

Mike McCormick

Authorized signatureNumber: APD-AR-17-029Issue date: 5/12/2017Topic: LicensingDue date:

Survey Monkey closing May 31, 2017\* for reporting HCBS Adult Foster

Subject: Home Compliance [\*Exception: Multnomah County]**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<br>Disabilities Services(ODDS) |
| <input type="checkbox"/>            | Self Sufficiency Programs               | <input type="checkbox"/> | ODDS Children's Intensive<br>In Home Services          |
| <input type="checkbox"/>            | County DD Program Managers              | <input type="checkbox"/> | Stabilization and Crisis Unit (SACU)                   |
| <input type="checkbox"/>            | ODDS Children's<br>Residential Services | <input type="checkbox"/> | Other ( <i>please specify</i> ):                       |
| <input type="checkbox"/>            | Child Welfare Programs                  |                          |  |

**Action required:**

Beginning June 1, 2017, all Local Licensing Authority (LLA) offices, with the exception of Multnomah County, will no longer use:

- 517E, 517F, and 517G forms; and
- The current HCBS Survey Monkey tool.

Multnomah County LLA will use a new HCBS Survey Monkey tool, created specifically for their use. All other LLAs will provide ongoing data reporting on HCBS compliance using ASPEN.

**Reason for action:**

The Home and Community Based Services (HCBS) and Settings Rules (OAR 411-004 series) became effective January 1, 2016. New providers licensed after that date must comply with all HCBS rules. LLAs will continue to report on progress toward HCBS compliance when surveying and licensing in ASPEN. Reporting via ASPEN will also be used when conducting home visits of existing licensees. Providers licensed prior to January 1, 2016, must show measurable progress toward compliance with all HCBS rules.

**MULTNOMAH COUNTY:**

Adult Foster Home Licensors will continue to record HCBS-specific progress using forms 517E, 517F and 517G and the new Survey Monkey tool. To ensure a smooth transition for the majority of Oregon’s LLAs, the existing Survey Monkey tool will be closed May 31, 2017. Beginning on June 1, 2017, Multnomah LLA will continue to use forms 517E, 517F and 517G forms and the new Survey Monkey tool to report monthly data. Data from Survey Monkey will continue to be used to report to the Centers for Medicare & Medicaid Services (CMS) for Multnomah County.

**ALL COUNTIES EXCEPT MULTNOMAH:**

Adult Foster Home Licensors temporarily recorded HCBS compliance using Survey Monkey and forms 517E, 517F and 517G as an interim process until LLAs gained access to the ASPEN system. Rollout of ASPEN to all LLAs (except Multnomah County) was completed on April 20, 2017, eliminating the need to continue the use of forms 517E, 517F and 517G and monthly data reporting in Survey Monkey. Therefore, the current Survey Monkey tool will be closed on May 31, 2017, and will no longer be available.

LLAs will use ASPEN for licensing activities including initial and renewal application activities, monitoring visits and HCBS visits. For all LLAs, other than Multnomah County, data from ASPEN will be used to track and report HCBS compliance to CMS.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:** APD Operations & Policy

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

<b>Contact(s):</b>	Chris Angel, APD Medicaid Long-Term Care Policy Bob Weir, APD Medicaid Long-Term Care Policy		
<b>Phone:</b>	503-945-7034 971-600-7876	<b>Fax:</b>	503-947-4245
<b>Email:</b>	chris.s.angel@state.or.us bob.weir@state.or.us		