

# Policy Transmittal Aging and People with Disabilities



Ann McQueen

**Authorized signature**

**Number: APD-PT-21-008**

**Issue date: 2/22/2021**

**Topic:** Other

**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):**

- All DHS employees     County Mental Health Directors  
 Area Agencies on Aging: Types A and B     Health Services  
 Aging and People with Disabilities     Office of Developmental Disabilities Services (ODDS)  
 Self Sufficiency Programs     ODDS Children's Intensive In Home Services  
 County DD program managers     Stabilization and Crisis Unit (SACU)  
 Support Service Brokerage Directors     Other (please specify):  
 ODDS Children's Residential Services  
 Child Welfare Programs

<b>Policy/rule title:</b>	Oregon Project Independence (OPI) transportation exceptions for consumer COVID vaccinations		
<b>Policy/rule number(s):</b>	OAR 411-032-0010(1)(b)	<b>Release number:</b>	
<b>Effective date:</b>	Upon release	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>	<a href="https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SPPD/APDRules/411-032.pdf">https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SPPD/APDRules/411-032.pdf</a>		

**Discussion/interpretation:**

In order to maximize the number of OPI consumers and consumers with no natural supports receiving the COVID-19 vaccination, case managers may approve transport and needed assistance while waiting at the vaccine site.

Case managers may approve transportation to and from the vaccine site in addition to HCW's or IHCA caregivers remaining with the consumer at the vaccine site.

Existing authorized hours should be used for transport and to remain with the consumer at the vaccine site. Exceptions may be granted for extenuating circumstances.

**Implementation/transition instructions:**

- Transportation and hours associated with getting the consumer to the vaccine clinic must have **prior authorization** by the case manager.
- HCW's who will be using their own vehicles to transport consumers to vaccine clinics may have their mileage allowance increased for that pay period.
- Case manager will discuss with the consumer that the time will be used out of their authorized hours. If the consumer does not have enough authorized hours remaining and they are scheduled to receive a vaccine, case managers may request an exception to the authorized hours.
- Tier 2 approvals can be granted by the local office, **not to exceed 3 hours**.
- Narration must clearly show that the approval is for a one-time COVID vaccine exception.
- If the exception exceeds the Tier 2 approval, send a secure email to: [OPI.policy@dhsosha.state.or.us](mailto:OPI.policy@dhsosha.state.or.us) with the subject: COVID Vaccine Exception. Include the consumer name, prime number, and reason why an exception is necessary.

**Training/communication plan:**

Review during OPI Power Hour.

**Local/branch action required:**

Supervisors please review policy transmittal with OPI staff. Case managers should communicate this information to their consumers who have no other supports to assist. Case managers will need to increase service plans for the associated pay period and reduce service plans back to the original authorized hours if an exception is requested and approved. If the HCW mileage amount is adjusted, case managers will need to increase HCW mileage authorizations for the pay period and decrease mileage back to the original authorized miles.

**Central office action required:** Provide technical assistance as needed, review exception requests.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

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

Contact(s): Brandi Truitt	
Phone: 503-930-6552	Fax:
Email: <a href="mailto:OPI.policy@dhsosha.state.or.us">OPI.policy@dhsosha.state.or.us</a>	