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**EFFECTIVE DATE**

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**SUBJECT:**

Release of OLTL Home and Community-Based Services  
Provider Handbook

Deputy Secretary, Office of Long-Term Living

**PURPOSE:**

The intent of this document is to give guidance to Office of Long-Term Living (OLTL) Home and Community-Based (HCBS) providers by outlining applicable programs, policies, and procedures. Providers are expected to utilize this handbook in the day-to-day operations in the delivery of long-term care services.

**SCOPE:**

This bulletin applies to all providers (including service coordination entities) serving participants in the following OLTL HCBS Programs: the Aging, AIDS, Attendant Care, COMMCARE, Independence, and OBRA waivers and the Act 150 program.

**BACKGROUND:**

OLTL is releasing this Provider Handbook in accordance with 55 Pa. Code Section 52.14(e), which instructs providers to meet the requirements set forth in this handbook.

**DISCUSSION:**

The Provider Handbook, dated January 2014, is located at the following link: <http://www.dhs.pa.gov/provider/longtermcareprov/index.htm>.

The handbook is a compilation of policy documents, forms, and resources for OLTL providers. It also links to additional source documents that provide official policies and more in-depth information on particular programs or policy areas.

The handbook will be updated on a periodic basis. Comments on updating may be directed to the following Resource Account Address at: [RA-oltstreamlining@pa.gov](mailto:RA-oltstreamlining@pa.gov). All comments will be considered for future revisions of the handbook.

It is the provider's responsibility to remain current on all policies, regulations, and laws related to the provision of services through OLTL. The Provider Handbook is a tool to be used in accessing these applicable requirements.

**COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:**

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