

Cathy Cooper
Authorized Signature

Number: SPD-AR-10-085
Issue Date: 9/28/2010

Topic: Long Term Care

Due Date:

Subject: Independent Choices Program (ICP)-Workers' Compensation coverage for employee providers

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--------------------------------------|
| <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): |

The purpose of this transmittal is to inform the SPD/AAA local office staff of the requirements regarding Workers' Compensation coverage for ICP employee providers, which becomes effective January 1, 2011. Information regarding this House Bill is found in [SPD-IM-10-069](#).

Action Required:

Effective October 1, 2010 and on-going, case managers will be required to send the Independent Choices Program Employee Provider(s) Information form (SDS 548) and Workers' Compensation Agreement and Consent-Independent Choices Program form (SDS 0354) to the SPD Central Office ICP Coordinator. These can be faxed, emailed or mailed to the following address:

Seniors & People with Disabilities
Attn: Kelsey Weigel
500 Summer St. NE, E-10
Salem, OR 97301
Fax: 503-947-4245
Kelsey.C.Weigel@state.or.us

These are now required and must be sent along with the other enrollment forms. To report changes to the SAIF Corporation, the SDS 548 form **MUST** be updated and sent to the ICP Coordinator whenever the wages and/or providers change. Forms SDS 548 and SDS 0354 are both in draft form, but will be available on the DHS forms server once they are finalized.

- At the six month ICP financial review, the SDS 548 will need to be reviewed with the participant to see if changes have occurred with a provider or the wages. If a change has occurred, a new SDS 548 needs to be completed and a copy sent to the ICP Coordinator. The original SDS 548 must be kept in the file.
- If a participant reports a new provider or new wages, a new SDS 548 will need to be completed by the participant and sent to the ICP Coordinator by the case manager.

Reason for Action:

To ensure that requirements of the law are met.

Field/Stakeholder review: Yes No

If yes, reviewed by: Operations Committee and Policy

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

Contact(s):	Kelsey Weigel		
Phone:	503-945-6413	Fax:	503-947-4245
E-mail:	Kelsey.C.Weigel@state.or.us		