

Topic:	Foster Care: 2:1 Staffing Authorization Procedure
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Overview

Description: This worker guide explains the process for Community Developmental Disabilities Programs to request and receive authorization of a second caregiver (2:1) for children and adults in Foster Care settings.

Purpose/Rationale: When an ISP team reviews the assessed support needs of a child or an adult, it may be determined that the individual may require a second caregiver to complete some activities. This is often termed, 'requiring 2:1 supports'. Examples could include the need for additional support for medical or behavioral needs to assure an individual's health and safety.

Applicability: For Community Developmental Disabilities Program (CDDP) service coordinators who request 2:1 foster care staffing exceptions for children and adults based on their assessed needs.

Procedure(s) that apply:

Determining the Need for 2:1 Supports:

An ISP team may review the need for 2:1 staffing during annual ISP planning or when there is significant change in an individual's condition. More commonly 2:1 staffing discussions may be triggered by responses to an individual's Support Needs Assessment Profile (SNAP) questions. The SNAP support needs summary page, found under the "summary tab" (identified as 2:1 Review required), may identify health and safety concerns in the specific areas of ADL's, night-time, medical or behavioral support needs. As a result, the child or adult may require significant assistance or supervision levels, including exclusive focus of 2 caregivers for all aspects of an activity. As defined in the SNAP instructions *"2:1 Supports means the individual requires 2 caregivers to provide supports and/or supervision, which cannot be interrupted by, postponed by routine activities and/or supervision of other individuals and requires exclusive focus of a*

caregiver". The service coordinator, along with the ISP team reviews, discusses and documents how and why the ISP team came to the decision to request 2:1 staffing and for what specific support areas. This ISP team discussion may happen as part of the SNAP interview or in a separate meeting. While the considerations and concerns of the foster care provider are integral to the ISP team discussions, the decision to request additional staffing may not be based on the preferences or limitations of a specific foster care provider when support could reasonably be provided in a safe manner by a single caregiver.

If an ISP team decides to request additional staffing, the SNAP assessor should be notified immediately and informed of this. The SNAP assessor will need to hold the SNAP and not submit to the Rebar email address until the results of the 2:1 FC review are received. At this time, the SNAP assessment may be considered 'complete' and it may be locked and submitted to Rebar.

Requesting 2:1 Supports Approval:

To submit a request for Foster Care 2:1 funding the service coordinator must complete the [DHS 0383](#) form. Documentation supporting the request must be attached. Examples include ISP with RIT, nursing assessment and care plan, Positive Behavior Support Plan, medical assessments and protocols, behavioral assessments, behavior data, protocols and safety plans. Schedules of caregiver hours and activities will be required as part of the approval process.

The SNAP Exception Guidelines form ([hyperlink](#)) specifies the subcategories of support. Staffing hours (2:1) requested are limited to identified hours defined in the SNAP Exception Guidelines. The request should identify the subcategories of support and the number of hours in the category. The authorized amounts have different hourly rates for children and adults. Adult rates are based on the current Adult Foster Care [Collective Bargaining Agreement](#). Close attention should be paid to the submission timelines and supporting documentation requirements found on the DHS 0383 form.

Reviews for foster care 2:1 funding will be completed by the ODDS Tier Committee. A request for a secure e-mail from ReBAR should be sent to ReBar.Request@state.or.us In the body of the e-mail message please reference "SNAP 2:1". For more information about the process of submitting requests please refer to APD-AR-14-036.

Upon completion of the 2:1 FC review, ODDS will send a 2:1 FC Notification Memo with the decision outlined on the memo to the CDDP service coordinator.

If the request is denied by ODDS, a Notification of Planned Action (NOPA) will be sent to the individual and guardian with a copy to the Case Management Entity. The service coordinator should maintain documentation of the decision including the 2:1 FC Notification Memo or NOPA, and ISP team discussions of alternative strategies or supports if there was a denial of the request.

