

Lilia Teninty  


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**Authorized Signature**

**Number:** APD-PT-15-003  
**Issue Date:** 1/30/2015

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

Policy/rule title:	Annual Functional Needs Assessment		
Policy/rule number(s):	OAR 411-320-0120	Release no:	v1
Effective date:	January 31 <sup>st</sup> , 2015	Expiration:	
References:	STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT <b>Community First Choice State Plan Option</b>		
Web Address:			

**Discussion/Interpretation:**

**This policy transmittal supersedes policy transmittals APD-AR-14-011 and APD-AR-14-012.**

**Annual Assessment Expectations:**

As a first step in moving toward a single assessment tool and ensuring individuals have an annual functional needs assessment to inform the planning process, the following practices must be implemented beginning January 31, 2015:

## **Implementation/transition instructions:**

All annual assessments must be conducted within 60 days prior to the individual's ISP.

### **For Adults:**

#### **Group Home (DD50)**

An Adult Needs Assessment (ANA) will be conducted for all individuals receiving services, in a 24-hour licensed (DD50) group home by the ReBAR assessment unit in 2015. The ANA will not determine payment rates for individuals receiving services in 24-hour licensed DD50 settings, but will be used to inform the person centered planning process.

ReBAR assessment specialists will be contacting county programs to schedule assessment interviews, observations, and file reviews beginning February 2015. Instructions for scheduling will be sent to CDDP managers.

Prior to scheduling an ANA for individuals receiving services in a 24-hour licensed (DD50) setting, the individual's support team will have an opportunity to indicate that the individual's support needs have changed and a SIS will be scheduled in conjunction with the ANA. In addition, if the ANA indicates that there have been significant differences in the individual's support needs since the last SIS assessment (if the ANA-SIS tier conversion chart indicates the ANA is two or more tiers either higher or lower than the SIS on record), a new SIS assessment will be scheduled in order to accurately capture the appropriate tier level for the individual.

The Supports Intensity Scale (SIS) assessment will continue to be used to establish payment rates for individuals requesting or receiving services in a 24-hour licensed (DD50) setting or for individuals who have had a change in support needs (increase or decrease) since their last SIS assessment. Renewal SIS assessment scheduling will not automatically take place for individuals whose last SIS is 5 years old. SIS assessments will only be scheduled if the CDDP indicates that there is a need for a new assessment due to changes in support needs, or if the ANA conversion indicates a change (as described above).

#### **Adults in SACU settings (DD141)**

An ANA will be conducted for all adults receiving services in the Stabilization and Crisis Unit (SACU) settings, by the ReBAR assessment unit in 2015. The ANA will not determine rates for individuals receiving services in SACU setting, but will be used to inform the person centered planning process.

#### **Adult Foster Care Home (DD58)**

Individuals residing in foster care home settings will continue to have the most recent version of the Support Needs Assessment Profile (SNAP) completed:

- When the individual initially enters the adult foster home service setting (DD58)
- on a 5-year renewal cycle
- As needed due to a change (increase or decrease) in support needs
- Within 60 days of changing foster providers if the current SNAP is older than version 12a.

The SNAP will be conducted by someone who is authorized to conduct SNAP assessments (which may be someone from the CDDP, region or ReBAR assessment unit), and is **not** a respondent or a member of the individual's ISP team. The SNAP assessment will determine the payment rate for individuals in adult foster care home settings.

During the years that the individual does not have a SNAP assessment completed, the individual's service coordinator (or another person qualified and authorized to conduct an ANA) must conduct an ANA for the individual. The ANA will not change the payment rate for individuals residing in adult foster home service settings (DD58), and will only be used to inform the person centered planning process. If the ANA indicates changes in two or more support needs than the most recent SNAP, a new SNAP must be completed.

Annual assessments must be conducted within 60 days prior to the individual's ISP. The preferred practice is to conduct SNAP assessments starting immediately in accordance with individual's ISP dates, but this policy must be implemented for individuals in DD58 who have ISP dates of June 1, 2015 or later.

#### Supported Living (DD51)

The ANA will continue to be used for individuals receiving services from a supported living provider and will be conducted annually by their services coordinator. If requested (or under special circumstances) the ReBAR unit may conduct the ANA.

