

Catherine Cooper

Authorized Signature

Number: SPD-PT-05-011
Issue Date: 05/24/05

Topic: Long Term Care

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: _____

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 | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Policy/Rule Title:	Adult Day Services Authorizations		
Policy/Rule Number(s):	411-066-0000 through 411-066-0020; 411-027-0000; 411-027-0025	Release No:	
Effective Date:	05/25/05	Expiration:	N/A
References:	This P.T. replaces PT 04-026		
Web Address:	http://www.dhs.state.or.us/policy/spd/rules/411-066.pdf http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_027.html		

Discussion/Interpretation: This Policy Transmittal is to clarify when it is appropriate to authorize Adult Day Services as part of a client’s In-Home care service plan. This transmittal will also review the range of services offered at Adult Day Services sites, and discuss when service plans including Adult Day Services must be submitted for exceptional rate approval through SPD Central Office. The issue of combining Adult Day Services with Adult Foster Care will be addressed in a separate policy transmittal.
 Please note: This policy transmittal replaces Policy Transmittal 04-026, including instructions for routing Adult Day Services requests to Central Office.

LOCAL OFFICE APPROVAL

Adult Day Services (ADS) is a waived service as indicated in OAR 461-160-0560, under the Home and Community Based services waiver for seniors and people with physical disabilities.

The local office can authorize Adult Day Services in a Medicaid-contracted program as a stand-alone service (the only waived service being provided), or in conjunction with In Home Services, up to the monthly maximum local office approval rate of \$2,209.00. The local office must submit an SDSA 0514 Request for Exception form to SPD Central Office for approval if the service plan with Adult Day Services exceeds \$ 2,209.00 (or if Adult Day Services is requested and the client resides in a foster home).

Please use the fax number indicated on the 0514 form when submitting Adult Day Services requests to Central Office. As with other Exception requests, authorizations are commonly approved for one year. Exception requests must be resubmitted to Central Office at the client's annual service reassessment, or when they become due (if the approval period is less than one year).

BASIC ELIGIBILITY

To be eligible for Adult Day Services, client must meet the following basic eligibility standards:

- be waiver eligible**
- have a need for assistance with Activities of Daily Living during the day**
- not be receiving the needed ADL assistance from other sources (paid or unpaid)**
- costs are within the rate schedule or have been approved by the Exceptions Committee**

PROCESS

When determining service eligibility for Adult Day Services, the case manager will follow the same process as with any other waived service client. A CA/PS assessment is needed to determine eligibility by meeting the "service priority level" (1-13). The case manager must also assess natural supports. The case manager must code the UCMS screen with the APD case descriptor and either the HK or SVC need code depending upon whether it is in-home or community-based care (for stand-alone Adult Day Services). Adult Day Services providers have their own referral form for new clients. There is no standardized DHS referral form.

The ADS provider bills for the services using the SDSA 0599A form. Case managers do not need to set up any other payment forms or screens (such as the 512 payment system) for Adult Day Services. Since ADS is a waived service, case managers must add the cost of the adult day services to the client's pay-in, if the client has income over the SSI standard.

CRITERIA FOR ADULT DAY SERVICES REQUEST

When SPD or the local office receives a request for Adult Day Services some of the factors that must be used in determining appropriateness include:

- Whether the client meets the basic eligibility standards cited above;
- How the services are used to meet the client's needs, or complement other services provided in the client's overall plan of care;
- Total monthly cost of the stand alone or with In-Home plan;
- Unpaid natural supports available to the client;

- Whether the Adult Day Services duplicate other services being provided;
- Number of days per week/month participating in the Adult Day Services;
- What specialized services the Adult Day Services offers the client;
- Whether the need is short-term, long-term, or transitional;
- Other care settings or services that have been explored or attempted, and the result.

Day care may NOT be authorized if the result would be a duplication of services or to provide only socialization, address cultural concerns, provide respite, provide recreational activities, nursing services or meals. These services and activities are either not allowable paid Medicaid services or should be provided by other units such as OMAP.

For local office approvals, please document the above issues in the case narrative. For Central Office requests, please provide information that addresses these factors in your faxed exception request materials.

The Central Office is in the process of revising the SDS 0514 to reflect these criteria for those requests that must be sent through Exceptions. A transmittal will be sent to notify the field when the revised form is available.

