

Cathy Cooper  
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**Authorized Signature**

**Number:** SPD-PT-10-014  
**Issue Date:** 4/21/2010

**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):**

- All DHS employees                     
  County Mental Health Directors  
 Area Agencies on Aging                     
  Health Services  
 Children, Adults and Families                     
  Seniors and People with Disabilities  
 County DD Program Managers                     
  Other (please specify):

Policy/Rule Title:	State Plan Personal Care (SPPC) OACCESS CAPS Client Details and Synopsis Requirements		
Policy/Rule Number(s):	Chapter 411, Division 034	Release No:	
Effective Date:	Immediately	Expiration:	
References:			
Web Address:			

**Discussion/Interpretation:**

This transmittal provides clarification on the minimal requirements for completing the CAPS Client Details and the Synopsis for individuals assessed for State Plan Personal Care (SPPC) services.

**For State Plan Personal Care (SPPC) services**, documentation of particular portions of the CAPS Client Details are required to address the health and safety needs of the individual. This includes the requirement of assessing and documenting the Diagnoses and Risks sections of Client Details, every time the individual is assessed and no less than annually. **For SPPC only, all other areas of Client Details are optional.**

Even though State Plan Personal Care (SPPC) is not a waived service program, we must ensure the health and safety of individuals. Contingency plans for emergencies and a mechanism to ensure back-up care must be documented when lack of

immediate care would pose a serious threat to health and safety of these individuals.

As with other in-home services programs, case managers have the responsibility to evaluate and document if individuals are at risk should a natural disaster, extreme weather or power outage occur, or should a provider not be available to meet the care needs of the individual. Any risks or potential risks to the individual's health and safety identified in the assessment must be addressed. See Policy Transmittal [SPD-PT-10-009](#) for additional details of risk requirements.

**State Plan Personal Care (SPPC) Synopsis:**

The SPPC assessment does not have a comments section to substantiate the individual's eligibility, and need for Personal Assistance and Supportive Services. Because of this, it is required to document this information in the SPPC Synopsis. The Synopsis may also be used to provide general information about the client.

**Training/Communication Plan:** None scheduled.

**Local/Branch Action Required:** To ensure the health and safety of individuals receiving State Plan Personal Care (SPPC) services, the Diagnoses and Risks sections of Client Details must be completed no less than annually.

**Central Office Action Required:** Provide technical assistance as needed.

**Field/Stakeholder review:**      Yes      No

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

<b>Contact(s):</b>	Suzy Quinlan, Operations and Policy Analyst		
<b>Phone:</b>	(503) 947-5189	<b>Fax:</b>	(503) 947-4245
<b>E-mail:</b>	<a href="mailto:Suzy.Quinlan@state.or.us">Suzy.Quinlan@state.or.us</a>		