Action Request Transmittal  
Developmental Disabilities Services

Authorized signature

Number:  
Issue date:  

Topic: Developmental Disabilities  
Due date: 4/22/19  

Subject: ODDS Long Term Care Community Nursing Prior Authorizations

Applies to (check all that apply):

☐ All DHS employees  ☐ County Mental Health Directors
☐ Area Agencies on Aging: {Select type}  ☐ Health Services
☐ Aging and People with Disabilities  ☐ Office of Developmental Disabilities Services (ODDS)
☐ Self Sufficiency Programs  ☐ ODDS Children’s Intensive In Home Services
☒ County DD program managers  ☐ Stabilization and Crisis Unit (SACU)
☒ Support Service Brokerage Directors  ☒ Other (please specify):
☐ ODDS Children’s Residential Services
☐ Child Welfare Programs

Reason for action:
Individuals with intellectual and developmental disabilities who require assessment, evaluation and monitoring of their medical and nursing supports may access a Long-Term Care Community Nursing (LTCCN). Effective July 1, 2019 the Office of Developmental Disabilities Services (ODDS) is changing the process of creating the prior authorizations of LTCCN so that local Case Management Entities (CME’s) may create the prior authorizations (PA).

Currently, CDDPs and Brokerages must coordinate the prior authorizations through the local Aging and People with Disabilities (APD) office. The APD offices have been entering the ODDS prior authorization into MMIS payment system for many years. ODDS must take responsibility of the PA’s for individuals enrolled in the DD program and receiving LTCCN services. Having CME staff enter the PA’s will serve to facilitate more timely authorizations and reduce the risk of errors from submissions to the wrong APD office, incorrect fax numbers or a failure to receive a response.

ODDS will be providing training to the staff who will be entering new LTCCN prior authorizations. However, in order to prepare CME staff for doing this work, staff must be enrolled to access MMIS and trained to create prior authorizations. Training will be
offered in late May, and/or early June and recorded and posted on the LTCCN website for future employees as well as for refresher training and reference.

**Action required:**
In order to prepare for the transition, each CDDP and each Brokerage must identify a minimum of two staff from their office who will be responsible for authorizing the LTCCN prior authorizations in MMIS. This will allow a main staff and a backup staff at each CME to be trained and able to enter PA’s.

Following the release of the transmittal each CME will receive a spreadsheet with instructions to list the identified staff contact information (name, title, e-mail address and supervisor name) for the identified 2 staff.

**Next steps and timelines:**
No later than April 22, 2019, the spreadsheets must be returned to ODDS at ODDS.Questions@state.or.us.

No later than May 3, 2019 the identified staff will be sent two (2) forms to complete and return; 1) a User Access Request Form (MSC 0786) and 2) an Individual User Profile for MMIS Access and Authorization Form (MSC 0787). Additional information and details to return the completed forms will accompany the emails with the forms attached.

Between May 20, 2019 and June 15, 2019 training will be offered to the staff identified to enter prior authorizations in MMIS. The staff and supervisors identified on the spreadsheet will receive more specific information related to training, in May.

**Other details:**
As part of the transition:

- APD staff will continue to enter new PA’s for children and adults with I/DD through June 30, 2019. LTCCN PA’s will continue to be 6 months in length.

- APD will continue to work with local CME’s if there are problems with prior authorizations that were entered in MMIS before July 1, 2019.

- CME’s will be responsible for entering all new LTCCN PA’s identified under their contracted geographic area starting July 1, 2019.

- Because LTCCN PA’s are six months in length and MMIS payments are not ended by biennium or fiscal year, there will be no need to end date and start date Prior Authorizations in MMIS on June 30/July 1, 2019.
During the transition period April 1 – June 30, 2019 ODDS will be communicating with the APD and ODDS field by e-mail and transmittals regarding the planning elements including written training materials, training opportunities (webinars or go-to-meeting) as well as ODDS worker guides.

ODDS and APD will communicate with the existing LTCCN nurses in May and again in July, 2019 regarding this transition and where to go for technical assistance depending on when the prior authorization was entered and by which agency (ODDS vs. APD).

Field/stakeholder review:  ■ Yes  ■ No
If yes, reviewed by:

If you have any questions about this action request, contact:

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