

Policy Transmittal Aging and People with Disabilities



Mike McCormick

Authorized signature

Number: APD-PT-18-019

Issue date: 5/09/2018

Topic: Long Term Care

Due date:

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: 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 | |

Policy/rule title:	New Notice Requirements for SPL and In-Home Hours		
Policy/rule number(s):		Release number:	
Effective date:	Upon release	Expiration date:	
References:			
Web address:			

Discussion/interpretation: This policy transmittal, which replaces [APD-AR-18-017](#), is follow-up to provide additional changes to the Notification of Planned Action notices [APD-PT-18-015](#).

What is Changing

New notices have been developed to meet legal sufficiency requirements. These notices provide more comprehensive and detailed information on how SPL and in-home hours are determined. The objective of these new notices is to provide information that helps consumers understand how decisions have been made and

which rules apply to their specific situation. For redetermination notices, they provide information from the previous assessment and/or service plan for the consumer to see any changes that have occurred.

Immediate Action

Effective May 7, 2018, any newly completed re-assessments must be accompanied by the new notices described below. Central Office will be processing these notices until each CM has been trained.

Local Office (LO) Process

Once the assessment and service plan hours (if applicable) are finalized, and one or more of the above scenarios described below apply, the following process shall apply until training has been completed:

- Send e-mail to APD.DecisionNotices@dhsosha.state.or.us providing the following Information (* is required).
 - *Consumer Name:
 - *Consumer Prime:
 - Worker's name:
 - Worker's phone number:
 - Reason for the notice: (e.g., new denial, new approval, reassessment denial, reassessment hours reduction)
 - *Reason for change: (e.g., due to an improved condition, natural support no longer available)
 - *Proposed "Plan effective date"
 - *Consumer pay-in for in-home services, including start dates and any prorated amounts (if applicable)
 - Note that form SDS 541 will not be needed as the new Hours Decision Notice will have the consumer's pay-in information

Other information that is needed for the notices will be gathered from the completed assessment and service plan. It is critical and therefore mandatory that any collateral contacts or collaborative sources of information reviewed and persons present during the assessment be documented in the assessment narrative.

The SDS 540 should not be used in the circumstances listed below.

Notice Processing

Central Office will complete the new notice(s). After the notice is complete:

- If the decision is to close the case, CO will send it to the consumer and email a copy to the LO. The LO should then save the document to the consumer's EDMS file.

- If the decision is anything other than to close the case, CO will email the notice to the LO. The LO should mail the notice(s) to the consumer and any other documents that are required. The LO should then save the document to the consumer's EDMS file.

New Notice Descriptions

Notices for new consumers (consumers not currently receiving services):

- **Service Priority Level (SPL) Determination Decision Notice**
 - Required whenever a decision is made on an assessment for a new consumer that is not currently receiving services under Oregon Administrative Rules (OAR) [411-015](#) (SPL 1-13).
 - This notice is required to inform consumers of their need levels following a completed assessment as determined under [OAR 411-015](#) regardless of the approval/denial decision.
- **In-Home Service Hours Determination Decision Notice**
 - Required whenever a new service plan is developed for a consumer that is not currently receiving in-home services under [OAR 411-030](#).

Notices for current service consumers that are reassessed for any reason that results in higher SPL number or lower number of hours:

- **SPL Redetermination Decision Notice**
 - After a re-assessment is completed, this notice is required if the consumer's SPL is higher (e.g., previously SPL 7 and is now a SPL 10) or when the consumer's in-home service hours have decreased.
 - The only time this notice is not required is during a re-assessment that results in the same or is lower (e.g., previously SPL 13 and is now a SPL 7) and there is no decrease in hours.
- **In-Home Service Hours Redetermination Decision Notice**
 - Required whenever a service plan is developed for a consumer that is currently receive in-home services under [OAR 411-030](#).

Other Information:

For any previously completed assessments that resulted in a decision to put the previous assessment into "admin" status, the process will be discussed in a separate transmittal.

Information regarding trainings will be addressed in a separate Action Request transmittal.

Implementation/transition instructions:

Training/communication plan:

An overview of the notices will be discussed at the upcoming [CM Mandatory Webinar](#), scheduled for May 9, 2018, beginning at 1:30 p.m. PDT. Please register by using the following link:

<https://attendee.gotowebinar.com/register/1129270297822127874>

Local/branch action required: Actions are indicated above.

Central office action required: Actions are indicated above.

Field/stakeholder review: Yes No

If yes, reviewed by: Policy and Operations

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Mat Rapoza, In-Home Policy Analyst Ben Sherman, SPL Policy Analyst	
Phone: Mat: 503-945-6985 Ben: 503-602-3471	Fax:
Email: Mathew.G.Rapoza@state.or.us Ben.C.Sherman@state.or.us	