

# Policy Transmittal Developmental Disabilities Services



Anna Lansky

**Authorized signature**

**Number: APD-PT-20-071**

**Issue date: 5/6/2020**

**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>	Department funding of Assistive Technology during the Stay Home, Save Lives executive order.		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>		<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** While the COVID-19 Stay Home, Save Lives Executive Order 20-12 is in effect, individuals may be physically isolated from those outside their home, such as family members, friends, co-workers, service providers, their case manager or others. Lack of assistive technology may be the barrier. If so, the individual may be eligible for *temporary* Department funding for assistive technology during the COVID-19 pandemic. This transmittal clarifies eligibility, requirements, and exclusions that apply during Stay Home, Save Lives order, as well as Oregon's declared State of Emergency.

## **Implementation/transition instructions:**

If a Services Coordinator or Personal Agent (SC/PA) identifies that assistive technology is needed to enable an individual to communicate with those outside their home or residence, they should complete the following steps:

- Discuss with the individual and their team, as appropriate, if the addition of assistive technology would meet this need.
- If the individual agrees that the addition of assistive technology would meet this need, then the SC/PA must work with the individual to identify and document in the ISP or Progress notes, the most cost-effective means of meeting this need.
  - Examples include:
    - A webcam for individuals who already have adequate access to a computer or laptop that meets their needs.
    - A tablet or laptop with built-in camera for those without adequate access to appropriate technology that meets their needs.
- Add the service to the ISP.
- Document why the assistive technology is the most cost-effective option selected.
- Ensure there is a plan for the person to access connectivity. Many internet providers are temporarily offering free WiFi or cellular internet access. If connectivity will occur utilizing the provider or family's system, the SC/PA should assist in the development of an agreement for the use of the WiFi or Internet.
- Identify if there are risks associated with using assistive technology. If so, address the risks with the ISP team by updating the Risk Management Plan. The ISP team may consider authorizing Professional Behavior Services to assist with this.
- Determine whether individuals need support to set up or use the technology and create a plan for this support.

## **Exclusions**

The assistive technology must be intended to increase the individual's ability to more effectively communicate with those outside their home.

- Department funds cannot be used for any of the following:
  - to reimburse for a previously purchased item.
  - to purchase warranties.
  - to purchase items or devices solely for the convenience of care providers.
  - to purchase gaming consoles, or other devices primarily used for purposes other than communication.
  - to purchase technology primarily for distance learning or homeschooling.

## Authorizations in Plan of Care

<b>Code</b>	<b>Purpose</b>
OR321	Use this code when the device allows the individual to more <u>effectively communicate with those outside their home.</u> Examples: laptop, tablet, or webcam
OR528	Use the code when the device allows the individual to <u>participate in case management services</u> Examples: laptop, tablet, or webcam
OR321 OR528	Use the same code used to purchase the item when it is necessary to also purchase temporary connectivity (e.g. WiFi, Internet) for the assistive technology. Documentation must identify that temporary free access is not available or outline how this does not meet the individual's needs.

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

If you have any questions about this policy transmittal, contact:  
[ODDS.FieldLiaison@dhsosha.state.or.us](mailto:ODDS.FieldLiaison@dhsosha.state.or.us)