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Number: APD-AR-15-019

Issue date: 4/13/2015

Topic: Developmental Disabilities

Due date:

Subject: End of the Biennium Processes - CDDPs

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"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

The end of the 2013-2015 Biennium (BI) is quickly approaching. The Office of Developmental Disability Services (ODDS) would like to take this time to remind all Community Developmental Disability Programs (CDDPs) of key practices that need to be completed in order for the biennial rollover to occur and to help alleviate settlement issues for the 2013-2015 BI.

CPMS:

For Short-Term Crisis Services for Children and Adults (DD 44), Comprehensive In-Home Services for Adults (DD 49), Family Support for Children (DD 150) and Long-Term Support for Children (151):

1. For all services paid out prior to July 1, 2014, the expenditures are to be reported in CPMS and are subsequently reported to contractors via the "Green Bar" reports electronically.
2. From July 1, 2014 to the date your CDDP entered POC, only non-PSW expenditures are to be reported in CPMS for services rendered. PSW services are reported to CPMS by TNT only as of July 1, 2014.

3. As of the date of full implementation for your CDDP in to POC, services provided from this date forward are not to be reported in CPMS.

Where CPMS expenditures need to be reported by the CDDP (#1 and #2 above), the CDDPs are to review "Green Bar" reports and compare them to their records to ensure expenditures have been reported and reported correctly for the 2013-2015 BI. After the review, the CDDP is to submit corrections to expenditures already reported or new expenditures for the 2013-2015 BI within the timeframe below. Follow the current normal process for reporting CPMS expenditures for new or corrected expenditures to the Provider Payment Unit.

eXPRS Client Prior Authorizations (CPA):

Review all Residential Facilities (DD 50), Supported Living Services (DD 51), Transportation Services (DD 53) and Children's Residential Facilities (DD 142) CPAs with an ongoing flag of "Y" (Yes) to make sure they are truly ongoing. Only CPAs with an ongoing flag of "Y" will be rolled into the 2015-2017 BI.

CPAs will only be rolled to the next biennium if they have a "Y" flag and an end date of June 30, 2015.

Review all DD 50, 51, 53 and 142 CPAs with an ongoing flag of "N" (No) to make sure they should not be rolled into the 2015-2017 BI.

Review all "ACCEPTED" DD 50, 51, 53 and 142 CPAs to ensure the monthly rate matches the individual's approved budget or Tier rate. Work with Providers to void claims and correct the CPAs. All CPAs for the 2013-2015 BI will need to be corrected no later than August 31, 2015. If a correction is made to a CPA after the Contract Administration Unit (CAU) has rolled the 2015-2017 BI CPAs, then the CDDP will need to also correct the 2015-2017 BI CPA.

Review all "DRAFT" or "PENDING" CPAs.

- Delete/Void/Withdraw any CPAs that do not need to be accepted.
- Contact your Funding Allocation Coordinator (FAC) for questions on any "PENDING" CPAs.
- "DRAFT" CPAs that should be in accepted status are to be reviewed and steps taken to get them accepted.

Review Case Management (DD 48) CPAs to ensure accurate data is entered to avoid any underpayment/overpayment of funds for the 2013-2015 BI.

Verify if an individual's DD 48 CPA is for Waivered or TCM Case Management. Follow

current process to make corrections.

Review all DD 48 CPAs to ensure they have a “Y” flag if the intention is to roll them in to the 2015-2017 BI.

Create new or make corrections to all DD 48 Encounters no later than June 30, 2015 if requesting a Local Match Project and no later than August 31, 2015 if not requesting a Local Match Project.

eXPRS Plan of Care (POC):

For Comprehensive In-Home Services for Adults (DD 49), Employment and Alternative to Employment Services (DD 54), Family Support for Children (DD 150) and Long-Term Support for Children (DD 151), review all lines in POC to ensure entries match the individual’s plan/budget documentation. Makes corrections if needed.

No later than May 15, 2015, all plans must be updated to reflect the ISP actual end date per APD-AR-15-016.

Per APD-AR-15-016 actual ANA/CNA hours and Generic providers (as applicable) must be updated in POC no later than June 30, 2015. However, if these are not updated in POC by May 31, 2015, the changes made will not be captured in the rollover to the 2015-2017 BI. Once the rollover is completed, the CDDPs will need to go in to POC and manually make these changes to the plans that rolled incorrectly in to the 2015-2017 BI.

