

James Toews
Authorized Signature

Number: SPD-AR-10-103
Issue Date: 11/16/2010

Topic: Developmental Disabilities

Due Date:

Subject: Changes in the process for requesting and completing DD Foster Care Support Needs Assessment Profiles

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): DD Regional Crisis Managers, SPD DD Regional Coordinators; ReBAR Program staff; DD Systems Coordination Unit; Paul Campos |

Action Required: In order to facilitate the transition of CDDPs and DD Regional Crisis Programs in resuming coordination and completion of DD foster care SNAP assessment, the following action is required:

1. CDDPs and DD Regional Crisis Programs shall identify staff within their offices who will be responsible for conducting SNAP assessments for their program. It is recommended that this be individuals who used to conduct the assessments in the past.
2. That the staff selected to conduct the SNAP assessments be a limited number of individuals.
3. Once identified, the CDDP and DD Crisis Regional program shall send the names of the individuals selected to conduct the SNAP assessments to Corissa Neufeldt at SPD, indicating which staff have previously conducted SNAP assessments previously and which are new to the process. This will assist SPD in coordinating any needed training.

4. CDDPs and DD Regional Crisis Programs shall begin administering the foster care SNAPs for **any new** MCL requests beginning in November 2010, using SNAP assessment version V9.
5. The ReBAR Program's Assessment Unit staff will NOT accept any new requests to complete MCL SNAP assessments.
6. The ReBAR Program's Assessment Unit will follow through and complete any pending MCL SNAP assessments **already scheduled** to occur in November 2010.
7. The ReBAR Program's Assessment Unit will NOT participate in or complete any pending MCL SNAP assessments that are already scheduled to occur in December 2010. Instead, it will be the responsibility of the respective CDDP and/or DD Regional Crisis Program to determine if the CDDP and/or Regional Crisis Program staff will proceed with conducting the SNAP assessment on that previously scheduled date in December 2010 or later, OR to cancel and reschedule the assessment for another date.
8. CDDPs and DD Regional Crisis Programs will be responsible for scheduling and conducting ALL foster care SNAP assessments beginning Dec 1, 2010, and continuing through June 30, 2011 or other later time, as determined, using SPD current policy and guidelines for when SNAPs may be conducted (refer to the Funding Matrix, ReBAR Priority list, and re- assessment guidelines).
9. SPD will have a central e-mail address for all completed SNAPs to be sent to. CDDPs and DD Regional Crisis Programs are to send completed SNAP assessments electronically to SPD via secure email within 30 days of completion. Until notified of the SPD e-mail address, the CDDP and DD Regional Crisis Programs must maintain a central electronic file for all the SNAPs completed by CDDP or DD Regional Crisis Program designated staff. For those truly unable to send information electronically via secure email, please notify Corissa Neufeldt at SPD listing what options you have for electronic submission.
10. Completion and submission of the DHS 0337 and DD Foster Care Data Change forms will continue to be required, as outlined in current policy and instructions for those forms, including submission of the SNAP budget summary pages with the DHS 0337 and Foster Care Data Change forms.
11. CDDP and DD Regional Crisis Programs shall also submit a summary report monthly to SPD as to who they have completed SNAP assessments on. SPD will provide the summary report spreadsheet format that will be required for this.

12. DD foster care rates **for ADULTS** as determined by any new SNAP assessments completed shall be implemented in accordance with Article 12 of the 2009-2011 Adult Foster Home Bargaining Agreement:
 - a. Providers shall be given written notice of the specific services they are expected to provide and the amount they will be paid for said service(s).
 - b. Providers shall receive written notice for the following within seven(7) to ten(10) days of a completed reassessment:
 - i. Change in Service Plan
 - ii. Changes in Services Payment(s)
 - c. Rates that stay the same or increase will be effective the date of the completed assessment.
 - d. Rates that decrease will be effective seven (7) days after the completed assessment.

13. SPD expects CDDPs and DD Regional Crisis programs to maintain and implement the current SPD guidelines and policies for determining when a new SNAP assessment is warranted. **For example:** completing a SNAP assessment because a FC provider is unhappy with the client's rate is not a valid reason for conducting a re-assessment. Valid reasons for conducting a SNAP assessment include: situations that meet one of the categories on the Funding Matrix or the ReBAR Priority list, or criteria for re-assessment due to a significant change in client support needs, supported by documentation.

14. Once the CDDP or DD Regional Crisis Program has identified staff to conduct the SNAP, additional documents and resources shall be sent to each CDDP and or DD Regional Crisis Program under separate cover. Those include:
 - a. Version 9 of the DD Foster Care SNAP Assessment tool (v9).
 - b. Training materials on how to conduct SNAP assessments
 - c. SNAP assessment monthly reporting form/spreadsheet.
 - d. The SPD general e-mail address to be used for electronically submission of the completed SNAP assessments.

Reason for Action: SPD, CDDPs and DD Regional Crisis Programs need to continue to be responsive to requests for individuals with developmental disabilities requesting Mandated Case Load (MCL) funds and services, specifically those individuals who are utilizing Short Term Crisis/Diversion funding (STD/SE44).

SPD's ReBAR Program does not have sufficient staffing in their Assessment Unit to complete all current MCL, SE50 conversion, and non-crisis assessment requests for both Foster Care SNAP and SE50 SIS, and achieve its goals and priority directives to help support measures to address the increasing budget shortfall for DD services.

Therefore, SPD is requesting that CDDPs and/or Regional Crisis Programs resume scheduling, facilitating and completing all DD foster care SNAP assessments for their respective clients until June 30, 2011 or other time, as determined.

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Corissa Neufeldt, Manager SPD/DD County Relations Unit		
Phone:	503-945-6742	Fax:	
E-mail:	Corissa.neufeldt@state.or.us		