The ANA will be used to inform the person centered planning and will determine the potential paid hours that can be authorized in the Individual's Support Plan.

#### Adult In Home settings (DD49, DD149)

For adults who receive supports in their own home, the ANA will be conducted annually by their services coordinator, personal agent (or another person qualified and authorized to conduct an ANA). If requested (or under special circumstances) the ReBAR unit may conduct the ANA.

The ANA will be used to inform the person centered planning and will determine the potential paid hours that can be authorized in the Individual's Support Plan.

## **For Children:**

### Children's Foster Care Home (DD58)

Children who receive services in foster care home settings must have the most recent version of the SNAP assessment completed:

- When the child initially enters a child foster care home setting;
- Every 3 years (this is a change from previous practice of every 5 years);
- As needed due to a change (increase or decrease) in support needs;
- Within 60 days of changing foster providers if the current SNAP is older than version 12a.

The SNAP will be conducted by someone who is authorized to conduct SNAP assessments, and is not a respondent or a member of the child's ISP team. The SNAP assessment will determine the payment rate for children receiving services in Foster Care Home settings.

A child in a foster care home setting must receive a Child Needs Assessment (CNA) during each year the child does not receive a SNAP assessment. The CNA may be conducted by the child's services coordinator, or another person qualified and authorized to conduct CNAs. The CNA will not change the payment rate for children receiving services in foster care home settings and will only be used to inform the person centered planning process.

### Children's Residential

Children receiving supports in DD children's group home settings (DD142) will receive an annual SNAP assessment. The SNAP will not determine the payment rate and will only be used to inform the person centered planning process.

### In Home settings (DD151, DD145)

For children who receive supports in their own home (including a foster care home funded by the Child Welfare program), the CNA will be conducted annually by their services coordinator (or another person qualified and authorized to conduct a CNA). If requested (or under special circumstances) the ReBAR unit may conduct the CNA.

The CNA will be used to inform the person centered planning and will determine the potential paid hours that can be authorized in the Individual's Support Plan.

### Training/communication plan:

**Instructions for scheduling ANA and or SIS assessments for individuals in DD50 will be sent to CDDP managers. Training on how to schedule assessments will be available to CDDPs by request. Contact ReBAR assessment unit manager: Fred Jabin for training.**

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:**    CDDPs, Brokerages, Providers

**Filing Instructions:**

*If you have any questions about this policy, contact:*

<b>Contact(s):</b>	Fred Jabin		
<b>Phone:</b>	503-945-6409	<b>Fax:</b>	503-945-5905
<b>E-mail:</b>	<a href="mailto:fred.c.jabin@state.or.us">fred.c.jabin@state.or.us</a>		

DD50 Steps for scheduling an ANA or an ANA/SIS assessment.

Step 1: ReBAR assessors will send each county a list of individuals with upcoming assessment needs based on the ISP dates counties submitted.

The list will be sent out every 2 months and will be used for upcoming months

- January 2015 ReBAR will send out list for people with ISP dates in March and April
- March 2015 ReBAR will send out list for people with ISP dates in May and June
- May 2015 ReBAR will send out list for people with ISP dates in July and August
- July 2015 ReBAR will send out list for people with ISP dates in September and October
- Sept. 2015 ReBAR will send out list for people with ISP dates in November and Dec.
- Nov. 2015 ReBAR will send out list for people with ISP dates in Jan/Feb 2016

Step 2: Counties will mark which of the upcoming individuals need a SIS assessment in addition to the ANA assessment. And then return the list to the SIS assessor.

Step 3: ReBAR assessors will send counties a list of available dates to complete the SIS/ANA assessments.

Step 4: ReBAR assessors will contact counties or providers to set up a time to review files for upcoming assessments.

Step 5: Counties will schedule the meetings for the SIS/ANA assessment on the “available dates” list. The SC (or designated county contact) will schedule the meeting room, and invite all the participants.

Step 6: ReBAR assessors will contact providers to set up meetings for individuals who only need an ANA assessment. ReBAR assessors will also invite the individual’s Services coordinator to the meetings or give them opportunity to give information to the assessor.

Step 7: ReBAR assessors conduct assessment at appointed time

Step 8: If ANA assessment indicates significantly different supports than the most recent SIS, A new SIS assessment will be scheduled.