Recording 2:1 Hours & Rate for Payment:

Upon receipt of the approval memo the CDDP service coordinator will assure the hours and rates are identified as part of the payment process. The CDDP or service coordinator will notify the SNAP assessor of the additional hours to be added to the SNAP. The SNAP assessor will then enter the following information onto the SNAP Summary Page.

- For the designated category of supports (ADL Supports, Behavior Supports, Medical Supports, or Nighttime Supports) mark yes in the appropriate 2:1 Review column.
- The additional dollar amount as identified in the 2:1 FC Notification Memo should be entered into the amount column next to the 2:1 review column. This will then adjust the subtotal of the assessed rate as well as the rates with COLA's.
- A note should be added in the comments box referring to the approval for 2:1 by ODDS with the hours and additional rate approved.
- When a DD/EE Eligibility-Enrollment form (form 0337) is submitted the 2:1 FC Notification Memo should be attached with the SNAP.

Form(s) that apply:

DHS 0383 "ODDS Review Information"

"Instructions for Funding Form"

"Support Needs Assessment Profile" (SNAP)

"Support Needs Assessment Profile Exception Process Guidelines"

2:1 Foster Care Funding Notification Memo

SDS0947A "Notification of Planned Action"

Definition(s):

"*Support Needs Assessment Profile*" is the functional needs assessment specific for Adult or Children in Foster Care that documents physical, mental and social functioning.

"2:1 Supports" means the individual requires 2 caregivers to provide supports and/or supervision, which cannot be interrupted by, postponed by routine activities and/or supervision of other individuals and requires exclusive focus of a caregiver.

"Exclusive Focus" means the individual requires eyes on within hands reach at all times. The caregivers cannot have responsibilities other than to this individual at all times.

Reference(s):

Support Needs Assessment Profile (SNAP)
2015-19 Collective Bargaining Agreement

Frequently Asked Questions:

Q. If the individual needing 2:1 support has not previously had 2:1 staffing how can the provider produce a "schedule of hours"?

As part of the documentation required for form 0383 and the 2:1 request, the provider is expected to describe how they would address the additional staffing need as it relates to the identified category of ADL, behavior, medical, or nighttime needs as per ISP discussion and planning. For reviews past the initial review, a provider may need to produce a timesheet or past schedule of additional care givers.

Q. Must there be a review every year?

The 2:1 FC Notification Memo will state the approved date ranges which in most case will be tied to the annual ISP date. If the ISP team feels the need for 2:1 supports should continue, the 2:1 request for foster care must be no later than 30 days prior to the end date of the current 2:1 FC Notification approval.

Q. As a service coordinator, if a provider has not been able to consistently provide and maintain staffing what are my responsibilities? How does this affect future requests?

As part of ISP service monitoring, the service coordinator should be reviewing if the identified 2:1 support needs are being met. This would include a review of staffing records for utilization. If this support is not being met on a consistent basis, the service coordinator will need to have discussions regarding the reasons for the staffing under-utilization, timelines for full implementation and any effect on the individuals support needs or health and safety. If the supports are being met safely with a reduced amount of hours other than approved amount, the service coordinator and team can document the reduction on the ISP. Subsequent funding exception requests should reflect the actual adjusted hours.

Q. Will there be any changes to the process when AFH payments move from the current CBC system to eXPRS?

Yes. There are expected to be changes to the 2:1 process when the transition occurs. Examples of changes will be in billing, documentation, changes in DDEE-Enrollment, and SNAP download procedures. ODDS will update this Worker Guide and post a transmittal as applicable.

Q. How do the service coordinator and SNAP assessor work to document the approved 2:1 FC hours on the SNAP form for payment?

If during or after the SNAP assessment there is an indication the ISP team may consider 2:1 supports, the service coordinator should notify the SNAP assessor. The assessor can then hold the SNAP form "unlocked" until the 2:1 FC notification approval is confirmed or denied. The service coordinator can send to the assessor the 2:1 FC notification which should have the information (hours and start date) to add to the Foster Budget Summary Form. The assessor will then lock and send to ODDS/ReBAR. At this point, the SNAP assessment is considered 'complete' and the foster care provider notified of the rate.

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