



**Information
Memorandum**

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: Catherine Cooper, Deputy Assistant
Director
Signature

IM Number: SPD-IM-03-092

Date: October 8, 2003

Subject: Adults with Developmental Disabilities Receiving Support Services: Termination
in Situations Involving Customer Incarceration or Hospitalization

Applies to (check all that apply):

- All DHS employees
- Area Agencies on Aging
- Children Adults and Families
- Community Human Services
- Other (please specify): Executive Directors - Support Service Brokerages
- County DD Program Managers
- County Mental Health Directors
- Health Services
- Seniors and People with Disabilities

This information memorandum is primarily directed to Program Managers of Community Developmental Disability Programs and Executive Directors of Support Service Brokerages. The focal service group of this transmittal is adults with developmental disabilities receiving support services.

Message:

Recently, specific questions have arisen regarding the circumstances and timelines under which someone may be terminated from support services provided through Support Service Brokerages. This information memorandum is to provide clarification about termination under certain identified situations, specifically in situations where a Brokerage customer is faced with incarceration or hospitalization.

The clarification is as follows:

- ◆ Brokerages must notify the County when an individual enrolled in DD 148 is incarcerated, admitted to a medical hospital, a psychiatric hospital or a convalescent center. This notification is necessary alert the County as to potential changes in an individual's plan or service status. It is also necessary to assure that the person's support services are not charged to a CMS waiver while the person is incarcerated or hospitalized.
- ◆ An individual can remain enrolled in DD 148 (Brokerage services) for up to 90 days while incarcerated, in a medical hospital, a psychiatric hospital or a convalescent center if the intent is for the individual to return to their home and their level of support can be met with Support Services.
- ◆ The individual should be terminated from DD 148 while incarcerated, in a medical hospital,

a psychiatric hospital or a convalescent center at any time during the 90 days that it is determined the individual will not be returning to his/her home or that the level of support needed in the home is beyond the scope of Support Services to provide.

- ◆ Given the existence of extenuating circumstances, the Brokerage may ask the State for an extension of the 90 days.

If you have any questions about this policy, contact:

Contact(s):	Mike Maley		
Phone:	503-947-4228	Fax:	503-373-7274
E-mail:	Mike.j.maley@state.or.us		