

6-7-17

**From: Acacia McGuire Anderson, Statewide Employment First Coordinator**

**Re: Tier Review Process**

(Please forward to your local partners & stakeholders)

We have received questions recently from providers regarding the tier review process for individuals in Day Support Activities (DSA).

ODDS has an established process for reviews for exceptional service needs or tier reviews. The tier review process has been in effect since 2014 when ODDS started tier-based rates for employment and DSA.

A Service Coordinator (SC) or Personal Agent (PA) would submit a request to ODDS for a tier review. If a provider is concerned that an individual's needs are not supported by their current tier, they can notify the SC/PA that a tier review is needed and provide supporting documents for the request.

SCs/PAs should identify from the transmittals below the appropriate route to request an exceptional rate or tier. Next they can submit the request using the [Exception form](#) (found in AR 14-019) or the [Tier Review Form](#) (found in AR 16-070), and follow the instructions in those transmittals. Please include the following (if available):

- The individual's name, prime number and date of birth;
- A copy of the complete Individual Support Plan and Person Centered Information;
- Justification for why the exceptional rate is needed;
- A copy of the individual's needs assessment (ANA) or Supports Intensity Scale (SIS). If the individual's services are authorized at a level due to their SIS, but the ANA identified a different need level, please send both documents;
- The Behavioral Support Plan and any behavioral tracking data available;
- Staffing level needs for the individual; and
- Any nursing or delegated nursing tasks and staff needs.

The following transmittals provide guidance for rates, staffing ratios, interim tier assignments and use, and requesting review if the assessed service level is not consistent with the team's determination of support needs.

- [AR 14-019](#): Funding Review and Exceptions

- [PT 14-023](#): ReBAR Employment Rate Model, Day Support Activities Agency Rate Matrix, Interim Tier Assignments and Reviews
- [AR 14-036](#): Request for ReBAR assessments
- [IM 15-033](#): Current Tier 7 review policy
- [PT 16-021](#): Interim ANA tier assignments for residential services
- [AR 16-070](#): Tier Review Practices

If you have comments or other questions, please email them to [employment.first@state.or.us](mailto:employment.first@state.or.us)

~ Acacia