

Cathy Cooper
Authorized Signature

Number: SPD-AR-09-052
Issue Date: 11/13/2009

Topic: Long Term Care

Due Date:

Subject: Entering OACCESS CAPS NF3 Service/Category Benefit at Re-assessment

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): |

Action Required:

When the Complex Medical Add-On level of care is approved, SPD Central Office staff will enter and approve the CAPS 'NF3' – Comp Med Add-On' Service Category/Benefit.

Effective immediately, when a CAPS re-assessment is completed for an approved, ongoing 'NF3' – Comp Med Add-On' Service Category/Benefit, the SPD/AAA local office staff will enter the prior approved 'NF3' – Comp Med Add-On' Service Category/Benefit to continue that same benefit for the re-assessment dates. **An example of how to complete this process is attached to this transmittal.**

This is the only circumstance that SPD/AAA local office staff is authorized to enter or approve the Complex Medical Add-On (NF3) level of care in the CAPS Service Plan to ensure the NF3 benefit continues without interruption.

SPD Central Office staff will end the NF3 benefit and approve an NFC benefit when the individual is no longer eligible for the NF3 level of care.

If the SPD/AAA local office staff receive calls from a nursing facility requesting a change to the Complex Medical Add-On (NF3) level of care, please ask the facility to contact the Complex Medical Add-On Unit in central office.

Reason for Action: To ensure the approved NF3 benefit continues without interruption.

Field/Stakeholder review: Yes No

If yes, reviewed by: SPD Policy Workgroup and Operations Committee

If you have any questions about this action request, contact:

Contact(s):	Becky Callicrate, Complex Medical Program Coordinator		
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E-mail:	Becky.Callicrate@state.or.us		

Example of Entering & Approving NF3 Service Category/Benefit

Local office staff **may not** enter an NF3 benefit if the prior benefit was NFC or any other Service Category/Benefit type.

The only circumstance that the NF3 can be by SPD/AAA local office staff is when a CAPS Re-Assessment is completed, and **only if** the NF3 was prior approved by Central Office. This action will prevent interruption of the NF3 eligibility dates.

- Screen print below is an NF3 benefit based on the **09/01/2008 CAPS assessment** entered and approved by SPD Central Office staff:

Benefit Eligibility and Service Planning			
Assmt Date: 09/01/2008		Valid until: 09/30/2009	
Benefits			
Service Category/Benefit	Begin Date	End Date	Status
NF3 - Comp Med Add-On	09/01/2009	09/30/2009	Approved
NFC - Basic All Inclusive	09/01/2008	09/30/2008	Ended

- Screen print below is an NF3 Service Category/Benefit based on the **09/15/2009 CAPS Re-Assessment** entered and approved by SPD/AAA local office staff, only because the NF3 was prior approved by Central Office:

Benefit Eligibility and Service Planning			
Assmt Date: 09/15/2009		Valid until: 09/30/2010	
Benefits			
Service Category/Benefit	Begin Date	End Date	Status
NF3 - Comp Med Add-On	10/01/2009	09/30/2010	Approved