

Mike McCormick

Authorized Signature
Number: APD-PT-16-042

Issue date: 10/31/2016

Topic: Long Term Care

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 checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Exceptions to limits on the 50 hour authorized hours a HCW may work		
Policy/rule number(s):	411-027 and 411-030	Release no:	
Effective date:	8-31-15	Expiration:	
References:	Policy Transmittal APD-PT-16-031, 16-032 & IM APD-IM-16-091		
Web address:			

Discussion/Interpretation:

Every HCW has a weekly hour limitation of 40 or 50 hours per week across all consumers and all programs (see [PT-16-032](#)). However, exceptions may be approved by Central Office in limited circumstances.

Central Office Approval:

Most exceptions to the 40 or 50 hour limit will require Central Office approval. Please reference [PT-15-028](#) for examples when an exception is not needed.

For Central Office to review the exception request, the Client Assessment/Planning System (CA/PS) must be current and represent the consumer's condition and functioning. This requires updating the Hours Segments with the requested exceptional hours (if applicable) and assign the hours to the specific HCWs in the Services For Plan section.

Exception criteria, processing and implementation remains the same as defined in [PT-15-028](#).

Field/stakeholder review: Yes No

If yes, reviewed by: Operations Committee and APD Policy group

Filing instructions:

If you have any questions about this policy, contact:

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