

Service Element DD150 Standards and Procedures

Effective Date: October 1, 2017
Program Name: Family Support Services for Children
Service ID Code: DD 150

1. Overview.

Family Support Services for Children (DD150) are available for individuals under 18 years of age (Children) who reside in the family home, are determined eligible for developmental disabilities services by the Community Developmental Disabilities Programs (CDDP) and enrolled into case management services, and not receiving other ODDS-funded services. Family Support services are intended to:

- a. Maximize independence and increase the ability of a child to engage in a life that is fully integrated into the community;
- b. Increase the ability of a family to care for their child in the family home;
- c. Strengthen the role of the family as the primary caregiver.

2. Standards and Procedures.

a. Program Administration and Operation

The CDDP must ensure the provision of Family Support services are according to the program management and responsibilities as described in OAR Chapter 411, Division 320. Family Support Policy Oversight Group may be utilized as described in OAR Chapter 411, Division 305. The CDDP may also coordinate with other agencies and community partners to develop and manage additional resources in accordance with OAR 411-320-0040.

b. Billing and Payment Procedures

- (1) County shall draft a Plan of Care (POC) Service authorization within eXPRS upon completion of the Annual Plan or Individual Support Plan (ISP);
- (2) County shall add a POC Service authorization line for each Service authorized by the County and agreed to by the Child (as age appropriate) or his/her parent or legal representative;
- (3) County shall add the Provider authorization lines in the Child's POC, once the Child or his/her delegate has chosen the Service Provider;
- (4) Upon completion of all DHS required documentation and processes the County shall move each service authorization line to accepted status;
- (5) County shall enter Claims for Provider's submitted hard copy billings, upon receipt of Provider's time sheet, invoice or other County required documentation; and

- (6) County shall electronically approve Provider's disbursement Claims for DD 150 Services delivered,