

DeAnna Hartwig

Authorized Signature

Number: SPD-AR-11-072

Issue Date: 9/22/2011

Topic: Developmental Disabilities

Due Date:

Subject: Process to Implement the 4% Legislative 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, DD Regional Crisis
Coordinators, SPD DD Regional
Coordinators; SPD DD Contracts
Administration Unit, SPD Provider
Payment Unit, DD Provider Technical
Assistance Unit, DD Systems
Coordination Unit |

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

1. For all children under the age of 18 years old enrolled in Foster Care services via the Community Based Care (CBC) payment system as of the time the rate reduction process is run, SPD will end the current enrollment segments with the current rate for the client on 9/30/11. We will then enter a new enrollment segment beginning 10/01/11 into the CBC system, making the necessary 4% budget reduction adjustments to the rates.
2. SPD is also updating the Foster Care SNAP tool, to incorporate this new legislative rate reduction that applies to Foster Care services for children under 18 years of age. That new SNAP assessment will be sent under separate cover.
3. For NEW foster care enrollments, provider changes, and/or rate changes for children under 18 years of age made after the rate reduction process is completed,

CDDPs must submit the following documentation to the DD Enrollment Unit:

- a. A new or updated DD Foster Care Data Change form DHS-4547 (available via the [DHS Forms](#) website) ; **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 (also available via the [DHS Forms](#) website), as needed for new foster care enrollments.
4. For the documentation received as described under #3 above, SPD will enter the appropriate enrollment segments for the client's Foster Care services, making the necessary rate reduction adjustments needed to the applicable rates, as appropriate for the version of the SNAP tool used and submitted with the FCDC form.
 5. 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 for the client.
 6. CDDPs must file the SDS 512 forms received in the client's case file as documentation of enrollment and authorized rate.
 7. For enrollments that start after 10/01/2011, be sure that you include the SNAP information using the newest SNAP version (sent under separate cover), per the process outlined in the transmittal referenced in #3b above.

Reason for Action: To ensure that all children's DD foster care enrollments as of 10/1/11 correctly reflect the Legislative mandated 4% budget reduction

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Lea Ann Stutheit, Manager, DD Contracts Admin Unit		
Phone:	503-945-9783	Fax:	503-373-7274
E-mail:	Leaann.stutheit@state.or.us		