

Lilia Teninty

Authorized Signature
Number: APD-PT-16-038

Issue date: 9/30/2016

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"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD Brokerage Directors; Service Coordinators; Personal Agents |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	ODDS issuing denial notices on exception requests		
Policy/rule number(s):		Release no:	1
Effective date:	September 1, 2016	Expiration:	
References:			
Web address:			

Discussion/interpretation:

Effective September 1st, 2016, The Office of Developmental Disabilities (ODDS) began issuing a Notification of Planned Action (NOPA) any time a Funding Review Request gets Denied.

ODDS will remain the contact for the issue related to the Notification of Planned Action but will refer all other case management activities back to the case manager.

Implementation/transition instructions:

A copy of the NOPA must be filed in the individual's case management file. After receiving a copy of the NOPA, the SC/PA should review the ISP to determine if any follow up coordination is necessary.

If the individual is not satisfied with the decision, they can choose to request a hearing. If a hearing is requested as a result of the NOPA, ODDS may inform you that you must testify as an expert witness.

Training/communication plan:

Discussed with program managers/directors at program manager meetings as well as via conference calls that occurred in October. Questions will be responded to as they come up

Local/branch action required: Program manager/director share information with employees

Central office action required: Issuance of NOPAs when a Funding Review or Exception request is denied

Field/stakeholder review: Yes No

If yes, reviewed by: DD program manager policy review team, stakeholder group via conference call and Brokerage Director policy review team

Filing instructions:

If you have any questions about this policy, contact:

Contact(s):	Jeanette Baxter		
Phone:	503-957-3506	Fax:	503-373-7274
Email:	Jeanette.s.baxter@state.or.us		