver (Building, Heavy, Highway)
  - Painters (Building, Heavy, Highway)
  - Mandatory Workplace Postings for Minimum Wage and Prevailing Wage.
  - Act 102 Prohibition of Excessive Overtime in Health Care Act Frequently Asked Questions
  - Act 102 Prohibition of Excessive Overtime in Health Care Act PowerPoint

- Act 102 Prohibition of Excessive Overtime in Health Care Act Complaint Form
- Act 102 Prohibition of Excessive Overtime in Health Care Act General Overview
- Regulations Governing the Employment of Minors in Performances
- Act 72 Construction Workplace Misclassification Act Workplace Poster in English and Spanish
- Act 72 Construction Workplace Misclassification Act Complaint Form in English and Spanish
- Act 72 Construction Workplace Misclassification Act Summary in English and Spanish
- Act 72 Construction Workplace Misclassification Act Copy of Law
- Solar Panel Classification Information
- Personnel File Complaint Form
- Quarterly Report (Act 72, Act 102, Wage Payment, Minimum Wage, Prevailing Wage, One-Call)
- Prohibition of Excessive Overtime in Health Care Act (PowerPoint)
- Bureau of Labor Law Compliance (Prevailing Wage Act PowerPoint)

### M. Bureau of Mediation

Contact: William D. Gross, Director (717-787-2803)

- Grievance Mediation pamphlet
- Pennsylvania Bureau of Mediation pamphlet
- Steward & Supervisor Training pamphlet
- Timed Mediation pamphlet
- Dispute Notice LIMS-102
- Pennsylvania Public Employe Relations Act (195) Notice to Bureau of Mediation LIMS-103
- Act 88 Amendment to the Public School Code of 1949 Notice to Bureau of Mediation LIMS-104
- Request for Grievance Arbitration Panel LIMS-115
- Request for Grievance Mediation LIMS-15

### N. Bureau of Occupational and Industrial Safety

Contact: Jennifer Berrier, Director, BOIS (717-783-6304)

- Technical International Building Code 2003 Advisories
- Advisory on Sections 302.1.1 and 302.2—Incidental use areas and accessory use areas. Issued March 3, 2005
- Advisory on Sections 310.1 and 310.2—Residential care facilities with 6-16 occupants. Issued April 1, 2005.
- Advisory on Section 404.8—Travel distance. Issued October 29, 2004.
- Advisory on Section 707.2—Shaft enclosure required (Exception 7). Issued March 3, 2005.
- Advisory on Section 1014.1—Exit or exit access doorways required. Issued October 29, 2004.
- Advisory on Section 1016.5—Corridor Continuity. Issued October 29, 2004.
- Advisory on Section 1019.1—Enclosures required (Exceptions 8 and 9). Issued March 3, 2005.
- Advisory on Sections 3409.3 and 3409.6 (and IEBC sections 812.5 and 506.2)—Accessibility requirements applicable to changes of group or occupancy and alterations. Issued March 3, 2005. Revised and re-issued January 8, 2007.
- Advisory “S” (Storage) versus “U” (Utility and Miscellaneous Use) classification and use. Issued June 30, 2005. Revised January 9, 2008.
- Technical International Building Code 2006 Advisories
- Advisory on Section 310.1 and 310.2—Residential care facilities with 6-16 occupants. Issued April 1, 2005. Revised January 26, 2007.
- Advisory on Section 404.8—Travel Distance. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 707.2—Shaft enclosure required (Exception 7)—Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1007.1—Accessible Means of Egress Required—Issued July 16, 2008.
- Advisory on Section 1007.6—Areas of Refuge—Issued July 16, 2008.
- Advisory on Section 1008.1.3.4—Access-controlled Egress Doors—Issued January 30, 2008.
- Advisory on Section 1015.1—Exit and exit access doorways required. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 1017.5—Corridor continuity. Issued October 29, 2004. Revised January 26, 2007.
- Advisory on Section 1020.1—Enclosures required. Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1020.1—Enclosures required (Exceptions 8 and 9). Issued March 3, 2005. Revised January 26, 2007.
- Advisory on Section 1020.1.5—Discharge identification barrier. Issued January 30, 2008.
- Advisory on Sections 3409.4 and 3409.7 (and IEBC sections 912.8 and 605.2)—Accessibility requirements applicable to changes of group or occupancy and alterations. Issued March 3, 2005. Revised January 26, 2007.
- Advisory “S” (Storage) versus “U” (Utility and Miscellaneous Use) classification and use. Issued June 30, 2005. Revised January 9, 2008.
- Uniform Construction Code Advisories
- Accessibility-Only Plan Reviews and Inspections.
- Building Code Official (BCO) Certification. Revised November 14, 2007.
- Certain Electrical Requirements with an Effective Date of 1/1/08.
- Ground Snow Loads. Revised June 28, 2007.
- Health Care Facilities Act
- Manufactured Housing
- One- and Two-Family Dwelling Fire Protection of Floors. Issued August 1, 2011.
- One- and Two-Family Dwelling Sprinkler Installation. Issued August 1, 2011.
- Recreational Cabin Exclusion
- Residential Care Facilities. Revised on July 12, 2010.
- Sprinkler System Shop Drawings
- “State-Owned Buildings”
- Temporary Structures. Revised on January 19, 2011.
- Townhouse Sprinkler Installation. Revised on August 1, 2011.
- Utility Service Connections
- Accessibility Directives
- Accessibility Requirements in Certain Townhouses
- Accessibility Requirements When Adding Non-Grade Level Floors
- Additions and Accessible Exits
- Measuring Kitchen Base Cabinets for an “Obstructed High Side Reach Range”
- Public Pools and Accessible
- Temporary Certificates of Occupancy & Accessibility
- Vending and Lottery Machine Reach Ranges
- Advisories on Elevators & Other Lifting Devices
- Building Approval Information
- Common Application Deficiencies
- Controller Change Alterations
- Emergency Permits
- Excessive Car Top Clearance
- Governors in Hoistway
- Hoistway Certifications
- Jack Replacement
- Major Repair—Equipment Number
- New Construction vs. Alterations
- UCC Requirements for Elevators Used for Construction Permit
- Variances

- VRCs
- Wheelchair and Stairchair Lifts
- Work/Equipment in Machine Rooms
- PSF-38 Pennsylvania Tier II Emergency & Hazardous Chemical Inventory
- Guidance Manual Pennsafe website: [www.dli.state.pa.us](http://www.dli.state.pa.us) (Keywords: PATTS, HSSF)
- Bedding and Upholstery/Stuffed Toys Frequently Asked Questions

## O. INDUSTRIAL BOARD

Contact: Traci Willman, Administrative Officer (717-787-6114)

- Board description.
- Appeal/Variance/Extension of Time Procedures.
- Meeting Dates.
- FAQs
- LIIB 115 Fire and Panic Act form.
- LIIB 117 Uniform Construction Code form
- LIIB 118 Elevators and Other Lifting Devices form
- LIIB 119 Request for Industrial Board Plans form
- LIIB 121 Flammable and Combustible Liquids form
- LIIB 122 Liquefied Petroleum Gas form
- LIIB 303 Boiler form
- LIIB 304 Water Heater Industrial Board Petition form
- LIIB 305 Unfired Pressure Vessel form
- LIIB 306 Bedding & Upholstery Industrial Board Petition

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### Department of MILITARY AND VETERANS AFFAIRS (DMVA)

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#### I. POLICY STATEMENTS

- Standard Operating Procedures for the State Armory Board
- Information Paper for the Operation of the Keystone Conference Center
- Housing and Keystone Conference Center Committee Charter
- Privately Owned Weapons on National Guard Facilities
- Public Affairs Airlift Policy
- Military Aircraft Flyovers
- Use of Military Equipment for Civilian Organizations
- Recreational Access to Fort Indiantown Gap
- Resident Abuse Policy and Procedures
- Handbook of Accounting Manual for State Veterans' Homes
- HIPAA Policies and Forms for State Veterans' Homes
- Standard Operating Procedure for Armory Rentals
- Policy for State-Owned Family Housing
- Policy on Maintenance and Use of Veterans' Trust Fund
- Contract Compliance Policy Statement
- Emergency Evacuation Plan
- Equal Opportunity Plan
- EEO Statement
- EEOC/PHRC Complaints
- Sexual Harassment Policy
- Disability-Related Employment Policy
- Discrimination Complaint Process
- Workforce Analysis Summary
- HIV/AIDS Policy Statement
- Incident Investigation and Reporting for Workers Compensation
- IT Policies and Procedures
- PA Worker and Community Right to Know Training Booklet
- Safety Policy
- General Safety Standards
- AIPP Employee Safety Suggestion and Compliance Program

- Smoking and Tobacco Policy—TAG Policy
- Standards of Conduct and Work Rules—TAG Policy
- Workplace Violence and Workplace Bullying Prevention Policy

#### II. INTERNAL GUIDELINES

- Adherence to Work Hours/Wear of Military Uniform
- Bomb Threat Plan—DMVA contains classified information
- Curtailment of Activities at FTIG Due to Inclement Weather
- Political Activity
- Retired Guardsmen Involvement
- Notification of VIP Visits for FTIG and DMVA Organizations
- Pennsylvania National Guard Military Regulations and Directives (PMR/PaANGR)
- Manual for Courts-Martial under PCMJ

#### III. OTHER/GUIDANCE/INSTRUCTIONAL MANUALS

- Military Family Relief Assistance Program Guidelines Personnel Manual
- Index of Administrative Publications (contains classified information) Pamphlet 310
- Military Publications Index of Blank Forms (contains classified information) Pamphlet 25-32
- Training Guidelines Manual
- Organizational and Functional Statement for the DMVA
- Patient Care Policy Manual, Veterans' Homes
- State Home Construction Grant Program
- Veterans Administration Guidelines for State Veterans' Homes
- Directory of Agencies Providing Information to Veterans
- Pennsylvania Veterans' Memorial
- Telephone Directory for Veterans Organizations

Department Contact: Office of Policy, Planning, and Legislative Affairs, Bldg. 7-36 Fort Indiantown Gap Annville, PA 17003

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#### MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION (MPOETC)

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##### Lethal Weapons (Act 235)

- Physical Examination—LWTA (SP8-200A)
- Psychological Examination—LWTA (SP8-200B)
- Police Officer Exemption Application—LWTA (SP8-200C)
- Renewal of Agent Certification—LWTA (SP 8-205)

##### MPOETC (Act 120)

- Application for Police Officer Certification Examination (SP8-300)
- Physical Examination (SP8-300C)
- Psychological Examination (SP8-300D)
- Application for Consideration of Reinstatement of Certification
- Instructor Application (SP8-301)

##### RLEIA (Act 79)

- Certified Law Enforcement Firearms Instructor Application
- Retired Officer Concealed Carry Acknowledgement Form

##### School Authorities Form

- MPOETC Policy 2012-05, Consideration for Reinstatement of Certification
- Application for Consideration of Reinstatement of Certification

All of the nonregulatory, compliance-related documents listed above are available from the Pennsylvania State Police by contacting the Department at the following address or phone number:

Pennsylvania State Police  
Bureau of Research & Development  
1800 Elmerton Avenue  
Harrisburg, PA 17110  
(717) 783-5536

Documents are also available from the State Library, Government Publication Section at 219 Forum Building, Harrisburg, PA 17120 and may be obtained through inter-library loan.

