

Cathy Cooper  

---

**Authorized Signature**

**Number:** SPD-AR-10-035  
**Issue Date:** 5/27/2010

**Topic:** Developmental Disabilities

**Due Date:** 6/25/2010

**Subject:** Contracting DD151

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                     | <input checked="" type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging                | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Children, Adults and Families         | <input type="checkbox"/> Seniors and People with Disabilities   |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): CDDP Service<br>Coordinators, SPD Regional<br>Coordinators, SPD Contract<br>Administration Unit |

**Action Required:**

This notice clarifies expectations for the use of new Child Annual Plan forms and for Contract Actions with the introduction of new Long Term Support (DD 151) Plan forms and transition to new fiscal year.

1. For plans that were in place prior to this biennium, SPD has no way of tracking the plan expiration date. Therefore, for these cases, the contract will expire at the end of June. In order to continue the contract to fund plans that will continue into the next fiscal year, submit

- A copy of the current plan, and
- The contract action, which must be submitted by June 25, 2010.

The funding can then be "rolled over" or contracted to coincide with the plan expiration date. The expectation is that the new forms and process will be implemented as the end of the current plan approaches.

2. For plans and contracts that truly expire by June 30, 2010, submit

- A new plan,
- A completed page 4 of the "Request for Funding or Renewal" form (see attached), and
- Contract action form, which must be submitted by June 25, 2010.

We would recommend that the new Child Annual Plan forms be used, but given the short time frame, will accept that the core questions inherent to the new forms are

asked, and the new plans reflect the new expectations (e.g., that there is risk for out of home placement, the supports directly address the risk factors, the services fall within the new rate guidelines, etc.).

3. If the plan was approved within the last fiscal year (i.e., after July 1, 2009), but the contract for funding expires at the end of June 2010, **there is no need to submit any documentation**. SPD already has the plan expiration date and will "roll over" or contract funding into next fiscal year to coincide with plan date. The expectation is that the new forms and process will be implemented as the end of the current plan approaches.

4. As of July 1, 2010, any plans developed will use the new forms and plans.

**Reason for Action:** To clarify expectations for Child Annual Plans and Contract Actions for children receiving Long Term Support for Children with Developmental Disabilities (DD 151)

**Field/Stakeholder review:**       Yes       No

**If yes, reviewed by:**

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

<b>Contact(s):</b>	Kristine Duffy, Regional Coordinator Bruce Baker, Manager, Children's Services		
<b>Phone:</b>	Kristine - 503-945-9791 Bruce - 503-945-5800	<b>Fax:</b>	Kristine - 503-373-7274 Bruce - 503-947-4245
<b>E-mail:</b>	<a href="mailto:kristine.duffy@state.or.us">kristine.duffy@state.or.us</a> <a href="mailto:bruce.m.baker@state.or.us">bruce.m.baker@state.or.us</a>		

**Long Term Supports for Children - Request for funding or renewal**

CDDP: \_\_\_\_\_

Child's Name: \_\_\_\_\_ d.o.b \_\_\_\_\_ Prime# \_\_\_\_\_ Plan date: \_\_\_\_\_

**CDDP Review/Statement of continued need for Long Term Supports for Children (DD151)**

(Child's Name) \_\_\_\_\_'s need for Long Term Supports for Children and the utilization of the supports detailed in the Annual Support Plan have been reviewed and documentation of the following is available from the CDDP.

1. The issue(s) resulting in risk of out of home placement for this child:

- Continue to place the child at risk of out of home placement
- Have changed since the previous plan period, but some or all supports are still required.

(Identify changes.)

- Are no longer present or are not putting the child at risk of out of home placement at this time.

Comments:

2. Plans to reduce or eliminate the need for Long Term Supports for Children, identified in the initial proposal for these supports:

- Plan activities are completed but supports are still required. A new action plan has been developed.
- Plan activities are underway, but have not yet been successful in reducing/eliminating need for these supports.
- Plan activities have reduced or eliminated the need for Long Term Supports for Children.

Comments:

3. Child is using (average) \_\_\_\_% of the Long Term Support for Children funding. CDDP is requesting \_\_ % of the total funding amount be renewed. The annual support plan amount requested is \$\_\_\_\_\_.

Comments:

I agree that an extension of the Long Term Support Services (DD151) is required, as specified on the attached Annual Support Plan.

CDDP Manager (or designee): \_\_\_\_\_ Date \_\_\_\_\_