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Authorized Signature

Number: APD-PT-15-026

Issue date: 7/29/2015

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 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"/> ODDS Children’s Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Adult Day Services for Consumers Living in Adult Foster Homes		
Policy/rule number(s):	411-066-0000 through 411-066-0020; 411-027-0000; 411-027-0025; 411-027-0050; 411-050-0655	Release no:	
Effective date:		Expiration:	
References:			
Web address:			

Discussion/interpretation: Consumers eligible for Medicaid long-term care services are also eligible for Adult Day Services (ADS). ADS is most appropriately authorized as a stand-alone service or used in conjunction with in-home services. Under exceptional circumstances, a consumer residing in an adult foster home may be authorized to attend an Adult Day Service program.

Consumers who met certain criteria should qualify for a behavioral add-on payment. The add-on payment can be used by the AFH provider to assist in addressing the

consumer's special need. If, due to the consumer's special needs, a provider incurs costs related to additional staffing that an Add-On payment cannot recover, then a request for an Exception to authorize ADS may be submitted to Central Office for consideration.

Following is the criteria, expected documentation and process to receive authorization for ADS for a resident of an adult foster home:

Special Needs Criteria for Approval of ADS for a Resident in an AFH:

1. The AFH resident has a special need as indicated in the CAPS assessment, such as:
 - a. Requiring assistance with behaviors resulting from a dementia, traumatic brain injury or other medical diagnoses or physical disability. The CAPS assessment documents that the resident demonstrates daily behaviors that require constant intervention by the provider;
 - b. A need for assistance with behaviors associated with a mental health diagnosis such as depression, personality disorder or thought disorder. The CAPS assessment must document that the resident demonstrates daily behaviors that require constant intervention by the provider.
2. The resident requires services or interventions that the existing AFH provider is unable to meet, and
3. The services are needed to maintain the current AFH placement.

Special needs do not include a consumer's need for communication, socialization, nursing or health related activities.

Needed Documentation to Support the Request for ADS for a Resident in a AFH:

1. Current narration in the CAPS system identifying the need and rationale for the decision to authorize ADS services for a resident of an AFH.
2. Information in the [APD 0514](#) (Request for Exception), will address which "special need" (see criteria above) the AFH provider is unable to meet, why they're unable to meet that need and how the ADS program will meet the need.
3. If the need is behaviorally driven, Behavior Support Services will be requested resulting in a behavior plan which will be submitted with this exceptional payment request.
4. A current plan of care from both the AFH and ADS provider identifying the resident special needs and interventions designed to reduce behaviors to a manageable level, improve the resident's functioning and maintain the current care setting. The plan should contain goals with timelines and regular progress reports.
5. "Special needs contracts" exception requests for ADS of services for residents of must be preapproved by the care planning team and must be supported by the Behavior Support or Activity Plan, required under the contract.

Process to Access ADS for a Resident in a AFH:

1. Complete a [APD 0514](#);
2. Obtain the plan of care for both the AFH provider and the ADS program;
3. Obtain the behavior support plan;
4. Receive manager approval for this exception;
5. Submit the above information through the spd.exceptions@state.or.us

Approval Review:

Central Office staff will review the request and send a decision to the case manager. The authorization may be approved for up to one year and will be limited to a maximum of three days a week.

Adult day services should never be requested to provide respite for the adult foster home provider.

Implementation/transition instructions:

Training/communication plan:

Local/branch action required:

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by: Policy review team and operations review team

Filing instructions:

If you have any questions about this policy, contact:

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