

# Action Request Transmittal Office of Child Welfare Programs



Lacey Andresen, Deputy Director,  
Child Welfare Practice & Program

**Authorized Signature**

**Number:** CW-AR-20-009

**Issue Date:** 12/16/2020

**Subject:** Medical Benefits

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                     | <input type="checkbox"/> County Mental Health Directors                       |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services                                      |
| <input type="checkbox"/> Aging and People with Disabilities    | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs             | <input type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers            | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> Support Service Brokerage Directors   | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> ODDS Children's Residential Services  |   |
| <input checked="" type="checkbox"/> Child Welfare Programs     |   |

**Action Required:**

**Child Welfare Staff:** Only request administrative exams to request reports that directly relate to Child Welfare and protective service case planning for the child and/or family.

Please refer any child who may have an intellectual or developmental disability (I/DD) and needs I/DD services to the local Community Developmental Disability Program (CDDP) eligibility specialist for consultation.

- Refer at the earliest reasonable suspicion that a child may experience I/DD, and
- Refer cases with confirmed I/DD diagnoses by a licensed clinical psychologist or doctor with training and experience in I/DD.

CDDP will coordinate assessment and related services. If administrative exams are needed, CDDP will coordinate with ODDS-trained staff qualified to order the specific tests required for I/DD eligibility.

If your office has regional agreements regarding I/DD assessment of Child Welfare cases that are outside the scope of the process described in this transmittal, please submit the agreement to ODDS and OHA for review.

- Email the agreement to [ODDS.DE@dhsola.state.or.us](mailto:ODDS.DE@dhsola.state.or.us) and [Medicaid.Programs@dhsola.state.or.us](mailto:Medicaid.Programs@dhsola.state.or.us).
- ODDS and OHA may consider special circumstances on a case by case basis according to the cooperative agreement as permitted in OARs [943-001-0020\(3\)](#) and [410-120-0006](#).

**Reason for Action:**

The ODHS ODDS and CDDP eligibility specialist identified in OAR [411-320-0080\(3\)](#) is responsible for identifying when an administrative exam is necessary, authorizing the appropriate exam and determining DD eligibility.

The I/DD administrative exam procedure codes are only eligible for billing when:

- The codes are prior authorized by the CDDP eligibility specialist,
- The related services are performed and billed by providers who meet ODDS qualification requirements, and
- OHA has the CDDP eligibility specialist's completed OHP 729 on file as described in [HSD AR 20-003](#).

Child Welfare staff cannot authorize I/DD administrative exams or I/DD procedure codes.

- They may only authorize Child Welfare administrative exam procedure codes to request reports that directly relate to Child Welfare and protective service case planning for the child and/or family.
- For detailed information about administrative exams for Child Welfare staff, see [OARs 413-050-0400 through 0450](#) - Special Medical Services Provided by Child Welfare.

**Field/Provider Review:**             Yes    No

**If yes, reviewed by:**            ODDS

*If you have any questions about this action request, contact:*

Contact(s): Napua Rich
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