

# Policy Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number:** APD-PT-20-055  
**Issue date:** 4/6/2020

**Topic:** Developmental Disabilities

**Due date:**

**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 type="checkbox"/> Area Agencies on Aging: {Select type}          | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities             | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                      | <input checked="" 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 type="checkbox"/> Other (please specify):   |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

<b>Policy/rule title:</b>	Expanded Supports for Families During COVID-19		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	v1
<b>Effective date:</b>	4/1/2020	<b>Expiration date:</b>	September 1, 2020 or 60 days after the COVID-19 state of emergency is lifted, whichever comes first
<b>References:</b>			
<b>Web address:</b>			

**Summary:**

The COVID-19 pandemic and extended school closures in Oregon are putting stress on many families who are supporting their children at home. ODDS has responded with a number of ways to provide extra support to children and families during this time:

- ODDS has approved the use of summer hour ADL/IADL supports during school closure. [PT-20-023](#)
- ODDS has authorized CDDPs to approve overtime hours for Personal Support Workers who may need to cover for other workers as a result of COVID-19.
- ODDS has developed a staff triage process for CMEs to use to identify staff that may be able to assist families if more workers are needed. [AR-20-036](#) and [AR-20-037](#)
- ODDS has taken steps to ensure services continue uninterrupted if an ISP is set to end during this emergency situation, and eligibility redeterminations have been paused. [PT-20-042](#) and [PT-20-043](#)
- ODDS has provided guidance to CDDPs on how to connect with families whose children receive services via electronic and video communication systems. [PT-20-029](#)

As an additional step for supporting families during this time, ODDS is temporarily making changes to the Family Support program. As described below, ODDS has expanded the Family Support program and broadened criteria for Family Support purchases. ODDS is strongly encouraging CDDPs and CIIS to reach out to families with children who may be struggling during this time to explore other options for increasing supports.

### **Children Receiving In-Home or CIIS Services Can Now Access Family Support**

A service coordinator may become aware that a family is under stress due to the current emergency either through previous contact, by being contacted by the family, or through normal monitoring activities.

A child currently receiving in-home or CIIS services whose family has an urgent need for supports due to the COVID-19 emergency may access family support funds.

When a child needs additional supports as a result of the COVID-19 state of emergency, the CME can add a Plan Line for **SE150/OR380/ZP** to the child's current in-home or CIIS Plan of Care. The Service Prior Authorization (SPA) authorized under that Plan Line would utilize the "generic" provider.

The CME can then authorize purchases of specific items or services **up to a limit of \$600 per child**. This additional service element will be available for children with urgent needs who currently access in-home or CIIS services until September 1, 2020 or 60 days after the current state of emergency is lifted, whichever comes first. Children can receive both Family Support and other in-home services simultaneously.

### **Criteria for Items or Services Purchased through Family Support Expanded**

During this temporary state of emergency, Family Support funds can be used to purchase the following services not readily available or accessible via the K Plan or

through other resources:

- Services indicated in OAR 411-305-0235
- Other items related to a behavioral, safety, medical, and/or ADL/IADL support need identified in the child's ISP
- Technology needed in order to facilitate telehealth, including case management services
- Items that may not be consistent with the expenditure guidelines

Items that are not usually thought of as a developmental disability support may be considered, but must relate to an ADL/IADL, medical, or behavioral support need of the child. CMEs should be flexible and responsive to family needs during this state of emergency.

Items must be purchased directly by the CME through a reputable online vendor. It is not necessary to exhaust other resources before using Family Support funds, if doing so would cause hardship or delay.

Items purchased must not be experimental in nature, dangerous, or provided for the sole benefit of other household members. Direct payments to parents, guardians, or designated representatives continues to be prohibited.

### **Documentation Requirements**

A change form is not required, nor is a signature from the parent, guardian, or designated representative.

CMEs are strongly encouraged to contact families to offer this additional resource and respond to requests from families in a timely manner. CMEs are expected to document these conversations in a progress notes, as applicable, and document if changes are made to Plan of Care as a result.

**Training/communication plan:** Question sent to [ODDS.FieldLiaison@dhsoha.state.or.us](mailto:ODDS.FieldLiaison@dhsoha.state.or.us) will be addressed during regularly scheduled webinars for CMEs and COVID-19.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

*If you have any questions about this policy, contact:*

Contact(s): ODDS COVID-19 Team	
Phone:	Fax:
Email: <a href="mailto:ODDS.questions@dhsoha.state.or.us">ODDS.questions@dhsoha.state.or.us</a>	