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**Pennsylvania COMMISSION ON CRIME AND DELINQUENCY (PCCD)**

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**I. Office of Criminal Justice System Improvements**

- U.S. Department of Justice, Bureau of Justice Assistance, "Byrne Formula Grant Program Guidance"
- U.S. Department of Justice, Bureau of Justice Assistance, Fact Sheets
- Minimum Operating Standards for Criminal Justice Advisory Boards (CJABs)
- 2013/14 Byrne Justice Assistance Grant—Local
- 2015/16 Byrne Justice Assistance Grant—Local
- 2012/13 Paul Coverdell Forensic Science Grants
- 2013/2014 Paul Coverdell Forensic Science Grants
- 2015/2016 Paul Coverdell Forensic Science Grants
- 2016/2017 Paul Coverdell Forensic Science Grants
- 2016/2017 JRI Innovative Policing Grants
- 2016/2017 JRI County Adult Probation and Parole System Improvement Grants
- 2016 Justice Assistance Grants (Under \$10k Grants)
- 2016 Facial Recognition and Messaging Initiative
- National Criminal History Improvement Grants (2015)
- National Criminal History Improvement Grants (2016)
- 2013 Chiefs' Council Training/Technical Assistance
- Better Automation and Sharing by Law Enforcement
- CJAB Technical Assistance (2014)
- CJAB Technical Assistance (2015)
- CJAB Technical Assistance (2016)
- CJAB Technical Assistance (2017)
- County Intermediate Punishment Programs 2014-2015
- County Intermediate Punishment Programs 2015-2016
- County Intermediate Punishment Programs 2016-2018
- County Offender Re-entry Planning Grants
- Criminal Justice Advisory Board Initiatives 2011
- PCPA Law Enforcement Accreditation Program (2016)
- PCPA Offender Identification Support (2016)
- Pretrial Drug and Alcohol Initiative (2016)
- Problem Solving Court Initiative (2016)
- Megan's Law Registration Support (2015)
- Mental Health and Justice Housing Initiative (2015)
- Mental Health and Justice Pretrial Initiative (2016)
- Peer Support within the Criminal Justice System (2016)
- PSN-Western District/Anti-Gang 2011/12
- Regional Policing 2012
- Regional Policing 2015
- RSAT 2013
- RSAT 2014
- RSAT 2015
- RSAT 2016
- Sentencing Technical Assistance and Training
- County Revocation and Resentencing Data Collection (2015)
- State Intermediate Punishment to HOPE
- FY 2014 PREA Compliance
- Vivitrol Pilot (DOC)
- John R. Justice (2014 & 2015)
- Statewide Defender Training (2014/2015)
- Substance Abuse Education (SAEDRF) Category 1
- Substance Abuse Education (SAEDRF) Category 2 & 3

- Training Initiatives-PDAI (2014/15)
- Training Initiatives-PDAI (2015/16)
- Training Initiatives-PA Defender Association of PA (2014/15)
- Training Initiatives-PA Defender Association of PA (2015/16)
- PA Chiefs of Police Association (PCPA) Training Support
- PCPA Naloxone Project

**II. Constables Education and Training Board**

- Constables' Training Bulletins and Annual Reports. (August 1994 to Present)
- Constables' Education and Training Board (CETB) instructor information produced solely for contractor schools. (Updated Nov. 2007 and adopted by the CETB as an official policy.)
- CETB / PCCD Policy on Act 233 Payments
- PA Constables' Classroom Code of Conduct. (Updated Feb. 2014)
- Constable Record Form
- Criteria for instructors as listed on constables' certification application. (Updated August 2016).
- Constable Background Check Form
- Act 49 Constable Training Grievance Form
- Basic, Continuing Education, Firearms, Optional and Transfer Enrollment Forms
- Request for Basic and Continuing Education Waiver Forms

**III. Sheriff and Deputy Sheriff Education and Training Board**

- Deputy Sheriffs' Training Bulletins and Annual Reports. (April 1990 to Present)
- Deputy Sheriffs' Education & Training Board (DSETB) Policy. (Updated May 2015)
- Code of Conduct for deputy sheriffs training, distributed by training contractor to trainees in each basic training and waiver class.
- Sheriff's office now submit new hires thru the Sheriff & Deputy Sheriff Information System (SDSIS) (formerly identified here as "Employment Forms")
- Basic Training Physical Form
- DSETB Instructor Application
- Sheriff's office now submit waiver requests thru the Sheriff & Deputy Sheriff Information System (SDSIS) (formerly identified here as "DSETB Time & Training Waiver Applications")
- DSETB Physical Training Standards

**IV. Office of Financial Management and Administration**

- PCCD Applicant's Manual and related documents on PCCD website,
- U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, Financial Guide.
- Commonwealth of Pennsylvania, Governor's Office, Management Directive 305.20, Grant Administration.
- Funding guidelines disseminated as needed by various offices.
- PCCD Policy for Addressing Complaints Regarding Inherently Religious Activities.
- Memo from the Federal Office of Management and Budget regarding ACORN.
- Revised Standard Subgrant Conditions.
- Federal Funding Accountability and Transparency Act guidance.
- Time and Effort Reporting Standards.
- Fiscal Accountability Guidelines
- PCCD Civil Rights Compliance Procedures.

- PCCD Discrimination Complaint Form.
- Grants Management Training PowerPoint
- Grants Information Frequently Asked Questions
- Time and Effort Reports Frequently Asked Questions
- PCCD Egrants User Registration Manual
- PCCD Egrants Agency Registration Request Form
- PCCD Competitive Grant Process Overview
- Clearance and Endorsement of Certain Grant Applications
- PCCD Concept Paper and Grant Application Technology Conditions
- PCCD Privacy Certificate and Confidentiality Requirements
- Grantee Audit Responsibilities
- Reporting Potential Fraud, Waste and Abuse

## V. Office of Juvenile Justice and Delinquency Prevention

Funding announcements that provide guidelines and requirements for applicants:

- Juvenile Defender Association of PA for Statewide Defender Training Project (Federal JAG Funds), March 2018
- Commonwealth Prevention Alliance for conference support (State VPP Funds), May 2017
- CCAP Data Collection Database for PACTT (State DHS Funds), August 2017
- OJJDP Substance Abuse Education and Demand Reduction Category 1 Research-Based Approaches (State SAEDR Funds), August 2016
- OJJDP Substance Abuse Education and Demand Reduction Category 1 Research-Based Approaches (State SAEDR Funds), August/September 2017
- Balanced & Restorative Justice System Enhancement Training Project (Federal JJDP Funds), August/September 2017
- PA District Attorneys Institute for Statewide Prosecutor Training Project (Federal JAG Funds), This funding announcement is no longer released by OJJDP, OCJSI is the PCCD Office responsible for the funding announcement, with input on the content and partial funding contributed by OJJDP. September/October 2017
- PA Academic and Career/Technical Training (State DHS Funds), March 2086
- Pennsylvania's Communities That Care (CTC) (Statewide Initiative (Juvenile Justice and Delinquency Prevention Funds) March 2015; Last funding announcement release was June 2015
- 2016 Violence Prevention Programs—New Programs (State VPP Funds), March 2016
- 2016 VPP Standard Programs (State VPP Funds) March 2016; should note that the announcements for New and Standard VPP Programs were merged and released as a single announcement in March 2016.
- 2017 Delinquency Prevention Programs (State DPP Funds), February 2017
- Merging Diversion and DMC Competitive Funding Announcement (Federal JJDP Funds), October 2017
- Pennsylvania Council of Juvenile Probation Officers; JJSES Training/Technical Assistance Project (Federal JJDP funds), August/September 2017
- Secure Compliance Monitoring Project (Federal JJDP Funds), August 2018
- Defender Association of Philadelphia for the DMC Youth/Law Enforcement Corporation (Federal JJDP Funds), December 2017
- 2017 SPEP Project (Tentative) at Vanderbilt University (Federal JJDP Funds), August/September 2016

## VI. Office of Victims' Services

### A. Victims Compensation

- Victims Compensation Claim Form. (Standard) (Updated 6/10)
- Victims Compensation Claim Form. (One Page) (Updated 4/13)
- Spanish Signature Page (Updated 11/06)
- Financial Assistance for Victims of Crime pamphlet (English 6/10, Spanish 02/11 and Braille)
- Compensation Resource Guide for Victim Service and Allied Professionals brochure (English and Spanish) (Updated 3/12)
- Victim Advocate Manual—rewritten 2014 and merged with Standard Operating Guidelines (Continual Updates)
- DAVE Brochure for online access of compensation claims (Updated 01/15)
- Restitution/Compensation Brochure (5/08)
- Stolen Benefit Cash Claim form (Updated 4/09)
- Vehicular Claim Addendum Form (Updated 3/07)
- Large Print VCAP Short form (Updated 4/06)
- VCAP Victim Response Surveys (Updated 2016)
- Emergency Compensation Award Application (updated 8/10)
- Protocols and Billing Procedures for Forensic Rape Examinations (Updated 10/15)
- Handout Pads (English and Spanish) and Braille (Updated 12/07)
- VCAP Posters (2015)
- Law Enforcement Fact Sheet (4/08)
- Relocation Expenses (1/16)
- Law Enforcement Victims Right Guide (11/13)
  - ENGLISH Guide, Black and White (11/13)
  - ENGLISH Extra Sheet, Black and White (11/13)
  - ENGLISH Guide, Color (11/13)
  - ENGLISH Extra Sheet, Color (11/13)
  - SPANISH Guide, Black and White (11/13)
  - SPANISH Extra Sheet, Black and White (11/13)
  - SPANISH Guide, Color (11/13)
  - SPANISH Extra Sheet, Color (11/13)
- SAVIN Poster (English/Spanish)
- SAVIN Brochure (English) (10/10)
- SAVIN Brochure (Spanish) (10/10)
- SAVIN Brochure (Bosnian) (10/10)
- SAVIN Brochure (Mandarian) (10/10)
- SAVIN Brochure (Vietnamese) (10/10)
- SAVIN Brochure (Russian) (10/10)
- SAVIN Tear-Off Pad (English/Spanish)

### B. Victims Services

- Consolidated Victim Service Program Standards, Revised 2017
- STOP Violence Against Women Competitive Funding Announcement, 2016-2018
- Rights and Services Act (RASA)/Victims of Juvenile Offenders (VOJO) Funding Announcement, 2017—2018
- VOCA Statewide Funding Announcement, 2016-2019
- VOCA Competitive Funding Announcement, 2016-2019
- VOCA Funding Guideline Amendment: Mass Violence, 2000
- VOCA Virtual Training Modules Funding Announcement
- VOCA Virtual Training Modules, 2016
- VOCA Training PA Department of Aging Funding Announcement, 2016
- PDAI Victim Witness Training Project Funding Announcement, 2017-2018
- PCAR STOP Training and Technical Assistance Funding Announcement, 2016-2018

- PCADV STOP Training and Technical Assistance Funding Announcement, 2016-2018
- PA Chiefs of Police Association VCAP Consultants Funding Announcement, 2017
- PA Chiefs of Police Association STOP Virtual Training Funding Announcement, 2017
- Substance Abuse Demand Reduction and Education Funding Announcement, 2015
- Statewide Crisis Response Initiative Funding Announcement, 2016-2018
- Sexual Assault Services Funding Announcement, 2017
- STOP Judicial Funding Announcement, 2016-2018
- PDAI-PA SAVIN Maintenance Funding Announcement, 2017
- Pennsylvania's STOP Implementation Plan, 2017-2020
- Office of Victim Services Monitoring Guidelines, 2013
- Statewide Capacity Building and Training Funding Announcement
- STOP Virtual Training Modules, 2016-2018

