

# Information Memorandum Transmittal Aging and People with Disabilities



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**Number:** APD-IM-18-007

**Issue date:** 1/26/2018

**Topic:** Long Term Care

**Due date:**

**Subject:** In-Home Services - Hourly Cap Enforcement

## **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                        |   |

**Message:** Since the October 1, 2017 changes staff have been completing the required annual CA/PS reassessments and new service assessments, which has led to questions about the HCW hourly cap rule. This transmittal is intended to clarify information related to the hourly cap for in-home service plans.

When Oregon ACCESS and the Mainframe were updated for the October 2017 changes, HCWs that were authorized either 220 hours per month / 50 hours per week or 176 hours per month / 40 hours per week the conversion resulted in HCWs being authorized 51 hours per workweek / 102 hours per two-week pay period or 41 hours per workweek / 82 hours per two-week pay period. These service plans which exceeded the 50 and 40 hour caps were allowed **temporarily until** a new assessment is completed.

When new service assessments and/or reassessments are completed on or after October 1, 2017, the 50 hour and 40 hour caps must be enforced. This applies all HCWs, even for those HCWs that were temporarily allowed to exceed the cap due to the month to two-week pay period conversion.

Consumer-Bob	Assessment 8/2017	10/2017 Conversion	Reassessed 8/2018
HCW 1 – Nancy	220 hrs. per month	102 hrs. per pay period	100 hrs. per pay period
HCW 2 – Carol	176 hrs. per month	82 hrs. per pay period	80 hrs. per pay period

Please remember to send HCWs that are affected by this reduction in hours per pay period, a Homecare Workers Notice of Authorized Hours and Services form [SDS 4105](#) so they are made aware of the reductions before receiving their new vouchers.

*If you have any questions about this information, contact:*

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