

Service Element DD 45 Standards and Procedures

Effective Date: October 1, 2017
Service Name: Nursing Facility Specialized Services
Service ID Code: DD 45

1. Overview.

Nursing Facility Specialized Services (DD 45 Services) are individualized habilitation services for Individuals with Intellectual or Developmental Disabilities (I/DD) residing in a Nursing Facility, as defined in OAR 411-070-0005 (32). These DD 45 Services are to be integrated with, but are in addition to and not duplicative of, care the Nursing Facility is required to provide.

2. Standards and Procedures.

a. Service Authorization

DD 45 Services must be authorized in advance by the County's CDDP in which the Individual is enrolled and through which Individual is receiving DD 48 Case Management Services. This authorization must be obtained and documented according to DHS policies and procedures.

b. General Performance Requirements

- (1) Individuals receiving DD 45 Services must be eligible for Developmental Disability Services (DD Services) under OAR Chapter 411, Division 320.
- (2) DD 45 Services funded by DHS must be directly tied to the findings of assessment(s) of the Service needs of Individuals receiving the DD 45 Services, including Service needs identified in the Pre-Admission Screening (PAS), as defined in OAR 411-070-0005 (61), or a Level II assessment, which is defined in OAR 411-070-0005 (43), as the current version of the Pre-Admission Screening. Additional assessments, including the minimum data set (MDS), as defined in OAR 333-018-0100 (27), which a Nursing Facility must complete for all residents, may be used to identify or clarify additional Service needs.
- (3) All Individuals receiving DD 45 Services funded by DHS must have been determined, through the Pre-Admission Screening process, to:
 - (a) require Nursing Facility services but not be eligible for these services via Medicaid;
 - (b) not have an active plan to return to another community residential service placement; and
 - (c) require specialized habilitation services specifically related to the Individual's I/DD.

- (4) Providers of DD 45 Services shall provide at least 25 hours per week of direct Service outside of the Nursing Facility setting to each Individual who is able to participate and is currently receiving DD 45 Services funded through DHS. Time to transport an Individual receiving DD 45 Services to the Service site, community activities and events may be included in computing the 25 hours per week.
- (5) Providers of DD 45 Services must be certified to provide employment services as described in OAR Chapter 411, Division 345 Employment Services for Individuals with Intellectual or Developmental Disabilities.
- (6) Providers of DD 45 Services must maintain a case management record for each Individual served, that includes at a minimum
 - (a) a description of the specific habilitation services to be provided with DD 45 funds;
 - (b) documentation of enrollment in DD 45 Services;
 - (c) copies of records documenting the level of participation and attendance for each Individual receiving DD 45 Services;
 - (d) copies of Incident Reports; and
 - (e) a copy of the Nursing Facility Rehabilitation Plan.

c. Special Reporting Requirements

- (1) An Individual enrolled in DD 45 Services must be reported by the Provider as terminated from a Provider's DD 45 Services when the Individual dies, moves out of a Nursing Facility, or, if still residing in a Nursing Facility, has not received DD 45 Services for more than 30 consecutive business days.
- (2) A Provider of DD 45 Services must make the information described in Section 2.b. General Performance Requirements available to the County and DHS upon request.
- (3) County must provide written notification to DHS' program specialist for specialized nursing services within 14 calendar days after an Individual receiving DD 45 Services funded through DHS dies, moves out of a Nursing Facility, or is removed from DD 45 Services for any other reason.

d. Billing and Payment Procedures

- (1) All Individuals receiving DD 45 Services must be enrolled in eXPRS, and the Individual's record for DD 45 Services must be maintained by Provider, County, and DHS, as applicable.
- (2) Funding will be made available for DD 45 Services by DHS through the eXPRS system. DHS will maintain the Service Element Prior Authorization (SEPA) funding and establish Provider Prior Authorizations (PPAs) for payment each month.

- (3) Settlement will be used to confirm and reconcile any discrepancies that may have occurred during the term of the Agreement between actual DHS disbursements of funding awarded for DD 45 Services under a particular line of the Service Element Prior Authorization and the amount of qualifying billable DD 45 Services actually delivered.
- (4) DHS is not obligated to pay for any DD 45 Services that are not properly reported through eXPRS within 60 calendar days after the earlier of: expiration or termination of the Provider agreement; termination of DHS' obligation to provide funding for DD 45 Services; or termination of County's obligation to include the Program Area in which the DD 45 Services are provided.