



Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: James Toews, Assistant Director
Signature

IM Number: SPD-IM-04-014

Date: February 9, 2004

Subject: Dual Waiver Client or Legal Representative Letters Sent Regarding Transition of In-Home and Residential Care Services to DD Program Services

Applies to (check all that apply):

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

Message: As noted in AR-04-002, SPD Central office recently sent letters to the currently listed Dual Waiver clients and their legal representatives alerting them about their upcoming transition from services under the senior and physical disabilities waiver to DD waiver services, effective May 1, 2004. Sample copies of these letters are attached with this transmittal.

All AAA/DSO/MSO offices, DD County offices and Support Services Brokerages should have client transition planning actions in progress as outlined in AR-04-002. AAA/DSO/MSO case managers are expected to begin contacting these clients and their family members or legal representatives if they have not done so already. DD county case managers and Brokerage personal agents can then initiate their follow up activities.

Updates will be provided to the field throughout this process. For questions or technical assistance, please see the contact information on the following page.

Attachments:

- (1) Letter to Dual Waiver Clients, under age 65 and their Legal Representatives for those transitioning to DD Comprehensive Services
- (2) Letter to Dual Waiver Clients, under age 65 and their Legal Representatives for those transitioning to DD Support Services
- (3) Letter to Dual Waiver Clients over age 65 and their Legal Representatives stating the requirement to choose which program will best serve them and terminate the other program services.

If you have any questions about this information, contact:

Contact(s):	DD County Office Contact – Nancy Herrin Brokerage Contact – Molly Holsapple MSO/DSO Contact - Naomi Steenson		
Phone:	(503) 945-9820 – Nancy H. (503) 945-9815 – Molly H. (503) 945-6414 – Naomi S.	Fax:	(503) 373-7274 – Nancy H. (503) 373-4245 – Molly H. (503) 373-7902 – Naomi S.
E-mail:	Nancy.J.Herrin@state.or.us Molly.S.Holsapple@state.or.us Naomi.R.Steenson@state.or.us		

Letter for Clients/Customers Under Age 65 AT COMPREHENSIVE
SERVICE LEVEL

Date:

Dear Client or Legal Representative

This letter is about important information regarding changes in the services you receive.

Your case records show you are an individual with a developmental disability and are eligible for services through the state's Developmental Disabilities Programs. Your case records confirm that you are also receiving in-home or residential care services through the programs that serve seniors and people with physical disabilities. Because of your eligibility for services as a person with a developmental disability, you are not eligible to continue receiving services from the program that serves seniors and people with physical disabilities.

You will continue to receive in-home or residential care services but now the developmental disabilities programs will provide them along with other services you currently receive from the developmental disability program. The payment for services you receive through the program that serves seniors and people with physical disabilities will end April 30, 2004. Please be aware, however, that the type of services you receive may change. One example of a type of service that will change is the payment system for relative foster care services.

In early March 2004, you will receive official notice about the termination of funds for services from the Seniors and Physical Disability Waiver Program. The loss of payment for services through the program that serves seniors and people with physical disabilities will not affect your eligibility for other Medicaid benefits such as the Oregon Health Plan or Personal Care Services. Even though the DSO or MSO will no longer provide your in-home and residential services, the office will continue to carry your medical benefits and food stamps (if applicable) on their caseload.

It is very important to begin developing a plan that will meet your care needs. Your case manager from the developmental disability program along with your current MSO/DSO case manager will contact you and work with you to develop a plan for your services.

Letter for Clients/Customers Under Age 65 AT SUPPORT SERVICE
LEVEL

Date:

Dear Client or Legal Representative

This letter is about important information regarding changes in the services you receive.

Your case records show you are an individual with a developmental disability and are eligible for services through the state's Developmental Disabilities Programs. Your case records confirm that you are also receiving in-home or residential care services through the programs that serve seniors and people with physical disabilities. Because of your eligibility for services as a person with a developmental disability, you are not eligible to continue receiving services from the program that serves seniors and people with physical disabilities. Therefore, payment for the services you receive through the program that serves seniors and people with physical disabilities will end April 30, 2004.

Although you are not eligible to receive services under the program that serves seniors and people with physical disabilities, the state's Developmental Disability Program has similar types of services to those you may be receiving now. You should be able to continue to receive these types of service under the Developmental Disability program. Please be aware, however, that the type and amount of services you receive now may change so you will need to develop a new plan of care for services under the developmental disability program.

In early March 2004, you will receive official notice about the termination of funds from the program that serves seniors and people with physical disabilities. The loss of payment for services through the program that serves seniors and people with physical disabilities will not affect your eligibility for other Medicaid benefits such as the Oregon Health Plan or Personal Care Services. Even though the DSO or MSO will no longer provide your in-home and residential services, the office will continue to

carry your medical benefits and food stamps (if applicable) on their caseload.

It is very important to begin developing a plan that will meet your care needs. Your case manager from developmental disabilities program and/or a Support Service Brokerage staff person, along with your current MSO/DSO case manager will contact you and work with you to develop a plan for your services.

Letter for Clients/Customers Age 65 or Older

Date:

Dear Client or Legal Representative

This letter is about important information regarding changes in the services you receive.

Your case records show you are an individual with a developmental disability and are eligible for services through the state's Developmental Disabilities Programs. Because of your age being 65 or over, you are also eligible to receive services from the program that serves seniors and people with physical disabilities. Your case records confirm that you are currently receiving services under both waiver programs.

According to federal regulations, people may only receive services from one of these programs. Because of this rule, you must choose which program to receive your services under. Before making a decision, you should consult with your case managers from both programs to determine which program would best serve your needs. This decision must be made before March 1, 2004 so that appropriate service transfer arrangements can be made.

If you should choose to continue with your in-home or residential care services under the program that serves seniors and people with physical disabilities, you must terminate any services you receive through the DD programs by April 30, 2004. Your case manager at the senior services office will help you make any necessary changes to your current service plan and have these changes set up to start when your other services end.

If you choose instead to be served under the Developmental Disabilities program, you can still receive in-home or residential care services but the Developmental Disabilities programs will be providing them. These services would be built-in with your current DD services. In this case, the services you receive through the program that serves seniors and people with physical disabilities will end on April 30, 2004. Please be aware that the type of services you now receive could change. One example of a type of

service that will change is the payment system for relative foster care. Your DD case manager can discuss what service options you have.

If you should terminate your services through the program that serves seniors and people with physical disabilities, this will not affect your eligibility for other Medicaid benefits such as the Oregon Health Plan or Personal Care. Even though the senior services office will no longer provide your in-home or residential services, they would continue to carry your medical benefits and food stamps (if applicable) on their caseload.

When you make your decision about which program you choose to receive services under, please notify your case manager at both offices as soon as possible. This notification should be no later than March 1, 2004. Your case manager will then send you an official notice of your termination from these services.

It is very important to begin making plans to meet your care needs before you terminate services from one of these programs. This plan must be in place and go into effect on May 1, 2004 after your other program services end on April 30, 2004. Your case managers from either Developmental Disabilities office or the senior service office will contact you and work with you to develop this plan for your services.