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Number: APD-AR-15-020
Issue date: 4/13/2015

Topic: Developmental Disabilities

Due date:

Subject: End of the Biennium Processes - Brokerages

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 type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD Brokerages |
| <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 Brokerages 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 Support Services for Adults (DD 149):

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 Brokerage 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 Brokerage 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 Brokerage (#1 and #2 above), the Brokerages 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 Brokerage is to submit corrections to expenditures already reported or new expenditures for the 2013-2015 BI within the timeframe below. Follow the current process for reporting CPMS expenditures for new or corrected expenditures to the Provider Payment Unit.

eXPRS Client Prior Authorizations (CPA):

Review Case Management (DD 148) 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 148 CPA is for Waivered or TCM Case Management. Follow current processes to make any corrections to a DD 148 CPA.

Review all DD 148 CPAs to ensure they have a “Y” (YES) flag and end June 30, 2015 if the intention is to roll them in to the 2015-2017 BI.

Review all DD 148 CPAs with an ongoing flag of “N” (NO) and end June 30, 2015 to make sure the CPA should **not** be rolled in to the 2015-2017 BI.

Create new or make corrections to all DD 148 Encounters no later than August 31, 2015.

eXPRS Plan of Care (POC):

For DD 149 services, review all lines in POC to ensure entries match the individual’s plan. Make 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 Brokerages 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 end on 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 Brokerage 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 Brokerage.

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

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

Brokerages are to review and accept the 2015-2017 SEPAs prior to June 20, 2015 to receive funding for DD 146 and 148 by July 1, 2015. Accepting the SEPA by June 20, 2015 will allow CAU to roll the DD 148 CPAs and plans for DD 149 prior to July 1, 2015. Once the CPAs and plans have been rolled out, Providers will be able to submit claims for DD 149 services in Plan of Care.

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.

Brokerages will only need to accept the SEPAs for Service Elements DD 146 and 148. The CPAs and plans in POC cannot be rolled into the 2015-2017 BI without a signed contract from the Brokerage 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.

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 DD 148 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 DD 149 plans in POC are accurate and are rolled in to the 2015-2017 BI (if applicable).

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

Field/stakeholder review: Yes No

If yes, reviewed by: CDDP staff

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

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