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Number: APD-AR-15-052

Issue date: 8-13-2015

Topic: Developmental Disabilities

Due date: 9-1-2015

Subject: Plan of Care Changes for Enforcement of No New Entry to Sheltered Work

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 (please specify): Brokerage Directors and Personal Agents; CDDP Service Coordinators |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

In order to further Oregon's Employment First policy and implement Executive Order 15-01, on July 1, 2015, ODDS discontinued funding to Sheltered Work or Sheltered Workshop settings for individuals who are newly eligible for services, or individuals already using services but not in a Sheltered Workshop setting. Only individuals who were enrolled in and billed for Employment Path Facility services in a Sheltered Workshop setting during the month of June 2015 may receive authorization to continue receiving Employment Path services in the Sheltered Workshop setting after July 1, 2015. In order to further enforce this policy and make it workable, beginning September 1, 2015, all new service authorizations in eXPRS Plan of Care for Employment Path Facility will pend for ODDS approval.

In Oregon, Sheltered Workshops are defined as:

"[A] facility in which individuals with I/DD are congregated for the purpose of receiving employment services and performing work tasks for pay at the facility. A sheltered workshop primarily employs individuals with I/DD and other disabilities, with the exception of service support staff. A sheltered workshop is a fixed site that is owned, operated, or controlled by a provider, where an individual has few or no opportunities to

interact with non-disabled individuals, except paid support staff. A sheltered workshop is not small group employment in an integrated employment setting, and is not otherwise an integrated employment setting as defined in this rule.”

Any new POC service authorization for OR541/W1-facility that starts September 1, 2015 or later will “pend,” for ODDS review/approval.

Any new POC service authorization for OR541/W1-facility with an end date of August 31, 2015 (or earlier) will be treated just like previous authorizations and will process through the “pend” edit and will not pend. ODDS will manually verify no new entry to Sheltered Workshop services after July 1, 2015.

This will not impact authorizations currently in accepted status. Once an authorization is moved to accepted status, regardless of end date, edits can be made to that authorization and those changes will be saved. The authorization will not go back to pending if the previous version was accepted.

Additionally, if the plan line is in accepted status and the CDDPs or Brokerage edit the authorization to extend the end date past September 1, 2015, the plan line will accept this edit and save without moving back to pending. Further, once approved by ODDS it will remain accepted with edits. This is specifically designed to reduce workload, as those in a Sheltered Workshop service coded as OR541/W1-facility prior to July 1, 2015 will not require approval if the authorization is edited to extend past the end date after an ISP is complete.

Action required:

Individuals seeking an approved authorization to use Employment Path Facility Services (not a Sheltered Workshop setting) who were not using services in a Sheltered Workshop setting prior to July 1, 2015:

Prior to the authorization of an Employment Path Facility service that is **not** in a Sheltered Workshop setting, a Services Coordinator or Personal Agent must:

1. Check the Sheltered Workshop list (found here: <https://www.dhs.state.or.us/spd/tools/dd/index.htm>) and confirm that this provider is not on the list and/or this specific service description is not Sheltered Work as defined above, or as documented in the Sheltered Workshop list.
2. E-mail ODDS at ODDSEmployment.PathReview@state.or.us and notify ODDS of the:
 - individual’s name;
 - prime;

- date of birth;
- service description for service being authorized (this may be a one-sentence description)
- any compensation received for the service
- name of the provider; and
- address of the provider

3. Upload the individual's Service Plan as an attachment in Plan of Care for verification.

ODDS will then review and approve this authorization within 5 business days.

If the service description fits the Sheltered Workshop definition above, ODDS will follow up for additional information. In the event that an individual has received new entry to a Sheltered Workshop after July 1, 2015, a notice must be issued immediately to terminate the service.

Individuals receiving service in a Sheltered Workshop Setting prior to July 1, 2015 that are re-entering within 1 calendar year or in the event that a plan extension was missed:

Prior to a re-authorization¹ of an Employment Path Facility service in a Sheltered Workshop setting (as indicated on the list of Sheltered Workshop settings found on the Developmental Disabilities staff tools page, here:

<https://www.dhs.state.or.us/spd/tools/dd/index.htm>), and in order for an individual to continue using services in a Sheltered Workshop setting, a Service Coordinator or Personal Agent must:

1. Verify the individual was authorized to receive and was (per the Individual Service Plan) receiving Employment Path Facility services in a Sheltered Workshop setting prior to July 1, 2015 and has not been gone for more than 1 calendar year.
2. E-mail ODDS at ODDSEmployment.PathReview@state.or.us and notify ODDS of the:
 - individual's name;
 - prime;
 - date of birth;
 - confirmation that the individual was receiving services in a Sheltered Workshop Setting prior to July 1, 2015;
 - name of the provider; and

¹ Re-authorization means that the individual received this service the previous year and prior to July 1, 2015.

- description of the Sheltered Workshop setting (i.e., address and type of work).

3. Upload the individual's Service Plan as an attachment in Plan of Care for verification.

ODDS will then review and approve this re-authorization within 5 business days.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDP/Brokerages/Policy and Practice Group

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

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