### VII. Office of Research Evaluation and Strategic Planning

- 2014 Accredited/Associate Child Advocacy Center
- Child Advocacy Center and MDIT Development—2014, 2015, 2016
- Child Advocacy Center Statewide Plan Development: Technical Assistance to the Commonwealth of Pennsylvania
- Endowment Act—Child Advocacy Centers (2015-2016)
- Endowment Act—Direct Victim Services Org. (2015-2016)
- Endowment Act—Programs Assisting Victims (2015-2016)
- Endowment Act—Treatment Training (2015-2016)
- Endowment Act Planning Session Results (2015-2016)
- Justice Reinvestment Initiative: Maximizing State Reforms—U.S. Department of Justice/Bureau of Justice Assistance
- Model Set of Standards for Pennsylvania's Multidisciplinary Investigative Teams
- National Children's Alliance Accreditation Guidelines for Children's Advocacy Centers
- National Children's Alliance Standards for Accredited Members
- PCCD Agency Overview
- Pennsylvania Consolidated Victim Service Program Standards
- Pennsylvania Criminal Justice Population Projections FY2015/16 to FY2019/20
- Pennsylvania Coalition Against Rape Standards
- Population Projections Software Status—Check
- 2015 Accredited/Associate Child Advocacy Center
- 2015 Child Advocacy Center and MDIT Development—2015
- Endowment Act Interactive Map (2015-2016)
- Mobile Child Advocacy Center—2015
- Mobile Forensic Interview Unit (2016)
- 2016 NCA Member Child Advocacy Centers
- 2017 NCA Member Child Advocacy Centers
- Emerging CACs and MDITs
- Annual Report Fiscal Year 2015/16
- Notice of Proposed Expenditures Letters for Endowment Act (2015-Present)
- Endowment Act Grant Applications Recommended Maps (2015-Present)
- Criminal Justice Population Projections Committee Annual Report

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## Pennsylvania HOUSING FINANCING AGENCY (PHFA)

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### I. POLICY STATEMENTS

- Rental Housing Program  
12 Pa. Code, Sections 31.11—31.25  
Contact: Holly Glauser (717.780.3876)
- Owner-Occupied Residential Housing Program  
12 Pa. Code, Sections 31.101—31.105  
Contact: Kate Newton (717.780.3891)
- Mortgage Loan Program  
12 Pa. Code, Sections 31.111—31.117  
Contact: Kate Newton (717.780.3891)
- Policy Statement on Homeowners' Emergency Mortgage Assistance Program (including Program Guidelines, Act 91 Notice (as updated 2016))  
12 Pa. Code, Section 31.201 et seq.  
Contact: Lori Toia (717.780.3945)
- HEMAP Consumer Credit Counseling Agencies on PHFA website at [www.phfa.org](http://www.phfa.org)  
Contact: Lori Toia (717.780.3945)
- Privacy Policy  
Contact: Tom Brzana (717.780.3996)

### II. GUIDANCE MANUALS

#### A. Development Division

- PHFA Multifamily Housing Application and Guidelines (contains PennHOMES, Taxable and Tax-Exempt Financing and Low Income Housing Tax Credit Guidelines)
- PHFA Preprocessing Manual for Projects with Agency Federal HOME Funds
- PHFA Preprocessing Manual for Projects with Agency Reserve Funds  
Contact: Lisa Lutz (717.780.3876)

#### B. Technical Services Division

- Architectural Submission Guide
- PHFA Preconstruction Meeting Guide
- General Payout Procedures for Mortgagors & Contractors  
Contact: Kristy Provost (717.780.1846)

#### C. Housing Management Division

- PHFA Property Operations Manual
- PHFA Section 8 Non-Performance Based Property Operations Manual
- PHFA Low-Income Housing Tax Credit Compliance Manual  
Contact: Barbara Huntsinger (717.780.3818)
- PHFA Financial Reporting Manual for Agency Financed Properties and Tax Credit Only Properties (No Agency Financing)  
Contact: Kathy Hughes (717.780.3819)

#### D. Housing Services Department

- Senior Supportive Services Program Manual with PennHOMES/Low Income Tax Credit Requirements
- Supportive Services Program Manual with Section 8 Requirements
- Family Supportive Services Program Manual with PennHOMES/Low Income Tax Credit Requirements
- Family Supportive Services Program Manual with Philadelphia Family Resource Center Initiative Requirements
- Family Supportive Services Program Manual with Philadelphia Escrow/Waiver Requirements
- Quick Connections (supportive services newsletter)  
Contact: Melissa Reifsnnyder (717.780.4353)

**E. Single Family Housing Division**

- PHFA Seller's Guide  
Contact: Kate Newton (717.780.3891)
- Renovate & Repair Program Guidelines  
Contact: Roberta Schwalm (717.780.3838)
- Pennvest Homeowner Septic Loan Program Guidelines  
Contact: Roberta Schwalm (717.780.3838)

**III. INTERNAL GUIDELINES**

- PHFA Board Agenda, Minutes and Resolutions
- Bylaws of the Pennsylvania Housing Finance Agency
- PHFA Right to Know Act Policy
- PHFA Investment Policy
- PHFA Interest Rate Swap Guidelines  
Contact: Carrie Barnes (717.780.3911)
- PHFA Employee Manual  
Contact: Susan Delgado (717.780.3882)
- PHFA Fraud Detection, Prevention, Escalation and Resolution Policy
- PHFA Quality Assurance Plan for Residential Mortgage Loan Programs
- PHFA Secondary Market Interest Rate Risk Management and Hedging Policy  
Contact: Kate Newton (717-780-3891)

**V. OTHER**

- Anti-Predatory Lending
- Anti-Predatory Lending and Foreclosure Prevention Presentation—CD-Rom
- Anti-Predatory Lending and Foreclosure Prevention—Trainer's Guide  
Contact: Terri Redmond (717.780.3835)
- PHFA Annual Report
- Pennsylvania Housing Studies (available only on website at [www.phfa.org](http://www.phfa.org))
- Employer Assisted Housing (EAH) Initiative
- PHFA Homebuyer Workbook
- Do-Able Renewable Home (Accessibility Workbook)  
Contact: Chris Anderson (717.780.3815)
- Financial Reporting Information  
Contact either Joseph Knopic (717.780.3826) or Heather Shull (717.780.3886)

**A. PHFA Brochures**

- Programs for Homebuyers
- Housing Counseling and Education
- Don't Get Hooked by Predatory Lending
- Foreclosure Prevention
- PAHousingSearch.com
- Mortgage Tax Credits
- PENNVEST Homeowner Septic Program
- Why Should I Choose a PHFA Mortgage
- Renovate & Repair Loan Program (R&R) (available only in the website at [www.phfa.org](http://www.phfa.org))
- Multifamily Development and Rental Housing
- Help with Housing (general PHFA brochure)
- Employer Assisted Housing (EAH) Initiative  
Contact: Chris Anderson (717.780.3815)

**B. PHFA Program Notices**

- PHARE Plan & RFP  
Contact: Melissa Raffensperger (717.780.3947)
- National Housing Trust Fund Program  
Contact: Holly Glauser (717.780.3994)
- Manufactured Home Community Rights Act Notice  
Contact: Legal Department (717.780.3846)

- HEMAP-Revised Act 91/6 Program Notice (and alternative language notices)  
Contact: Lori Toia (717.780.3945)

**C. Programs for Home Buyers**

- HFA Preferred<sup>TM</sup> and HFA Preferred Risk Sharing<sup>TM</sup>
- Keystone Home Loan
- Keystone Government Loan
- Keystone Advantage Assistance Loan
- HOMEstead Assistance Loan
- Access Modification and Access Assistance Loans
- Mortgage Credit Certificate  
Contact: Kate Newton (717.780.3891)

**D. Programs for Home Owners**

- Mortgage Refinancing  
Contact: Kate Newton (717.780.3891)
- Renovate and Repair Program
- PENNVEST Homeowner Septic Program
- Homeowners Energy Efficiency Loan Program  
Contact: Roberta Schwalm (717.780.3838)
- Homeowner's Emergency Mortgage Assistance Program (HEMAP)  
Contact: Lori Toia (717.780.3945)

Additional information on these programs and other resources is available on PHFA's website ([www.phfa.org](http://www.phfa.org)) from time to time (including funding notices, Requests for Proposals, and news and public notices)

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**Pennsylvania MUNICIPAL RETIREMENT SYSTEM  
(PMRS)**

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**I. POLICY STATEMENTS**

- Actuarial Tables
- Allocation of Excess Interest to Municipal Account, Member's Accounts, and Retired
- Business and Educational Travel Policy
- Calculation of Withdrawing Plan's Portion of Retired Member's Reserve
- Contractor Insurance
- Contract & Purchasing Procedures
- Date of Birth Proof
- Designating Signatories
- Disability Reserve Funding
- DROP—Deferred Retirement Option Program
- Excess Interest Process
- Indemnification Policy
- Investment Guidelines
- Member Contribution Receipts
- Overpayment Policy
- Permanent Employee
- Plan Withdrawal Procedures
- Portability: Individual Member
- Portability: Plan Spin-offs
- Proxy Voting Guidelines
- Refund-Plan Withdrawal
- Return to Work Policy Statement
- Right To Know Policy  
Contact: Steve Vaughn (717) 787-2065

**II. GUIDANCE MANUALS**

- PMRS Notes & News
- PMRS Pamphlets:
  - Plan Benefit Summary (individualized for each municipality)
  - Evaluating Your Pension Plan
  - Pennsylvania Municipal Retirement System
- Individual Municipality Plan Benefit Agreements



- PMRS Website: [www.pMrs.state.pa.us](http://www.pMrs.state.pa.us)  
Contact: Steve Vaughn (717) 787-2065

### III. DECISIONS

- PMRS Board of Trustees Adjudications Topics:
    - Death Benefit
    - Disability
    - Membership Eligibility
    - Miscellaneous
    - Payment of Interest
    - Pension Benefit
    - Pension Forfeiture
    - Purchase of Service
    - Retirement-Covered Compensation
- Contact: Steve Vaughn (717) 787-2065

### IV. INTERNAL GUIDELINES

- Actuarial Reports (Annual Evaluation and 5 year Experience Study Report)
  - Actuarial Tables
  - Comprehensive Annual Financial Report
  - Investment Consultant Quarterly Reports
  - PMRS Board Minutes and Resolutions
  - Sample Domestic Relations Order and Instruction Memo
  - Template Pension Plan Contract for Police, Municipal and Firefighter
- Contact: Steve Vaughn (717) 787-2065

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## Pennsylvania STATE POLICE (PSP)

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### GUIDANCE MANUALS, BROCHURES, FORMS AND OTHER MATERIALS

#### A. Bureau of Criminal Investigation

- Terrorism Tip Line Card
- Storage Facility Terrorism Indicator Card

#### B. Bureau of Human Resources & Bureau of Liquor Control Enforcement

- Liquor Enforcement Officer Trainee Brochure (SP5-348)

#### C. Bureau of Liquor Control Enforcement

- Bureau of Liquor Control Enforcement Brochure (SP2-304)

#### D. Bureau of Patrol

- Emergency Vehicle Designation (SP6-115)
- Child Safety Seat Identification Decal (SP6-153)

#### E. Bureau of Professional Responsibility

- Complaint Verification Form (SP1-108)

#### F. Bureau of Records and Identification

- Information for Pennsylvania Firearms Purchasers and Basic Firearm Safety (SP4-135) Application/Record of Sale (SP4-113)
- Request for Criminal Record Check (SP4-164)
- Right-to-Know Law Request (SP3-226)
- Notice of Crash Investigation and Application to Obtain Copy of Police Crash Report (SP 7-0015)
- Pennsylvania Instant Check System Challenge (SP4-197)

