

Service Element DD 48 Standards and Procedures

Effective Date: January 1, 2018
Service Name: Case Management and Local Administration
(LA) Service ID Code: DD 48

1. Overview.

Case Management Services are delivered to Individuals who are eligible for Intellectual or Developmental Disability Services (I/DD Services) funded by DHS in an identified Community Developmental Disability Program's (CDDP's) geographic Program Area.

Local Administration encompasses the activities related to the general administration and management of a CDDP. These activities include but are not limited to ensuring that all CDDP staff receive necessary training, that all I/DD Services offered by the CDDP are understood by CDDP staff as well as the rules that govern those I/DD Services, and that all CDDP staff comply with OAR Chapter 411, Division 320 as it describes the requirements of CDDP staff.

Case Management Services and Local Administration together make up the DD 48 Services described in this Service Element.

2. Standards and Procedures.

a. General Performance Requirements

- (1) For each eligible Individual receiving DD 48 Services, the CDDP shall create and submit a Client Prior Authorization (CPA) in eXPRS for DD 48 Services within five business days of the CDDP's determination that the Individual is eligible for DD 48 Services. Updates or changes to an Individual's eligibility or service period for DD 48 Services must be reflected in the Individual's CPA within five business days of the CDDP's receipt of notification of change. The DD 48 CPAs that are submitted successfully by the CDDP and are accepted through eXPRS will serve as the CDDP enrollment roster for DD 48 Services;
- (2) Providers of DD 48 Services funded by DHS shall:
 - (a) Comply with the requirements of OAR Chapter 411, Division 320 and Division 415, as such rules may be revised from time to time;
Whether County, a CDDP, or Subcontractor, employ the staff indicated on its workload model in the specific position type indicated for Case Management Services. The Provider must hire as many employees as possible for each identified position per the funding allocated to Provider;
 - (b) Complete annual plan entry into eXPRS for any Plan of Care

Services under the guidelines identified in OAR 411-415-0050. CDDP must utilize the code “TBD” for any services where a Provider has not yet been identified. Failure to follow the guidelines identified may result in withholding payment for services rendered or other actions as deemed appropriate by DHS;

- (c) Develop, maintain, and effectively implement systems and procedures for the timely and accurate documentation of DD 48 Services;
- (d) Comply with all DHS requirements designed to assure the timely and accurate enrollment, service authorization, and service payment for Individuals receiving DD 48 Services;
- (e) Provide, at minimum, one annual qualifying billable Claim for each Individual enrolled in DD 48 Services;
- (f) Ensure that all Claims billed are for activities that meet DHS guidelines as qualifying billable Claims;
- (g) Ensure each Individual receiving DD 48 Services is eligible for DD Services, with eligibility determined in accordance with OAR Chapter 411, Division 320, as such rule may be revised from time to time;
- (h) Complete and submit DD 48 Service eligibility or enrollment information via established methods, and update forms following instructions and forms(s) or method(s) designated by DHS. Failure to submit the DD 48 Service eligibility or enrollment form may delay the approval of the CPA for DD 48 Services.
- (i) Comply and track compliance with all Oregon Administrative Rules, DHS policies and procedures, and Transmittals.
- (j) Assist DHS with the implementation of and compliance with Executive Order 15-01 and OAR Chapter 407, Division 025 and as outlined in Exhibit B, Part 1 of this Agreement.

b. Special Reporting Requirements

- (1) Upon the request of DHS, the CDDP shall supply data and information relative to the implementation of DD 48 Services.
- (2) CDDP shall respond to DHS staff inquiries or request for additional information within five business days of a request pertaining to a complaint or administrative hearing to include but not be limited to eligibility or service complaints and hearings.

c. Billing and Payment Procedures

- (1) Funding for DD48 Services are:
 - (a) Based upon the amount of qualified billable encounters or Claims submitted by the Provider of DD 48 Services, up to the

monthly amount authorized by the CDDP's DD 48 Services Provider Prior Authorization (PPA);

- (b) Paid to the CDDP after the Claims processing cycle on the 15th of the month based on:
 - i. Title XIX eligible Claims cleared since the first of the month; and
 - ii. Title XIX eligible Claims made for the previous month(s) that have cleared but have not previously been paid, will also be processed for payment at this time up to the monthly authorized amount.
 - iii. General fund Claims submitted for the time period between the 1st of the month and the 15th of the month will be held until the next monthly Claims processing cycle described in 2.c.(1)(c) of this DD 48 Standards and Procedures.
 - (c) Paid to CDDP after the Claims processing cycle on the last day of the month based on:
 - i. If any funds remain or are available in the monthly authorized amount;
 - ii. Title XIX eligible Claims cleared since the 15th will be processed and paid first;
 - iii. Title XIX eligible Claims cleared but not yet paid for the previous month(s) will be processed and paid second up to the maximum monthly authorized amount;
 - iv. If any funds remain or are available for the month after payment of the Title XIX eligible Claims, general fund Claims that have cleared that month will be processed and paid third; and
 - v. General fund Claims cleared but not yet paid for the previous month(s) will be processed and paid fourth until the monthly authorized amount is exhausted.
- (2) DHS is not obligated to provide funding for any DD 48 Services that are not properly documented in Individual case files, or are not properly reported through eXPRS within 12 months of the DD 48 Service, and by the date 60 calendar days after the earlier of expiration or termination of the Agreement; termination of DHS' obligation to provide funding for DD 48 Services; or termination of County's obligation to include the Program Area in which DD 48 Services fall in its Community Developmental Disability Program (CDDP).
- (3) Provider of DD 48 Services shall resolve all Provider Liability Accounts (PLA) as shown in eXPRS relating to DD 48 Services, by

ensuring the PLA ending balance is zero, within 60 calendar days after the earlier of expiration or termination of the Agreement with DHS; termination of DHS' obligation to provide funding for DD 48 Services; or termination of County's obligation to include the Program Area, in which DD 48 Services fall, in its Community Developmental Disability Program.

- (4) Each Individual receiving DD 48 Services must have an active, accepted CPA within eXPRS for the period DD 48 Services are provided to the Individual in order for Provider to submit a qualifying Claim.
- (5) For each unit of DD 48 Services reported in eXPRS as delivered to an Individual, a qualifying billable DD 48 Service must have been delivered to the Individual and sufficiently documented in progress notes within the Individual's file. DHS will not provide funding for more than one billable DD 48 Service or unit per Individual per day.
- (6) Settlement will be used to confirm and reconcile any discrepancies that may have occurred between actual DHS disbursements of funding awarded for DD 48 Services through a Service Element Prior Authorization (SEPA) and the amount of qualifying billable DD 48 Services actually delivered.

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.