

Lilia Teninty

Authorized Signature

Number: APD-PT-14-041
Issue Date: 12/12/2014

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, Provider Organizations |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Policy/rule title:	Notice of Functional Needs Assessment		
Policy/rule number(s):	ORS 411.099 OAR 411-340-0120(9)(b) OAR 411-320-0120(3)(c)	Release no:	
Effective date:	01-01-2015	Expiration:	none
References:	Forms DHS 0378SC and DHS 0378PA		
Web Address:			

Discussion/interpretation:

ORS 411.099 requires that a notice must be mailed to the individual being assessed no fewer than 14 days prior to conducting a reassessment for service eligibility. In ORS 411.099 assessment for service eligibility means a process of evaluating the functional impairment levels of an individual and an individual's requirements for assistance in performing activities of daily living.

ODDS will be adopting OAR 411-340-0120(9)(b) and OAR 411-320-0120(3)(c) on December 26, 2014 which will require the case management entity to notify individuals at least 14 days prior to conducting a functional needs assessment for:

- adults enrolled in Comprehensive In-Home (DD49) supports;

- adults enrolled in Support Services (DD149) supports; and
- children enrolled in In-Home Support for Children (DD151).

Implementation/transition instructions: ODDS has developed a standard Notice of Functional Needs Assessment (DHS 0378SC for use by CDDPs and DHS 0378PA for use by Support Service Brokerages) to be sent to an individual **at least** 14 days prior to a planned re-assessment using the Adult Needs Assessment (ANA) for an adult enrolled in Comprehensive In-Home or Support Services or the Child Needs Assessment (CNA) for a child enrolled in In-Home Support for Children.

Completing the Notification of Required Functional Needs Assessment Form:

The notice must reflect a date in the field following “completed by” of the notice that is no more than 60 days prior to the planned start date of the individual’s ISP. If an ANA/CNA is going to be completed to inform a planned amendment of an ISP enter a date no more than 60 days prior to the effective date of an amendment to the individual’s ISP.

Your functional needs assessment needs to be completed by _____. Your Service Coordinator will contact you soon. The contact will be to schedule a meeting for the functional needs assessment.

The notice must reflect the current end date of the individual’s ISP in the field following “end date of your current ISP”.

If you are currently receiving services and do not meet with your Service Coordinator/Personal Agent to complete your functional needs assessment your services may be terminated on the end date of your current ISP _____. If you do not agree with the decision to terminate services, you may ask for a hearing.

The notice must reflect the date 60 days prior to the planned ISP effective date if issued more than 60 days prior to the planned ISP implementation date or the date of the notice if issued within 60 days prior to the planned ISP implementation date in the field following “completed is”.

The earliest date your assessment can be completed is _____. You may request a time and date that is convenient for you to meet.

This notice does not have to be completed for reassessments requested by the individual or for reassessments due to a sudden, urgent increase in needs since the fourteen day notification period could unnecessarily delay needed increased services.

This notice does not have to be completed for initial functional needs assessments.

Training/communication plan: PowerPoint training on the OAR changes will be available to CDDP, CIIS, and Brokerage staff between November 2014 and January 2015. Training materials will be available on the web for staff to access following the trainings. Additional training may be available on request.

Local/branch action required: For individuals with ANAs or CNAs scheduled on or after January 15th, 2015 the individual must be mailed a Notice of Functional Needs Assessment at least 14 days in advance of a planned re-assessment.

Central office action required: n/a

Field/stakeholder review: Yes No

If yes, reviewed by: Representatives of CDDPs and Brokerages

Filing Instructions:

If you have any questions about this policy, contact:

Contact(s):	Chrissy Fuchs, In-Home Policy Analyst		
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