

Cathy Cooper  
Authorized Signature

**Number:** SPD-AR-10-078  
**Issue Date:** 9/8/2010

**Topic:** Developmental Disabilities

**Due Date:**

**Subject:** Process to implement the 6% budget reduction for DD Children's Foster Care rates.

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

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input 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 Services Coordinators; SPD DD Regional Coordinators; SPD DD Contracts Administration Unit; SPD Provider Payment Unit - Paul Campos; DD Provider Technical Assistance Unit; DD Systems Coordination Unit |

**Action Required:** In accordance with implementing the legislatively mandated 6% budget reduction for all children's foster care rates, the following process will be followed.

1. CDDPs will receive a list of all children enrolled in foster care placements funded by ODDS **as of 8/27/10**. The list will include the child's current foster care rate and the projected rate effective 10/1/10 that will include the 6% budget reduction. Each list will be sent to each CDDP under separate cover.
2. For all children shown as enrolled in foster care as listed on the 8/27/10 list, the SPD Provider Payment unit will end the current enrollment segments with the current rate for the client on 9/30/10. And then enter a new enrollment segment beginning 10/01/10 into the CBC system, making the necessary 6% budget reduction adjustments to the rates as needed, based upon the version of the SNAP budget pages submitted with the FCDC form.
3. CDDPs should review their respective list of children in foster care when received. For children on the list who show an inaccurate foster care rate,

CDDPs should submit an updated DD Foster Care Data Change form AND copies of the budget pages from the child's current SNAP assessment listing the correct rate to the DD Enrollment Unit.

4. For NEW child foster care enrollments, provider changes, and/or rate changes that are not reflected on the **8/27/10** list, CDDPs must submit the following documentation to the DD Enrollment Unit:
  - a. A new or updated DD Foster Care Data Change form (DHS-4547); **and**
  - b. Copies of the budget pages from the child's current SNAP assessment (see [SPD-AR-10-077 - Additional documentation required with submission of the DD Foster Care Data Change form – DHS-4547](#)). **and**
  - c. A completed DHS 0337 form, as needed for new foster care enrollments.
5. For the documentation received as described under #2 and #3 above, the SPD Provider Payment unit will enter separate enrollment segments for the client for the period ending 9/30/10 and then beginning 10/01/10 into the CBC system, making the necessary 6% budget reduction adjustments to the rates as needed, based upon the version of the SNAP budget pages submitted with the FCDC form.
6. Updated SDS 512 forms (listing the respective foster care enrollment segments and corresponding rate entries or adjustments) will be generated and sent to each foster care provider and respective CDDP.
7. CDDPs must file the SDS 512 forms received in the client's case file as documentation of enrollment and authorized rate.
8. For enrollments that start after 10/01/2010, be sure that you include the SNAP information using the newest SNAP version (version 8), per the process outlined in the transmittal cited in #4b.

**Reason for Action:** To ensure that all children's DD foster care enrollments as of 10/1/10 correctly reflect the mandated 6% budget reduction.

**Field/Stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

<b>Contact(s):</b>	Lea Ann Stutheit, Manager, DD Contracts Administration Unit		
<b>Phone:</b>	503-945-9783	<b>Fax:</b>	503-373-7274
<b>E-mail:</b>	<a href="mailto:Leaann.stutheit@state.or.us">Leaann.stutheit@state.or.us</a>		