

Developmental Disabilities Services

Patricia Baxter

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Topic: Developmental Disabilities

Subject: ANA/CAN Frequently Asked Questions

Applies to (check all that apply):

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|--|--|
| <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"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Personal Agents/Support Service Brokerages, Service Coordinators/CDDPs, CIIS State Case Managers, ODDS Central Office Staff |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Message: The Department Human Services Office of Developmental Disabilities Services has prepared a summary of Frequently Asked Questions related to the Adult Needs Assessment (ANA) and the Children’s Needs Assessment (CNA.) The attached document summarizes responses to inquiries made during the assessment call-ins held in December 2013. It also contains responses to additional inquiries received by Office of Developmental Disabilities Services (ODDS) staff.

If you have any questions about this information, contact:

Contact(s):	Kristine Duffy		
Phone:	503-945-9791	Fax:	503-373-7274
Email:	Kristine.duffy@state.or.us		

**Adult Needs Assessment (ANA)
Child Needs Assessment (CNA)**

Frequently Asked Questions

This document contains answers to commonly asked questions related to the assessments. Questions have been organized into 3 sections: questions about completing an assessment, procedural questions, and questions relating to using assessment results for service planning.

Completing an Assessment

- Q. What type of documentation is required to confirm an individual's need for 2:1 supports? If the PA/SC writes a schedule of hours that the individual receives the 2:1 supports, is that sufficient? Is there any specific form or documentation that is required?
- A. The 2:1 Review and Approval tab must be completed. The information on the tab includes identification of where supporting documentation may be found in the individual's file. The documentation will vary depending on the reason 2:1 support is necessary. Please see Action Request Transmittal APD-AR-13-089, "Process for 2:1 Support Reviews – In Home Assessment Tools", for more instruction on how to address the need and documentation requirements for 2:1 support.
- Q. What are some examples that we can use to differentiate between behaviors that do not require a behavior support plan and ones that do?
- A. Any time physical intervention is required to protect the individual or another person from harm, a Positive Behavior Support plan is required. When a support person's response to an individual must be consistently implemented or environmental changes are necessary, a Positive Behavior Support plan is recommended.

- Q. Exclusive focus says “up to” a certain amount of hours. The individual does not require exclusive focus for a certain amount of time every day but only when he is engaging in aggressive behaviors. How do I account for this type of scenario?
- A. Exclusive Focus time is determined by reviewing the frequency and duration at which the behavior occurs at a level likely to result in an injury (to the individual or others) that would require medical attention without intervention. The duration is measured from the time the behavior is observed to be escalating in a manner that has previously resulted in injury (or near injury) through the point where the behavior has been resolved.
- Q. When determining the support level needed, do you base it on a typical day or a challenging day?
- A. The support level is based on a typical day. If the level of need varies, determine the average level of need.

Procedures

- Q. What is the “Summary Report” that the PA/SC needs to give to the individual and their guardian or legal representative?
- A. The information recorded in the “*Support Needs Summary*” tab provides a concise overview of supports recorded on the assessment. The “*Summary of In-Home Support Hours*” tab provides an overview of the attendant care hours resulting from the completed assessment. A copy of the assessment should be given to the individual and/or their guardian / legal representative, if applicable. A copy of the entire assessment should be provided to the individual and/or their guardian/representative, if applicable, upon request.
- Q. How do I lock the assessment?

- A. The lock feature is not functioning in ANA “version a” or CNA “version a”. The purpose of the lock is to prevent unintended overwriting of a completed assessment. The absence of this feature does not impact other functionality in the tools. Submit the assessment unlocked. Do not protect the file with your own password prior to submitting it to the assessment mailbox.
- Q. What documents do I need to submit to the assessment mailbox? Do I need to submit the documentation supporting 2:1 supports? Do I need to submit the ISP with the assessment?
- A. Submit only the completed MS Excel assessment file to the assessment mailbox. Do not submit PDF copies of the assessment. (Assessment data is downloaded into a database. The data cannot be extracted from a PDF file.) It is not necessary to submit additional documentation or the ISP along with the completed assessment.
- Q. Do I need to use the DHS Secure Email system if my office has its own secure system?
- A. Yes, use only the DHS Secure Email system for submitting the assessment. Assessment download procedures do not support use of external secure email systems. Refer to Action Request Transmittal APD-AR-13-100 “Submitting Assessment Results Using Secure Email” for additional guidance.

Applying Assessment Results – Service Planning

- Q. Should a PA/SC add behavior consultation hours even if the assessment does not score a need for this type of support for the individual?
- A. No, behavior consultation support must be directly related to the individual’s assessed need identified in the assessment tool. If an individual is requesting behavioral consultation services and the service isn’t supported by a needs assessment, the individual must receive a notice of denial and their fair hearing rights.

- Q. If an individual has many medical needs and positive answers with an * (asterisk) that corresponds to “see individual indicators for a Nursing Assessment Referral”, but the individual’s medical needs are taken care of by the parents and the individual currently does not have any supports provided by a nurse, is there a requirement to have a nursing referral?
- A. A Nursing Assessment is not “required” in this circumstance, but may be accessed. The Nursing Care Plan would outline the nursing tasks required in the event the individual or their legal guardian or representative needs to hire other caregivers who would require delegation.
- Q. When an individual has their “Daily Average Attendant Care Hours” presented as a decimal (i.e.... 11.87), are we supposed to round that up to 12 hours or does the staff work for 11.87 hours?
- A. To build a plan, please use the “Monthly Attendant Care Hours.” The monthly hours may be rounded up to the nearest hour. (For example: 111.45 hours per month would be rounded up to 112 hours.)
- Q. Are skill training hours part of the attendant care hours or are they in addition to the attendant care hours?
- A. Skill training hours are part of the attendant care hours shown on the assessment.
- Q. Is there any flexibility in monthly allocation of hours? Can they be flexed from one month to the next?
- A. No, the assessed monthly attendant care hours are the maximum that may be used within a month. Unused hours cannot be carried over from one month to the next.