

Authorized by: James Toews, Assistant Director

Date: August 12, 2003

*Signature*

**Transmitting (check the box that best applies):**

- New Policy   
  Policy Change   
  Policy Clarification   
  Executive Letter  
 Administrative Rule   
  Manual Update   
  Other \_\_\_\_\_

**Applies to (check all that apply):**

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

Policy Title:	Spousal Pay Program		
Topic Area:	Referral Process Changes		
Policy Number(s):	SPD-PT-03-029	Release No:	
Effective Date:	Immediately	Expiration:	
References:			
Web Address:	<a href="http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_030.html">http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_030.html</a>		

**Discussion/Interpretation:** The Spousal Pay Program is funded with general funds and we do not receive matching federal funds. Due to the limited funding for this program, the Department has established a biennial limit on the number of Spousal Pay clients in the program. To track and maintain the limit, Central Office has established a centralized waiting list of eligible clients. The process established in Central Office to refer clients to the waiting list has changed.

The Spousal Pay Program's Central Office responsibilities are being transferred to staff in the In-Home Services Program. Local office staff should now direct program questions to Mary L.

Lang and client enrollment requests to Dolores R. Miller. An updated process is included in this Policy Transmittal.

Implementation/Transition Instructions: **ELIGIBILITY DETERMINATION PROCESS:**

**Eligibility Criteria**

Client eligibility criteria for the Spousal Pay Program includes:

- Dependency in four out of six activities of daily living,
- A medically diagnosed progressive debilitating condition, or permanent impairment like a spinal cord injury, and
- Care needs that are substantially more than typically provided by a spouse.

In addition, the spouse must be able to provide the services and be the principal caregiver. A principal caregiver should be providing the majority of the client's needed and authorized care services.

This program is meant to serve only the very impaired and should be looked to as a last alternative in meeting client care needs.

**Eligibility Determination**

Central Office staff must approve all Spousal Pay Program requests. As part of that process, they will also consider any waived services that are part of the client's care plan. The following is the process to enroll a client in the Spousal Pay Program:

- Complete the Medicaid financial application process.
- Complete a current Pre-Admission Screening (PAS). A detailed CA/PS assessment and narrative in Oregon ACCESS will include the applicant's:
  - Four or more dependent activities of daily living,
  - Diagnosis and prognosis, and
  - Any other relevant information.
- Complete a current Title XIX CA/PS assessment, including:
  - A detailed assessment and narrative that includes all relevant information regarding the client's eligibility for the Spousal Pay program.
  - The narrative should describe all other Medicaid community-based care options that were considered and why they were deemed inappropriate or insufficient in meeting the client's care needs.
- The following information should be submitted to Dolores Miller in Central Office:
  - Branch number,
  - Client name,
  - Prime Number,
  - Other service provider's name and type, and
  - The case manager's name.

The information can be submitted via e-mail or faxed to the number listed below.

**Training/Communication Plan:** Training will be provided as requested.

**Local/Branch Action Required:** After all the financial and service eligibility steps have been

completed, clients should be referred to the waiting list. As vacancies occur, eligible waiting list clients will be selected in order of submission. Clients on the waiting list may receive services through other appropriate Department programs.

The following information should be submitted to Dolores R. Miller in Central Office:

- Branch number,
- Client name,
- Prime Number,
- Other service provider's name and type, and
- The case manager's name.

The information can be submitted via e-mail or faxed to the number listed below.

Case managers should also send to Dolores R. Miller information about cases that are closed. Information should include the client's name, prime number and reason for closure.

Local office should complete both a PAS and a Title XIX assessment yearly

**Central Office Action Required:** Continue to maintain the Spousal Pay Program waiting list.

**Field/Stakeholder review:**     Yes, reviewed by: \_\_\_\_\_  No

**Filing Instructions:** N/A

*If you have any questions about this policy, contact:*

Contact(s):	For Program Questions contact Mary L. Lang	
Phone:	(503) 945-5779	
E-mail:	<a href="mailto:Mary.L.Lang@state.or.us">Mary.L.Lang@state.or.us</a>	
Contact(s):	For Waiting List referrals contact Dolores R. Miller	
Phone:	(503) 947-5162	
E-mail:	<a href="mailto:Dolores.R.Miller@state.or.us">Dolores.R.Miller@state.or.us</a>	