

Service Element DD 57 Standards and Procedures

Effective Date: October 1, 2017
Service Name: Special Projects - Brokerage
Service ID Code: DD 57

1. Overview.

Special Projects (DD 57 Services) are one-time-only or time-limited activities for Individuals with Intellectual or Developmental Disabilities (I/DD) that may include:

- a. The provision of training to Providers of Department of Human Services (DHS) funded Developmental Disability Services (DD Services);
- b. Demonstration or emergency DD Services;
- c. Activities and expenditures necessary to prepare for implementation of new or revised DD Services (Start-up); or
- d. Other services as deemed appropriate by DHS.

2. Standards and Procedures.

a. Service Authorization

Authorization for use of all DD 57 Service funds must be received in advance from the DHS Office of Developmental Disability Services (ODDS). ODDS may continue authorization of DD 57 Services for the Brokerage where the Individual receiving the DD 57 Service is enrolled. Any continuing authorization of DD 57 Services must be made consistent with these Standards and Procedures. DHS may, at its discretion, discontinue an authorization of ongoing DD 57 Services.

b. General Performance Requirements

- (1) Eligibility. Individuals receiving DD 57 Services funded through a DHS agreement with the Brokerage or Provider must be found eligible for DD Services under OAR Chapter 411, Division 320.
- (2) Start-up Funding of DD 57 Services
 - (a) General Requirements
 - i. Start-up funding requests for DD 57 Services shall not exceed \$2,500 per Individual.
 - ii. Any request for Start-up DD 57 Services must include a Start-up project budget that is submitted for review and approval by DHS.
 - iii. Expenditures must comply with the "Start-up Expenditures Guidelines" provided by ODDS upon request.

- iv. The DD 57 Services Start-up project must be approved in advance by DHS.
 - v. Brokerage shall submit requests for payment on the ODDS approved "Request for Payment of Start-up Funds" form provided by ODDS upon request.
 - vi. Brokerage shall expend the DD 57 Service Start-up project funds consistent with the Request for Payment of Start-up Funds, or any DHS required line-item budget.
 - vii. DD 57 Service Start-up funds cannot be used for Brokerage or Provider administration or overhead costs.
- (b) DD 57 Service allowable costs include:
- i. Program and office supplies specific to the approved Start-up project;
 - ii. Initial staff training, including training materials and training fees, for the Start-up project;
 - iii. Staff local travel costs. Allowable travel costs do **not** include out of state travel;
 - iv. Supplies of food, and maintenance and housekeeping items needed only for the first 30 calendar days of the Start-up project;
 - v. Insurance premiums for fire, liability and professional, or performance bonds for only the first month's coverage;
 - vi. Health and safety professional subcontract services;
 - vii. Initial licensing and filing fees; or
 - viii. Items needed by Individuals during their first 30 calendar days in the DD Service.
- (c) Capital outlay costs allowed under DD 57 Services Start-up projects may include:
- i. Furnishings and equipment appropriate for the type of DD Service being provided, such as necessary household furnishings and appliances for a residential program to support the Individual or necessary work related equipment for vocational programs that is not available through Oregon Vocational Rehabilitation Services;
 - ii. Technical or adaptive equipment needed by the Individual but not available through the Individual's medical card, the Oregon Vocational Rehabilitation Services, or other appropriate services agency;

- iii. Office furnishings and equipment proportionate to size of the program or the number of staff being implemented for the DD 57 Service Start-up project.