

Mary Lee Fay  
Authorized Signature

Number: SPD-AR-12-001  
Issue Date: 1/19/2012

Topic: Developmental Disabilities

Subject: Revised Budget Rate Tool for SE 54 and Changes to CPAs for SE54

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

- |                                     |                               |                                     |   |
|-------------------------------------|-------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | All DHS employees             | <input checked="" 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 checked="" type="checkbox"/> | Seniors and People with Disabilities  |
| <input checked="" type="checkbox"/> | County DD Program Managers    | <input checked="" type="checkbox"/> | Other (please specify): DD Providers,<br>Contracts Administration Unit, SPD<br>Regional Coordinators and DD Regional<br>Crisis Coordinators |

**DD 54 CPA ADJUSTMENTS:**

Effective October 1, 2011, SE54 Employment or Alternative to Employment, monthly funding was converted to a daily rate. CPAs were created for individuals using information provided to DHS by the CDDPs. Since that time, we have received requests from CDDPs and providers to revise the units, which is the field in eXPRS that contains the number of days authorized per week.

It has recently come to our attention that if DHS made any adjustments to reduce the number of units based on a request from the CDDP, the system did not consider claims previously filed before allowing the change. And, the system was not notifying the user that the claims previously filed exceeded the new units.

If you have requested a change in units that also requires a change to the claims filed, you need to verify the attendance records still match the claimed days. To do this you can use the View Claims page and search for the client(s) and dates in question, and then compare the days billed with the attendance record. If the system shows an approved claim for a day that the client did not attend, you will need to void the claim. To void a claim, go to Claim, Update Claim, search for the claim. Right click on the claim you want to void, choose open in new window or tab, scroll down and click Void, click OK to confirm the action, once the page refreshes showing the claim status as void, close the window/tab. You should be back on the list of claims previously found; follow

the same steps to void additional claims as necessary.

**UPDATED DD54 BUDGET TOOL:**

In order to address some of the issues reported to us from the field; we have made changes to the Budget Tool which can be found at the following web address:

[http://www.dhs.state.or.us/dd/supp\\_emp/budget-rate.html](http://www.dhs.state.or.us/dd/supp_emp/budget-rate.html)

The tab for Similar Services was modified to allow you to enter the monthly rate and will calculate automatically the daily rate.

The tab titled 54 Transfer Services now allows for the entry of the SE53 funding if it is transferring at the same rate. By requesting this transfer of SE53 the CDDP is confirming the same level of Non-Medical Transportation services the individual was receiving at the prior provider is still required.

A tab was added titled “ISP Changes” in collaboration with SPD-PT-11-017. This is available for use in situations where during the annual ISP, the individual and her/his ISP team have decided on a change in the number of days to attend work each week. There are instructions within the tool to guide you.

**Who to Contact:**

If you have questions regarding:

- Exceptions to established rates or policies please contact your regional coordinator.
- Funding for a CPA please contact your Funding Allocation Coordinator.

<b>Region</b>	<b>Funding Allocation Coordinator</b>	<b>Regional Coordinator</b>
Eastern	Renee <a href="mailto:Karon.r.shippey@state.or.us">Karon.r.shippey@state.or.us</a>	Ken <a href="mailto:Ken.ralph@state.or.us">Ken.ralph@state.or.us</a>
Mid-Valley	Kristy <a href="mailto:Kristine.m.dimatteo@state.or.us">Kristine.m.dimatteo@state.or.us</a>	Dan <a href="mailto:Daniel.k.boyd@state.or.us">Daniel.k.boyd@state.or.us</a>
Metro/No. Coast	Becky <a href="mailto:Becky.d.walker@state.or.us">Becky.d.walker@state.or.us</a>	Darlene <a href="mailto:Darlene.b.okeefe@state.or.us">Darlene.b.okeefe@state.or.us</a> Mariah <a href="mailto:Mariah.forrest@state.or.us">Mariah.forrest@state.or.us</a>
Southern	Kathryn <a href="mailto:Kathryn.skyhawk@state.or.us">Kathryn.skyhawk@state.or.us</a>	Kristine <a href="mailto:Kristine.duffy@state.or.us">Kristine.duffy@state.or.us</a>
Cascade	Dawn <a href="mailto:Dawn.c.andersson@state.or.us">Dawn.c.andersson@state.or.us</a>	Jessie <a href="mailto:Jessie.m.martin@state.or.us">Jessie.m.martin@state.or.us</a>

*If you have any questions about this information, contact:*

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