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Authorized Signature

Number: APD-PT-14-023
Issue Date: 6/30/2014

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>): Brokerage Directors, Personal Agents, Services Coordinators, Employment Providers, Day Support Activity Providers, DD Regional Programs |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Policy/rule title:	ReBAR Employment Rate Model, Day Support Activities Agency Rate Matrix, Interim Tier Assignments and Reviews		
Policy/rule number(s):		Release no:	
Effective date:		Expiration:	
References:			
Web Address:			

Discussion/interpretation: This transmittal is to communicate that effective September 1, 2014, the department will implement a new employment rate model. The ReBAR Employment Rate Model applies to all agency providers who provide employment services under the Office of Developmental Disabilities Services (ODDS) Comprehensive Waiver, Support Services Waiver and Day Support Activities (Formerly Day Habilitation, ATE, and Community Inclusion) under the Community First Choice State Plan Option (K-Plan).

Implementation/transition instructions: ReBAR has created Rate Guidelines to assist providers with questions regarding billing practices. This document is available through the ReBAR program and is posted on the Provider Tools Page of the ODDS website at: <http://www.oregon.gov/dhs/spd/Pages/provtools/index.aspx>

An ODDS Employment Service Description Matrix is available to assist providers who need to crosswalk previously used services and identify the appropriate new service (either Employment Services, Day Support Activities, or other related services). The Service Matrix is available through the ODDS and is posted on the Provider Tools Page of the ODDS website at: <http://www.oregon.gov/dhs/spd/Pages/provtools/index.aspx>

Employment Services:

The presumption in considering these services is that all individuals with Intellectual or Developmental Disabilities (I/DD) are capable of working in an integrated employment setting and earning at least minimum wage. Consistent with the person-centered approach to these services, individuals should be encouraged, on an ongoing basis, to explore their interests, strengths, and abilities relating to integrated employment. If an individual is employed and is already receiving supported employment services, support may be to find other competitive employment, additional hours, employment that is more consistent with the person's skills and interests, or to explore advancement opportunities in his or her chosen career.

Individual Supported Employment - Job Coaching

- Initial or ongoing support to maintain individualized employment in an integrated setting in the community. May also include support to pursue self-employment. The individual is optimally earning, or working towards earning, minimum wage or higher.
- Limited to 40 hours per week.
- If an individual is receiving less than 25 hours per week of Job Coaching, he/she may also receive the service combined with Small Group Employment and Employment Path Services. The total combination of services cannot exceed 25 hours per week or an average of 108.3 hours per month.
- Payment is authorized for the hours the supported individual is working and not for the hours of direct "face-to-face" support.
- The initial job coaching rate is available for the first 6 months of job coaching. The initial job coaching rate is available for the initial 3 months on the job if the individual initially utilized 3 months of job coaching through VR.
- The hourly rate for this service is based on the ReBar rate model.

Individual Supported Employment - Job Development

- ODDS provides Job Development services in limited circumstances when it is not available through VR. Individuals utilizing ODDS services are presumed eligible for VR services. Additionally, because employment services are waiver services, federal law requires that ODDS only provide the service if it is not available through other funding sources such as VR.
- ODDS Job Development includes support to identify and obtain a job in an integrated employment setting in the general workforce, including:
 - Compensation at or above the minimum wage, but ideally not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.
 - Support to develop self-employment business opportunities, including accessing business financial resources for self-employment, and launching a business.
- ODDS Job Development may only be authorized if a current and relevant denial from VR is in the individual's file.
- Outcome based payments include one for placement and one when the individual retains the job for 90 days.

Discovery

- Work related activity to discover strengths, interests and abilities, including volunteer positions, and work-experience positions.
- A person-centered, comprehensive employment planning and support service that provides assistance for individuals to obtain, maintain or advance in a competitive, customized or self-employment setting.
- Services may include (but are not limited to) job and task analysis activities, assessment for use of assistive technology to promote increased independence in the workplace, job shadowing, informational interviewing, employment preparation (resume development), and volunteerism to assist an individual in identifying transferable skills and job or career interests).
- Discovery and the Discovery Profile is intended to enhance Job Development.
- The service may result in a referral or application to VR.
- Must be completed within a three month period. A three month extension may be authorized if there is a legitimate cause.
- The outcome based payment for this service requires a completed Discovery Profile. The Discovery Profile must meet requirements established by the Department (in the template made available by the Department or approved by the Department).

Small Group Supported Employment

- Services and training activities in regular business, industry and community settings for groups of two (2) to eight (8) individuals working as a crew, enclave, or other business-based workgroup.
- Must be provided in a manner that promotes integration into the work place and interaction with people without disabilities in those work places.
- May be combined with Job Coaching and Employment Path Services. The total combination of services cannot exceed 25 hours per week or an average of 108.3 hours per month.
- The optimal and expected outcome of this service is sustained paid employment and work experience leading to further career development and individual integrated employment for which an individual is compensated at or above minimum wage.
- The hourly rate for this service is based on the ReBar rate model.

Employment Path Services

- Training and skill development for general or non-job-task-specific strengths and skills. To improve an individual's employability in the general workforce through learning and work experiences.
- May include volunteer opportunities.
- Are provided over a limited time period defined by the individual's ISP.
- Are not for the primary purpose of producing services or goods.
- May be combined with Job Coaching and Small Group Supported Employment. The total combination of services cannot exceed 25 hours per week or an average of 108.3 hours per month.
- Are provided over a limited time period defined by the individual's ISP.
- Are not for the primary purpose of producing services or goods.
- The optimal and expected outcome of this service is sustained paid employment and work experience leading to further career development and individual integrated employment for which an individual is compensated at or above minimum wage.
- The hourly rate for this service is based on the ReBar rate model.

