

Patricia Baxter

Authorized Signature

Number: APD-PT-14-021
Issue Date: 6/27/2014

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

Policy/rule title:	Requirements for Signatures on In-Home Comprehensive Individual Support Plan Budget Summary Pages		
Policy/rule number(s):	411 Chapter 330 and 305	Release no:	V1
Effective date:	Issue date of this transmittal	Expiration:	
References:	Intergovernmental Agreement for the Finance of Community Developmental Disability Programs		
Web Address:			

Purpose:

This policy outlines when and whose signatures are required for all DD 49 Adult In-Home Support (DD 49) and DD 151 Children In-Home Support Individual Support Plan (ISP) budget summary funding pages for contracting to the Office of Developmental Disability Services (ODDS).

Policy:

Effective the date of this transmittal for all DD 49 and DD 151 K-plan or waiver eligible individuals, the following signatures are required on the Individual Support Plan (ISP) budget summary funding pages prior to any changes to the plan being implemented.

The ISP budget summary funding pages document will hereby be known from this point forward in this Policy Transmittal as “plan”.

- When a new plan for a new individual or a new plan for an existing individual is completed, the plan requires both the CDDP and individual/legal guardian’s signature and must be submitted to the FAC until Plan of Care (POC) is implemented. Once POC is implemented the plan will be an attachment in POC for each individual.
- When submitting a revised plan that increases the rate(s) or the hours of service for an existing line of service on a previously submitted plan, the plan needs to be signed or initialed by the CDDP and submitted to the FAC for contracting. Once POC is implemented, the CDDP’s authorization in POC will serve as their approval of the rate increase. The changes to the plan will need to be agreed upon by the individual/legal guardian prior to implementation and documented in the individual’s case notes.
- When a revised plan is completed that changes the dates of service in a way that results in more months of service or adds a new line of service, the plan requires both the CDDP and individual/legal guardian’s signature and must be submitted to the FAC until Plan of Care (POC) is implemented. Once POC is implemented the plan will be an attachment in POC for each individual.
- When a revised plan is completed that reduces the rate(s), reduces the hours of service or reduces the period of time a service will be provided, the plan requires both the CDDP and individual/legal guardian’s signature and doesn’t need to be submitted to the FAC. ODDS will recover funds of any overpayment in our Sweep process this fall. Once POC is implemented the plan will be an attachment in POC for each individual.

Administrative Errors to the ISP Budget Summary Funding Pages:

When an administrative error (mathematical errors and incorrect dates) are found by the FAC when reviewing the plan, the FAC will communicate via email with the CDDP the corrections that potentially need to be made. If the CDDP is in agreement, they will respond via email and note the changes in the case notes and/or on the plan. If the CDDP is not in agreement with the corrections suggested by the FAC, the FAC and CDDP will work together to come to an agreement. No signatures from the CDDP or individual/legal guardian are required for administrative errors.

Quality Assurance:

All documentation for an individual's services must be maintained on file at the CDDP for access when the ODDS Quality Assurance team does a review of an individual's file.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDPs and Brokerages

Filing Instructions: none

If you have any questions about this policy, contact:

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