

Cathy Cooper

Authorized Signature

Number: SPD-PT-06-044
Issue Date: 11/14/2006

Topic: Mental Health

Transmitting (check the box that best applies):

- New Policy
 Policy Change
 Policy Clarification
 Executive Letter
 Administrative Rule
 Manual Update
 Other: New Procedures for ECOS

Applies to (check all that apply):

- All DHS employees
 County Mental Health Directors
 Area Agencies on Aging
 Health Services
 Children, Adults and Families
 Seniors and People with Disabilities
 County DD Program Managers
 Other (please specify):

Policy/Rule Title:	New Enhanced Care Outreach Services (ECOS) Placement Procedures		
Policy/Rule Number(s):		Release No:	
Effective Date:		Expiration:	
References:			
Web Address:			

Discussion/Interpretation: Enhanced Care Outreach Services (ECOS) are currently available in 12 counties for approximately 80 clients in 50 facilities. All ECOS clients must meet eligibility for SPD nursing home or waived services per OAR 411-015-0000 through 411-015-0100. Facilities in every licensed category serve ECOS residents. Most facilities have only one ECOS resident. The majority of ECOS residents have moved to an ECOS facility after “graduating” from one of the Enhanced Care Facility based programs. ECOS residents receive an individualized mental health treatment program supervised by a mental health professional who provides on site services, training for facility staff, 24/7 crisis intervention and care planning.

The process for placement in an ECOS program is outlined in an attached “Guide to Admission and Discharge Process for Enhanced Care Outreach Services”. All ECOS placements must be into a currently licensed facility that has a DHS Medicaid contract.

The attached Provider Agreement has been developed to replace the time consuming & redundant practice of issuing a second contract for the ECOS services. This Agreement provides us with the ability to document the effective date, the ECOS rate, the expectations of the provider, and to assure that both mental health and SPD/AAA offices have approved the placement.

Implementation/Transition Instructions: Attached is the new “Letter of Agreement” for ECOS Providers.

Current Clients: SPD Central office will be sending the Provider Agreements to all current ECOS providers starting in November. Once the provider has signed the Agreement, it will be sent to the local SPD/AAA office. Please have the Manager or their designee sign, date, and return the Agreement soon as possible. Keep a copy for your files.

New clients: Follow the procedure outlined in the attached Guide. Once the placement is agreed to by both mental health and SPD/AAA, the SPD/AAA office should have the “Letter of Agreement” signed by the provider and the local SPD/AAA Program Manager or their designee and send to Lynn Hanson, Special Needs Coordinator, at Central Office.

Training/Communication Plan: Manager/Supervisors may contact Lynn Hanson to schedule on-site ECOS Program review and technical assistance.

Local/Branch Action Required For New ECOS Clients- Local Branch offices need to obtain the signature of the provider and the local SPD/AAA Program Manager or their designee on the “Letter of Agreement”. The local SPD/AAA Program Manager or their designee then needs to sign, date, and fax it to Lynn Hanson.

Central Office Action Required For New ECOS Clients: When Lynn Hanson receives the completed “Letter of Agreement” she will process the payment and send a copy to the Provider, the CMHP and the local SPD/AAA branch office.

Field/Stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Lynn Hanson, Megan Hornby		
Phone:	503-947-5247 & 503-945-6415	Fax:	503-378-8966
E-mail:	Lynn.hanson@state.or.us or megan.hornby@state.or.us		



Oregon

Theodore R. Kulongoski, Governor

**Department of Human Services
Seniors & People with Disabilities**

500 Summer Street NE, E-13

Salem, OR 97301-1074

Voice (503) 947-5247

FAX (503) 378-8966

Provider Agreement for Placements into the Enhanced Care Outreach Services (ECOS) Program

DATE: _____

SUBJECT: Provision of Enhanced Care Outreach Services (ECOS) for:

Resident name(s) & Prime #(s): _____

Seniors & People with Disabilities

(SPD) Provider's Name: _____

SPD Provider address: _____

Effective date: _____ Provider's Medicaid Number: _____

This Agreement is to notify _____ that with the acceptance of a resident who has been designated as an Enhanced Care Outreach Services resident at the ECOS service rate you must comply with the following program expectations in addition to your basic licensure requirements and current Medicaid contract.

DEFINITIONS:

Activities: The recreational programs and events offered by a Provider to ECOS residents

Behavior Support Plan: A plan that addresses problematic behaviors in a person centered way with the least restrictive/intrusive interventions possible.

Care Plan: A plan that addresses each resident's goals, lifestyle preferences and preferred interventions within the licensure requirements for that home or facility. The Care Plan is to be integrated into one chart and is to include: the care/service plan in accordance with the Provider's licensure; a copy of the current mental health assessment; a copy of the mental health Treatment Plan; the individualized Behavior Support Plan; and any psychiatric consultation notes.

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Community Mental Health Program (CMHP) means the organization of services under ORS 430.630 for persons with mental or emotional disorders, drug abuse problems, developmental disabilities, mental retardation, and alcoholism and alcohol abuse problems. CMHP are operated by, or contractually affiliated with a Local Mental Health Authority (LMHA), and operated in a specific geographic area of the state under an omnibus contract with Office of Mental Health and Addiction Services (OMHAS).