Employment Rate Matrix:

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Employment Path							
Employment Path (Facility)	9.99	11.01	12.35	14.19	16.88	21.18	
Employment Path (Community)	18.11	19.01	20.02	21.14	22.40	23.82	
Discovery/Career Exploration	1,680	1,680	1,680	1,680	1,680	1,680	
Individual Supported Employment							
Job Development - Placement	1500	1506	1516	1556	1563	1649	
Job Development - Retention (90+ days)	2005	2012	2026	2079	2088	2203	
Small Group Employment Support	18.11	19.01	20.02	21.14	22.40	23.82	
Job Coaching - Initial	27.97	39.59	52.02	59.74	62.52	66.37	
Job Coaching - Ongoing	21.38	26.41	36.79	50.67	53.01	56.25	

Note: Exceptional support needs are addressed on a case-by-case basis in Tier 7. There are no rates set for Tier 7.

Day Support Activities

- Skills training and attendant care services provided by an agency. Skills training to acquire, maintain, or enhance independence in supports related to socialization or community integration. Attendant care services that facilitate socialization and community integration.
- May be provided in a community or facility.
- Based on assessed need. See Transmittal APD-PT-14-019 for further information.
- The anticipated outcome must be measurable and documented in the ISP.
- Timelines for measuring progress towards the anticipated outcome are established in the ISP.
- Progress towards the anticipated outcome are evaluated by a personal agent no less frequently than every six months.
- The hourly rate for this service is based on the ReBar rate model.

Day Support Activities (Agency Based) Rate Matrix:

	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7
Day Support Activities							
DSA- Community	14.42	15.62	17.07	18.83	21.02	23.82	
DSA-Facility	8.15	9.09	10.39	12.27	15.26	20.75	

Note: Exceptional support needs are addressed on a case-by-case basis in Tier 7. There are no set rates.

Individuals with SIS Tiers:

Individuals who have had a Support Intensity Scale (SIS) assessment will use the SIS tier assigned through that process unless the individual has demonstrated a significant increase in need since the SIS was administered. For individuals living in their own home or family home, the ANA based interim tier may be used if the CDDP or Brokerage has verified that all ratings in the ANA comply with the interpretations published in the ANA/CNA Manual. The CDDP or Brokerage must document the change in need, ANA review, and the authorization of the interim tier to supersede the SIS tier in the client file.

If the individual resides in a Foster Home, a SIS should be requested. Once a SIS has been requested, the interim tier may be used for up to 90 days or until a new SIS tier is issued. CDDPs and Brokerages may not apply an interim tier that is lower than an individual's current SIS tier.

Interim Tier Assignments:

Individuals who have not had a Supports Intensity Scale (SIS) assessment will use an interim tier assignment based on the individual's Adult In Home Needs Assessment (ANA) or Support Needs Assessment Profile (SNAP) for purposes of determining agency provider payment rates for agency provided Employment Services and Day Service Activities. These rates are effective September 1, 2014. The tier schedules below will also be used for assignment of interim tiers for individuals entering a 24 Hour Residential Facility prior to administration of a SIS assessment.

Interim tiers are assigned according to the following schedules:

Adult In Home Needs Assessment (ANA) – Interim Tier Schedule	
Total Monthly Attendant Care Hours¹	Interim Tier Assignment
0.00 – 160.00 hours	1
160.01 – 275.00 hours	2

¹ For ANA version A, *Total Attendant Care Hours* equals the "Monthly Attendant Care Hours" shown on the "Summary of In Home Hours" tab, plus the "Total Approved 2:1 Hours" authorized on the "2:1 Review and Approval" tab. For ANA version B, *Total Attendant Care Hours* equals the "Total Approved Attendant Care Hours inclusive of 2:1" shown on the "Summary of In Home Hours" tab.

275.01 – 390.00 hours	3
390.01 – 510.00 hours	4
510.01 – 630.00 hours	5
630.01 or more hours	6

Support Need Assessment Profile (SNAP) – Interim Tier Schedule	
DD58 (SNAP) Rate (exclusive of consultation funds)	Interim Tier Assignment
Up to \$4,100	1
\$4,100.01 - \$5,300	2
\$5,300.01 - \$6,100	3
\$6,100.01 - \$7,000	4
\$7,000.01 - \$8,500	5
\$8,500.01 and above	6

Procedures for requesting an Interim Tier Review:

A review may be requested when the CDDP or Support Services Brokerage providing case management services has reason to believe that the individual requires significantly more support than the ReBAR rate model provides at the assigned interim tier, or when a review has been requested by the individual, the individual’s guardian or representative, or the individual’s ISP team.

If a provider has reason to believe that the individual requires more support than the ReBAR rate model provides, the provider must report this to the Service Coordinator or Personal Agent for further review.

For individuals residing in a foster home or 24 hour residential setting, a SIS must be administered within 45 days of the interim tier review request.

Interim Tier Review requests must be submitted to ODDS.FundingReview@state.or.us using the “Request for Funding- Review or Exception” form. Refer to APD-AR-14-019 for guidance on use of the Funding Review mailbox and request form. Please include the words “Interim Tier Review” in the subject line of the secure message, followed by the client initials and the CDDP or Brokerage originating the request.

Decisions for reviews requested by July 30, 2014 will be communicated prior to September 1, 2014 unless the request is incomplete. If a review is requested after July 30, 2014, ODDS will attempt to complete the review within two weeks of the request date. Given workloads, if a review is requested after July 30, 2014, ODDS will complete reviews as quickly as possible, and will attempt to complete the review within two weeks of the request.

Training/communication plan:

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):	Kristine Duffy		
Phone:	503-945-9791	Fax:	
E-mail:	Kristine.Duffy@state.or.us		