



Presented by:

APD Medicaid LTC Systems Policy Unit

SERVICE PLAN HOURLY CAP
EFFECTIVE 8/31/15

AGENDA

- ❖ Overview
- ❖ Implementation
- ❖ Examples
- ❖ Transition
- ❖ Exceptions
- ❖ Tier Security Rights
- ❖ Resources



OVERVIEW

- ✘ A weekly 50 hour cap will become effective August 31st, 2015. This means that consumers should not schedule a HCW to work above this amount during a workweek*.
- ✘ This change is to establish an upper limit of authorized hours a Homecare Worker may work for a single consumer in an hourly plan.
- ✘ This change is driven by the Department of Labor (DOL) initiatives for HCWs.

*Work Week: 12:00 a.m. on Sunday through 11:59 p.m. on Saturday

IMPLEMENTATION

- ✘ This means that you cannot authorize more than 220 hours per month for each HCW.
 - + Unless an exception has been granted.



IMPLEMENTATION

✘ New Service Plans:

- + A HCW may not be authorized more than 50 hours per week per consumer.

✘ Existing Service Plans:

- + Current plans may remain the same until one of the following occurs:
 - ✘ A HCW authorized more than 50 hours a week is no longer employed.
 - ✘ A service plan is created as the result of an assessment.

EXAMPLES

Existing service plan due 11/30/15:

Ongoing assessment:

- ✗ HCW 1: 60 hrs./wk.
- ✗ HCW 1 quits on 9/15/15:
 - + HCW 2: 50 hrs./wk.*
 - + HCW 3: 10 hrs./ wk.*

Reassessed in November with no change in hours, plan starts on 12/1/15:

- ✗ Prior to 12/1/15:
 - + HCW 1: 60 hrs./wk.
- ✗ Effective 12/1/15:
 - + HCW 1: 50 hrs./wk.*
 - + HCW 2: 10 hrs./wk.*

*Any combination of hours is acceptable as long as a single HCW does not exceed the 50 hour per week maximum.

TRANSITION

- ✘ How can consumers supplement their existing service plan?
 - + Other qualified HCWs
 - + In-Home Care Agencies
 - + Natural supports

EXCEPTIONS TO THE 50 HOUR CAP

- ✘ Most exceptions to the cap must be approved by Central Office.

Examples include:

- + No in-home care agency or additional HCW can be identified to provide the needed care.
- + An individual is working on hiring a new HCW to replace a HCW that is no longer working for them.
- + The individual goes out of town.
- + The unique/complex needs of the individual would be compromised by adding additional HCWs to the plan.

EXCEPTIONS TO THE 50 HOUR CAP

- ✘ Some exceptions to the 50 hour cap may be approved by the local office.

Examples include:

- + Relief or substitute care when a HCW is suddenly unavailable (up to 8 additional hours per month). Central Office will need to review and approve requests beyond this amount.
- + Emergent need (such as a sudden acute need that occurs with the individual) may approve up to 16 hours per month, up to four times a year. Central Office will need to review and approve requests beyond this amount.

NARRATING EXCEPTIONS

- ✘ General documentation requirements:
 - + Other resources were researched; and
 - + Referrals were made to appropriate resources; and
 - + No other alternatives are available that meet the consumer's needs; and
 - + There is a documented effort to remain within the authorized 50 hour maximum; and
 - + If the consumer's care needs are complex in nature where multiple caregivers would jeopardize the consumer's health and safety.
- ✘ The specific documentation requirements vary depending on the situation. A transmittal will be released for further details.

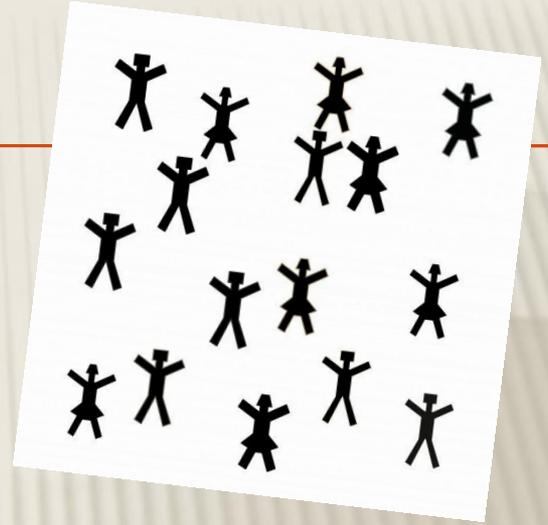
EXCEPTIONS AND SERVICE PLANNING

- ✘ An exception that is approved by the local office may be authorized by issuing the 546N or the 546SF for a one time authorization. The service plan in CA/PS does not have to be updated, however narration of the approval is required.
- ✘ An exception that needs approval by Central Office should have an updated service plan in CA/PS. If Central Office agrees with the exception, the service plan segment will be approved if the HCW is assigned more than 220 hours.

TIER SECURITY RIGHTS

- + Tier 3 (Central Office): Approve all initial requests that are over 220 hours per month for one HCW at the **plan** level of the service plan.
- + Tier 2 (Managers and lead workers) and Tier 1 (Case Managers): Approve all ongoing requests if the HCW that is receiving the exception hours remains the same or is reduced in the new plan.

MULTIPLE CONSUMERS



- ✘ The changes described are not intended to limit the number of hours a HCW may work across multiple consumers.

MULTIPLE PROVIDERS



- ✘ The changes are not intended to limit the number of hours of support consumers are able to receive, as established through the assessment and planning process.

RESOURCES

✘ OARs:

- + [411-027](#) Payment Limitations
- + [411-030](#) In-Home Services

✘ Policy Transmittal: APD-PT-15-023

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