

MA Participant Directed Program (PDP) Fact Sheet For Participants and Providers

Customer Service Line: (888) 866-0869
Administrative Fax : (877) 563-6438
Timesheet Fax: (877) 779-4188
Program Email Address: PPLMA_PDP@pcgus.com

Access copies of all forms and directions for the program on www.publicpartnerships.com
○ On the home page, select 'Program Documents' under the 'Resources' section.

Access to the MA Participant Directed Program Web Portal can be found at:
<https://fms.publicpartnerships.com/PPLPortal/login.aspx?mapdp>

Payment

- Timesheet/ Invoice Deadline: Monday at noon on the week of the check run.
- Payment schedule available on www.publicpartnerships.com
- Options for submitting timesheets:
 - 1.) Paper timesheet
 - 2.) Provider and participant submit and approve time using the Web Portal
- 3.) Provider submits time online, prints timesheet, participant signs paper copy.
- **Timesheets** are for services provided hourly/ daily/per visit
- **Invoices** are for services provided by unit/ trip
- Checks may be reissued after 10 business days- confirm with Citizens that check has not been cashed. Our Customer Service team is available to validate if checks have been cashed.

Provider Enrollment

- Employees and Independent Contractors *must* be CORI approved through PPL **before** beginning work. There are no exceptions.
- All new providers must be credentialed for services and self register through Web Portal by clicking 'Provider Registration' on the link below:
<https://fms.publicpartnerships.com/PPLPortal/login.aspx?mapdp>
- Employees: taxes withheld- W2 issued.
- Independent Contractors and Agencies- no taxes withheld- 1099 issued.
- Employee vs. Independent Contractor is determined by the service that they are providing; PPL needs appropriate packet completed and returned prior to making first payment. *See Program Matrix for provider type.*
- If Participant is using MEA for Employee Services, MEA packet should be sent directly to MEA. Timesheets should be submitted directly to MEA at 617-426-4632.
- If a responsible party (such as a guardian) will be contacting PPL on behalf of a participant, please let PPL know so we can keep track of the responsible party in our system. For compliance reasons, our Customer Service team is only allowed to release participant's information to persons listed as the responsible party.