

Policy Title:	Managing Housekeeper Services – Policy		
Policy Number:	I-C.1.1		Effective Date: 01-07-2003

Approved By: *on file*

Date Approved:

Policy

Forms, etc.

Definitions

References

Contact

Reference(s):

- I-C.1 Housekeeper Services
http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-c1.pdf

Form(s) that apply:

- CF 598B, "Housekeeper Contract and Invoice"

Policy:

Purpose

The purpose of these procedures is to describe how the Housekeeper Service is to be managed, including authorization, payment and exceptions.

Definitions

- "CAF" means Children, Adults and Families (*CAF*). *CAF* is a policy cluster within the Department.
- "Department" means the Department of Human Services (*DHS*).
- "SDA" means Service Delivery Area (*SDA*). A geographic region of one or more counties served by the *Department* and managed by an *SDA* Manager.

Procedures

- Authorization of Service
 - The purchase of Housekeeper Services is authorized by completing form CF 598B and inputting into IIS. All paid services are authorized through the weekly transaction reports or a CF 308. A provider number is assigned to each provider by the Integrated Information System;

- (b) Special signed approval by the supervisor or *SDA* Manager or designee is required under the following conditions:
 - (A) When regular services will exceed an accumulative total of 90 calendar days for each precipitating condition and each subsequent services authorization;
 - (B) When the service is being authorized for more than an average of four hours per working day;
 - (C) When 24-hour live-in emergency service is being authorized;
 - (D) When authorization is to be made for a rate that is above the established maximum.
- (c) At the discretion of a *SDA* manager or designee, local approval procedures in addition to the above, may be required as needed to maintain budgetary control.

(2) Payment Rates

- (a) The payment rate is the same as the federal minimum wage;
- (b) For 24-hour emergency live-in services, there is flexibility allowed to determine the rate per day. The negotiating point is the number of chargeable hours up to ten hours as agreed-upon by the family head and the provider;
- (c) When payment for private car mileage is authorized, payment will be at the employee mileage reimbursement rate and requires rate exception approval as indicated in section (3) of this policy.

(3) Exceptions

- (a) When exceptions are made to the basic rate and for payment for private care mileage, the supervisor's or *SDA* manager's or designee' signature and title are required on the "special approval" line of the form CF 598B;
- (b) Any other exceptions to the policy must have *SDA* Manager or designated supervisory approval.

Contact(s):

- **Name:** CAF Reception; **Phone:** 503-945-5600