#### G. Bureau of Research and Development

- Pennsylvania Annual Police Pursuit Report (1998-2015)  
<http://www.paucrs.pa.gov/ucr/reporting/pursuit/annual/annualpursuitui.asp>
- Crime in Pennsylvania: Uniform Crime Executive Summary (1999-2015)  
<http://www.paucrs.pa.gov/UCR/Reporting/Annual/AnnualSumArrestUI.asp>

### H. Bureau of Training and Education

- Youngster Protect Yourself from Attacks and Accidents (SP5-330)
- Home Burglary Prevention Guide (SP5-331)
- Scams & Crimes of Fraud (SP5-332)
- Understanding Crime Prevention (SP5-334)
- Accessing Your Pennsylvania State Police (SP5-335)
- Protect Your Child (SP5-336)
- Preventing Child Abduction and Child Runaway (SP5-337)
- Drugs Aren't Part of Anyone's Future (SP5-342)
- Child Identification Kit (SP5-350)
- Pennsylvania State Police—Wanted You (SP 5-359)

### I. Equal Employment Opportunity Office

- Pennsylvania State Police 2016 Equal Employment Opportunity
- Sexual Harassment, Sexual Misconduct Policy and Complaint Procedures Pamphlet (SP5-355)
- Sexual Harassment, Sexual Misconduct Policy and Complaint Procedures Pamphlet-Spanish version (SP 5-355S)

All of the nonregulatory, compliance-related documents listed above are available from the Pennsylvania State Police by contacting the Department at the following address or phone number:

Pennsylvania State Police  
Bureau of Research & Development  
1800 Elmerton Avenue  
Harrisburg, PA 17110  
(717) 783-5536

Documents are also available from the State Library, Government Publication Section at 219 Forum Building, Harrisburg, PA 17120 and may be obtained through inter-library loan.

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## PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM (PSERS)

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### I. GUIDANCE MANUALS

- PSERS Active Member Handbook (Current Ed. 09/2012)
- PSERS Retired Member Handbook (Current Ed. 3/2014)
- PSERS Pamphlets:
  - Let's Talk About: Taxes on Your Retirement Benefits (07/2017)
  - Let's Talk About: Disability Retirement Benefits (06/2016)
  - Let's Talk About: PSERS Death Benefits (2/2016)
- Information for New School Employees (01/2015)
- PSERS Return to Service Guidelines and Clarifications (03/2017)
- PSERS Divorce Guidelines (09/2012)
- PSERS Active Member Newsletter (Vol. 1, 2, 3)
- PSERS Retired Member Newsletter (Vol. 1, 2, 3)
- The Employer Bulletin (Bimonthly)
- PSERS Employer Reference Manual
- Online Estimate Calculator Retirement Planning at your Fingertips (06/2017)

Contact: Evelyn Williams (717) 720-4734

### II. DECISIONS

- PSERS Board of Trustees Adjudications Topics:
  - Beneficiary Change
  - Change Employment Status
  - Change of Option
  - Change Retirement Date
  - Class TD and TF Election

Cost of Living Increase  
 Credited Years of Service  
 Death Benefit  
 Disability  
 Divorce  
 Effective Date of Retirement  
 Emergency Return To Service  
 Final Average Salary  
 Frozen Present Value  
 Forced Maternity Leave  
 Full-Year Service  
 Health Care Premium Assistance  
 Mandatory Membership  
 Membership Eligibility  
 Military Service (purchase of)  
 Multiple Service Credit  
 Non Qualifying Part-Time Service  
 Overpayment  
 Payment of Interest  
 Pension Forfeiture  
 Purchase of Service  
 Recalculation of Benefit  
 Reinstatement  
 Retirement-Covered Compensation  
 Return To Public School Service  
 Service Adjustment  
 Tax Collector  
 Miscellaneous

Contact: Evelyn Williams (717) 720-4734

### III. INTERNAL POLICY STATEMENTS and GUIDELINES

- PSERS Board Automation Policy
- PSERS Bylaws
- PSERS Election Procedures and Guidelines
- PSERS Board Ethics Policy
- PSERS Public Market Emerging Investment Manager Program Policy
- PSERS External Board Appointment and Attendance Policy
- PSERS Domestic Proxy Voting Guidelines
- PSERS International Proxy Voting Guidelines
- PSERS Investment Policy Statement, Objectives & Guidelines
- PSERS Public Information Policy
- PSERS Securities Litigation Policy
- PSERS Education Policy
- PSERS Oral Argument Policy

Contact: Evelyn Williams (717) 720-4734

### IV. OTHER

- PSERS Website: [www.psers.pa.gov](http://www.psers.pa.gov)
- PSERS Comprehensive Annual Financial Report (Includes Mission Statement)
- PSERS Summary Annual Financial Report
- PSERS Board Minutes and Resolutions
- PSERS Asset Allocation Plan
- Annual Actuarial Valuation Report
- Actuarial Experience Study Report (5 year intervals)
- Quarterly Financial Statements
- PSERS Budget Hearing materials
- PSERS Budget Report Highlights
- PSERS SEC Form 13F filing
- PSERS Asset Listing (Fiscal Year End)
- Actuarial Tables and Computational Procedures, *Pa. Bulletin*, Vol. 43, No. 18, pp. 2415—2548, May 4, 2013
- Pennsylvania School Retiree Health Care Coverage Website: [www.hopbenefits.com](http://www.hopbenefits.com)
- Health Options Program
- Premium Assistance Program

Contact: Evelyn Williams (717) 720-4734

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### Department of REVENUE (DOR)

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08/03/17

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**PLEASE ORDER FROM SPECIFIED BUREAU.  
 THERE IS NO CHARGE UNLESS NOTED.**

### BUREAU OF ADMINISTRATIVE SERVICES, TAX FORMS SERVICE UNIT,

1854 Brookwood Street, Harrisburg, PA 17104-2244  
 OR TELEPHONE: 1-800-362-2050 (Toll-free number),  
 or FAX requests to (717) 346-1958

- DEX-93 Personal Income Tax Fax Cover Sheet (available via internet only)
- PA-100 PA Enterprise Registration Forms and Instructions Booklet
- PA-40 IN Personal Income Tax Instruction Book—Resident/Nonresident/Part-Year Resident (order by year needed)
- PA-40 Personal Income Tax Return
  - PA-40 Schedule A Interest Income
  - PA-40 Schedule B Dividend Income
  - PA-40 Schedule C Profit or Loss from Business or Profession (Sole Proprietorship)
  - PA-40 Schedule D Sale, Exchange or Disposition of Property
  - PA-40 Schedule E Rents and Royalty Income (Loss)
  - PA-40 Schedule J Income from Estates or Trusts
  - PA-40 Schedule T Gambling and Lottery Winnings
  - PA-40 Schedule O Other Deductions
  - PA-40 Schedule P Refund Donations to Pennsylvania 529 College Savings Program Accounts
  - PA-40 Schedule SP Special Tax Forgiveness
  - PA-40 Schedule UE Allowable Employee Business Expenses
  - PA-40 Schedule W-2S Wage Statement Summary
  - PA-40 W-2RW PA W-2 Reconciliation Worksheet (available via internet only)
- PA-40 Schedule F Farm Income and Expenses
- PA-40 Schedule G-L Calculation of Credit for Taxes Paid to Other States or Countries (Long Form)
- PA-40 Schedule NRH Instructions for Apportioning Income by Nonresident Individuals
- PA-40 Schedule OC Other Credits
- PA-40 Schedule W Employment Incentive Payments Credit
- Schedule PA-40X Amended PA Personal Income Tax Schedule
- Schedule 19 Sale of a Principal Residence
- PA-40NR Personal Income Tax Instruction Book/Nonresidents (1995 & prior-order by year needed)
- PA-40T Personal Income Tax TeleFile Book (1998-2000-order by year needed-includes EZ single)
- PA-40 PA-V—Payment Voucher (available via internet only)
- PA-41 PA Fiduciary Income Tax Return
- PA-41 Instructions (detailed instructions available via internet only after 2003)
- PA-41 Schedule OI Other-Information Instructions
- PA-41 Schedule A Interest Income and Gambling and Lottery Winnings
- PA-41 Schedule B Dividend and Capital Gains Distributions Income
- PA-41 Schedule D Sale, Exchange or Disposition of Property
- PA-41 Schedule DD Distribution Deductions
- PA-41 Schedule J Income from Estates or Trusts
- PA-41 Schedule N PA Source Income and Nonresident Tax Withheld

- PA-41 Schedule RK-1 Resident Schedule of Shareholder/Partner/Beneficiary Pass Through Income, Loss and Credits
- PA-41 Schedule NRK-1 Nonresident Schedule of Shareholder/Partner/Beneficiary Pass Through Income, Loss and Credits
- PA-41 PA-V Payment Voucher (available via internet only)
- Schedule PA-41X Amended PA Fiduciary Income Tax Schedule
- PA-20S/PA-65 Partnership/PA S Corporation Information Return—(Available only through internet after 2008)
- PA-65I Partnership/S Corp Information Book (order by year needed) (Available only through internet after 2008)
- PA971 Innocent Spouse Relief
- PA-1000 Property Tax/Rent Rebate Instruction Book (order by year needed)
- PA-1000 Property Tax or Rent Rebate Claim
- PA-1000 A Deceased Claimant and/or Multiple Home Prorations
- PA-1000 B/D/E Widow or Widower/Public Assistance/Business Use Prorations
- PA-1000 F/G Multiple Owner or Lessor Prorations/Income Annualization
- PA-1000 RC PA Rent Certificate and Rental Occupancy Affidavit
- PA-1000 PS Physicians Statement of Permanent and Total Disability
- PA8379 Injured Spouse Claim & Allocation
- PA8857 Request for Innocent Spouse Relief
- PA-8453 Pennsylvania Individual Income Tax Declaration for Electronic Filing
- PA-8453F Pennsylvania Fiduciary Income Tax Declaration for Electronic Filing
- PA-8879 Pennsylvania *e-file* Signature Authorization
- PA-8879F Pennsylvania Fiduciary *e-file* Signature Authorization
- PA12507 Innocent Spouse Statement
- PA12508 Non-requesting Spouse Information
- PA12510 Innocent Spouse Information Request
- PA20S-I S Corporation Tax Instruction Book (order by year needed—prior to 1997—was part of REV1200 book—beginning year 2002 will be part of PA65I book) (Available only through internet after 2008)
- PA-40ESR(I) Declaration of Estimated or Estimated Withholding Income
- PA-40ESR(F/C) Declaration of Estimated or Estimated Withholding Income Tax for Fiduciary & Partnerships
- PA-1 Use Tax Return
- RCT-101D Declaration of de minimis PA Activity
- REV-23 Board of Appeals Practices and Procedures Brochure
- REV-39 Sales and Use Tax Appeal Schedule
- REV-65 Board of Appeals Petition Form
- REV-181 Application for Tax Clearance
- REV-183 Realty Transfer Tax Statement of Value
- REV-221 Sales & Use Tax Rate Chart
- REV-238 Out of Existence/Withdrawal Affidavit/Corp Tax
- REV-251 Tax Bulletin 53B and 53F Instructions Foreign Corp Clearance Cert./Withdrawal
- REV-252 Tax Bulletin 53C and 53E Security Clearance Cert./Domestic Out of Existence
- REV-253 Tax Bulletin 53D Instructions for Filing Corp Tax Reports
- REV-260 Petition for Refund Bd. of Finance and Revenue
- REV-276 Application for Extension of Time to File (PIT)
- REV-330 Electronic Funds Transfer (EFT) Program
- REV-331A Authorization for Electronic Funds Transfer Agreement
- REV-346 Estate Information Sheet
- REV-413I Instructions for Estimated Tax/PIT (Individuals)
- REV-413F Instructions for Estimated Tax/PIT (Fiduciaries)
- REV-413P/S Instructions for Estimated Tax/PIT (Partnership/Shareholders) (Available only through internet after 2008)
- REV-414I Worksheet for Estimated Tax/PIT (Individuals)
- REV-414F Worksheet for Estimated Tax/PIT (Fiduciaries)
- REV-414P/S Worksheet for Estimated Tax/PIT (Partnership/Shareholders) (Available only through internet after 2008)
- REV-419 Employee's Nonwithholding Application Certificate
- REV-443 IFTA Compliance Manual (available via internet only)
- REV-459 Individuals, Estates, Trusts, Partnerships, Limited Liability Companies, Associations, S Corporations—Address and SSN or EIN Change or Correction Form
- REV-459B Consent to Transfer, Adjust or Correct PA Estimated Personal Income Tax Account
- REV-467 Authorization for Release of Tax Records
- REV-489 Article XI Safe Deposit Box
- REV-527 Taxpayer Rights Advocate
- REV-554 Disclosure Statement/Taxpayer Rights Advocate
- REV-556 Taxpayer Request for Assistance
- REV-573 Property Tax/Rent Rebate Brochure
- REV-588 Starting a Business in PA (A Beginner's Guide)
- REV-670 Instructions for Completing Liquid Fuels & Fuel Tax Bond
- REV-677 Power of Attorney and Declaration of Representative
- REV-717 Retailers' Information Guide
- REV-1809 Consumer Tobacco Products Use/Excise Tax Return for Tobacco Products Purchased on or after October 1, 2016
- REV-793 Consumer Cigarette Use/Excise Tax Return for Cigarettes and/or Little Cigars purchased on or after November 1, 2009
- REV-819 Sales Tax Due Date Reminder Card
- REV-853R Corp Tax Annual Payment/Extension Replacement Coupon
- REV-854R Corp Tax Filing Period/EIN/Address Change Form Replacement Coupon
- REV-857R Corp Tax Estimated Payment Replacement Coupon
- REV-860 Schedule L, M, N, C-5 and OA
- REV-861 Schedule DA Disposition of Assets
- REV-915 PA Small Games of Chance/Game Approval Form
- REV-934 Schedule of Non-Business Income
- REV-956 Institution of Purely Public Charity Renewal Affidavit
- REV-976 Election by a Federal Sub-Chapter S Corporation to be a PA C Corporation
- REV-1026 Information on Motor Carriers Road Tax and IFTA
- REV-1026A Information on Motor Carriers Road Tax-PA Only
- REV-1076 Tax Bulletin 53A Instructions for Securing Bulk Sales Certificate

