

Cathy Cooper

Authorized Signature

Number: SPD-PT-09-022
Issue Date: 11/18/2009

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 type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

Policy/Rule Title:	Medications Documentation		
Policy/Rule Number(s):	OAR 411-015-0007 and 411-015-0008	Release No:	
Effective Date:	Immediately	Expiration:	N/A
References:			
Web Address:			

Discussion/Interpretation:

Effective immediately, Seniors and People with Disabilities (SPD) will no longer require the entry of medications when completing the Client Details section of the Client Assessment and Planning System (CAPS) assessment tool. This change applies to all types of CAPS assessments. It is no longer necessary to enter each medication in the drop down or comments section for medications for most clients. However, a current list of medications will be needed in the following situations:

- There is a referral to the [Mental or Emotional Disorders Review](http://www.dhs.state.or.us/spd/tools/cm/mental_health/index.htm) (MED) team (further information on the MED team is available at: http://www.dhs.state.or.us/spd/tools/cm/mental_health/index.htm)
- In an active Adult Protective Service investigation, if appropriate.
- Central Office staff may request a medications list as part of an exceptional rate

request.

SPD's Home and Community Based Services (HSBS) waiver does not require the documentation of a list of medications: the intent in gathering medication information is to identify issues that may affect the eligible individual's needs, health risks and service plan.

Medication management still must be addressed per OAR 411-015-0007(7) by the following:

- Answering the rule-based questions in the Medication Management section of the CAPS assessment **and**
- Entering appropriate comments to identify and clarify the needs.

Once the CAPS assessment is moved to 'Completed' status, if follow up is needed, documentation in the CAPS Synopsis or OACCESS narration may be necessary.

Diagnosis

Diagnoses are still required for all CAPS assessments. These and all other Client Details must be entered in the Client Details section of CAPS.

Implementation/Transition Instructions: None.

Training/Communication Plan: Information about [CAPS assessments](#) is posted on the Case Management web site. Central Office will provide technical assistance as needed.

Local/Branch Action Required: Staff is no longer required to complete the drop down field to list all medications on all CAPS assessments with exceptions noted in this transmittal.

Central Office Action Required: Central Office staff will provide technical assistance as needed.

Field/Stakeholder review: Yes No

If yes, reviewed by: Operations Committee, SPD Policy

Filing Instructions: None.

If you have any questions about this policy, contact:

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