

Standards and Procedures

Office of Developmental Disabilities Services

Service Element Title:	DD Foster Homes Children				
Service Element Number:	DD 58	Version:	1.0	Effective Date:	7/01/2011

Approved By: *(Authorized Signer Name)*

Date Approved

Overview

DD Foster Homes (DD 58) for children are residential care and services delivered to children with developmental disabilities in Child Foster Homes. The purpose is to provide 24-hour supervision, room and board, and structure and daily activities designed to promote the physical, social, intellectual, cultural, spiritual, and emotional development of the child.

Standards and Procedures

I. Service Authorization

- A. DD58 Services for adults with developmental disabilities must be prior authorized by the Community Developmental Disability Program (CDDP) in which the individual is enrolled and receiving case management services. This authorization must be provided and documented according to Department of Human Services (DHS) policy and procedure.

II. General Performance Requirements

- A. All children receiving DD 58 services funded by DHS must be eligible for developmental disability services, with eligibility determined in accordance with OAR Chapter 411, Division 320.
- B. For purposes of the Agreement between DHS and the CDDP or Provider (the Agreement), a child shall be considered to have received DD 58 services only when one of the following conditions is met:
 - 1. The child is residing and overnight care is provided at the Child Foster Home;

2. The child had been receiving DD 58 services at the Provider's Foster Home, as described above, immediately prior to the absence and the child is absent, for not more than 5 consecutive days, excluding weekends and holidays, as a result of absence without leave, and it has not been determined that the child will not be returning to the Child Foster Home;
 3. The child had been receiving DD 58 services at the Provider's Child Foster Home, as described above, immediately prior to the absence and the child is absent, for not more than 14 consecutive days, not to exceed 45 days in any one year period unless an exception is granted by DHS, as a result of being on vacation, family visit, or in respite care, and it has not been determined that the child will not be returning to the Child Foster Home; or
 4. The child had been receiving DD 58 services at the provider's Child Foster Home, as described above, immediately prior to the absence and the child is absent, for not more than 90 consecutive days as a result of being admittance to either a medical hospital, psychiatric hospital, or a State Operated Community Program, and it has not been determined that the child will not be returning to the Child Foster Home.
- C. CDDP must assist DHS in certifying homes providing DD 58 services funded by DHS and certified under OAR Chapter 411, Division 346, by performing the following tasks within timelines required in the above referenced administrative rules:
1. For new certifications, inspection of the homes, and completion and submission to DHS of the following forms, as prescribed by DHS: (a) Child Foster Home License or Certification Application; (b) Child Foster Home Inspection Form; (c) Criminal History Check; and (d) any other information necessary for licensing or certifying the residences.
 2. For renewal of existing licenses and certifications, inspection of the homes, and completion and submission to DHS of the Child Foster Home License/Certification Evaluation Forms.
 3. Assistance to homes currently providing or seeking to provide DHS funded DD 58 Services and currently licensed or seeking to be licensed under OAR Chapter 411, Division 346, to meet statutory requirements for training and testing, by:

- a. Maintaining and distributing copies of DHS' "Basic Training Course and Self-Study Manual" and associated video tapes;
 - b. Making test site(s) available, administering tests provided by DHS, and mailing completed tests promptly to DHS for scoring.
4. DHS will make the final determination on issuance and renewal of licenses and certifications, based on information submitted to Department.
- D. CDDP must provide DD 48 Services (case management, including protective services for children as needed) to children in the County receiving DD 58 Services funded by DHS. CDDP must provide the DD 48 Services in accordance with OAR Chapter 411, Division 320.

III. Special Reporting Requirements:

- A. CDDP's must submit a completed DD Eligibility/Enrollment/Update Form (DHS0337) within 45 days of the service delivery date to SPD.
- B. For purposes of Medicaid compliance, DHS must be notified when payment has been authorized for DD 58 Services. Notification required under this section must be provided to DHS' Seniors and People with Disabilities Office of Federal Resources and Eligibility Determination, using forms and procedures designated by DHS.
- C. All children receiving DD 58 services supported with funds provided under the Agreement must be enrolled in CPMS, and the child's CPMS record for DD 58 services must be maintained.