- REV-1176 e-TIDES Administrative Access Change Request
- REV-1200 CT-1 Corporation Tax Instruction Book (order by year needed)
- REV-1220 Certificate of Exemption for Sales & Use Tax
- REV-1500 Instructions for form REV-1500 PA Inheritance Tax Resident Decedent
- REV-1601 Tax Credit Certification Request Form (Pennsylvania Employment Incentive Payment Program)
- REV-1611 Notice of Interest Rate and Calculation Changes
- REV-1630 Underpayment of Estimated Tax by Individuals
- REV-1630A Underpayment of Estimated Tax by Individual Farmers
- REV-1630F Underpayment of Estimated Tax by Fiduciaries
- REV-1643 Listing of Tax Exempt PIT Obligations
- REV-1689 Computation of Installment Sale Income
- REV-1705 Tax Account Information Change/Correction Form
- REV-1706 Business/Account Cancellation Form
- REV-1716 Employer Withholding Period Ending Due Dates
- REV-1729 Tax Information for Farmers Booklet
- REV-1736 Instruction Book/Inheritance Tax Nonresident
- REV-1737 Nonresident Inheritance Tax Return
- REV-1742 PIT Pamphlet No. 3, Gain or Loss on Property Acquired prior to June 1, 1971/Sch. D-71
- REV-1799A Time Limitations on the Filing of Appeal

#### REGULATIONS/PRONOUNCEMENTS

All regulations and revenue pronouncements issued by the Department of Revenue are published in Title 61 of the *Pennsylvania Code*. The Department does not print these documents. If you need to review a regulation or revenue pronouncement, please consult Title 61 of the *Pennsylvania Code* ([www.pacode.com](http://www.pacode.com)).

#### BUREAU OF CRIMINAL TAX INVESTIGATIONS, 5TH FL., STRAWBERRY SQ., HARRISBURG, PA 17128, TELEPHONE (717) 783-9685

- DCI-2 Cigarette Tax for Law Enforcement Pamphlet

#### BUREAU OF RESEARCH, PO BOX 281100, HARRISBURG, PA 17128-1100, TELEPHONE (717) 787-6300

- DOP3 Tax Compendium
- DOP4 Personal Income Tax Statistics
- DOP7 Statistical Supplemental to Tax Compendium
- DOP9 Statistical Report-Capital Stock/Franchise Tax/CNI Tax
- DOP12 Estimate Documentation

#### BUREAU OF INDIVIDUAL TAXES, PO BOX 280600, HARRISBURG, PA 17128-0600, TELEPHONE (717) 787-8346

- PA1436 Electronic Filing Test Package

#### THE PA LOTTERY, 1200 FULLING MILL ROAD, SUITE ONE, MIDDLETOWN, PA 17057, TELEPHONE (717) 702-8008 (\*Or from Lottery Retailer Outlets)

- \*All-Game Guide Brochure
- Compulsive Gambling Brochure
- Benefits and Rights for Older Pennsylvanians Booklet
- \*RSL-3 Lottery Retailer License Application
- \*RSL-209 Standard Claim Form
- \*RSL-355 Beneficiary Statement

- \*RSL-400 Lottery Fund Benefits Programs Brochure Comparative Statement of Income and Expenditures

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#### Department of STATE (DOS)

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#### I. POLICY STATEMENTS

##### A. Secretary of the Commonwealth

- Use of Public Areas Outside the Capitol Complex, 49 Pa. Code §§ 61.1—61.3
  - Returned Check Fee, 49 Pa. Code § 63.1
- Contact: Kim Mattis (717) 772-5193

##### B. State Athletic Commission

- Athlete Agents, 58 Pa. Code §§ 41.1—41.3
- Contact: Gregory Sirb (717) 787-5720

##### C. Bureau of Commissions, Elections and Legislation

- Lesser Offenses Incompatible with the Duties of a Notary Public, 4 Pa. Code § 165.1
- Contact: Martha Brown (717) 783-0736

##### D. Bureau of Professional and Occupational Affairs

###### 1. Commissioner of Professional and Occupational Affairs

- Schedule of Civil Penalties—Pharmacists and Pharmacies, 49 Pa. Code § 43b.7a
  - Schedule of Civil Penalties—Certified Real Estate Appraisers, 49 Pa. Code § 43b.15
  - Schedule of Civil Penalties—Nursing Home Administrators, 49 Pa. Code § 43b.17
  - Schedule of Civil Penalties—Occupational Therapists and Occupational Therapy Assistants, 49 Pa. Code § 43b.19
  - Schedule of Civil Penalties—Physicians and Other Board Regulated Practitioners, 49 Pa. Code § 43b.20
- Contact: Cynthia Montgomery (717) 783-7200

###### 2. State Board of Chiropractic

- Patient Records, 49 Pa. Code § 5.51a
- Contact: Elizabeth Wecker (717) 783-4860

###### 3. State Board of Dentistry

- Use and Replacement of Dental Amalgams, 49 Pa. Code § 33.213
  - Disclosure of Financial or Ownership Interest, 49 Pa. Code § 33.214
  - Use of Lasers in the Dental Office, 49 Pa. Code § 33.215
  - Requirement of Anesthesia Permit for Nonparenteral Premedication of Dental Patients, 49 Pa. Code § 33.344
- Contact: Lisa Burns (717) 783-7162

###### 4. State Board of Funeral Directors

- Funeral Supervisors and Funeral Directors on Active Duty, 49 Pa. Code § 13.251
  - Profession of Funeral Directing, 49 Pa. Code § 13.252
  - Inspections, 49 Pa. Code § 13.253
- Contact: Heidi Weirich (717) 783-3397

###### 5. State Board of Medicine

- Expert Witnesses, 49 Pa. Code § 16.52a
  - Disciplinary Guidelines for Use of Anabolic Steroids, 49 Pa. Code § 16.97
- Contact: Suzanne Zerbe (717) 783-1400

###### 6. State Board of Nursing

- Scope of Practice Interpretations, 49 Pa. Code § 21.401
- General Functions of Registered Nurses, 49 Pa. Code § 21.411

- Venipuncture, Intravenous Fluids, Resuscitation and Respiration, 49 Pa. Code § 21.412
- Administration of Drugs, 49 Pa. Code § 21.413
- Functions of Licensed Practical Nurses, 49 Pa. Code § 21.414

Contact: Cindy Miller (717) 783-7142

#### **7. State Board of Examiners of Nursing Home Administrators**

- Temporary Permits, 49 Pa. Code § 39.17
- Subordinate Supervision, 49 Pa. Code § 39.18

Contact: Chris Stuckey (717) 783-7155

#### **8. State Board of Optometry**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 23.101

Contact: Elizabeth Wecker (717) 783-4860

#### **9. State Board of Osteopathic Medicine**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 25.291

Contact: Aaron Hollinger (717) 783-4858

#### **10. State Board of Pharmacy**

- Radiopharmaceutical Prescriptions, 49 Pa. Code § 27.101
- Return to Stock of Undelivered Medication, 49 Pa. Code § 27.102
- Matters of Conscience, 49 Pa. Code § 27.103

Contact: Melanie Zimmerman (717) 783-7156

#### **11. State Board of Physical Therapy**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 40.54

Contact: Michelle Roberts (717) 783-7134

#### **12. State Board of Psychology**

- Qualified Members of Other Recognized Professions, 49 Pa. Code § 41.7
- Department of Health Licensing of Substance Abuse Services Provided by Psychology Practices, 49 Pa. Code § 41.8

Contact: Chris Stuckey (717) 783-7155

#### **13. State Board of Social Workers, Marriage and Family Therapists and Professional Counselors**

- Department of Health Licensing of Substance Abuse Services Provided by Professional Counseling Practices, 49 Pa. Code § 49.17

Contact: Sandra Matter (717) 783-1389

#### **14. State Board of Examiners in Speech-Language Pathology and Audiology**

- Disclosure of Financial or Ownership Interest, 49 Pa. Code § 45.3

Contact: Sandra Matter (717) 783-1389

### **II. GUIDANCE MATERIALS**

#### **A. Department of State**

- Right-to-Know Law Policy (revised 8/1/2016)

Contact: Rebecca Fuhrman (717) 783-3585

#### **B. Bureau of Corporations and Charitable Organizations**

- Registration Packets for Charitable Organizations, Professional Solicitors and Professional Fundraising Councils

