

Lilia Teninty

Authorized signature

Number: APD-AR-16-019

Correction

Issue date: 03/04/2016

Topic: Developmental Disabilities

Due date: 60 days
(05/04/2016)

Subject: Review of Employment Services and Non-Residential Day Services

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 Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage Directors; Service Coordinators; Personal Agents; Employment and non-residential day service providers |
| <input type="checkbox"/> Child Welfare Programs | |

Background:

The Office of Developmental Disabilities Services (ODDS) has finalized results from the initial employment and day service provider assessments. The assessments were completed as required under policy transmittal 15-006:

1. Verify accuracy of ODDS employment and day service authorization, billing, and service delivery, and
2. Measure initial compliance with new state and federal regulations regarding ODDS and Medicaid-funded Home and Community-Based Services (HCBS).

Action required:

Final service determination results will be posted to the ODDS staff tool page. Service coordinators and personal agents must work with providers of employment and day services to correct service authorizations in Plan of Care, and ensure that all authorizations are consistent with the assessment results.

Any necessary corrections must be made to Plan of Care within 60 days of this corrected transmittal but **NO LATER THAN May 4, 2016**.

If a service or setting is not reflected in the spreadsheet posted to the provider tool page, the service does not need to be discontinued. However, follow up should be taken to ensure the service requirements are met. Please contact your Regional Employment Specialist, or follow up with Allison Enriquez with ODDS central office, to determine if a new assessment has been completed or needs to be completed.

Future Assessments:

Future re-assessments will be completed as part of the provider enrollment process. An additional assessment needs to be completed in the following circumstances:

- If a provider begins to provide a new service;
- If a provider begins to provide services at a new address or location that is owned, operated, or controlled by a service provider. If there are questions about whether a setting is owned, operated, or controlled by a provider, then an assessment should be completed; or
- If the service coordinator, personal agent, provider, person using services, or anyone else has questions regarding the service provided. For service coordinators or personal agents who have questions about a particular service or setting, the provider should be able to point to the assessment response number that reflects the service or setting. If a provider cannot identify the assessment that reflects the setting in which a particular individual is using a service, then the service coordinator or personal agent should follow up with the provider and ODDS. Again, the service should not be discontinued because of a lack of assessment.

DSA:

DSA community must be authorized whenever DSA facility is authorized. DSA facility must be billed for when the service occurs at a provider site. DSA community may be billed when in the community and away from the provider site. As part of Oregon's Statewide HCBS Transition Plan (to ensure compliance with new requirements for Home and Community-Based Services), work will be done to verify and ensure DSA services at a provider facility meet HCBS setting requirements and are used to facilitate going out into the broader community. ODDS anticipates Oregon's DSA services are in substantial compliance with these new requirements.

Timeline for Action:

Date of Request	Action Required	Who to Complete	Date Action Required
Week of March 4, 2016	Correct Service authorizations in Plan of Care (Final service determination results will be posted on the staff tool page.)	CDDPs, Brokerages, and Providers of Employment and Non-residential Day Services (DSA.)	60 days from notification, and no later than May 4, 2016.

If a service change is required, the Service Coordinator or Personal Agent will need to take the following steps:

1. Plan of Care

The service coordinator or personal agent must end both the individual's incorrect Service Plan Line(s) and provider Service Prior Authorization(s) in the Plan of Care billing system. This must be done on or before May 4, 2016.

2. ISP/CDP

A change in service must be documented using the "ISP Change Form" (see attached example.) Also, the actual service change and authorization would be documented in the "Chosen Services" pages of the ISP.

3. Notification to the person

The change may be made with the documented verbal approval of the individual, their guardian, or a designated representative, so long as the nature of the service delivered to the individual does not change. Verbal notification must explain that the previous service categorization was incorrect. If the correct service categorization does not meet the individual's needs or interests, the individual must be given an opportunity to review all Employment Service options in order to ensure his or her service needs continue to be met.

During the individual's annual planning process, the individual must be given an opportunity to review all Employment Service options in order to ensure his or her service needs continue to be met. The individual must also be given an opportunity to review all Employment Service options upon request.

If service hours are reduced as a result of this, the Provider and the Service Coordinator or Personal Agent will need to take the following steps:

- Requirements for an involuntary service reduction must be followed.
- The Service Coordinator or Personal Agent must reconvene a meeting with the individual and his or her ISP team.
- The individual must be given an opportunity to review all service options in order to ensure his or her service needs continue to be met.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDPs, Brokerages, ORA

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

Contact(s):	Allison Enriquez		
Phone:	503-569-1710	Fax:	
Email:	Allison.enriquez@state.or.us		