

Mike Maley

Authorized Signature

Number: APD-AR-12-044

Issue Date: 10/29/2012

Topic: Developmental Disabilities

Due Date:

Subject: Approval Process Change for Renewals -- Long Term Supports for Children Plans (DD151)

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County DD Program Managers |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (please specify): CDDP Service Coordinators; ODDS Regional Coordinators; Regional Crisis Coordinators; DHS/Office of Business Intelligence/ Data Infrastructure & Information Unit |

Action Required:

Effective November 1, 2012, **all renewals** for Long Term Support for Children (DD151) plans with the **same or lower level of funding** requested are to be submitted directly to the Office of Business Intelligence/Data Infrastructure & Information Unit (OBI/DIIU), via the assigned staff Kathryn Sky Hawk (kathryn.skyhawk@state.or.us). The assigned OBI/DIIU staff will process the DD151 funding request based on current program policy. Plans submitted should not reflect retroactive effective dates unless authorized by the Office of Developmental Disabilities Services (ODDS) management.

Renewals must be submitted to the Regional Crisis Office for review and approval if:

- a) There is a request to increase funding (excluding statewide cost of living increases); or
- b) There is redirection of more than 25 percent of DD151 funds authorized in the previous annual plan.

Requests for increased funding or for redirection of more than 25 percent of funds should meet the crisis diversion criteria as described in OAR 411-320-0160. Once approved by the Regional Crisis Office, CDDPs should then submit plans to OBI/DIIU.

CDDPs are expected to assure that all policies and rules applicable to Long Term Support plans are adhered to, prior to submitting renewals for DD151 plans. These program policies include:

- 1. Meeting crisis diversion criteria:** CDDPs must receive confirmation of approval from the Regional Crisis Office, and clearly document in the DD151 plan, that the child continues to meet crisis risk factors including that the child is at risk of out-of-home placement.
- 2. Collaboration with the Regional Crisis Office:** CDDPs are to problem solve and develop the DD151 plan to include identified possible resources, and specific measurable strategies to resolve identified crisis risk factors and reduce the need for DD151 funds. Identified possible resources must include formal and informal supports, and must be clearly listed in the plan.
- 3. Proposed services:**
 - a)** Must continue to be based on needs and strengths, not as an entitlement to \$1,000. In working with the family to develop the plan, no assurance should be given that the plan will continue to be funded and at the same level;
 - b)** Must be consistent and reflect the needs and strengths identified on the current Child Annual/Family Support Plan;
 - c)** Must support current goals that are child- and family-centered;
 - d)** Should not reflect retroactive effective dates, unless authorized by ODDS management.
- 4. Proposed budget:**
 - a)** Must be within the allowable cap of \$1000 per month, and show accurate calculation for monthly and annual costs;
 - b)** Must be for allowable funding services and be within ODDS Rate Guidelines;
 - c)** Must be signed by CDDP Manager or Designee;
 - d)** Must be signed by family or child's legally responsible person;
 - e)** Must be implemented after the CDDP has received confirmation from OBI/DIIU staff of the funding approval.

ODDS may conduct program review for quality assurance as described in OAR 411-320-0190.

There is no change for submitting brand new DD151 requests. CDDPs should continue to submit new DD151 requests to May Martin (may.martin@state.or.us) as per [SPD-AR-11-008](#).

There is **no change of required forms** when submitting DD151 requests, new or renewal. Those forms are: Annual/Family Support Plan ([SDS 4549](#)), Request for Funding or Renewal ([SDS 0151L](#)), and the Funding Supports ([SDS 0151](#)).

Reason for Action:

To revise the review and approval process of Long Term Support for Children Plan (DD151) renewals.-

Field/Stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	May Martin		
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E-mail:	May.martin@state.or.us		