

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-21-007

Issue date: 1/25/2021

Topic: Long Term Care

Due date:

Subject: Weekly Update for CM Tools Website (01/11/21-01/22/21)

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" 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 type="checkbox"/> Child Welfare Programs | |

Message:

APD will be providing a weekly summary of all changes to the Case Management Tools website. Here is the list of updates and changes to the website for the last two weeks.

Program / Service	Name of Tool / Form	Summary of Change(s)
Homecare Worker	New: Added ‘Submitting Timesheets/Vouchers Via Secure Email’	This tool gives directions and links on how to submit their timesheets/vouchers via a secure email to both APD/AAA or OPI offices.
Specific Needs Contracts	Updated: Contact List for Specific Needs Contracts	This tool has been updated with the current contact information for the contact list for Specific Needs Contracts to ensure local offices

		have current and up to date information.
Specific Needs Contracts	<p>Updated: Specific Needs Contracts Statements of Work for Adult Foster Home for each of the following -</p> <ul style="list-style-type: none"> • Basic • Advanced • Bariatric • Complex • Advanced Ventilator 	Each of the SOWs listed have been updated to reflect updated Oregon Administrative Rules and definitions.
Independent Choices Program (ICP)	<p>Updated: Independent Choices Benefit Calculation (SDS 0546IC2Wk) form</p>	<p>The only update to this form was an update to the SUTA tax rate (from 2.4% to 2.26%). Since this is a slight decrease in the tax amount, staff are only being asked to make the appropriate updates to the monthly ICP cash benefit when completing reassessments or when other financial changes are being completed on a case.</p> <p>NOTE: Although the form is available on the ICP page, staff should continue using the web version in Oregon ACCESS as it populates the top demographic information on the form.</p>

If you have any questions about this information, contact:

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