

Service Element DD 02 Standards and Procedures

Effective Date: January 1, 2018
Service Name: Eligibility and Licensing
Service ID Code: DD 02

1. Overview.

Eligibility and Licensing (DD 02 Services) encompass the activities related to the CDDP's determination of eligibility of Individuals and assisting in the licensing of Adult Foster Homes under OAR Chapter 411, Division 360; and assistance in certifying Child Foster Homes under OAR Chapter 411, Division 346, unless otherwise exempt under Oregon law.

2. Standards and Procedures not identified in rule.

- a. Comply and track compliance with Oregon Administrative Rules, DHS policies and procedures, and Transmittals.
- b. Special Reporting Requirements
Upon DHS' request, CDDP will provide data and information relative to the implementation of DD 02 Services within the time specified by DHS in its request to CDDP.
- c. Billing and Payment Procedures
 - (1) DHS will provide CDDP with funding for DD 02 Services by entering a Service Element Prior Authorization (SEPA) and Provider Prior Authorization (PPA) based on the approved CDDP workload model or its funding level for FTE staff.
 - (2) DHS will disburse funding for DD 02 Services for a specified period of time equal to the monthly amount set forth in the accepted SEPA and approved in the PPA, as such amounts may be updated from time to time. Any recovery of funding will be done as outlined in Exhibit B, Part 3 of this Agreement unless the recovery falls in the following subsection d.
- d. CDDP, as a Provider of DD 02 Services that are funded by DHS, must:
 - (1) Employ an identified individual as an Eligibility Specialist, as defined in OAR 411-320-0020 (14), or have an agreement with another county to perform eligibility determination for the County receiving the DD 02 funding. If there is an agreement with another county to perform eligibility determinations, the agreement must include the provision of DD 02 Services in that county's geographic Program Area. Eligibility Specialists employed to provide eligibility services must:
 - (a) Meet the criteria of a Services Coordinator Eligibility Specialist, as described in OAR 411-320-0030 (5)(d), as such rules may be revised from time to time;

- (b) Complete a competency based training given by DHS' Diagnosis and Evaluation Coordinator within one year of hire;
 - (c) Participate in DHS sponsored training on an annual basis; and
 - (d) Participate in a minimum of 20 hours of training related to Developmental Disabilities or eligibility on an annual basis.
- (2) Employ the staff indicated on its workload model in the specific position type indicated for the work identified in this Service Element whether County is a Provider, a CDDP, or Subcontractor. The Provider must hire as many employees as possible for each identified position per the funding allocated to Provider.
 - (3) Employ sufficient staff to perform the eligibility determinations for its own County and the county with whom it is subcontracting if performing eligibility determinations for another county.
 - (4) Use DHS approved forms and procedures for eligibility determination services.
 - (5) Inform DHS' Office of Developmental Disability Services (ODDS) of the name(s) of the County's designated Eligibility Specialist(s), and notify ODDS if the County assigns a new Eligibility Specialist.
 - (6) Follow the processes established by DHS to complete the Level of Care determination when an Individual is initially eligible for Developmental Disability Services.
 - (7) Ensure any Provider of DD 02 Services for County completes the Eligibility Specialist section of the DHS Level of Care (LOC) form within ten calendar days of the date of initial eligibility. The LOC must be completed in its entirety as soon as possible after eligibility is determined, in compliance with OAR 411-415. Upon completion, the LOC must be submitted to ODDS within 30 calendar days. Upon implementation of LOC in eXPRS, LOC must be entered into eXPRS within ten calendar days of the date of initial eligibility.

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.