

Action Request Transmittal Developmental Disabilities Services



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Authorized signature

Number: APD-AR-20-040

Issue date: 3/24/2020

Topic: Developmental Disabilities

Due date:

Subject: DSA and Employment Contingency Funding

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 checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DSA and Employment Path Providers |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

This Action Request replaces Action Request 20-33.

Due to COVID-19 concerns around the potential spread of COVID-19 to individuals in Oregon, Governor Brown issued Executive Order 20-12, Stay at Home, Save Lives. This limits social and recreational activities outside of a residence to activities where individuals stay at least 6 feet away from others who are not part of their immediate residence. It also limits work activities to essential work such as grocery stores, health care workers, child caring agencies, etc., or work spaces where individuals can maintain at least 6 feet of distance between each employee. For more information on this Executive Order, please review the full order here: [Oregon Executive Order 20-12](#).

Prior to this, ODDS issued guidance that limited services to groups of 10 or fewer including DSA and Employment Path services. For that reason, ODDS authorized contingency funding to Day Support Activity Providers as well as Employment Path providers who were required to make changes.

At this time, because all DSA and Employment Services are being impacted by the on-going need for social distancing and the requirements of Executive Order 20-12 in order to ensure the health and safety of all Oregonians, but particularly those who may

be more vulnerable to the effects of COVID-19, this is being expanded to Supported Employment services as well.

This funding will be made available as a grant, using Service Element DD57, and will be issued to DSA and Employment Providers who request this funding and have billed DSA or Employment services in the last quarter of 2019.

This will be available in two types of grants including a DSA and Employment Path grant, as well as a Supported Employment Grant. The first is for DSA and Employment Path services. The second is Supported Employment Services including Supported Small Group, Discovery and Job Coaching. The monthly average for the combination of these service types will be calculated by provider. Upon request for this funding, and agreement to the requirements, ODDS will issue the payment within 5 business days. A provider does not have to deliver *all* types of services in the particular grant, but must provide *at least one* of the services in the grant type in order to be eligible for the grant. For instance, if a provider *only* provides DSA services, they may request the DSA and Employment Path grant. However, they would not be eligible for the Supported Employment grant.

The funding is intended to allow providers to maintain staff as possible, retain some level of service to individuals with I/DD including allowing staff to work in Residential or In-Home settings, and remain viable in order to be able to resume normal service operation in the future.

Providers who have already submitted a request for the DSA and Employment Path grant do not need to resubmit their request. However, they do need to follow the instructions outlined below regarding the Grant Agreement and staff reporting.

Action Required:

In order to receive this grant ODDS is requiring that the provider:

- Continue to deliver services as possible per Executive Order 20-12 and as outlined in [PT 20-039](#) Report work staff will be doing during this time and what staff may be available to provide services in Residential or In-Home settings. This must be reported as outlined in [AR 20-036](#) and using the spreadsheet: [Staffing Support Availability Workgroup DSA and Employment Providers](#);
- Review and agree to the [Grant Agreement](#) and submit with the grant request; and
- Intend to resume regular services as soon as it is possible.

In order to request this funding, the provider must:

- Send an e-mail to: Acacia.McGuireAnderson@dhsola.state.or.us with the subject line “[Insert Provider Name] [Insert Type of Grant Requested] Contingency Funding.” For instance: “ACME Provider Agency DSA/Employment

Path and Supported Employment Contingency Funding”;

- Include in the request the name your agency uses to bill in eXPRS if it is different from the provider name you typically use;
- Include in the request the attached Grant Agreement with your provider agency name in the agreement; *and*
- Complete the [Staffing Support Availability Workgroup DSA and Employment Providers](#) as outlined in [AR 20-036](#) within 5 business days of making this request.

For providers who have already requested DSA and Employment Path contingency funding, and is not intending to request the Supported Employment grant, the provider must:

- Send an e-mail to: Acacia.McGuireAnderson@dhsosha.state.or.us with the subject line “Grant Agreement for [Insert Provider Name]. For instance, “Grant Agreement for ACME Provider Agency”;
- In the body of the e-mail, include that you have reviewed [AR 20-036](#) and have or will submit the [Staffing Support Availability Workgroup DSA and Employment Providers](#); and
- Include the Grant Agreement (attached to this transmittal) with your provider name.

Upon request, ODDS will calculate the average of payments made to each provider from October 2019 to December 2019 for DSA and Employment Path and/or Supported Employment Services including: Supported Small Group, Discovery and Job Coaching. Within 5 business days, ODDS will issue the requested grant or grants based on this average via DD57. This funding is intended to be funding for 30 days of service, and during this time services in the grant requested may not be billed. Any billing for services for which a grant was issued will be voided and recovered for any billing that occurs within the 30 days after the grant is issued. For instance, if a grant for DSA and Employment Path is issued on March 24, 2020 any billing for DSA or Employment Path must not occur between March 24, 2020 and April 23, 2020. If it does occur, the billing will be voided and recovered.

This funding is being provided to support agencies during this challenging time so they can in turn, support their staff who support people with IDD.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s): Regional Employment Specialist : https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Map-ODDS-Regional-Employment-Specialists.pdf