IV. Billing and Payment Procedure(s) that apply:

- A. DHS provides financial assistance for DD 58 Services solely through DHS funds. Child Foster Home financial assistance is disbursed by DHS directly to service providers based on monthly rates authorized by CDDP, subject to the following:
- B. All payment rates authorized by CDDP must meet the following requirements:
 1. For children receiving DD 58 Services who have been assessed through the process approved by DHS for establishing DD 58 Service

rates based on client service needs, the assessment tool approved by DHS shall establish the monthly rate.

2. For children receiving DD 58 Services who have not been assessed, the rates must be reasonable under the facts and circumstances in existence at the time each rate is set, including but not limited to the state of the market for DD 58 Services in the geographic area in which the services will be delivered and the support needs of the particular child receiving services.
 3. For children receiving DD 58 Services who have not been assessed, CDDP may: (i) set different rates for delivery of DD 58 Services to different children; and (ii) revise existing rates to reflect cost of living adjustments or other scheduled increases in payments for DD 58 Services to the extent approved or authorized by the Oregon Legislative Assembly or the Legislative Emergency Board.
 4. CDDP must document its methodology for determining a particular rate and furnish such documentation to DHS upon request. CDDP shall retain such documentation.
 5. Behavior consultation may only be included in rates for 90 days.
- C. CDDP shall not authorize, in aggregate, financial assistance for DD 58 Services funded by DHS in excess of the DD Child Foster Home financial assistance. Total aggregate financial assistance means the total of all financial assistance authorized before reducing payments to account for client resources received by a Provider in support of client care and services provided.
- D. The monthly rate will be prorated for any month in which the child is not served for a portion of the month.
- E. Financial assistance will be reduced (offset) by the amount of client resources received by the Provider in support of client care and services provided.
- F. If DHS anticipates that financial assistance for DD 58 Services authorized by CDDP will exceed the amount of the Developmental Disabilities (DD) Child Foster Home budget, DHS may reduce the funds for any other DD service or services to the extent necessary to offset DHS' general fund cost of the financial assistance authorized by CDDP in excess of the DD

Child Foster Home budget.

- G. DHS is not obligated to provide financial assistance for any DD 58 services that are not properly reported through DHS' payment system for DD 58 Services or through other method required or permitted for this service by the date 60 days after the earlier of termination of DHS' obligation under DD 58 Services, or termination of CDDP's obligation to include the Program Area, in which DD 58 Services fall.
- H. Payment for these services will be made by the DHS Payment System after CDDP sends in a Foster Care Data Change form which is the source document for all service and rate authorizations. This form must be completed in conformance with instructions from DHS.
- I. CDDP must submit a new Foster Care Data Change form along with the budget summary pages from the child's most current DD Foster Care Support Needs Assessment Profile (SNAP) to generate payment for services.
- J. CDDP must submit a new or updated form as soon as possible when changes to the service or rate occur. In the case of absences, the form authorizes the absence and the bed hold payment.
- K. If the child is out of the home due to time spent in another institutional setting, incarceration, nursing facility or ineligible, payment for these services will be made by DHS through the eXPRS Payment and Reporting System. Payment will be monthly at the beginning of the month after DHS has approved a Service Element Prior Authorization (SEPA), CDDP has accepted it, and DHS has completed a Provider Prior Authorization (PPA).

V. Form(s) that apply:

- Child Foster Home License or Certification Application
- Child Foster Home Inspection Form
- Criminal History Check
- Child Foster Home License/Certification Evaluation Forms
- Support Needs Assessment Profile (SNAP)
- DD Eligibility/Enrollment/Update Form (DHS0337)
- Foster Care Data Change Form (SDS4547)

VI. Reference(s):

- OAR Chapter 411, Division 346
- OAR Chapter 411, Division 320
- OAR Chapter 407, Division 120

VII. Contact(s):

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