

Standards and Procedures

Office of Developmental Disabilities Services

Service Element Title:	Employment and other Non-Residential Day Services				
Service Element Number:	DD 54	Version:		Effective Date:	7/1/2015

I. Overview

Employment and other Non-Residential Day Services (DD 54 Services) must be provided as outlined in OAR Chapter 411, Division 345 under which employment of Individuals with Intellectual or Developmental Disabilities in competitive integrated employment is the highest priority over unemployment, segregated employment, or other non-work day activities. DD 54 Services include employment services as well as other non-residential day services such as group-provided attendant care or skills training to meet activities of daily living (ADL) or instrumental activities of daily living (IADL) needs.

II. Standards and Procedures

a. Service Authorization

DD 54 Services must be authorized in advance by the County in which the Individual is enrolled and is receiving DD 48 Case Management Services. This authorization must be obtained and documented in accordance with DHS policies and procedures. County shall enter all DD 54 Service plans in the Plan of Care (POC) system in eXPRS prior to start of DD 54 Services for an Individual.

b. General Performance Requirements

Individuals receiving DD 54 Services funded by DHS must be eligible for Intellectual or Developmental Disability (I/DD) Services under OAR Chapter 411, Division 320, and be eligible for employment services or day support services under Chapter 411, Division 345, as such rules may be revised from time to time.

c. Special Reporting Requirements

- (1) Providers of DD 54 Services shall complete such Provider assessments as requested by DHS. Provider assessments include those that assess the type of DD 54 Service rendered as well as those that assess the nature and quality of the setting and whether it is consistent with federal and state home and community-based setting requirements. Provider assessments must be complete, timely, and accurate in order for the Provider to be authorized to provide DD 54 Services and request payment for DD 54 Services rendered.
- (2) Providers of DD 54 Services shall maintain records for all Individuals who receive DD 54 Services funded by DHS, including documentation to support billing and payments made in accordance with sub-section e. of this section 2 (Standards and Procedures). Documentation requirements are outlined in OAR Chapter 411, Division 345 and OAR Chapter 411, Division 370, as well as DHS policies and procedures (DHS' I/DD website under "Provider/Partner Resources") Providers shall make such records available to DHS or its designee upon request.
- (3) Providers of DD 54 Services shall submit reports, through the DHS Employment Outcomes System (EOS), Plan of Care in eXPRS, or other successor reporting systems developed by DHS. These reports must include data that measure individual and program outcomes and be completed in accordance with current instructions provided by DHS.

- (4) Providers of DD 54 Services must use forms and procedures designated by DHS to provide timely reports to DHS regarding requested employment related information, including but not limited to wages, earnings and turnover data.
- (5) Providers must at all times comply with all other legal requirements and maintain documentation evidencing compliance such as subminimum wage certificates including the US Department of Labor Section 14(c) certificate.

d. Referrals, Rates and Authorizations

Upon agreement between the Individual, County, and the Provider, County will authorize a line in Plan of Care for DD 54 Services for this specific Individual for a specified time period, at the applicable Provider employment service rate(s). DD 54 Services provided prior to the authorized line in POC may not be submitted for payment.

- (1) The amount of authorization is subject to limitations outlined in OAR Chapter 411, Division 345.
- (2) Exceptions to the published rate(s) may be allowed with prior approval by DHS.
- (3) County is responsible for monitoring compliance with all special reporting requirements as set forth in Section 2.c. above.

e. Billing and Payment Procedures

- (1) The Provider of employment services or its designee shall submit its Disbursement Claim in the eXPRS system for the actual hours of DD 54 Services provided to an Individual. Claims must be submitted in accordance with OAR Chapter 411, Division 370. DHS will disburse payment to a Provider of employment services for an Individual specified in the line in POC as soon as reasonably possible after submission and processing of a Disbursement Claim with respect to DD 54 Services.
- (2) DHS is not obligated to reimburse a Provider for a Claim for Services that is not received within 12 months of the date such Services were provided, per OAR 407-120- 0340.
- (3) A Provider must not bill for DD 54 Services for an Individual if the DD 54 Services were not delivered in a manner consistent with the terms outlined in the Individual Support Plan (ISP) for that Individual.
- (4) The Individual will receive the hours of DD 54 Services per week as agreed to by the Individual, his or her ISP team, and the Provider. DD 54 Service hours provided to the Individual may not be lowered to accommodate any DHS reductions in the Provider rate.

III. Reference(s):

- OAR Chapter 407, Division 120
- OAR Chapter 411, Division 345
- OAR Chapter 411, Division 370

IV. Contact(s):

For Program Information:

Name: Allison Enriquez; **Phone:** (503-945-5827);

Email: Allison.Enriquez@state.or.us