Contact: Ryan Anderson (717) 783-1720

- A Guide to Business Registration in Pennsylvania

Contact: Barbara Kennedy (717) 783-9210

#### **C. Bureau of Professional and Occupational Affairs**

- Policy Statement Interpreting the term “Infectious, Communicable or Contagious Disease”
- Special Notice to All Health-related Licensees and Funeral Directors
- Approved Act 31 of 2014 Child Abuse Recognition and Reporting Continuing Education Providers
- Act 31 of 2014—How to become an approved CE provider
- Department of Human Services Child Abuse Recognition and Reporting Approved Course Provider Listing
- Act 31 of 2014—Exemption Request Form
- Act 31 of 2014—Frequently Asked Questions
- Act 31 of 2014—Items Required for Course Approval
- Act 31 of 2014—BPOA Child Abuse Training Providers Process
- Act 31 of 2014—Child Abuse CE Import File Layout
- Health Care Practitioner Photo Identification Badge Requirement
- State Tax Compliance Notice
- Letter to Veteran’s Administration Hospitals Regarding License Verifications
- Special Notice Regarding Home Health Care Services Ordered by Out-of-State Physicians
- Act 125 of 2016—Consent to Prescribe Opioid Medications to a Minor
- Act 135 of 2016—Business Fee Exemption for Veteran-Owned and Reservist-Owned Small Business
- Pennsylvania Prescription Drug Monitoring Program
- Pennsylvania Guidelines: Opioids to Treat Chronic Non-cancer Pain
- Pennsylvania Guidelines: Emergency Department Pain Treatment
- Pennsylvania Guidelines: Obstetrics & Gynecology Pain Treatment
- Pennsylvania Guidelines: Geriatric Pain Treatment
- Pennsylvania Guidelines: Opioids in Dental Practice
- Pennsylvania Guidelines: Opioid Dispensing
- Pennsylvania Guidelines: Medications in the Treatment of Pregnant Patients with Opioid Use Disorder
- Pennsylvania Guidelines: Safe Prescribing of Benzodiazepines for Acute Treatment of Anxiety and Insomnia
- Pennsylvania Guidelines: Safe Prescribing of Opioids in Orthopedics and Sports Medicine

Contact: Cynthia Montgomery (717) 783-7200

#### **1. State Board of Accountancy**

- Special Notice Regarding CPE Changes
- Special Notice—CPE Certification and the 150 Semester Credit Education Requirement
- Peer Review General Information
- Summary of Amendments to the CPA Law—Act 73 of 2008
- State Tax Law Compliance
- Approved CPE Program Sponsor Roster
- June 2017 CPA Examination Credit Extension Requests

Contact: Sara Fox (717) 783-1404

#### **2. State Board of Auctioneer Examiners**

- List of Board Approved Schools

Contact: Terrie Kocher (717) 783-3397

#### **3. State Board of Certified Real Estate Appraisers**

- Licensed Appraiser Trainee Biennial Renewal Fees Notice
- ASC Notice of Proposed Rulemaking on AMC Registry Fees
- Listing of Appraisal Management Companies
- Updated Candidate Information Bulletin

- Continuing Education for Licensed Appraiser Trainees
- Licensed Appraiser Trainee Registration of Supervisory Appraisers
- Special Notice to Certified Appraisers
- Changes in Real Property Appraiser Examinations
- CREA Education Provider Course List
- Special Notice—New College Degree Requirement
- Special Notice—Segmented Approach Extended to January 1, 2013
- Special Notice to Assistants Regarding Licensed Appraiser Trainee Regulation
- Special Notice to Certified Appraisers Regarding Licensed Appraiser Trainee Regulation

Contact: Heidi Weirich (717) 783-4866

#### 4. State Board of Chiropractic

- Continuing Education Letter
- List of Approved Continuing Education Programs
- Frequently Asked Questions

Contact: Elizabeth Wecker (717) 783-4860

#### 5. State Board of Cosmetology

- Information Regarding the Practical Examination
- Policy on Student Absenteeism
- Criminal History Record Check Information
- Business Fee Exemption for Veteran-Owned and Reservist-Owned Small Business

Contact: Kelly Diller (717) 783-7130

#### 6. State Board of Crane Operators

- Special Notice—Physical Examination Requirement
- List of Board-approved Certifying Organizations

Contact: Amanda Li (717) 783-1404

#### 7. State Board of Dentistry

- Pennsylvania's New Prescription Drug Monitoring Program
- Pennsylvania's Guidelines: Opioids in Dental Practice
- Act 125 of 2016—Frequently Asked Questions—Prescribing Opioids to Minors
- Opioid Continuing Education for Renewal
- Drug Enforcement Administration (DEA) Renewal Change
- Naloxone Frequently Asked Questions
- Naloxone Prescription for Overdose Prevention (Standing Order)
- Naloxone for Opioid Safety—A Provider's Guide to Prescribing to Patients Who Use Opioids
- Letter to Veterans' Administration Hospitals Regard License Verifications
- Photo Identification Badge Requirement

Contact: Lisa Burns (717) 783-7162

#### 8. State Board of Massage Therapy

- Frequently Asked Questions of the State Board of Massage Therapy
- Acceptable CPR for Massage Therapy License
- Continuing Education Frequently Asked Questions
- Continuing Education Program List

Contact: Carol Niner (717) 783-7155

#### 9. State Board of Medicine

- Special Notice—Pennsylvania Health Alert Network
- Medical Board Credentials Verification Fact Sheet
- Special Notice—Physician Assistant Temporary Authority to Practice and Substitute Supervisor Reporting Requirement Update
- Special Notice—Board Adopts USMLE Policy Regarding Maximum Limit of Six Attempts at the USMLE Step or Its Components

- Special Notice—Board Recognition of International Society for Clinical Densitometry (ISCD)
- Special Notice—PennDOT'S Medically Impaired Reporting Program
- Continuing Medical Education Fact Sheets
- Special Notice—Written Agreements Insurance Requirement
- Special Notice—PA Patient Safety Anonymous Reporting
- Pennsylvania's New Prescription Drug Monitoring Program
- Pennsylvania Guidelines: Opioids to Treat Chronic Non-cancer Pain
- Pennsylvania Guidelines: Emergency Department Pain Treatment
- Pennsylvania Guidelines: Obstetrics & Gynecology Pain Treatment
- Pennsylvania Guidelines: Geriatric Pain Treatment
- Pennsylvania Guidelines: Medications in the Treatment of Pregnant Patients with Opioid Use Disorder
- Pennsylvania Guidelines: Safe Prescribing of Benzodiazepines for Acute Treatment of Anxiety and Insomnia
- Pennsylvania Guidelines: Safe Prescribing of Opioids in Orthopedics and Sports Medicine
- Naloxone Frequently Asked Questions
- Naloxone Prescription for Overdose Prevention (Standing Order DOH-002-2016)
- Naloxone for Opioid Safety—A Provider's Guide to Prescribing to Patients Who Use Opioids
- Naloxone Standing Order Prescription Letter for Pharmacists
- Department of Health Survey—2012 Pulse of Pennsylvania Physician and Phys. Asst Workforce
- X-Ray Equipment Operator Refresher Training Requirement
- Clarification Regarding Professional Liability Insurance for PAC's
- Number of Physician Assistants Supervised by Physician
- Phys. Asst—Approval of Federation Credentials Verification Services
- CRNP—Death Certificates
- National Transportation Safety Board—Safety Recommendations I-41-1 and -2
- PennDOT's Physician Reporting Requirements
- Drug Enforcement Administration (DEA) Renewal Change

Contact: Suzanne Zerbe (717) 783-1400

#### 10. Navigation Commission for the Delaware River and Its Navigable Tributaries

- A Guide to the Pennsylvania Navigation Commission

Contact: Barbara Dupler (717) 783-1618

#### 11. State Board of Nursing

- eppiccNURSE Database—Frequently Asked Questions
- eppiccNURSE Training Guide for Pre-licensure Programs
- eppiccNURSE Training Guide for CRNP Programs
- Special Notice—CRNP and CNS Clarification on Professional Liability Insurance
- Special Notice to Employers—Online Verification of Licensure
- Special Notice—RN Accepting Orders from Other Practitioners
- Special Notice—Home Health Care Services Ordered by Out-of-State Physicians
- Special Notice—LPNs Accepting Oral Orders
- FAQs for the Student/Graduate Nurse
- FAQs on Continuing Education for Registered Nurses

- FAQs on CRNP Prescriptive Authority
  - FAQs related to LPN IV Therapy Regulations
  - FAQs for Licensure by Endorsement with TPPs
  - Special Notice—Vital Statistics Law amended to include CRNPs
  - Special Notice to Licensed Dietitian-Nutritionists on Continuing Education
  - Special Notice on Temporary Practice Permits
  - Special Notice—NURSIS and e-Notify Service
  - Special Notice—Out-of-State PN Graduates with Less Than 1500 Program Clock Hours
  - Special Notice—Reporting of Crimes and Disciplinary Actions
  - List of Approved Programs for LPN, RN, CRNP and CNS Education (updated as needed)
  - List of Approved LPN Intravenous Therapy Education Programs (updated as needed)
  - Drug Enforcement Administration (DEA) Renewal Change
  - Act 124 of 2016—Initial Training and Continuing Education in Pain Management, Addiction and Prescribing and Dispensing Practices for Opioids
  - Pennsylvania Guidelines: Opioids to Treat Chronic Non-cancer Pain
  - Pennsylvania Guidelines: Emergency Department Pain Treatment
  - Pennsylvania Guidelines: Obstetrics & Gynecology Pain Treatment
  - Pennsylvania Guidelines: Geriatric Pain Treatment
  - Pennsylvania Guidelines: Medications in the Treatment of Pregnant Patients with Opioid Use Disorder
  - Pennsylvania Guidelines: Safe Prescribing of Benzodiazepines for Acute Treatment of Anxiety and Insomnia
  - Pennsylvania Guidelines: Safe Prescribing of Opioids in Orthopedics and Sports Medicine
- Contact: Cindy Miller (717) 783-7142

## 12. State Board of Examiners of Nursing Home Administrators

- NHA Continuing Education Information
- Contact: Chris Stuckey (717) 783-7155

## 13. State Board of Occupational Therapy Education and Licensure

- Special Notice: Professional Liability Insurance
  - Continued Competency Requirement
  - Occupational Therapy Board FAQs
  - Updated Information for Occupational Therapists
- Contact: Carol Niner (717) 783-1389

## 14. State Board of Optometry

- Position Paper—American Board of Optometry (ABO) Board Certification
  - List of Drugs Approved for use by Optometrists
  - Department of Health notice: Lifitgrast (Xiidra) Ophthalmic Solution
  - DEA Rescheduling Hydrocodone Products
  - Special Notice—Federal “Fairness to Contact Lens Consumers Act”
  - List of Approved Continuing Education
  - Optometry Frequently Asked Questions
- Contact: Elizabeth Wecker (717) 783-4860

## 15. State Board of Osteopathic Medicine

- Special Notice—Pennsylvania Health Alert Network
- Osteopathic Board Credentials Verification Fact Sheet
- Department of Health Survey—2012 Pulse of Pennsylvania Physician and Physician Assistant Workforce
- PENNDOT Physician Reporting Requirements
- X-ray Equipment Operator Refresher Training Requirement

- Certified Registered Nurse Practitioner—Death Certificates
- Number of Physician Assistants Supervised by Physician
- Acceptance of Federation Credentials Verification Service
- Supervising Physician and Written Agreement Change Form Updates
- Written Agreement Insurance Requirements
- Pennsylvania’s New Prescription Drug Monitoring Program
- Pennsylvania Guidelines: Opioids to Treat Chronic Non-cancer Pain
- Pennsylvania Guidelines: Emergency Department Pain Treatment
- Pennsylvania Guidelines: Obstetrics & Gynecology Pain Treatment
- Pennsylvania Guidelines: Geriatric Pain Treatment
- Pennsylvania Guidelines: Medications in the Treatment of Pregnant Patients with Opioid Use Disorder
- Pennsylvania Guidelines: Safe Prescribing of Benzodiazepines for Acute Treatment of Anxiety and Insomnia
- Pennsylvania Guidelines: Safe Prescribing of Opioids in Orthopedics and Sports Medicine
- Naloxone Frequently Asked Questions
- Naloxone Prescription for Overdose Prevention (Standing Order DOH-002-2016)
- Naloxone for Opioid Safety—A Provider’s Guide to Prescribing to Patients Who Use Opioids
- Naloxone Standing Order Prescription—Letter for Pharmacists
- National Transportation Safety Board—Safety Recommendations I-41 and -2
- Drug Enforcement Administration (DEA) Renewal Change

