

	<p><b>Department of Human Services</b>  <b>CHILDREN, ADULTS &amp; FAMILIES</b></p> <p>RESOURCE MANAGEMENT MANUAL II</p> <p>ISSUED BY: Program Operations  EFFECTIVE DATE: January 2, 1996</p>	<p>NUMBER: II-E.1.1  OAR: 413-210-0300 thru 0340</p> <p>SECTION: E. Licensing  Residential Care</p> <p>SUBSECTION: 1. Child-Caring  Agencies</p>
<p>SUBJECT: 1. Rate Classification Process - Oregon Administrative Rule</p>		

**Interpretation:** Manager,  
Residential Resources

**Approval:**  
Assistant Administrator,  
Program Operations

**PURPOSE**

**413-210-300** The purpose of this policy is to have a standardized procedure for contracted providers and the State Office for Services to Children and Families (SOSCF) to consider rate classification requests.

**Statutory Authority: HB2004**  
**Stats. Implemented: ORS 418.495**

**DEFINITIONS**

**413-210-310 (1) "Provider"** means a licensed child caring agency that contracts with SOSCF.

**(2) "Rate Classification System"** means a three level designation which indicates the level of supervision, treatment, and family involvement that the provider is rated for by SOSCF.

**(3) "Rate Committee"** means a committee composed of three members representing the State Office for Services to Children and Families and two members representing providers that make decisions regarding the rate paid to residential treatment providers.

**Statutory Authority: HB2004**  
**Stats. Implemented: ORS 418.495**

**POLICY**

**413-210-320** The Rate Committee believes that providers should be appropriately classified and should provide the level of services identified in their purchase of care contract. Since the implementation of the Rate Classification System, there have been instances where it was appropriate to consider a change in classification due to a change in population SOSCF needed to have served or a change in the type of services SOSCF wished to purchase. There is a need to have a defined process to consider rate

classification requests.

**Statutory Authority: HB2004**

**Stats. Implemented: ORS 418.495**

## PROCEDURE

**413-210-330 (1)** A Provider and/or SOSCF may present a request for rate classification to the Rate Committee at any time.

**(2)** Requests need to be in writing, sent to the Chairperson of the Rate Committee, and must include the following:

**(a)** A description of the population currently being served, and how and why the population served has changed since the program was last classified;

**(b)** A description of the level and type of service currently being provided, and how this differs from the level and type of service the program is classified to serve;

**(c)** The proposed classification and the rationale for making a change in classification;

**(d)** A statement of the fiscal impact on the program of providing services at the requested classification level;

**(e)** A statement by SOSCF of the fiscal impact on SOSCF if the classification were changed, including an indication of how any rate change will be funded;

**(f)** A recommendation by SOSCF as to whether the rate classification request should be approved.

**(3)** The Rate Committee shall consider the request for classification at a special or regular meeting during which the provider and SOSCF staff shall have an opportunity to present information and answer Rate Committee member's questions.

**(a)** The Rate Committee shall make a ruling on the proposed classification or delay a decision until further information is made available by the provider and/or SOSCF. The decision of the Rate Committee is final;

**(b)** If the proposed classification increases the program's rate and funding is not available to pay the provider at the current "paid" rate for the new classification level, the Committee may give conditional approval of the classification subject to action by the Legislature or Emergency Board to provide the needed funding.

**(4)** The Committee may request that SOSCF appoint a review team to conduct an

on-site review of the provider's program to obtain additional information regarding the request for classification. Review activities may include:

(a) A fiscal audit by SOSCF auditor;

(b) Determination of the level of services currently being provided;

(c) An assessment of whether the provider has or can obtain and put in place within a reasonable period of time, the personnel, treatment methods, administrative management, and any other resources necessary to provide effective services at the proposed rate level;

(d) Other information relevant to the rate classification request; and

(e) The Rate Committee shall consider the additional information resulting from the study requested of SOSCF at a special or regular meeting may take action the proposed classification in accord with 413-210-320 (3).

**Statutory Authority: HB2004**

**Stats. Implemented: ORS 418.495**

## EXCEPTIONS

**413-210-340** There are no exceptions to these procedures.

**Statutory Authority: HB2004**

**Stats. Implemented: ORS 418.495**