

Patricia Baxter

Authorized Signature

Number: APD-PT-14-002
Issue Date: 2/28/2014

CORRECTED

Topic: Developmental Disabilities In Home Contracting (DD49 and DD151)

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):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input checked="" 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 type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Policy/rule title:	Contracting for DD 49 and DD 151 In Home Services		
Policy/rule number(s):	411 Chapter 330 and 305	Release no:	V2
Effective date:	02/27/2014	Expiration:	none
References:	Intergovernmental Agreement for the Financing of Community Developmental Disability Services		
Web Address:			

Purpose:

The v2, corrected transmittal amends the documents that must be sent to the Office of Developmental Disability Services (ODDS) Fund Allocation Coordinator (FAC) prior to the individual's in-home plan being funded for services. Corrections are in italics and highlighted in section B.

A. Policy:

Effective December 12, 2013, for all in-home DD 49 and DD 151 plans for k-plan and waiver eligible individuals, the Community Developmental Disabilities Program (CDDP) can complete assessments, write plans and start services prior to sending budget, plans and any other required documentation to ODDS.

For all other Service Elements (SEs) authorized by the CDDP via a Client Prior Authorization (CPA), ODDS must review and approve the budget documents and CPA **prior** to the start date of services due to differing contract requirements between CPAs and Service Element Prior Authorizations (SEPAs).

For non-waiver or non-k-plan **DD 151 General Fund** plans, ODDS must continue to review and approve the budget documents **prior** to the start date of services.

B. Submission and processing of a Service plan:

Effective as of the 'Issue Date' of this Policy Transmittal, all plans for Comprehensive In-Home Services (DD 49) and Long Term Supports for Children (in-home) (DD 151) submitted to ODDS must include a CDDP authorized signature and the individual or legal guardian's signature. The date the plan is signed must be either before or on the start date identified on the plan (not after the start date of services).

Submit all DD 49 and DD 151 plans to the specific ODDS FFAC assigned to your CDDP. This is a new process for all DD 151 plans.

Any DD 49 and DD 151 plans completed prior to the date of this transmittal will require, at minimum, a CDDP authorized signature and date. When submitting plans to their FAC that were completed prior to the date of this transmittal, the CDDP must indicate this in the e-mail or on the fax cover page. This will notify the FAC that only a CDDP signature and date are needed for contracting instead of both the CDDP and individual or legal guardian's signatures.

The ODDS FAC must receive **the ISP budget summary pages and Adult or Child Needs Assessment (ANA/CNA) Summary of Hours page**, if not already submitted to ODDS, in order to create the SEPA and Provider Prior Authorization (PPA). If a service plan includes services which require a Supplemental Assessment per the Expenditure Guidelines, this must also be submitted to the FAC.

The ISP budget summary pages should include the hourly or daily rate, rate of employee taxes and worker's compensation rate (when applicable). This will help the FACs in verifying the dollar amounts are correct for contracting.

The FAC will create a SEPA and PPA after receiving the documents listed above.

C. Quality Assurance:

Service plans and assessments will be randomly selected for quality assurance and review by ODDS staff.

Should any change(s) be identified and required to the service plan, the change(s) will be communicated to the CDDP via secure email from the ODDS staff reviewing the plan.

If the change(s) to the service plan results in a reduction, termination or suspension of services, a Notification of Planned Action (NPA) must be sent to the individual and/or guardian within 5 business days of the CDDP receiving notice of the error from ODDS. Additionally, a copy of the NPA must be sent to the CDDP's assigned ODDS FAC at the same time the NPA is sent to the individual and/or guardian. The CDDP must follow the process for issuing a NPA as outlined in AR-13-093.

D. Budget changes due to a service plan reduction, termination or suspension, and requests for hearing and continuing services:

If the individual and/or legal guardian does not request a hearing as a result of the service plan change, the ODDS FAC will process a corrected SEPA to adjust the plan funding effective on the termination date identified on the NPA.

If the individual and/or legal guardian requests a hearing as a result of the service plan change, and requests continued services, the FAC will leave the funding as originally identified on the plan budget until the conclusion of the hearing process.

If the Final Order finds in favor of the individual, the FAC will process the funding as needed for the remainder of the plan year.

Based on the Final Order, the CDDP may need to adjust the service plan to reflect the findings, obtain the necessary signatures, and submit the signed adjustment to the FAC.

E. Corrections to budgets:

If the FAC identifies a budget error on a service plan, or if the service plan exceeds the allowable services identified on the needs assessment, the FAC will communicate the error and correction needed to the CDDP and appropriate remediation will occur.

Field/stakeholder review: Yes No

If yes, reviewed by: Community Developmental Disability Programs (DD Policy Group)

Filing Instructions: none

If you have any questions about this policy, contact:

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