ADS AND SPOUSAL PAY OR LIVE-IN PROVIDERS

ADS may be considered as part of an in-home plan with a spousal pay or live-in provider if there is no duplication of services or payment. One example would be if the live-in is providing care 5 days a week, it may be appropriate to use Adult Day Services for care giving on the other two days if natural supports were providing evening care on those days. Or, if the client needs a two-person assist for transfers or bathing and the Day Services program provides this care, it may be appropriate to add the Day Care (waivered service) to the plan. (Note: on a spousal pay case, this would allow the use of the 300% of SSI income standard as Day Services is a waived service.)

PURPOSE OF ADULT DAY SERVICES

Adult Day Services may provide a variety of health, social, and other related support services in a structured setting during the day. Adult Day Services goals are to enhance client strengths through age-specific activities and personal care provided by trained, caring staff. Adult Day Services can provide personal care and nursing services including assistance in toileting, ambulation, bathing, grooming, hygiene, nail care, oral care, and eating. Clients attending Adult Day Services participate in activities such as rehabilitation, cognitive exercises, physical exercise, meals, art therapy, and outings. The services offered can vary based on each Adult Day Services program. Some Adult Day Services programs offer client specific training to providers.

TRANSPORTATION

Clients who wish to attend Adult Day Services but lack transportation, may check with the Adult Day Services provider. The Adult Day Services provider may provide transportation to and from the center. OMAP does not cover rides to Adult Day Services under medical transportation: other arrangements must be made. Some of the other service-plan related transportation options include:

- ◆ Natural supports
- ◆ Local waived, non-medical transportation contracts
- ◆ In rare circumstances, O.M.A.P. may provide transportation to ADS for a medical services covered by Medicaid.
- ◆ Homecare Workers can be authorized to provide the ride to and from the ADS within the hours authorized on the CA 546 Service Plan for waived in-home services clients.

REGISTRY OF ADULT DAY SERVICES

DHS maintains a voluntary registry of Adult Day Service providers (in accordance with OAR 411-066-0000) that have met DHS established standards of operation. Adult Day Services providers on the registry comprise the Oregon Association of Adult Day Services (OAADS), a non-profit organization.

MEDICAID-PAID ADULT DAY SERVICES

There are a limited number of Adult Day Centers that have approved Medicaid contracts with the Department. The Department can only authorize payment to those Adult Day Service providers who have established a Medicaid contract with DHS. DHS has not contracted with any Adult Foster Homes to provide Adult Day Services for Medicaid residents. Any ADS provided in Adult Foster Care Homes or Nursing Homes are only available to private pay customers.

The rates for Adult Day Services are individually contracted, but these rates generally range from \$45.00-60.00 for a full day of services. Some centers also offer half-day rates at a slightly lower rate.

The Adult Day Services providers that DHS has contracted with for Medicaid residents are listed below. All of these providers are on the registry and are committed to working with our clients who are Medicaid eligible. Case managers may contact Adult Day Services programs directly about their program and their application process.

ADULT DAY SERVICES CENTERS

Grace Center	435 NW 21 St	Corvallis	541-754-8417
Lifeworks NW	14600 NW Cornell Rd	Portland	503-591-9575
Providence	1111 Crater Lake Ave	Medford	541-732-5499
Salem Senior Center	1055 Erixon St NE	Salem	503-588-6303
Silver Years	9958 SW Arctic Dr	Beaverton	503-641-1575

Trinity Respite Care	905 Skylark Place	Ashland	541-482-2465
Volunteer of America			
Lambert House	2600 SE 170 th St	Portland	503-760-2075
Marie Smith Ctr	4616 N. Albina	Portland	503-335-9980
Velma Joy Burnie	537 SE Alder St	Portland	503-232-4117
Cascade Health	1621 Centennial Blvd	Springfield	541-726-4484

Implementation/Transition Instructions: Please begin using these guidelines when referring Exception requests that include Adult Day Services or when implementing a service plan with Adult Day Services within the local office approval amount.

Training/Communication Plan: Central Office will provide training and technical assistance as needed.

Local/Branch Action Required: Please use these guidelines when authorizing Adult Day Services. Please disregard previous instructions in Policy Transmittal 04-026 issued 05/24/04.

Central Office Action Required: Review Adult Day Services requests in the Exceptional Payment Review committee. Provide authorization and technical assistance to the field.

Field/Stakeholder review: Yes No

If yes, reviewed by: SPD Operations Committee

Filing Instructions: N/A

If you have any questions about this policy, contact:

Contact(s):	Darwin Frankenhoff, Adult Day Services Policy Analyst		
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