## Information Memorandum Transmittal Aging and People with Disabilities



Jane-ellen Weidanz	<u>Number</u> : APD-IM-17-090
Authorized signature	<b>Issue date</b> : 3/2/2018
<u>Topic</u> : Long Term Care	CORRECTED <u>Due date</u> :
Subject: Service plan update for In-Home Se	ervices
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
Self Sufficiency Programs	Disabilities Services (ODDS)
☐ County DD program managers	<ul><li>ODDS Children's Intensive In Home Services</li></ul>
ODDS Children's Residential Services	☐ Stabilization and Crisis Unit (SACU)
☐ Child Welfare Programs	Other (please specify):

## Message:

This Information Memorandum is being updated to provide some additional clarity. The changes noted will be in red.

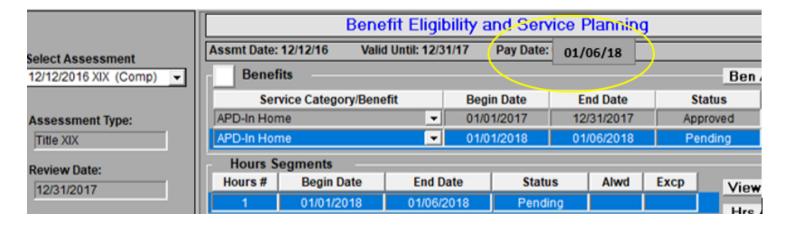
Oregon ACCESS will undergo an update to the Benefit Eligibility and Service Planning screen that will be available for staff use on December 18, 2017.

When completing a re-assessment that included a HCW (for In-Home Medicaid Services, Spousal Pay, State Plan Personal Care, or Oregon Project Independence), it was previously trained in webinars and trainings that these re-assessments needed to be done early in the month due to ensure that vouchers were not delayed. With the change that is explained below, early reviews for this reason are no longer necessary.

The <u>HCW Payroll Calendar</u> has been updated in CM Tools. Use this tool to assure service benefits/plans are updated and vouchers will go out to the HCWs timely through the ONGO system.

In the benefit portion, a new "Pay Date" will display (see example below). The indicated date is the last day in a pay period immediately past the "Valid Until" date or "Admin End" date (if the assessment is in Admin status). When creating a new benefit

that is In-Home, Spousal Pay, State Plan Personal Care (SPPC), or Oregon Project Independence (OPI), the benefit will default to the pay period end date. The purpose of making this change is to have the ability to create a benefit that ends at the end of a pay period instead of the end of a month to help ensure vouchers are issued timely.



If a current authorization for In-Home services, Spousal Pay, SPPC, or OPI ends at the end of the month, you may add a new benefit line that extends the individual's benefit through the pay period end date. The intent of the OACCESS Benefit section is to assure an individual's benefit dates in CA/PS are contiguous between assessments for ongoing authorizations.

When a new benefit is created, the benefit end date will default to the end of a pay period for In-Home Services, Spousal Pay, SPPC, or OPI authorizations. The benefit end date will default to the Valid Until date or the Admin End Date for all other benefit types.

Authorizations for Adult Day Services and Home Delivered Meals remain as a monthly authorization.

Please note that with this Oregon ACCESS update, the treatment end dates in the assessment will always default to the pay period end date. This is to ensure that qualifying homecare workers are paid at the enhanced rate. The end date should be modified for individuals receiving services in a community based or nursing facility setting.

If you have any questions about this information, contact:

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