

LeaAnn Stutheit

Authorized Signature

Number: APD-PT-14-008

Issue Date: 3/7/2014

Topic: Developmental Disabilities

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 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>): Support Service Brokerage Personal Agents, Support Service Brokerage Directors, CDDP Service Coordinators, CIIS State Case Managers, ODDS Central Office Staff |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Policy/rule title:	ANA/CNA Manual		
Policy/rule number(s):		Release no:	
Effective date:		Expiration:	
References:			
Web Address:			

Discussion/interpretation: This policy transmittal implements the “ANA/CNA Manual”. The manual includes instruction regarding supports included in each section of the Adult Needs Assessment (ANA) and Children’s Needs Assessment (CNA), definition of each assessment rating and examples to assist the assessment facilitator in determining the correct rating. The interpretations contained in the manual must be applied in the administration of all ANA and CNA assessments.

Implementation/transition instructions: All Support Service Brokerage Personal Agents, Community Developmental Disability Program Services Coordinators,

Regional staff and DHS staff who will administer either the ANA or CNA should read and implement the ANA/CNA Manual. The manual is posted on the DHS/DD Case Management Tools page: <http://www.dhs.state.or.us/spd/tools/dd/cm/> and the Brokerage Personal Agent Tools page: <http://www.dhs.state.or.us/spd/tools/dd/bpa/index.html>.

Training/communication plan: ODDS and ReBAR staff will respond to questions regarding the application of the ANA/CNA Manual during ANA/CNA Conference Calls. Conference calls are scheduled for:

Monday, March 10, 2014 10:00 - 11:00 a.m.

Monday, March 24, 2014 10:00 - 11:00 a.m.

The same conference line will be used for both calls:

Conference Line: **1-877-336-1831**

Access code **230706#**

Additional ANA/CNA Conference calls may be scheduled beyond the above listed dates should there be a need identified. Questions may also be sent to the contacts, below.

Local/branch action required:

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Rose Herrera 503-947-5201 Kristine Duffy 503-945-9791		
Phone:		Fax:	503-373-7274
E-mail:	Rose.K.Herrera@state.or.us Kristine.Duffy@state.or.us		