



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
P.O. BOX 2675
HARRISBURG, PENNSYLVANIA 17105-2675

KEVIN T. CASEY
Deputy Secretary
Office of Developmental Programs

TELEPHONE NUMBER: (717) 787-3700
FAX: (717) 787-6583

FEB 27 2008

Dear Colleagues:

On November 7, 2007, I advised you of changes and revisions made to the Rate Setting spreadsheets for Fiscal Year 2008-2009. That letter also established a January 31, 2008 deadline for the submission of completed spreadsheets to the Counties/Administrative Entities (AEs).

It has come to our attention that all expected spreadsheets have not yet been submitted to the appropriate County/AE. Recognizing that any further delays may jeopardize the ability of the County/AE to review the spreadsheets, finalize rates, enter them in Home and Community Services Information System (HCSIS) and complete Fiscal Year renewal 2008-2009 Individual Support Plans (ISPs) in a timely manner, we are advising you of the following:

1. Rate Setting spreadsheets that have not yet been submitted must be forwarded to the County/AEs by **March 14, 2008**.
2. Rates for services included on completed spreadsheets submitted by the original deadline of January 31, 2008 are to be entered in HCSIS by **March 31, 2008**.
3. Rates for services included on completed spreadsheets submitted after January 31, 2008 but on or before March 14, 2008 should be entered in HCSIS by **April 30, 2008**.

In order to prepare Fiscal Year 2008-2009 renewal ISPs, approve them and authorize services prior to the start of the year, Counties/AEs are hereby instructed to roll forward the provider's service rate(s) from Fiscal Year 2007-2008 to Fiscal Year 2008-2009 ***if a spreadsheet has not been submitted by the close of business on March 14, 2008.***

These instructions are intended to assure that every provider and county has a full year of HCSIS/PROMISE billing, without any gap in billing activity or delay in authorizing services, in preparation for the direct payment of Waiver services through Treasury, effective July 1, 2009.

Sincerely,



Kevin T. Casey