

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-18-073

**Issue date:** 9/24/2018

**Topic:** Systems Issues

**Due date:**

**Subject:** Development Disabilities Service Category Changes

**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: Type B     | <input type="checkbox"/> Health Services                                      |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                     | <input type="checkbox"/> ODDS Children's Intensive In Home Services           |
| <input type="checkbox"/> County DD program managers                    | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                 |
| <input type="checkbox"/> ODDS Children's Residential Services          | <input type="checkbox"/> Other ( <i>please specify</i> ):                     |
| <input type="checkbox"/> Child Welfare Programs                        |   |

**Message:**

Effective 9/30/2018, the DDS (DD Support Services) and SSG (DD Support Services General Fund) service categories will no longer be valid.

On the night of 09/25/2018, SELG service eligibility data will be automatically converted, as follows:

- DDS eligibles will be moved to DDC (Developmental Disabilities Comprehensive) effective 10/1/2018. The DDC record in SELG will indicate that the client is receiving DD in-home services.
- SSG eligibles will be moved to DDG (Developmental Disabilities General fund) effective 10/1/2018. The DDG record in SELG will indicate that the client is receiving DD in-home services. Please note that DD Central office is manually updating some records prior to the conversion.

APD staff are responsible for determining medical eligibility for many DD service individuals. Staff record medical eligibility in Oregon ACCESS and pass the results to

the mainframe CM (Client maintenance) system using the Oregon ACCESS integration process. CM is designed to remain synchronized with the SELG service eligibility data.

Beginning 09/26/2018, when staff integrate updates to medical cases for the affected individuals, CM will detect that there has been a change to the DD service category. System edits will require staff to change, or remove, the service category case descriptors to match what is in SELG.

When the service category case descriptor is updated from DDS to DDC, the CM system will calculate a client liability. For this change only – the transition from DDS to DDC – the 10 day timely notice deadlines to not apply. Further, staff are not required to send a notice of liability. Staff should apply the timely notice and liability notice requirements for any subsequent changes (e.g. moves from a DDC in-home to a DDC group home or foster care setting).

Note: The SELG conversion process will not send Service Eligibility updates to MMIS. Central office DD staff will manually initiate update transactions to MMIS. Staff should anticipate that there will be some delay between the time that the SELG records are converted and MMIS is updated to reflect the new Service Eligibility.

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

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