

James Toews
Authorized Signature

Number: SPD-AR-10-107
Issue Date: 12/02/2010

Topic: Developmental Disabilities

Due Date: mm/dd/yyyy

Subject: Version 4 Funding Decision Matrix

Applies to (check all that apply):

- All DHS employees
Area Agencies on Aging
Children, Adults and Families
County DD Program Managers
County Mental Health Directors
Health Services
Seniors and People with Disabilities
Other (please specify): SPD Regional Coordinators, Contracts Administration Unit; ReBAR Unit

Action Required: Effective December 1, 2010, Community Developmental Disability Programs (CDDP) and Regional Crisis Programs should replace and utilize Version 4 Funding Decision Matrix. All previous versions of the Funding Decision Matrix should be destroyed.

The Funding Decision Matrix is to assist CDDP's and Regional Crisis Program staff with identifying what actions may be needed for individuals in crisis, mandated case load or non crisis status and determining:

- 1. The priority level of certain categories or types of requests;
2. When a standardized rate assessment tool, e.g., Supports Intensity Scale (SIS), Support Needs Assessment Profile (SNAP) or other budget tool is required;
3. When Service Element 44 (crisis diversion) funds can be utilized;
4. When an existing service rate may be transferred;
5. When a Contract Action Request Form is needed and what documentation is required.

Reason for Action: Revised Funding Matrix to coincide with recent policy changes reflected in SPD-PT-10-040

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

<b>Contact(s):</b>	Corissa Neufeldt		
<b>Phone:</b>	503-945-6742	<b>Fax:</b>	503-373-7274
<b>E-mail:</b>	Corissa.Neufeldt@state.or.us		

## Funding Decision Matrix - 2009-11 v. 4 Updated 12/01/2010

For individuals who **DO NOT** have a current SIS, SNAP, or other currently utilized rate tool (eg: SE51, SE49), the answers to the questions on the left hand side are found in the matrix for the applicable action/transfer.

	Using CRISIS/MCL Funding								Using non-CRISIS/non-MCL funding (planned, non-crisis moves; individual driven; SPD pre-approved)			
	Entering Comp Svcs (P1)	Child Welfare Transfers (P1)	T-18, NHD, OTM, SOCP step down, Forensics		SE to SE Transfer (P1)	No Change in sites but change in needs (P1)	Changing service sites w/in the same SE		Planned Move (P3)		Urgent (non-crisis) Move (P2)	
			Planned (P2)	Urgent (P1)			No change in needs (P2)	Change in needs (P1)	SE to SE Transfer	Change site w/in same SE	SE to SE Transfer	Change site w/in same SE
1. Do they need a new SIS/ SNAP/Rate tool?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes, when new rate rec'd	Yes, when new rate rec'd	Yes, when new assmt is scheduled	Yes, when new assmt is scheduled
2. Can they access SE44/STD Crisis funds?	Yes, only with exception granted	No	No	Yes, with SPD approval	Yes, after move to new placement can use SE44 +rate, with SPD exception	Yes, can use SE44 + rate only with exception granted	No	Yes can use SE44 + rate after moved to new placement	No	No	No	No
3. Do they transfer their existing/old service rate?	N/A	No	No	No	Yes, except SE50 rates may not transfer***	N/A	Yes, to new site And request SIS/SNAP	Yes, to new site And request SIS/SNAP	No	No	Yes, except SE50 rates may not transfer***	Yes, until new rate established w/new assmt.
4. Is a Contract Action request & CPA change needed?	Yes*	Yes*	Yes*	Yes*	Yes*	Yes* when new rate	Yes* When new rate received	Yes* When new rate received	Yes*, when new rate rec'd	Yes*	Yes*, with verification that assmt is scheduled	Yes*
5. Documents needed?	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**

\*DD58 does not require a Contract Action Request form. CDDP should complete and submit a Foster Care Data Change form and SNAP budget summary to SPD payment unit.

\*\***"Budget Tool"** means the DD54 budget or provider statement if under \$846(includes 6% reduction); DD151 plan; DD49 Plan; DD51 budget, needs assessment and or plan; SIS tier memo from SPD. Additionally, Regional authorization memos are not required for Crisis/MCL approved DD50 or DD58 if SIS or SNAP have been completed.

\*\*\*Individuals enrolled in DD50 who intend to transfer or convert to another Service Element, must have a new SNAP, DD51, DD49 plan completed prior to move.

**"P1"** means Priority 1 from SIS/SNAP Priority matrix

**"P2"** means Priority 2 from SIS/SNAP Priority matrix

**"P3"** means Priority 3 from SIS/SNAP Priority matrix

**"Site"** means the actual residence by address.

**"Changing services site"** or **"Change site"** means moving from one address to another address, even if within the same provider agency/organization or foster provider.

**"Child Welfare Transfer"** means the act of transferring payment for services from Child Welfare to Developmental Disabilities.

**"Exception Granted"** means authorized by CDDP manager, Regional Crisis Diversion Coordinator, as per Policy Transmittal.

**"SPD Exception"** means authorized by Regional Coordinator or SPD management

# Funding Decision Matrix - 2009-11 v. 4 Updated 12/01/2010

For individuals who **ALREADY** have a current SIS, SNAP, or other currently utilized rate tool (eg: SE51, SE49), the answers to the questions on the left hand side are found in the matrix for the applicable action/transfer.

	Using CRISIS/MCL Funding							Using non-CRISIS/non-MCL funding (planned, non-crisis moves; individual driven; SPD pre-approved)			
	Entering Comp Svcs	NHD, OTM, SOCP step down, Forensics		SE to SE Transfer (P1)	NO change in sites but change in needs (P1)	Changing service sites w/in the same SE		Planned Move (P3)		Urgent (non-crisis) Move (P2)	
		Planned (P2)	Urgent (P1)			No change in needs	Change in needs (P1)	SE to SE Transfer	Change site w/in same SE	SE to SE Transfer	Change site w/in same SE
<b>1. Do they need a new SIS/ SNAP/Rate tool?</b>	N/A, already in service	Yes, if support needs have changed	Yes, if support needs have changed	Yes	Yes	No, unless they have SNAP v3 or earlier	Yes	Yes, for new SE	No, unless they have SNAP v3 or earlier	Yes, when new assmt is scheduled	Yes, when new assmt is scheduled
<b>2. Can they access SE44/STD Crisis funds?</b>	N/A, already in service	No	Yes, with SPD approval. Can use SE44 +rate	Yes, after move to new placement can use SE44 +rate, with SPD exception	Yes, can use SE44 + rate with exception granted	No	Yes can use SE44 + rate after moved to new placement	No	No	No	No
<b>3. Do they transfer their existing/old service rate?</b>	N/A, already in service	Yes, only if reinstating with the same SE as before	Yes, only if reinstating with the same SE as before	Yes, pending new assessment except SE50 rates may not transfer***	N/A	Yes, to new site	Yes, to new site until new rate established w/new assmt.	No	Yes, to new site/provider	Yes, except SE50 rates may not transfer***	Yes, until new rate established w/new assmt.
<b>4. Is a Contract Action request &amp; CPA change needed?</b>	N/A, already in service	Yes* for reinstating funds	Yes* for reinstating funds and again when new assmt rate.	Yes*	Yes, when new rate received	Yes*, if change in site capacity	Yes*	Yes*, when new rate rec'd	Yes*, if change in site capacity or CDDP change	Yes*, with verification that assmt is scheduled	Yes*, if change in site capacity or CDDP change
<b>5. Documents needed?</b>	N/A	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**	CARF, Reg. authorization & Budget tool**

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