Contact: Aaron Hollinger (717) 783-4858

## 16. State Board of Pharmacy

- Letter to Veterans Administration Hospitals Regarding License Verifications
- NPLEEx-National Precursor Log Exchange
- Patient Safety Continuing Education Required
- FDA Outlines Expectations for Human Drug Compounders, Including Registered Outsourcing Facilities
- DEA Rescheduling Hydrocodone Products
- Special Notice—Governor signs Act 139—Allowing first responders to administer naloxone to individuals experiencing an opioid overdose
- Special Notice—Pennsylvania State Police to Carry Life-saving Naloxone to Combat Heroin and Opioid Overdoses
- Cancer Drug Repository Program—Income Limits for Eligibility
- Special Notice—Act 8—AAL Professional Liability Insurance Requirement
- Special Notice—PA PDMP—Pennsylvania Prescription Drug Monitoring Program
- Business Fee Exemption for Veteran-Owned and Reservist-Owned Small Businesses
- Pennsylvania Guidelines—Opioid Dispensing
- Naloxone Frequently Asked Questions
- Naloxone Prescription for Overdose Prevention (Standing Order)
- Naloxone for Opioid Safety—A Provider’s Guide to Prescribing to Patients Who Use Opioids
- Naloxone Standing Order for General Public
- Naloxone Standing Order Prescription—Letter for Pharmacists

Contact: Melanie Zimmerman (717) 783-7156

**17. State Board of Physical Therapy**

- List of Approved CE Courses
  - Special Notice—New Regulatory Requirements
  - Webinar—The New Rules and Regulations (2013)
- Contact: Michelle Roberts (717) 783-7134

**18. State Board of Podiatry**

- Special Notice—Pennsylvania Health Alert Network
  - Podiatry Board Credentials Verification Fact Sheet
  - Continuing Education Requirements
  - List of Approved Continuing Education Programs
  - PENNDOT Physician Reporting Requirements
  - X-ray Equipment Operator Refresher Training Requirement
  - Pennsylvania's New Prescription Drug Monitoring Program
  - Naloxone Frequently Asked Questions
  - Naloxone Prescription for Overdose Prevention (Standing Order DOH-002-2016)
  - Naloxone for Opioid Safety—A Provider's Guide to Prescribing to Patients Who Use Opioids
  - Naloxone Standing Order Prescription—Letter for Pharmacists
  - State Tax Compliance
  - Drug Enforcement Administration (DEA) Renewal Change
- Contact: Aaron Hollinger (717) 783-4858

**19. State Registration Board for Professional Engineers, Land Surveyors and Geologists**

- NCEES Updates—Specifications for PE Civil Exam
  - CBT Notice
  - PS Exam Transitions to Computer Based Format
  - NCEES PE Chemical Exam Discipline Update
- Contact: Robin Shearer (717) 783-4865

**20. State Board of Psychology**

- Guideline: Requirements for Provision of Psychological Services Regardless of Delivery Method
  - Special Notice—Supervision Course Requirement for Primary Supervisors of Psychology Residents
  - Special Notice—Graduate Training in Psychology
  - Psychology Board FAQs
  - Continuing Education: Is a webinar considered home study?
  - Board Approved Continuing Education Sponsors/Providers
  - Continuing Education Information
  - APA Approved CE Sponsors
- Contact: Chris Stuckey (717) 783-7155

**21. State Real Estate Commission**

- Information Regarding "Team" Advertising
  - List of Currently Approved Real Estate Education Providers
  - List of Providers Approved to Offer Modules
  - FAQs
  - Special Notice Regarding Continuing Education for the Period June 1, 2016—May 31, 2018
  - 2016—2018 Mandatory Continuing Education FAQ
- Contact: Krista Linsenbach (717) 783-3658

**22. State Board of Examiners in Speech-Language Pathology and Audiology**

- A Consumer Guide to Understanding Audiologists
- A Consumer Guide to Understanding Speech-Language Pathologists
- FAQs for Continuing Education
- Understanding Continuing Education Requirements

- Notification of Current Pennsylvania Employment Requirement
- Contact: Sandra Matter (717) 783-1389

**23. State Board of Social Workers, Marriage and Family Therapists and Professional Counselors**

- FAQ—Application Process to Apply for Initial Licensure
  - Notice Under the Americans with Disabilities Act
  - List of Approved Continuing Education Programs
- Contact: Sandra Matter (717) 783-1389

**24. State Board of Vehicle Manufacturers, Dealers and Salespersons**

- Criminal Background Check Information
  - Act 135 of 2016—Veteran's Small Business Fee Exemption
- Contact: Janice Cline (717) 783-1697

**25. State Board of Veterinary Medicine**

- Special Notice—APHIS Approved Supplemental Training
  - Special Notice—Veterinary Medical Recordkeeping
  - List of Approved CE Programs
  - List of Approved Euthanasia Technician Training Programs
- Contact: Michelle Roberts (717) 783-7134

**D. Bureau of Commissions, Elections and Legislation**

- Secretary's Advisories and Directives to County Election and Voter Registration Officials
  - Election Calendars
  - Instructions for Filing as a Candidate of a Minor Political Party
  - Instructions for Filing as a Political Body Candidate
  - Instructions for Circulating Nomination Petitions
  - Nomination Petitions
  - Nomination Papers
  - General Information About Running for Public Office
  - Notice on What Constitutes a Vote
  - Voter Education Toolkit and Materials
  - Voting System Certification Reports
- Contact: Jessica Mathis (717) 787-5280

- Becoming a Notary Public in Pennsylvania
- Contact: Julio Peña (717) 787-5280

- Non-Bid Contract Reporting Forms
  - Lobbying Disclosure Registration and Reporting Forms
  - Lobbying Disclosure Directory
  - Lobbying Statute, Regulations, Frequently Asked Questions (FAQs) and *Manual for Accounting and Reporting*
  - 2016 Annual Report—Lobbying Disclosure
  - Campaign Finance Registration and Reporting Forms
  - Campaign Finance Calendar of Filing Deadlines
  - Campaign Finance Reporting Law Pamphlet
  - Campaign Finance Reporting Law Frequently Asked Questions
  - Campaign Finance Independent Expenditure Reporting Forms
  - Statement of Organization—Independent Expenditure Committee
  - Statement Regarding the Effect of the U.S. Supreme Court's Decision in *Citizens United v. FEC* on Pennsylvania Law
  - Statement Regarding the Effect of the Preliminary Injunction Order in *General Majority PAC v. Carol Aichele, et al.*, on Pennsylvania Law
- Contact: Trisha Robinson (717) 787-5280

- Voter Registration Mail Application (English and Spanish)



- 2016 Report to the General Assembly—The Administration of Voter Registration in Pennsylvania
  - Absentee Ballot Forms
  - Voting Rights of Convicted Felons, Convicted Misdemeanants and Pretrial Detainees
  - Voter Hall of Fame Inductees
  - *Pennsylvania's Guide to Agency-Based Voter Registration Programs*
  - The Commonwealth of Pennsylvania State Plan (as required by the Help America Vote Act of 2002)
  - Elections News Poster (English and Spanish)
  - Election Officials Training Video for Voters with Disabilities (English)
  - Election Officials Training Program Video (English and Spanish)
  - Help America Vote Act (HAVA) Remedial Action Procedures for Reporting Non-Compliance
  - HAVA Program Advisories
  - HAVA Quarterly Working Capital Request and Performance Report Form with Instructions
  - HAVA Quarterly Reimbursement Request and Performance Report Form with Instructions
  - Maintenance of Effort Certification Form and Instructions
  - HAVA Fiscal Requirements Document
  - County Manual for HAVA Reporting
- Contact: Elissa Dauberman (717) 787-5280

### III. INTERNAL GUIDELINES

#### A. Bureau of Professional and Occupational Affairs

- Recusal Guidelines for Board Members
- Contact: Cynthia Montgomery (717) 783-7200

##### 1. State Board of Chiropractic

- Probable Cause Screening Committee Guidelines
- Contact: Elizabeth Wecker (717) 783-4860

##### 2. State Board of Dentistry

- Probable Cause Screening Committee Guidelines
- Contact: Lisa Burns (717) 783-7162

##### 3. State Board of Medicine

- Probable Cause Screening Committee Guidelines
  - Mcare Triage Guidelines
- Contact: Suzanne Zerbe (717) 783-1400

##### 4. Navigation Commission for the Delaware River and Its Navigable Tributaries

- Internal Operating Procedures Involving Inactive Status of Pilots
- Contact: Barbara Dupler (717) 783-1618

##### 5. State Board of Nursing

- Probable Cause Screening Committee Guidelines
- Contact: Cindy Miller (717) 783-7142

##### 6. State Board of Examiners of Nursing Home Administrators

- Guidelines for Continuing Education Audit
- Contact: Chris Stuckey (717) 783-7155

##### 7. State Board of Optometry

- Probable Cause Screening Committee Guidelines
- Contact: Elizabeth Wecker (717) 783-4860

##### 8. State Board of Osteopathic Medicine

- Probable Cause Screening Committee Guidelines
  - Mcare Triage Guidelines
- Contact: Aaron Hollinger (717) 783-4858

##### 9. State Board of Pharmacy

- Probable Cause Screening Committee Guidelines
- Contact: Melanie Zimmerman (717) 783-7156

##### 10. State Board of Physical Therapy

- Probable Cause Screening Committee Guidelines
- Contact: Michelle Roberts (717) 783-7134

##### 11. State Board of Psychology

- Probable Cause Screening Committee Guidelines
- Contact: Chris Stuckey (717) 783-7155

##### 12. State Real Estate Commission

- Internal Operating Guidelines
  - Probable Cause Screening Committee Guidelines
- Contact: Krista Linsbach (717) 783-3658

##### 13. State Board of Social Workers, Marriage and Family Therapists and Professional Counselors

- Probable Cause Screening Committee Guidelines
- Contact: Sandra Matter (717) 783-1389

##### 14. State Board of Examiners in Speech-Language Pathology and Audiology

- Probable Cause Screening Committee Guidelines
- Contact: Sandra Matter (717) 783-1389

##### 15. State Board of Veterinary Medicine

- Probable Cause Screening Committee Guidelines
  - Inspection Checklist
- Contact: Michelle Roberts (717) 783-7134

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#### STATE EMPLOYEES' RETIREMENT SYSTEM (SERS)

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- SERS Board Adjudications by Topic:
  - Change of Benefit Option
  - Cost of Living Increase
  - Credit for Contract Service
  - Credited Years of Service
  - Death Benefit
  - Disability
  - Effective Date of Retirement
  - Final Average Salary
  - Fraternal Order of Police
  - Frozen Present Value
  - Judicial Forfeiture/Purchase of Military Service Credit
  - Membership Eligibility
  - Military Service
  - Miscellaneous
  - Multiple Service Credit
  - Overpayment
  - Payment of Interest
  - Pension Forfeiture
  - Purchase of Service
  - Reinstatement
  - Retirement-Covered Compensation
  - Transfer to Alternate Retirement Plan
- Annual Guide to Your SERS-Issued 1099-R Tax Form
- SERS Member's Guide to Disability Retirement
- SERS Member Handbook
- SERS Guide for Retiring Members
- Annual Member (Personalized) Account Statements:
  - Statement of Account (for active members)
  - Personal Statement of Retirement Benefits (for annuitants)
- SERS pamphlets:
  - Classes of Service (SERS-150)
  - Domestic Relations and Support Orders (SERS-157)

