

Standards and Procedures

<b>Service Element Title:</b>	Regional Crisis and Back-Up Services				
<b>Service Element Number:</b>	DD157	<b>Version:</b>	1.0	<b>Effective Date:</b>	7/01/2011

Approved By: *(Authorized Signer Name)*

Date Approved

**Overview**

Regional Crisis and Back-Up Services (DD157) are provided by a Management Entity and established to assist in the response to individuals with developmental disabilities who are in a crisis status and to strengthen the capacity of the service delivery system as a whole to respond to crisis situations. These responsibilities are taken on behalf of a pre-defined geographic group ("Region") of Community Developmental Disability Programs (CDDPs).

Generally the responsibilities of a Regional Crisis and Back-Up Service involve:

- Assessing whether an individual with developmental disabilities meets eligibility for crisis diversion services in accordance with OAR Chapter 411, Division 320, as such rules may be revised from time to time;
- Direct individual crisis intervention services;
- Provision of training and technical assistance to CDDP', service providers, individuals with developmental disabilities and their families designed to respond to crisis system needs;
- Development of services needed to meet the capacity of support demands of individuals with developmental disabilities and their families;
- Other developmental disability services related to the prevention of, mitigation of, or response to crisis-related situations which the CDDP' comprising the Region agree will be delivered more effectively or economically on a regional basis; and
- Effective and efficient authorization and utilization of Developmental Disability Short Term Crisis Services for Children and Adults (DD 44) funding if the CDDP has an Agreement (the Agreement) with the Department of Human Services (DHS) to administer such funds.

**Standards and Procedures**

**I. General Performance Requirements**

- A. In providing Regional Crisis and Back-Up Services (DD157), the provider 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.
  5. Develop and submit a Regional Crisis and Back-up Services Plan for approval by DHS and in accordance with the instructions and timelines of DHS.
  6. Implement DD 157 services in accordance with the approved Regional Crisis and Back-Up Service Plan.

## **II. Special Reporting Requirements**

- A. DD 157 provider will comply upon DHS request, data and information relative to the implementation of DD 157 services.
- B. DD 157 provider must submit to DHS individual Crisis Intake Forms for each person open to and receiving DD 44 services. Completion and submission will be on the form and consistent with instructions provided by DHS.
- C. DD 157 Provider, if authorizing DD 44 services or funding, will report to the DHS any crisis situations that extend beyond 90 days.
- D. DD 157 Provider, if authorizing DD 44 services or funding, will report to DHS exceptions to policy as allowed by DHS guidelines. Exceptions will be reported on forms and consistent with instructions provided by the DHS.
- E. DD 157 provider must submit Semi-Annual performance reports using the formats, instructions, and time lines required by DHS.
- F. Final Biennial Expenditure Report: The DD 157 provider must submit a final

report of actual revenues and expenditures of DD 157 funds paid within 60 days after the termination of the Agreement. Reports must be prepared in a format and with a level of detail acceptable to DHS.

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

- A. The funds awarded for DD 157 Services are intended to be general financial assistance to the provider to support the delivery of DD 157 Services. Accordingly, DHS will not track delivery of DD 157 Services or service capacity on a per unit basis so long as the provider offers and delivers DD 157 Services, except that DHS funding for DD 157 Services will be subject to the following:
1. Total DHS funding for all DD 157 Services delivered under the Agreement specific Service Element Prior Authorization (SEPA) shall not exceed the total funds awarded for DD 157 as specified in the SEPA.
  2. DHS' obligation to provide funding for DD 157 Services is conditioned on DHS' receipt of the Regional Crisis and Back-Up Services Plan, as described in this Service Description Standards and Procedures, in form and substance satisfactory to DHS.
  3. If the expenditures of DD 157 funding, as reflected in a semi-annual report required by Section III.B. of the DD 157 Standards and Procedures, are less than 80% of the DD 157 financial assistance disbursed under the Agreement during the period covered by the report, DHS may unilaterally reduce the total funding for DD 157 to make it consistent with the actual expenditure of DD 157 funds, and the Management Entity shall review and accept the SEPA to reflect that reduction.
- B. Unless a different disbursement method is specified in the SEPA, DHS will disburse the funding awarded for DD 157 Services in substantially equal monthly allotments during the period specified in the SEPA, subject to the following:
1. DHS may, upon written request of the Management Entity, adjust monthly allotments.
  2. Upon SEPA acceptance, DHS shall adjust monthly allotments as necessary, to reflect changes in the funds awarded for DD 157

Services in the SEPA.

3. DHS' obligation to disburse funds for DD 157 Services after June 2012 is conditioned on DHS' receipt of the Regional Crisis and Back-Up Services Plan, as described in section II.A. of this Standards and Procedures, in form and substance satisfactory to DHS.

C. Agreement Settlement will be used to confirm the delivery of DD 157 Services by the Management Entity based on reports required or permitted by these Service Element Standards and Procedures or an applicable special condition. Funds awarded for DD 157 that are requested to carryover by the Management Entity if approved by DHS may be used solely to deliver future DD 157 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:**

- Client Process Monitoring System Form
- Crisis Intake Form

#### **VI. Reference(s):**

- OAR Chapter 411, Division 320
- OAR Chapter 407, Division 120
- SPD-PT-10-041
- SPD-PT-10-040
- Support Service for Adults Crisis Service Matrix

#### **VII. Contact(s):**

**Name:** Mike J Maley; **Phone:** 503-947-4228

**Email:** [Mike.J.Maley@state.or.us](mailto:Mike.J.Maley@state.or.us)

**Name:** Corissa Neufeldt; **Phone:** 503-945-6742

**Email:** [Corissa.Neufeldt@state.or.us](mailto:Corissa.Neufeldt@state.or.us)