

Lilia Teninty

Authorized Signature

Number: APD-AR-16-042

Issue Date: 8/26/2016

UPDATED

Topic: Developmental Disabilities

Due Date: Beginning Sept. 2016 and ending August 31, 2017

Subject: Provider Service Agreements

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input checked="" 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>): Support Services Brokerages |
| <input checked="" type="checkbox"/> County DD Program Managers | |

REVISED to move the date when of the Department's Service Agreement Form is required to November 1, 2016, updated call in schedule.

Reason for Action: Providers must have the information about the type and amount of services they are engaged to deliver, as well as any known risks presented by the individual. Case managers who develop the ISP hold this information and must communicate it to providers. Use of a Department approved form assures a minimum standard for information, provides accountability for all parties, and increases the Department's ability to fulfill its obligation to assure the health and safety of the people it serves.

As of November 1, 2016, a Case Management Entity must use a Department approved Service Agreement Form any time a PSW is newly engaged or re-engaged to deliver services. It must also be used for an agency or non-PSW independent provider when the individual elects not to share their ISP with these provider types.

The Service Agreement Form is available on the forms server, and is [DHS4606](#). [The Service Agreement Form Manual](#) is available on the staff tools pages.

Action Required: Not later than November 1, 2016, all providers may only be newly engaged or re-engaged to deliver services under a signed agreement, which may be the ISP in the case of an agency or non-PSW independent provider, or a Service Agreement Form (SA). All services agreed to through a Service Agreement Form that begin on or after November 1, 2016 must use the SA generated by the Department. Use of the Department's SA may begin as soon as it is available.

The requirement to use the Department's Service Agreement Form is tied to the commencement of services and not necessarily to a new ISP. If a new service is added or a provider is engaged mid-plan year after November 1, 2016, the Department's SA is required. If an ISP is used to convey the necessary information, it must be signed by an agency representative/non-PSW independent provider.

The call-in scheduled for August 29th is **CANCELLED**. Call-ins have been scheduled for 11am on September 12th and 26th to field question about the form and the manual. Please email questions for discussion no later than the Wednesday prior to the Monday call-in. Email questions to ODDS.Questions@state.or.us. The call in number is 877-848-7030, guest code 458900#.

Field/Stakeholder review: Yes No

If yes, reviewed by: OSSA, AOCMHP

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

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