

Patricia Baxter

Authorized Signature

Number: APD-PT-14-017
Issue Date: 6/13/2014

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 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 checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage directors |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Policy/rule title:	Adult Needs Assessment-No contact Notification of Planned Action		
Policy/rule number(s):	Chapter 411, division 340	Release no:	1
Effective date:	June 13, 2014	Expiration:	July 31, 2014
References:			
Web Address:			

Discussion/interpretation:

Implementation of the State K Plan, Community First Choice Option, requires that an Adult Needs Assessment (ANA) be conducted on all adults receiving in home services by June 30, 2014. Personal Agents and Service Coordinators have been conducting ANA's, ODDS has also provided assistance in conducting ANA's. In instances where there has been no response from the individual or their representative to schedule and/or conduct the ANA, a Notification of Planned Action (NOPA) will need to be issued by June 30, 2014 exiting the customer from services on July 31, 2014. If an individual is receiving monthly services from a provider, please contact that provider to verify services and obtain up-to-date contact information prior to issuing the NOPA. Attempts to contact the individual using the updated contact information should be

made. Please use the same criteria below for individuals receiving services.

Implementation/transition instructions:

For individuals that have not responded to ODDS or their case manager, and are not currently receiving ongoing services, please issue a NOPA that captures these specific elements:

- How many attempts were made to contact the individual (at least 5 attempts);
- Various types of methods used and in combination (best practice is to use more than one type of attempted contact; phone calls and messages left, email, letters, and face to face contact attempts);
- The individual's in home services will be terminated due to lack of response by the individual and repeated attempts by ODDS and the local office;
- Effective Date will be July 31, 2014, allowing for a 30 day notice.
- Applicable OAR 411-340-0110 (4)(a)(C) for support services, 411-330-0040 (5)(g) for Comp In-Home.

If the individual responds to the NOPA prior to the effective date, the local office will need to rescind the NOPA and continue with the planning process of conducting the ANA, writing and authorizing the ISP. In this instance, the ANA and ISP must be completed by July 31, 2014.

Training/communication plan:

Consultation with ODDS as needed.

Local/branch action required:

Notification of Planned Actions to be sent no later than June 30, 2014 allowing for a 30 day advance notice.

Central office action required:

n/a

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing Instructions:

If you have any questions about this policy, contact:

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