

Service Element DD 158 Adult Foster Home Services Standards and

Procedures Effective Date: January 1, 2018

Service Name: Adult Foster Homes

Service ID Code: DD 158

1. Overview.

Service Element DD 158 Adult Foster Home Services (DD 158 Services) governs the delivery of residential care and services to Individuals who are 18 years or older with an Intellectual or Developmental Disability (I/DD) in adult foster homes. DD 158 Adult Foster Home Services include 24-hour supervision, room and board, and assistance with the activities of daily living, instrumental activities of daily living, and other activities, including recreation, socialization and access to services which help the Individuals develop appropriate skills to increase or maintain their level of functioning in accordance with each Individual's person-centered plan.

CDDP shall ensure that each Individual receiving DD 158 Adult Foster Home Services funded by DHS is eligible for Developmental Disability Services, with eligibility determined in accordance with OAR Chapter 411, Division 320, as such rules may be revised from time to time.

2. Standards and Procedures.

a. Service Authorization

DD 158 Services must be authorized in advance by the CDDP in which the Individual is enrolled and is receiving DD 48 Case Management and Local Administration Services.

b. Plan of Care Transition

(1) Beginning January 1, 2018 all DD 158 Services must be authorized in POC at the DHS approved rate.

(2) DD Eligibility/Enrollment/Update Form (DHS 0337) Requirements

(a) For enrollment dates prior to January 1, 2018, CDDP will complete the DDEE screen with all relevant foster care information and select the appropriate action requested. Payments for service dates prior to January 1, 2018 will continue to be made through the Community Based Care (CBC) system.

(b) For all enrollment dates and updates beginning January 1, 2018 and after, CDDP will select the "no action needed" from the "Action" drop down in the DDEE screen. No other information will be needed.

c. Billing and Payment Procedures

- (1) DHS provides payments for DD 158 Services solely through DHS funds. DD 158 Services funding is disbursed by DHS directly to Providers of DD 158 Services at the monthly rates authorized by CDDP for the Providers. All payment rates for DD 158 Services authorized by the CDDP must meet the following requirements:
 - (a) Monthly payment rates for Individuals receiving DD 158 Services will be established through an assessment process approved by DHS and are calculated on the basis of the Individual's residential care and service needs, the Foster Care Support Needs Assessment Profile, or the current approved Functional Needs Assessment (FNA) tool.
 - (b) All Ancillary Services (e.g., Behavior Supports) shall be authorized in DD 257 effective January 1, 2018.
- (2) The monthly rate for DD 158 Services for an Individual will be prorated for any month in which DD 158 Services are not provided to the Individual for a portion of the month or during a time when the Individual is not in the home overnight.
- (3) Effective January 1, 2018 DD 158 Services must be authorized in POC for payment to be made for DD 158.
- (4) CDDP shall submit new or updated DHS 0337 forms as outlined above under the following conditions:
 - (a) New enrollment into foster care,
 - (b) Change of address,
 - (c) Change of service element, and
 - (d) Termination from foster care.
- (5) When an Individual enters DD 158 Services, the CDDP must in a timely manner enter in POC the rate based on the Individual's current Supplemental Nutrition Assistance Program (SNAP) functional needs assessment for foster care and attach the SNAP assessment in POC.
- (6) Payment for DD 158 Services will be made by DHS through the eXPRS Payment and Reporting System directly to the foster care provider for DD 158 Services delivered to an Individual when the Individual is in the home overnight.

3. CFDA Number(s).

In accordance with the State Controller's Oregon Accounting Manual, policy 30.40.00.102, and DHS procedure "Contractual Governance", DHS' determination is that County is a contractor.

The Catalog of Federal Domestic Assistance (CFDA) #(s) of Federal Funds to be paid through the Agreement: 93-778.