

General Fund Authorization

Office of Developmental Disabilities Services

Title:	General Fund Authorization criteria				
		Version:	1.0	Effective Date:	06/01/14

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Approved By: *(Authorized Signer Name)*

Date Approved

Overview:

State General Funds are intended to be used as a means of providing critical and urgent services to individuals who have been determined eligible under Oregon Administrative Rule (OAR) 411-320-0080, but are not yet eligible for Title XIX benefits through Medicaid (OSIPM or MAGI) and require services or supports to maintain health and safety.

Authorization of General Funds (GF) will be given for services in some cases on a limited basis until the individual is found to be eligible for Title XIX through Medicaid for those expected to be eligible for Medicaid.

The Office of Developmental Disability Services (ODDS) must provide authorization for use of all General Fund expenses **prior** to the service authorization and prior to services being provided. If services begin prior to ODDS authorization, the entity responsible for authorizing the service must pay the provider for the services rendered. ODDS will not reimburse Regions, CDDPs or Support Service Brokerages for services provided prior to the ODDS authorization.

NOTE: Retroactive payments may be considered if a request was received at least 2 weeks prior to service being rendered, was considered complete and all required documentation was also submitted at the time and ODDS has not responded to requestor within 2 weeks.

ODDS authorization will be based on the health and safety of the individual and will only consider the minimum necessary services and/or supports needed to maintain the health and safety of the individual.

This policy applies to:

- All new requests for General Funds (GF)
- All renewal requests for individuals who are currently receiving a service(s) paid through General Funds (GF)
- Individuals who are committed to DHS via ORS 427.290 and require 24- hour support related to health and safety of themselves or others and who have no other supports available

This policy does not apply to:

- Children receiving Family Support Long Term Services DD 151 who are not eligible for waiver or k-plan services
- Children receiving Family Support Long Term Services DD 150 General Fund services
- Expenditures of General Funds that are identified in specific Service Elements Standard and Procedures
- Children serviced through the Children’s Intensive In-Home Services (CIIS) Model Waivers

Guideline(s) that apply:

ODDS will use the following Guidelines for authorization for individuals eligible, or recently eligible as noted below, for DD services and may consider :

I. Authorization of GF in 12 month increments for the following situation:

1. Adults who are eligible for Developmental Disability Services per Oregon Administrative Rule (OAR) 411-320-0080, and are committed to the Department of Human Services (DHS) through Oregon Revised Statutes (ORS) 427.290.
 - a. If the individual is eligible to apply for US citizenship, the Community Developmental Disability Program (CDDP) or Brokerage Support Services program must assist the individual in pursuing legal status within the first year of the commitment.
 - i. Continuous commitment through ORS 427.290 will not be required for on-going GF services, as long as the individual has applied for legal citizenship within the first year of being committed.

- b. If the individual is not eligible to apply for citizenship, the CDDP or Brokerage, must follow up with determining whether an Immigration and Customs Enforcement (ICE) hold is required. GFs will not be available as long as there is an ICE hold in effect.

II. Authorization of GF in 3 month increments for the following situations:

1. Individual has demonstrated severe health and safety issues which cannot be addressed through current support services or any means other than receiving DD GF services; and prior to the date of receipt of the service, the individual has
 - a. Previously been eligible for and received SSI and individual has applied for SSI and Title XIX Medicaid (OSIPM or MAGI); and
 - b. LOC assessment has been completed; and
 - c. A needs assessment has been completed; and
 - d. Service plan identifies the specific supports and services required in order to ensure health and safety of the individual.
2. Eligibility has expired (provisional eligibility redetermination date passed and school aged or adult eligibility not completed) and testing has been completed and the CDDP is waiting for an evaluation report.

III. Short Term authorizations of GF in one week increments:

1. ODDS will use the following Guidelines for authorization and may consider authorization of GF in one week increments for the following situations:
 - a. Adult Protective Service investigation and requirement of out of home placement; or,
 - b. Immediate loss of primary caregiver.
2. Continued funding for situations listed in 1. above, may be authorized for 3 months at a time, if the following criteria have been met after the first week of authorization:
 - a. The individual has:
 - i. Applied for SSI, Title XIX Medicaid (OSIPM or MAGI); and
 - ii. A needs assessment LOC assessment has been completed; and
 - iii. A service plan is completed.

IV. Exception to ODDS GF authorization (does not require ODDS prior authorization):

1. Bed holds for providers must be in alignment with the specific Service Element Standard and Procedure. If the Standard and Procedure already identifies an allowable GF expense, no ODDS prior authorization is necessary.
2. For families of children eligible for General Fund DD151 services, per OAR 411-308-0060(1)(2), OAR411-308-0050(1) and not otherwise eligible for K-plan and Waiver services outlined in Transmittal APD-AR-13-080, CDDP's should continue to follow contracting processes referenced in Transmittal APD-PT-14-002 and any future updated policy direction. ODDS must review and authorize GF DD151 budget documents prior to the start of services.
3. Children served through one of the Children's Intensive In-Home Services (CIIS) Model Waivers. Exceptions for CIIS will follow the exception process outlined within the CIIS Oregon Administrative Rules (OARs) and not utilize the ODDS funding Review process.

V. General Fund will not be authorized for:

1. Retroactive GF payments prior to ODDS authorization. *Note: Retroactive payments may be considered if request was received at least 2 weeks prior to service being rendered, form was completely and sufficiently filled out and all documentation received with submission of request and ODDS has not responded to requestor within 2 weeks.*
2. Services an individual is receiving when the CDDP is not able to demonstrate actively completing redetermination of provisional eligibility and required testing was not completed prior to expiration date.
3. Services an individual is receiving when the individual or legal guardian chose not to participate in required testing in order to complete redetermination of eligibility.
4. Services if an individual has income or assets available to private pay for services and is not eligible for SSI or Title XIX Medicaid (OSIPM or MAGI/OHP-Plus) due to being over income.
5. Services if an individual chooses not to apply for Title XIX Medicaid (OSIPM or MAGI/OHP-Plus).
6. Services not directly related to their intellectual or developmental disability.
7. Services if an individual is not a **qualified non-citizen** and is not committed to DHS through ORS 427.290.
8. Services unrelated to the intellectual or developmental disability, in order to facilitate release of the individual from custody such as correctional institutions (e.g., jail or prison).

9. Services that are not in the scope of DD services or items/services that are of general need to public- i.e. medical care, housing or room and board subsidies, food, household items, utility payments. If an individual has already been approved and is receiving these supports through DD 156, ODDS will continue to consider on-going authorization for these services with the proper type of documentation/justification submitted by the CDDP or brokerage.
10. Services that are based on the needs of a care provider that are not directly related to the individual receiving DD services and identified on the needs assessment.
11. Services paid to a direct family member.

VI. Process for requesting ODDS authorization:

1. Follow the Funding Review process identified in [APD-AR-14-019](#).
2. Request for General Funds must be received **at least** two (2) weeks prior to authorizing of the service for the individual in order to allow ODDS time to review the request. Requests for emergency services (same day) may be granted by ODDS management with appropriate documentation and information submitted for review.
3. Include information on the Funding Review Request as to how the funding is within this policy and information supporting the allocation of General Funds as per this policy.
4. A Funding Review response will be generated by ODDS, no more than 2 weeks after receipt of a complete Funding Review Request that contains all required and requested documentation.

Form(s) that apply:

- Funding Request Form (currently attached to APD-AR-14-019)

Reference(s):

- APD-AR-14-019

Contact(s):

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