Enhanced Care Outreach Services (ECOS): Enhanced Care Services delivered to approved ECS-eligible individuals residing within SPD-licensed facilities.

Interdisciplinary Treatment Team (IDT): The team's care planning or service plan functions that coordinates the Provider's plan with the activities of the CMHP. The IDT is responsible for developing an individualized behavior plan addressing specific behavioral symptoms and coordinating all nursing, medical and ancillary services.

Treatment: A planned, medically appropriate, individualized program of interactive medical, psychological, rehabilitative procedures, therapeutic interventions, experiences, and/or therapeutic activities designed to rehabilitate, relieve or minimize mental or emotional disorders identified through a mental health assessment, developed by the IDT and provided by a mental health professional employed by the CHMP.

1. SPD PROVIDER PROGRAM REQUIREMENTS

a. Interdisciplinary Treatment Team (IDT): The IDT must create a person-centered/directed care plan based on assessment information gathered by the team members. The team members will include the SPD Provider or resident care manager, RN or primary care provider, a direct care worker, a CMHP staff person, the SPD/AAA case manager, the resident and/or significant others. The SPD Provider is responsible for making sure the monthly IDT meeting occurs.

b. Care Plans: Care Plans must be reviewed by the IDT at least quarterly or more frequently if indicated by the resident's needs. Specific methods and interventions to be used to accomplish the desired outcomes will be detailed in the resident's Care Plan.

A. All ECOS residents must have an individualized Behavior Support Plan that is reviewed at least monthly by the SPD Provider & the CMPH staff person.

B. An individualized activity plan is required for each ECOS resident and the plan must be reviewed at least monthly by the IDT.

C. Each resident's care plan must address the resident's goal for long term living arrangements and the supports necessary to achieve this.

c. In-service Training The SPD Provider must offer all staff who have contact with ECOS residents orientation and 6 hours of quarterly in-service training. Training must include but is not limited to mental health issues and behavior management including handling of aggressive behaviors. CMHP staff are responsible for providing 50% of the in-service trainings related to the mental health needs of the ECOS residents.

2. SPD PROVIDER ADMINISTRATIVE REQUIREMENTS

- a. SPD Provider must have an existing Medicaid contract with DHS to provide either SPD nursing facility, adult foster home, residential care or assisted living services.
- b. SPD Provider must be in substantial compliance with the Oregon Administrative licensing rules for their facility type.
- c. SPD Provider must provide 30 days notice of termination of this agreement to their local AAA/DHS case manager and to Special Programs Coordinator at the address below.
- d. SPD Provider will receive payment in accordance with the payment process and standards identified in OAR 411-027-0000-0200. A rate of \$1,904/month per approved ECOS resident will be assigned effective from the date of placement and eligibility for ECOS services until such time as resident is terminated from ECOS. Rates are approved only for residents whose names are noted on this agreement.
- e. This agreement must be signed by the following persons **in order for the ECOS rate to be implemented**. A signed copy of this Agreement must be faxed or mailed to:

Lynn Hanson, Special Programs Coordinator
 Seniors & People with Disabilities (SPD)
 500 Summer Street NE, E13
 Salem, OR. 97301-1074
 Fax: 503-378-8966

SPD Provider: _____
 Printed Name Signature Date Phone #

AAA/SPD:
 Program Manager _____
 Printed Name Signature Date Phone #

For SPD Use Only:	Date Received:	Date Rate Submitted:
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Guide to Admission Process for Enhanced Care Outreach Services (ECOS) for Local SPD/AAA Offices

1. ALL admissions and discharges (other than to temporary admission to the hospital) must go thru the Enhanced Care Coordinator Deborah Thorsen (503-947-5537). If you have a referral you should contact the local Mental Health Enhanced Care Services (ECS) Coordinator and ask them to put together a packet on the potential placement and send it to Deborah.

2. All ECOS placements must be into SPD licensed facilities with existing Medicaid contracts. Local SPD/AAA Managers should work with the local Mental Health ECS Coordinators to ensure that all placements are reviewed with the local SPD/AAA Case Manager assigned to that facility prior to placement. The Case Manager is responsible to determine if that facility is capable of providing the necessary services for that resident. The Case Manager should check with APS and Licensing or CCMU depending on the type of facility.

3. If the facility is a new adult foster home or one that has not previously had an ECOS resident, the AFH licensor must review the facility for its ability to provide ECOS services. The “Letter of Agreement” from Central office will serve as a Statement of Work that can be attachment to the AFH contract.

4 The Case Manager* should have the “Letter of Agreement” signed by the provider and the SPD Program Manager, or their designee, then fax it to Lynn Hanson at SPD Central Office: fax 503-378-8966. You can contact Lynn if you have any questions at 503-947-5247 or lynn.hanson@state.or.us .

5. SPD/AAA Case Managers should set up the 512 at the time of the move-in but not enter the rate information at that time. Nancy McWherter (phone 503-945-6461) in the SPD Rate Setting Department will enter the rate into the system upon receipt of the completed “Letter of Agreement”. Nancy will then call or email the SPD/AAA Case Manager to “touch” the 512 to set the rate.

NOTE: Case Managers no longer need to obtain a new Provider number for any facility providing ECOS services.

*** Some offices may want assign the Program Supervisor to this function.**