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Number: APD-AR-15-040

Issue date: 6/19/2015

CORRECTED

Topic: Developmental Disabilities

Due date: 6/19/2015

Subject: Hours of Direct Support for Job Coaching

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 checked="" 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>): Brokerage Directors, SCs/PAs, ODDS Employment Providers |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

In response to stakeholder requests, ODDS is currently in the process of reviewing the current Employment Rates as published in PT 14-023 and Expenditure Guidelines. With regards to Individual Employment Support or “Job Coaching”, in order to best understand service provided, ODDS needs to know the hours of direct “Job Coaching” support provided in relationship to the hours the individual works. This will inform the development of new rates.

Action Required:

As of 06-19-2015, Plan of Care (POC) will include a field to indicate the hours of direct support provided by an Agency Provider job coach. This is a data point and is not associated with a new or different rate. There will be no rate changes until the rate-setting process is complete.

As of 6-19-15, in order to successfully bill POC authorized job coaching services in eXPRS, this data field must be entered. This data will be required in the new data field on SD entries for job coaching created and/or submitted in eXPRS after the data field implementation, including those entries that may be for service dates prior to 6-19-15. In order to provide time for provider organizations to implement this new practice, until

7-19-15, for services provided prior to 7-19-15, providers may enter the value of “0.25” as a placeholder. As of 7-20-15, this value must be accurate and based on the hours of direct support provided. Users will receive an error message when attempting to save or submit SD billing entries that do not contain data in this field.

This data may be entered either via the Service Delivery (SD) billing data import feature or directly into eXPRS from the Service Delivered entry pages. Agencies who utilize the SD data import feature will need to modify their system to include this data field in their import file format.

Direct support is defined as the hours of face-to-face time spent with the individual receiving the service. This may include helping the individual speak with their employer, setting up workstations, building relationships and natural supports, learning job tasks and new responsibilities, etc. This does not include actual hours of support without the individual present.

These hours may not exceed the number of hours billed (typically the number of hours the individual works). This data will be used to indicate direct hours provided. Per OAR 411-345, 411-320- and 411-340, progress notes must be maintained to document service provided.

The user assistance guides for Service Delivered entry for Agency providers will be updated to include this new data field.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

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