- o Frozen Present Value: Its Impact on State Pensions (SERS-158)
- o How to Apply for a Disability Retirement (SERS-152)
- o Provisions for the Purchase of Service (SERS-155)
- o Refund Procedures for those Leaving State Service (SERS-159)
- o Retirement Benefits available to Pennsylvania State Police (SERS-153)
- o Retirement Options for SERS Members (SERS-154)
- o Social Security Integration Coverage for SERS Members (SERS-151)
- o Vesting in the State Employees' Retirement System (SERS 162)
- o Important Information Regarding Appeals to the State Employees' Retirement Board (SERS-412)
- SERS Mission Statement
- SERS Statement of Investment Policy
- SERS Alternative Investments Statement of Investment Policy
- SERS Real Estate Statement of Investment Policy
- SERS Proxy Voting Policy
- SERS Public Markets Investment Advisor Retention Guidelines
- SERS Strategic Investment Plan
- SERS Portfolio Rebalancing Policy
- SERS Security Lending Policy
- SERS Right-to-Know-Law Policy
- The FOP Decision: The resolution of the SERS Board of Trustees dated September 26, 1990, implementing the arbitration award issued February 17, 1988, in *Commonwealth of Pennsylvania v. Commonwealth of Pennsylvania State Police Lodges*, American Arbitration Association Case No. 14 390 1611 87 J (Thomas J. DiLauro, Chair)
- "SERS News" member newsletter (2 editions per year)
- SERS Comprehensive *Annual Financial Report* (published each June)
- DCP Annual Financial Statements
- DCP Statement of Investment Policy
- Sample Domestic Relations Order and Instruction Letter and Alternative Provisions Sample Sheets
- Power of Attorney form
- SERS Board Minutes and Resolutions
- Actuarial Reports (annual and "5-Year Experience Study")
- Actuarial Tables
- SERS Appeals Committee Guidelines for Informal Appeals
- SERS Securities Litigation Policy
- SERS Bylaws
- Ethical Conduct Policy
- Claim Settlement Policy
- Statement of Governance Principles
- Policy for Indemnification of Board Members, Designees, Officers and Employees
- SERS Mediation Policy
- Annual Supplemental Budget Information
- SERS Conflict of Interest Policy (EO-2015-03)
- SERS Travel Policy
- OFA Quarter Lag Reporting Policy
- OFA Board Approval Monetary Transfer Policy
- DCP Plan Document
- DCP Forms Available Through the Website; i.e., Enrollment, Beneficiary
- SERS Employee and Employer Rate Chart
- Management Directives issued by SERS:
  - o 570.1—Mandatory Membership in the State Employees' Retirement System
  - o 570.5—Employer Contributions Required on the Purchase of Previously Uncredited State Service
  - o 570.6—Optional Membership in the State Employees Retirement System
  - o 570.8—Reinstatement of Terminated Employees Into the State Employees' Retirement System
  - o 570.9—Reinstatement of Furloughed or Otherwise Terminated and Reemployed Employees in the State Employees' Retirement System
  - o 570.11—Amending Data in Retirement and Personnel/Payroll Systems and Collecting Arrears Balances
  - o 570.12—Furloughed State Employees Retirement System Members' Right to Earn Interest on Member Contributions
  - o 570.13—State Employees' Retirement System, Regional Counseling Centers
  - o 570.14—Deferred Compensation Program
  - o 570.15—Reporting Potential Public Employee Pension Forfeiture Crimes to the State Employees' Retirement System
  - o 570.16—State Employees' Retirement System, Duties of Departments and Agencies

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### Department of TRANSPORTATION (DOT)

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- Bureau Responsible: Bureau of Project Delivery  
 Category: Internal Guidelines  
 Publication / Document Name: Project Office Manual (POM)  
<http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%202/PUB%202.pdf>  
 Pub/Doc#: Pub 2  
 Publication last Updated: April 2017
- Bureau Responsible: Bureau of Project Delivery  
 Category: Guidance Manual  
 Publication / Document Name: Field and Laboratory Testing Manual  
<http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%2019.pdf>  
 Pub/Doc#: Pub 19  
 Publication last Updated: January 2017
- Bureau Responsible: Bureau of Rail Freight, Ports & Waterways  
 Category: Guidance Manuals  
 Publication / Document Name: Project Management Policy  
 Pub/Doc#: N/A  
 Publication last Updated: March 2017
- Bureau Responsible: Bureau of Rail Freight, Ports & Waterways  
 Category: Guidance Manuals  
 Publication / Document Name: Grant Policy Guidelines  
 Pub/Doc#: N/A  
 Publication last Updated: July 2016
- Bureau Responsible: Bureau of Rail Freight, Ports & Waterways  
 Category: Other  
 Publication / Document Name: Moving Goods by Rail  
 Pub/Doc#: Pub 744  
 Publication last Updated: January 2017
- Bureau Responsible: Bureau of Project Delivery  
 Category: Internal Guidelines  
 Publication / Document Name: Bituminous or Asphalt Technician Certification Program for Plant and Field Technicians  
 Pub/Doc#: Pub 351  
 Publication last Updated: October 2016

Bureau Responsible: Bureau of Public Transportation  
 Category: Annual Report  
 Publication / Document Name: Annual Performance Report: Fiscal Year 2015-16  
 Pub/Doc#: N/A  
 Publication last Updated: April 30, 2017

Bureau Responsible: Multimodal Deputate  
 Category: Guidance Manual  
 Publication / Document Name: Pennsylvania Bicycle Driver's Manual  
 Pub/Doc#: Pub 380  
 Publication last Updated: April 2017

Bureau Responsible: Bureau of Project Delivery  
 Category: Guidance Manual  
 Publication / Document Name: Design Manual Part 2—Highway Design, October 2016 Change No. 1  
<http://www.dot.state.pa.us/public/pubsforms/Publications/PUB%2013M.pdf>  
 Pub/Doc#: Pub 13M  
 Publication last Updated: December 14, 2016

Bureau Responsible: Bureau of Project Delivery  
 Category: Guidance Manual  
 Publication / Document Name: Standards for Roadway Construction, June 2010 Edition, Change No. 2  
[http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%2072M/Transmittal\\_Letter\\_2010\\_Ed\\_Pub\\_72M\\_Change\\_No\\_2.pdf](http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%2072M/Transmittal_Letter_2010_Ed_Pub_72M_Change_No_2.pdf)  
 Pub/Doc#: Pub 72M  
 Publication last Updated: September 15, 2016

Bureau Responsible: Bureau of Project Delivery  
 Category: Guidance Manual  
 Publication / Document Name: Policy and Procedures for the Administration of Consultant Agreements, 2016 Edition  
<http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%2093.pdf>  
 Pub/Doc#: Pub 93  
 Publication last Updated: December 28, 2016

Bureau Responsible: Bureau of Project Delivery  
 Category: Guidance Manual  
 Publication / Document Name: Pavement Policy Manual, May 2015 Edition, Change No. 2  
<http://www.dot.state.pa.us/public/PubsForms/Publications/PUB%20242.pdf>  
 Pub/Doc#: Pub 242  
 Publication last Updated: October 6, 2016

Bureau Responsible: Bureau of Project Delivery  
 Category: Guidance Manual  
 Publication / Document Name: Highway Construction Specifications, 2016 Edition, Changes No. 1 & 2  
 Change 1: [http://www.dot.state.pa.us/public/PubsForms/Publications/Pub\\_408/408\\_2016/408\\_2016\\_1/408\\_2016\\_1.pdf](http://www.dot.state.pa.us/public/PubsForms/Publications/Pub_408/408_2016/408_2016_1/408_2016_1.pdf)  
 Change 2: [http://www.dot.state.pa.us/public/PubsForms/Publications/Pub\\_408/408\\_2016/408\\_2016\\_2/408\\_2016\\_2.pdf](http://www.dot.state.pa.us/public/PubsForms/Publications/Pub_408/408_2016/408_2016_2/408_2016_2.pdf)  
 Pub/Doc#: Pub 408  
 Publication last Updated: April 2017

Bureau Responsible: Bureau of Project Delivery  
 Category: Guidance Manual  
 Publication / Document Name: Specifications for Consultant Agreements for Project Development Services, 2016 Edition  
<http://www.dot.state.pa.us/public/pubsforms/Publications/PUB%20442.pdf>  
 Pub/Doc#: Pub 442  
 Publication last Updated: December 2016

Bureau Responsible: Bureau of Project Delivery  
 Category: Guidance Manual  
 Publication / Document Name: Chapters 102 and 105 Permit Quality Review Guidance  
<http://www.dot.state.pa.us/public/pubsforms/Publications/PUB%20783.pdf>  
 Pub/Doc#: Pub 783  
 Publication last Updated: September 2016

Bureau Responsible: Bureau of Driver Licensing  
 Category: Guidance Manuals  
 Publication / Document Name: Commercial Driver's Manual (English)  
 Pub/Doc#: Pub 223  
<http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Manuals/Manuals/Commercial%20Drivers%20Manual/Comm%20Manual%20English/PUB%20223.pdf>  
 Publication last Updated: March 2017

Bureau Responsible: Bureau of Driver Licensing  
 Category: Guidance Manuals  
 Publication / Document Name: Motorcycle Operator Manual  
<http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Manuals/Manuals/Motorcycle%20Operators%20Manual/English/PUB%20147.pdf>  
 Pub/Doc#: Pub 147  
 Publication last Updated: March 2017

Bureau Responsible: Bureau of Motor Vehicles  
 Category: Guidance Manuals  
 Publication / Document Name: Apportioned Manual  
<https://www.dot.state.pa.us/public/dvsubforms/BMV/BMV%20Publications/PUB181.pdf>  
 Pub/Doc#: Pub 181  
 Publication last Updated: December 2016

Bureau Responsible: Bureau of Maintenance & Operations  
 Category: Guidance Manuals  
 Publication / Document Name: District Highway Safety Guidance Manual  
 Pub/Doc#: Pub 638  
 Publication last Updated: December 2014 (SOL for Chapter 4 update June 2017)

Bureau Responsible: Bureau of Maintenance & Operations  
 Category: Guidance Manuals  
 Publication / Document Name: Automated Pavement Condition Surveying Field Manual  
 Pub/Doc#: Pub 336  
 Publication last Updated: April 2017

Bureau Responsible: Bureau of Maintenance & Operations  
 Category: Guidance Manuals  
 Publication / Document Name: Continuously Reinforced Concrete and Unpaved Roads Condition Survey Field Manual  
 Pub/Doc#: Pub 343  
 Publication last Updated: April 2017

Bureau Responsible: Bureau of Maintenance & Operations  
 Category: Guidance Manuals  
 Publication / Document Name: Shoulder and Guide Rail Condition Survey Field Manual  
 Pub/Doc#: Pub 33  
 Publication last Updated: April 2017

Bureau Responsible: Bureau of Maintenance & Operations  
Category: Guidance Manuals  
Publication / Document Name: Storm Water Facility  
Condition Survey Field Manual  
Pub/Doc#: Pub 73  
Publication last Updated: April 2017

Bureau Responsible: Bureau of Maintenance & Operations  
Category: Guidance Manuals  
Publication I Document Name: Police Officers Crash  
Report Manual  
Pub/Doc#: Pub 153  
Publication last Updated: October 2016

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