

## **Service Element DD 257 Standards and Procedures**

**Effective Date:** January 1, 2018  
**Service Name:** Ancillary Services  
**Service ID Code:** DD 257

### **1. Overview.**

Ancillary Services (DD 257 Services) are defined as those services that may be authorized as stand-alone services, separate from attendant care, relief care, skills training, or the all-inclusive rate paid to a residential program or a foster care provider.

### **2. Standards and Procedures.**

#### **a. Service Authorization**

DD 257 Services must be prior authorized by the CDDP in which the Individual is enrolled and receiving Case Management Services in accordance with OAR Chapter 411, Division 320. This authorization must be provided and documented according to Oregon Administrative Rules, and DHS policies and procedures.

CDDP shall enter all DD 257 authorizations in the Plan of Care system in eXPRS prior to start of DD 257 Services.

#### **b. Billing and Payment Procedures**

(3) CDDP shall draft a Plan of Care service authorization within eXPRS upon completion of the Individual's ISP.

(4) CDDP shall add a POC service plan line for each DD 257 Service authorized by the County and agreed to by the Individual consistent with the most recent published expenditure guidelines.

(5) Once the Individual or their delegate has chosen the DD 257 Service Provider, the County shall add the Service Prior Authorization lines in the Individual's POC.

### **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.