

Mike McCormick

Authorized Signature

Number: APD-PT-17-031

Issue date: 8/25/2017

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 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 (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	In-Home Services Hour Authorization Changes		
Policy/rule number(s):	OAR 411-030	Release no:	
Effective date:	October 1, 2017	Expiration:	
References:			
Web address:	http://www.dhs.state.or.us/policy/spd/rules/411_030.pdf		

Discussion/interpretation: Oregon Administrative Rule (OAR) 411-030 is being amended with an effective date of October 1, 2017 and will change the maximum hours available in specific Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL). **The rule amendments will apply when an individual is assessed on or after October 1, 2017 and is determined eligible for in-home services.**

- The rule changes will apply whenever there is a new assessment including; annual reassessments, new assessments, early assessments at consumer’s request, due to a change of condition or living situation or any other reason that a new assessment is conducted.

Maximum Hours of Service

The maximum hours being changed for most ADL and IADL. The below comparison chart indicates the maximum hours of service in a monthly and service period format (which consists of two workweeks or 14 days):

- Old=Maximum hours per ADL/IADL prior to October 1, 2017.
- New=Maximum hours per ADL/IADL on or after October 1, 2017.

Mobility				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	25	20	12	9
Sub	15	10	7	5
Min	10	5	5	2

Eating				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	30	26	14	12
Sub	20	13	9	6
Min	5	6	2	3

Bathing				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	25	20	12	9
Sub	15	10	7	5
Min	10	5	5	2

Dressing				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	20	14	9	6
Sub	15	7	7	3
Min	5	3	2	1

Elimination				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	25	30	12	14
Sub	20	20	9	9
Min	10	10	5	5

Cognition				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	20	26	9	12
Sub	10	13	5	6
Min	5	7	2	3

Housekeeping				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	20	20	9	9
Sub	10	10	5	5
Min	5	5	2	2

Breakfast/Lunch				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	12	10	6	5
Sub	8	5	4	2
Min	4	3	2	1

Shopping				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	6	6	3	3
Sub	4	4	2	2
Min	2	2	1	1

Dinner				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	24	14	11	6
Sub	16	7	7	3
Min	8	4	4	2

Medication Management				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	6	10	3	5
Sub	4	5	2	2
Min	2	3	1	1

Transportation				
Assist Level	Monthly		14 Day Service Period	
	Old	New	Old	New
Full	5	5	2	2
Sub	3	3	1	1
Min	2	2	1	1

A Notice of Planned Action (SDS 0540) is required when the hours are being reduced based upon the new rule. Language is provided below to be used on the 540 when an individual's hours are reduced, and will be updated on the [APD Worker Guide](#):

An interview and assessment was performed in your residence or care setting on mm/dd/yy. This assessment found you to be eligible for xx hours of in-home services. You were previously authorized to receive xx hours of in-home services. Your service plan is being reduced from xx to xx hours per service period, effective mm/dd/yy. Rule changes in OAR 411-030-0070 (maximum hours of services) have impacted the number of hours you are eligible to receive.

OAR 411-015-0005 through 411-015-0100; 411-030-0020 through 411-030-0070

Please note that case managers will need to determine the individual's current number of hours under the two week authorization in order to complete the Notice of Planned Action (SDS 0540).

Authorizing More Than the Maximum Hours of Service

The hours were determined based upon the in-home time and motion study as described in [APD-AR-16-061](#) and other policy analysis. It is anticipated that most individuals will be able to manage their needs based upon these hours. However, individuals whose needs cannot be met with the new maximum hours and who have an exceptional need in any ADL or IADL may still be approved by applying the current exceptions process.

Exceptional hours cannot be approved for the sole purpose of avoiding a reduction in hours or benefits in any category (i.e. requesting an exception solely to maintain income or to avoid the need to send a reduction notice).

These rule changes, coupled with the two week authorization change, impacts the number of hours a Tier two user (manager or lead worker) may authorize. The maximum number of hours a Tier two user may authorize are as follows effective October 1, 2017:

ADL: 62
IADL: 35

Hours exceeding either total must be submitted to Central Office for approval.

Authorizing Less than the Maximum Hours of Service

Case managers, through the person-centered service planning process, may authorize less than the maximum number of hours in rule. Specific reasons to reduce hours are now listed in rule. The reasons listed are:

- Reduced frequency or duration
- Durable medical equipment or home modification reduced need for assistance
- Individual preference
- Natural Supports
- Provided by another agency
- Small living space (for IADL Housekeeping/Laundry)

Two or More Individuals in the Same Household

Previously, when two or more individuals eligible for IADL hours live in the same household, hours were authorized to the individual with the highest allotment and each

additional individual may receive a total of 4 hours per month for all IADL tasks.

Effective October 1, 2017, when two or more individuals eligible for IADL hours live in the same household are subject to the following maximums per service period:

- Each individual may receive up to the maximum number of hours allowed in the categories of Medication Management and Transportation.
- The individual with the highest combined allotment in the categories of Meal Preparation, Shopping, and Housekeeping and Laundry may be authorized per the person centered planning process. A maximum total of two additional IADL hours for each additional individual may be also be authorized.

Implementation/transition instructions: Please implement as described in this transmittal.

Training/communication plan: A separate transmittal is forthcoming with the training and communication plan.

Local/branch action required: Please implement as described in this transmittal.

Central office action required: Provide technical and policy support as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: APD Operations and Policy Group

Filing instructions:

If you have any questions about this policy, contact:

Contact(s):	Mat Rapoza, In-Home Policy Analyst		
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