

Standards and Procedures

<b>Service Title:</b>	Developmental Disability Local Administration				
<b>Service Number:</b>	DD 02	<b>Version:</b>	1.0	<b>Effective Date:</b>	07/01/2011

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**Overview**

Provision of Developmental Disabilities Local Administration (DD 02) services encompass the activities related to the general administration and management of a Community Developmental Disability Program (CDDP). In addition to administrative and management activities, DD 02 involves the (a) planning and coordination of needed community services, (b) provision of specific functions required for the effective implementation of services (e.g. eligibility determination, quality assurance, etc.), and (c) planning, access and oversight of specific services such as Family Support, Long Term Support for Children, In-home Comprehensive Services for adults, etc.

**Standards and Procedures**

**I. General Performance Requirements**

- A. In providing DD 02 Services for Developmental Disability Services, CDDP must:
1. Comply with OAR Chapter 411, Division 320, as such rules may be revised from time to time.
  2. Develop, maintain, and effectively implement systems and procedures for the timely and accurate documentation of services.
  3. Comply with all DHS requirements designed to assure the timely and accurate enrollment, service authorization, and service payment for individuals receiving developmental disability services.
  4. Comply with DHS policy or action transmittals.
- B. Providers of DD 02 Services funded through a biennial agreement with DHS (the Agreement) must:

1. Employ an identified individual as an Eligibility Specialist or have an agreement with another CDDP to perform eligibility determination which includes the Provider of DD 02 Services in their Geographic Service Area.
2. If Provider of DD 02 Services funded through the agreement provides Eligibility Determination, the Provider of DD 02 Services must employ sufficient staff to perform the CDDP's eligibility requirements.
3. If the Provider of DD 02 Services agrees to accept the provision of Eligibility Determination for another CDDP, the Provider of DD 02 Services must employ sufficient staff to perform the eligibility requirements for the Geographic Service Area the Provider of DD 02 Services has agreed to serve in addition to their own CDDP's eligibility requirements.
4. Eligibility Specialists employed to provide eligibility services must:
  - a Meet the criteria of a Services Coordinator as defined in OAR 411-320-0030, as such rules may be revised from time to time.
  - b Be able to pass a competency based training given by DHS' Diagnosis and Evaluation Coordinator, within one year of hire.
  - c Participate in at least one of the semi-annual trainings facilitated by DHS' Office of Developmental Disability Services.
  - d Participate in a minimum of 20 hours of training related to developmental disabilities or eligibility on an annual basis.
5. Provider of DD 02 Services funded through the Agreement must use DHS approved forms and procedures for eligibility determination services.
6. Inform DHS' Office of Developmental Disability Services the name(s) of the CDDP's designated Eligibility Specialist(s), and assure this information is current should changes occur.

## **II. Special Reporting Requirements**

- A. CDDP will supply upon DHS request, data and information relative to the implementation of DD 02 services.

### **III. Billing and Payment Procedure(s) that apply:**

- A. DHS will provide CDDP with financial assistance for DD 02 services via the Service Element Prior Authorizations (SEPA) based on the approved CDDP funding formula model.
- B. DHS will disburse financial assistance for DD 02 Services, for a specified period of time, in an amount equal to the monthly amount as set forth in the accepted SEPA and approved in the Provider Prior Authorization (PPA), as such amounts may be updated from time to time, subject to the following:
  - 1. DD 02 Services delivered under SEPA shall not exceed the total funds awarded for DD 02 Services as specified in the SEPA for DD 02 Services funded through the Agreement.
  - 2. If CDDP fails to deliver DD 02 Services for part of the month, the financial assistance for that month of service will be prorated and DHS may reduce future disbursements of DD 02 funds accordingly. If requested by DHS, CDDP shall also accept an appropriate SEPA Adjustment to reflect that reduction in the financial assistance for DD 02 as a result of CDDP's failure to deliver the DD 02 Services during the entire month.
  - 3. DHS may increase the monthly allotments based on individual enrollment once every six months if applicable as identified through the Targeted Case Management (DD 48) in eXPRS.
  - 4. DHS may, upon written request of CDDP, adjust monthly allotments.
- C. Agreement Settlement will be used to confirm and reconcile any discrepancies that may have occurred during the term of the Agreement between actual DHS disbursements of funding awarded for DD 02 Services under a particular line of the Service Element Prior Authorization and amounts due for such services based on the delivery of Services.

### **IV. CFDA Number(s):**

In accordance with the State Controller's Oregon Accounting Manual, policy 30.40.00.102, and DHS procedure "Contractual Governance", DHS' determination is that CDDP is a vendor. Catalog of Federal Domestic

Assistance (CFDA) #(s) of federal funds to be paid through the Agreement:  
93-778

**V. Form(s) that apply:**

**VI. Rules and Reference(s):**

- OAR Chapter 411, Division 320
- OAR Chapter 407, Division 045

**VII. Contact(s):**

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