All accepted plans that have an ISP end date of July 1, 2015 or later that are in POC as of May 31, 2015 will roll in to the next biennium to the end of the ISP end date.

Any accepted plans with an ISP end date prior to July 1, 2015 or entered June 1, 2015 or later will need to be manually entered by the CDDP if needed for the 2015-17 BI.

Any plans in draft or pending status will not roll over during the process. These will need to be done manually by the CDDP.

Local match Project Deadline:

All Local Match Project requests for service element DD 02, 48 and 53 must be submitted to Kristina.M.DiMatteo@state.or.us no later than the end of the day on July 10, 2015 for the 2013-2015 BI. The request will be reviewed and a response will be sent via email by the end of the day on July 17, 2015. If a backup worksheet is required for DD 02 and 48 requests, it will be sent with the response by the end of the day on July 17, 2015.

DD 02 and 48 will be given priority due to additional documentation required to be completed and submitted by the CDDPs that DD 53 Local Match Projects do not have to complete.

- All Assurance Letters for DD 02 and 48 Local Match Projects and any necessary back up worksheets will need to be submitted as soon as possible but no later than July 24, 2015.
- A formal email authorizing DD 02 and 48 Local Match Project requests will be sent no later than the end of the day on July 31, 2015.
- A formal email authorizing the DD 53 Local Match Project along with the invoice will be sent to CDDPs no later than the end of the day on July 24, 2015.
- All Local Match Portion/STF checks for all Local Match Projects requested and approved must be received by the Office of Financial Services by August 17, 2015.

These deadlines are firm and cannot be altered or extended due to the close of the biennium. Any requests for Local Match Projects for the 2013-2015 BI received after July 17, 2015 will not be accepted.

If you have questions regarding Local Match, please contact Kristina DiMatteo.

eXPRS Service Element Prior Authorizations (SEPA) for 2015-2017:

Once CAU has received confirmation from the Office of Contracts & Procurement that your CDDP has signed and submitted the 2015-2017 Interagency Agreement (contract), CAU will create the SEPAs for the 2015-2017 biennium and submit the SEPA to pending acceptance status for CDDP to review and approve.

CDDP is to review and accept the 2015-2017 SEPAs prior to June 20, 2015 to receive funding for DD 02, 48, 55 and 157 by July 1, 2015. Accepting the SEPA by June 20, 2015 will allow CAU to roll the CPAs and plans in POC prior to July 1, 2015. Once the CPAs and plans have been rolled out, Providers will be able to submit claims for services in eXPRS.

Any SEPAs accepted after June 20, 2015 will have funding released after July 1, 2015. This will delay a Provider's ability to submit claims for services rendered.

The CDDP will only accept the SEPAs for Service Elements DD 02, 48, 55 and 157.

The CPAs and plans in POC cannot be rolled into the 2015-2017 BI without a signed contract from the CDDP and Accepted and Approved SEPAs in place for all service elements.

eXPRS Provider Prior Authorizations (PPAs):

PPAs with an end date of June 30, 2015 will be rolled in to the new biennium. These PPAs will be reviewed and accepted by ODDS. If there are any provider agencies that are no longer providing services for your county, please notify your Fund Allocation Coordinator (FAC). Your FAC will void any PPAs for that provider agency for your county.

Reason for action:

To ensure all CPMS expenditures have been submitted and corrected prior to the close of 2011-2013 BI. This will significantly reduce 2013-2015 Settlement activity related to missed or incorrect CPMS expenditures.

To ensure all CPAs that should be rolled from 2013-2015 BI into the 2015-2017 are rolled and no break in funding authorization occurs in error. To ensure that CPAs are not rolled incorrectly into the 2015-2017 BI.

To ensure all plans in POC are accurate and are rolled in to the 2015-2017 BI (if applicable).

To ensure the CDDPs review and approve the SEPAs by June 20, 2015 in order for funding to be released on July 1, 2015.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDP staff

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

Contact(s):	Kristina DiMatteo		
Phone:	503-947-5180	Fax:	503-373-7274
Email:	Kristina.M.DiMatteo@state.or.us		