

Lilia Teninty
Authorized Signature

Number: APD-AR-15-003
Issue Date: 1/16/2015

Topic: Developmental Disabilities

Due Date: 2/1/14 or upon implementation of POC

Subject: Entering Service Plans into Plan of Care (POC)

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"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage Directors |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Action Required:

All CDDPs, Brokerages and CIIS must enter new and existing in-home service plans for DD 49, 149, 145, 150 and 151 into the new eXPRS Plan of Care (POC). Implementation will occur in a phased rollout.

By February 1, 2015 CDDPs and Brokerages must select and notify ODDS of their implementation month which must be on the 1st of the month between February 1, 2015 – April 1, 2015, as those who implemented January 1st, 2015 are already in the system. You must notify ODDS at least 30 days prior to the implementation date. This notification is critical as ODDS will be publishing a list of start dates for PSWs with this information. If a date is not identified by February 1, 2014, it will be presumed that the CDDP/Brokerage has opted to go live April 1, 2015.

CDDPs/Brokerages must also notify PSWs regarding their implementation date. For sample notification materials, please contact Jess Cline (see below for info). All implementations start on the 1st of the month. Plans must be fully entered in POC no later than the 2nd business day of the implementation month.

Services delivered on or after each CDDP's or Brokerage's specific implementation date will be paid through POC.

In order to be paid a PSW must complete the **entire** enrollment process, and have an active SPD provider ID number with “approved to work status.” The entire enrollment packet includes:

- A Provider Enrollment Agreement (PEAA) form completed, submitted, and approved by the Provider Relations Unit;
- TNT Enrollment forms completed, submitted to TNT, and processed;
- Criminal History Check (CHC) appropriate to the service being performed, completed, submitted and approved.

If a PSW does not have an active SPD provider ID number with “approved to work” status by the date that the CDDP/Brokerage is implementing POC, the PSW will not be eligible to work. ODDS will be notifying the individual and Employer of Record at least 30 days in advance of implementing POC to notify them that until the paperwork is completed they will not be eligible to work.

CDDP and Brokerage programs will need to:

- Enter all existing and new in-home plans into POC before their selected implementation date. Any plans which extend past the end of the current biennium must be ended on 6/30/2015.
- This includes updating existing POCs to now add/ include any additional in-home services that were not included/activated in POC prior to the CDDP or Brokerages implementation date. (For example, adding in-home or attendant care services to a POC which is already active and contains employment services).
- Identify any concerns and problems with data entry and communicate these to the DHS service desk.

Payments

- Payments for services now included in POC but rendered prior to the POC implementation date should be made using existing systems (with the exception of Employment or Day Activities provided by Agency Providers.) Personal Support Worker (PSW) or Personal Support Worker/Independent Contractor (PSW/IC) services will be sent to TNT via the rates and units file sent from each CDDP or Brokerage. Payments will continue to be paid from the CDDP or Brokerage for other services and reported back to ODDS via CPMS.
- Payments for services rendered on or after the POC implementation date will be made using eXPRS/POC. These services will not need to have a rates and units file sent to TNT from the CDDP or Brokerage, as eXPRS will send this information and will not be reported via CPMS.

Special Circumstances

- Any items that are one-time expenses/services (e.g. Assistive Technology or

Assistive Devices, Behavior Support) that are purchased and paid for prior to the implementation date, should be paid via existing means and reported in CPMS. Any one-time expenses/services that are purchased on or after the implementation date should be authorized in POC, and then claims submitted for payment via eXPRS/POC.

- Behavioral supports which have been partially paid prior to the implementation date and are expected to be completed after implementation should only have unspent units authorized in POC. If the Behavior Support Service is on-going, only the plan hours to be billed on or after the implementation date should be authorized in POC.
- Annual supports such as Community Transportation (OR004) or Daily Relief Care (OR507) should only have services which will be billed in POC entered in POC. For example, if a client has used 5 of 14 days of daily relief care then only 9 days should be entered in POC. Additionally, services which extend past the end of the biennium (6/30/2015) should not have those units allocated in POC at this time. Because of the nature of this transition some estimating is to be expected but plans must be monitored to ensure services are not being over-billed. Plans must be corrected once an accurate count of units is known.
- Transportation supports (e.g. bus passes) that must be purchased for the month in advance should be purchased using existing systems and reported via CPMS. Any supports purchased on or after the implementation date must be purchased using POC. For example, if your implementation date is 2/1/2015 you would purchase February bus passes in January using existing systems and March bus passes in February using POC.
- New modifier codes have been added to what is quantified as Day Service Activities (OR542-DSA) in POC. These are W1-Facility and W2-Community modifier codes. The reason for this is because there is only one set of tier rates for DSA Facility and DSA Community; there is no difference between DSA Skills Training Facility and DSA ADL/IADL Facility. Thus, the WF/WG/WG/WJ modifiers will be phased out and eventually sun-setted. While these will continue in the system for the next year, enter all new DSA services using the W1 and/or W2 codes rather than the previous WF/WG/WG/WJ codes.

CDDPs only:

Starting on the specific CDDP implementation date, DD 49 and DD 151 plans, with an effective date on or after the implementation date, will no longer need to be sent to the Contracts Administration Unit (CAU) for approval. Other services (such as DD 51, DD 53) will continue to use current processes.

Reason for Action:

This is required to complete the full transition to eXPRS and POC.

Field/Stakeholder review: Yes No

If yes, reviewed by: **CDDPs and Brokerages**

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

Contact(s):	Jess Cline		
Phone:	(503) 945-9815	Fax:	(503) 373-7274
E-mail:	jess.m.cline@state.or.us		