

Office of Child Welfare Programs

Maurita Johnson, Deputy Director of Child  
Welfare Programs

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Number: CW-IM-14-009

Issue date: 5/22/14

Topic: Foster Care

Subject: Use of the Absent Day service for children in BRS contracted placement

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             | <input type="checkbox"/> Health Services                                  |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental                          |
| <input type="checkbox"/> Children, Adults and Families      | Disabilities Services (ODDS)  |
| <input type="checkbox"/> County DD Program Managers         | <input checked="" type="checkbox"/> Other (please specify): Child Welfare |

Message:

This Information Memorandum provides additional information on the process for approval and validation for the Absent Day payments defined in [OAR 413-090-0065](#)(1) and authorized for payment under OAR [413-090-0085](#)(2). As a reminder, the administrative rules for BRS programs are located in a PDF format and include both the DHS and OHA rules applicable to this program:

<https://apps.state.or.us/Forms/Served/de0910.pdf>

Effective January 1, 2014, BRS providers can bill the department for an Absent Day rate (this is a service, not a placement) under the following circumstances:

- The child is placed in but not physically present in the BRS program;
- The plan is for the child to return to the BRS program; and
- The BRS provider obtains authorization from the caseworker and contractor administrator.

Approval for the Absent Day rate occurs prior to or at the time of the date the child is absent from the program, dependent upon the nature of the absence from the BRS provider's program. There are times when the absence is emergent in nature, and the BRS provider may contact the caseworker the following day.

The BRS provider contacts the caseworker and the Contract Administrator for approval, and after conferring with one another and approving the Absent Day rate, the

Contract Administrator initiates the process for entering the service into the OR-Kids system.

Currently the following staff serve in the Contract Administrator role:

For BRS Umbrella contracts:

Nicole K. Manley, Compliance Specialist

Lynn Matthews, Compliance Specialist

Adam Rodakowski, Compliance Specialist

For Target funded contracts:

Matthew Rasmussen

For child specific BRS contracts:

Susana Alvarez, Residential Resource Consultant, Districts 4, 5, 6, 7, 8

Becky Emert, Residential Resource Consultant, Districts 9, 10, 11, 12, 13

Meg Hopkins, Residential Resource Consultant, Districts 2, 15

Ahnjene Boleyn, Districts 1, 3, 16

As an example, the child could be in detention for a couple of days, on an overnight school trip, summer camp, etc.

At the time approval is obtained for the absent day service, the Contract Administrator is responsible for sending the following information to the centralized BRS placement support team:

- The specific dates approved for payment at the Absent Day rate;
- The specific service category and type to be used for billing;
- The child's name;
- The BRS placement; and
- The type of BRS care.

The Contract Administrator sends the information to the [BRS Placement Support](#) email box. Well Being Unit staff will enter and approve the Absent Day service and will send the service authorization information to the caseworker and to the BRS provider.

If, the month following service, a BRS provider has invoiced the department for Absent Day payments and a service is not authorized in the OR-Kids system, the staff validating the invoice should contact the caseworker regarding approval. The caseworker is responsible for contact with the appropriate Contract Administrator.

Please note, under non-BRS contracted placements, the Absent Rate does not apply.

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Nicole Manley - 503-945-6690 Lynn Matthews - 503-945-6638 Adam Rodakowski - 503-945-6660		
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