



**DEPARTMENT OF HUMAN SERVICES**  
**SENIORS & PEOPLE WITH DISABILITIES**  
**500 Summer Street NE E02**  
**Salem, Oregon 97301-1073**  
**Phone: (503) 945-5811**

**AUTHORIZED BY:** \_\_\_\_\_  
**Administrator**

**INFORMATION MEMORANDUM**  
**SPD-IM-03-020**  
**Date: February 25, 2003**

**TO:** Area Agency on Aging Directors                      CHS SDA Managers  
CHS/AAA Field Managers and Staff                      CHS SDA Assistant Managers  
SPD Managers and Staff                                      CHS Central Office Managers

**SUBJECT:    Notices to Providers for Client Service Priority Cuts to levels 10-14**

**INFORMATION:**

The attached letters have been sent to nursing homes, residential care facilities, and assisted living facilities who have residents who have received closing notices because they have been assessed as meeting priorities 10-14. The list of those clients in the facility was attached to the letter. Notices were not sent to adult foster home providers. If adult foster care providers have questions about their clients, they will call the local office.

Please refer to SPD-EL-03-004 to review client rights regarding involuntary transfer notices. Clients must be given the opportunity to pay privately and then given a 30 day notice if they are unable to pay. The earliest a 30 day notice may be given for nonpayment as a result of these closures is April 1, 2003. Informal conferences regarding involuntary transfers from NHs, RCFs, and ALF's will be handled by telephone by the program coordinators in the Central Office.

If any facility gives notice of closure or request termination of its Medicaid contract because of these cuts, please notify Elaine Young at 503-945-6456.

Client-Employed Providers with clients in levels 10-14, were sent letters informing them that one or more of their clients would have their services closing. The letters did not contain any specific client information but were only sent to those providers with clients whose services were ending.

Specialized Living Services were sent notices with a list of clients in levels 10-14 whose services would be ending. Copies of the notices were sent to branch managers in the counties where Specialized Living Services were located. There were some Specialized Living contracts which were not affected by the program reductions and they did not receive any letter.

Contracted Adult Day Care and In-Home Care Agencies were sent a general letter informing them of the program reductions, without specific client information.

**CONTACT:** Dennett Taber for ALF questions                      **PHONE:** 503-945-5793

**CONTACT:** Keith Ramey for NH questions                      **PHONE:** 503-945-6407

**CONTACT:** Allison McKenzie for RCF questions                      **PHONE:** 503-945-6404

**CONTACT:** Mary L. Lang for CEP and Specialized                      **PHONE:** 503-945-5799  
Living Services questions

**CONTACT:** Dolores Miller for Adult Day Care                      **PHONE:** 503-947-5162  
and In-Home Care Agencies

February 24, 2003

Dear Administrator:

This letter is to inform you that Seniors and People with Disabilities has sent notices of closure of services effective March 31, 2003 for clients at service priority levels 10 -14. Attached to this letter is a listing of clients in your facility who have been sent service closure notice.

Individual client notices contain the following information: the client's specific service priority level, possible effect on medical card eligibility because of client income levels, an explanation of hearing rights, and an explanation of the level 10-14 service priority levels (attached).

I have also attached a copy of the letter sent January 13, 2003 to facilities who had clients in levels 15 -17 who were effected by service closures January 31, 2003. The same general information applies regarding client hearing information and facility licensing involuntary move out requirements.

I know this is a very difficult time for clients, families and facilities. Please continue to work closely with case managers regarding clients specific issues such as reassessments, hearing requests, transition planning from the facility etc. Questions regarding facility responsibilities or facility issues should be directed to the Office of Licensing and Quality of Care in Salem per the enclosed January 13 letter.

Sincerely,

Cindy Hannum  
Administrator  
Office of Licensing and Quality of Care

Seniors and People With Disabilities  
500 Summer St E-02  
Salem OR 97301-1074

(CEP Notice)



February 24,  
2003

Address1  
Address2  
Address3

Dear Provider:

Medicaid In-Home Services will end on March 31, 2003 for clients in service priority levels ten through fourteen. According to our records you are currently serving one or more clients in service priority levels ten through fourteen. **We cannot pay for any services you provide to Medicaid clients in levels ten through fourteen past March 31, 2003.** This is because there are no longer funds to pay for service to clients in these service priority levels. Payment for services will continue to be authorized for clients in service priority levels one through nine.

We recommend that you confirm with your client whether they remain eligible for services paid by Medicaid. April vouchers will be held at central office for those clients in service levels ten through fourteen who are no longer eligible for In-Home Services.

Some of these clients may be eligible for up to twenty hours per month of Personal Care under their medical card. The case manager will issue a new voucher for up to twenty hours per month to Client-Employed Providers who are eligible for the Personal Care program. If you receive a April voucher with an authorized maximum of twenty hours, you can provide services to the client named on the voucher.

As a provider, you are not entitled to a contested case hearing under Oregon Administrative Rule 461-025-0310.

If these program reductions are restored, you will be notified.

Thank you.

## Specialized Living Services

Provider  
Address  
City, State, Zip

February 20, 2003

Dear Provider:

Medicaid Specialized Living Services will end on March 31, 2003 for Medicaid clients in service priority levels 10 - 14. **We cannot issue payment for any services you provide to these Medicaid residents past this date.** This is because there are no funds to pay for service to clients in service priority levels ten through fourteen.

Medicaid will continue to be authorized for clients in service priority levels one through nine.

We show that the following clients are in levels 10 - 14 and will only be covered through March 31, 2002 under Medicaid.

Client	Prime No.
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If these program reductions or individual cases are restored, you will be notified. Thank you.

Office of Home and Community Supports  
Seniors and People With Disabilities  
Department of Human Services

## Adult Day Care

Date: February 20, 2003

Dear Adult Day Care Providers:

This letter is in regarding to the discontinuation of services for Medicaid clients in service levels 10 – 14.

In order to meet the budget reductions mandated by House Bill 5100, Seniors and People with Disabilities sent notices to clients in service levels 10 - 14, informing them that they will no longer be eligible for services. Clients who have been assessed at service levels 10 - 14 will no longer be eligible for SPD services including adult day health services effective April 1, 2003.

After March 31, 2003, you will not be reimbursed if you provide services to clients no longer eligible for Medicaid Services. Before providing services or billing for a client, please check with the client or your local office to make sure they are still eligible.

If you have any questions please call the Program Representative for Adult Day Care providers, Dolores Miller at 503-947-5162.

Sincerely,

Kathryn Labadie  
Office of Community and Home Supports

Date: February 20, 2003

Dear In-Home Care Agency Provider:

This letter is in regards to the discontinuation of services for Medicaid clients in service levels 10 - 14.

In order to meet the budget reductions mandated by House Bill 5100, Seniors and People with Disabilities is sending notices to clients informing them that service levels 10 –14 will no longer be eligible for SPD services, including in-home contract agency services effective April 1, 2003.

After March 31, 2003, you will not be reimbursed if you provide services to non-eligible clients as documented in your contract. Before providing services or billing for a client, please check with the client or your local office to determine if they are still eligible. If you have satellite offices, please make sure they receive this information.

If you have any questions please call the Program Representative for In-Home Agency contracted providers, Dolores Miller at: 503-947-5162.

Sincerely,

Kathryn Labadie  
Manager  
Office of Community and Home Supports