

Policy Transmittal Developmental Disabilities Services



Authorized signature

Number:
Issue date:

Topic: Developmental Disabilities

Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): CDDP service coordinators and assessors, AFH providers |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Scheduling of an Urgent Support Needs Assessment Profile (SNAP) Reassessment Requested by Adult Foster Providers-per the Collective Bargaining Agreement (CBA)		
Policy/rule number(s):		Release number:	
Effective date:		Expiration date:	
References:			
Web address:			

Discussion/interpretation:

As part of the Adult Foster Home 2021-23 Collective Bargaining Agreement between the state and Service Employees International Union, the Office of Developmental Disabilities Services (ODDS) is clarifying the guidelines for Adult Foster Home Providers who are requesting an urgent SNAP reassessment for an individual they

support in their home.

There may be times when it becomes necessary for a Community Developmental Disabilities Program (CDDP) to reprioritize a SNAP reassessment over the regular schedule of reassessments. Based on information provided by the provider, requests for an urgent AFH SNAP must meet the following guidelines:

It must be an urgent request which means:

- ✓ There is a significant change in support needs and
- ✓ There is an immediate behavioral or medical risk(s) of harm to the individual or others and
- ✓ The risks cannot be mitigated by a safety plan and
- ✓ The request does not cover temporary acute situations

Implementation/transition instructions:

Community Developmental Disabilities Programs will receive and complete the assessment requests. The CDDP must be notified in writing by an Adult Foster Home Provider they are requesting an urgent SNAP reassessment request. The request must be dated and outline the reasons why this should be considered an urgent request. It is likely the service coordinator has been involved with the provider during this time which may help clarify the determination of a need for an urgent SNAP request.

Once requested, the CDDP's are responsible for determining if the request meets the guidelines for an urgent SNAP reassessment. If so the CDDP must prioritize and complete the SNAP reassessment within the timelines outlined in the Collective Bargaining Agreement. The date of the reassessment must be scheduled within 5 business days of the request and be completed within 21 calendar days.

If the request does not meet the criteria the AFH provider should be notified in writing within 5 days of the request.

In situations where the CDDP cannot meet the timelines due to circumstances beyond its control, (assessor shortage or illness, conflict of interest) the CDDP may contact the ODDS Assessment Unit for assistance via the usual assessment request process outlined in [APD-AR-14-036](#) The CDDP must notify the unit early enough to allow the SNAP to be scheduled within the timeline outlined.

Training/communication plan:

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@dhs.ohio.gov The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using

the Zoom platform. Please register in advance for these meetings:

https://www.zoomgov.com/meeting/register/vJlsc_qvqD8iGURx5OQk8TAdlS6Arg9ZAf

4 After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to ODDS.Questions@dhsosha.state.or.us at least three business days prior to the meeting

Local/branch action required:

Local CDDP's should review the policy with service coordinators and local assessors.

Central office action required: n/a

Field/stakeholder review: Yes No

If yes, reviewed by: Engagement and Innovation Posting

Filing instructions: n/a

If you have any questions about this policy, contact:

Contact(s): Ken Ralph	
Phone: 503 580-0321	Fax:
Email: ken.j.ralph@dhsosha.state.or.us	