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Authorized Signature

Number: SPD-AR-10-076
Issue Date: 9/3/2010

Topic: Other

Due Date:

Subject: OACCESS Release 22.55 (September 7th) Related to MFP Service Planning for Individuals Moving Under the On The Move (OTM) Program

Applies to (check all that apply):

- | | |
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| <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 type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Other (please specify): |

OACCESS Release 22.55 will be available September 7th, 2010. This release contains changes that were made in the CAPS Service Planning module related to Money Follows the Person (MFP) benefits. MFP benefits are the benefits associated with individuals participating in the On The Move (OTM) program.

With this release staff will be able to service plan for MF1 and MF4 benefits, including:

- Approving the Benefit, Hours Segments, and Services Plan
- Access the appropriate forms related to their service plan through the print function in OACCESS.
- Select providers and assign hours for MF1 and MF4 benefits.

The MF1 benefit allows for plans from the Nursing Facility (NF) to an APD setting. This benefit can include in-home plans as well as residential facilities that are currently allowable under the OTM program.

Action Required:

The following are the basic steps that staff working with individuals who qualify for On The Move in Oregon should follow in authorizing benefits and approving plans for MF1 benefits:

In-Home Plans (hourly and live-in)

- 1) Select the MF1 benefit from the Benefits section.
- 2) Click into the Hours Segments section and then click the View Details (View Dtl) button within the Hours Segments.

- 3) Select and allow the hours in the Hours Segments for the plan.
- 4) Select the service type for the plan in the Services For Plan section. This is new for staff using MF1 benefits. CAPS Service Planning will no longer auto-fill with “MFP/OTM Services” in the Services Field and “PLACEHOLDER” in the Provider Name field. Staff can now select the correct provider type for the benefit and plan and select the provider.
- 5) Complete a Provider Search to select the appropriate providers.
- 6) Ensure appropriate needs are selected in the Needs Association for the plan.
- 7) Assign hours to each provider in the View/Assign Hours for the plan.
- 8) Update the Provider Details and Task List.
- 9) Approve the Benefit by going into the Ben Act button in the Benefits section.
- 10) Approve the Hours by going into the Hrs Act button in the Hours Segments section.
- 11) Approve the Plan by going into the Pln Act button in the Services for Plan section.

Residential Setting Plans

- 1) Select the MF1 benefit from the Benefits section.
- 2) Click into the Hours Segments section and then click the View Details (View Dtl) button within the Hours Segments.
- 3) Select and allow the hours in the Hours Segment for the plan. This is **different** from service planning on CAPS for an APD client. The hour's segment currently does not have an edit to differentiate between a residential setting and an in-home plan for an MF1 benefit; therefore, a provider cannot be approved unless at least 1 hour is assigned. Staff are asked to assign all of the hours listed in the Hours Segment for these plans, as it will minimize the actions staff must take to approve the plan.
- 4) Select the providers for the plan in the Services For Plan section. This is new for staff using MF1 benefits. CAPS Service Planning will no longer auto-fill with “MFP/OTM Services” in the Services Field and “PLACEHOLDER” in the Provider Name field. Staff can now select the correct provider type for the benefit and plan and select the provider.
- 5) Complete the Provider Search to select the appropriate providers.
- 6) Ensure appropriate needs are selected in the Needs Association for the plan.
- 7) Approve the Benefit by going into the Ben Act button in the Benefits section.
- 8) Approve the Hours by going into the Hrs Act button in the Hours Segments section.
- 9) Approve the Plan by going into the Pln Act button in the Services for Plan section.

The MF4 benefit allows for plans from the Nursing Facility (NF) to an ICP (Independent Choices Program) setting.

The following are the basic steps that staff working with individuals who qualify for On The Move in Oregon should follow in authorizing benefits and approving plans for MF4 benefits:

Independent Choices Plans

- 1) Select the MF4 benefit from the Benefits section.
- 2) Click into the Hours Segments section and then click the View Details (View Dtl) button within the Hours Segments.
- 3) Select and allow the hours in the Hours Segment for the plan.
- 4) Ensure appropriate needs are selected in the Needs Association for the plan.
- 5) Assign hours to each provider in the View/Assign Hours for the plan.
- 6) Approve the benefit by going into the Ben Act button in the Benefits section.
- 7) Approve the Hours by going into the Hrs Act button in the Hours Segments section.
- 8) Approve the Plan by going into the Pln Act button in the Services for Plan section.

For MFP benefits that were created before 9/7/10 there will be a slight change to the Services For Plan section within CAPS Service Planning. Where staff previously would have seen “MFP/OTM Services” in the Services section, this will now show “L1” as the service type. You can leave this service type until it is time to update the service benefit or plan without disrupting your current services, or you can select the “L1” in the Services section and change it to the appropriate Service Type for the plan. If you change the Service Type you can then follow the instructions above to approve the Hours Segments and Services for Plan areas for this plan.

Field/Stakeholder review: Yes No

If yes, reviewed by: **Operations**

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

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