

Service Element DD 149 Standards and Procedures

Effective Date: October 1, 2017
Service Name: Support Services for Adults - Brokerage
Service ID Code: DD 149

1. Overview.

Support Services for Adults (DD 149 Services) assist Individuals aged 18 and over, with Developmental Disabilities, to continue to live in their own homes or in their family homes. DD 149 Services typically supplement services provided to the Individual by his or her existing circle of support (family, friends, etc.) and other public or private sources. Support Services are those services identified in OAR 411-340-0120 through 411-340-0130 to those Adults eligible for Developmental Disability Services in accordance with OAR Chapter 411, Division 320 and any additional services as identified in the In-Home Expenditure Guidelines and Oregon Administrative Rules as they are updated.

2. Standards and Procedures.

a. Service Authorization

DD 149 Services must be prior authorized by the CDDP from whom the Individual is receiving Case Management Services in accordance with Rules. This authorization must be provided and documented according to DHS Oregon Administrative Rules, policy and procedure. Brokerage shall enter all DD 149 Service plans in the Plan of Care system in eXPRS prior to start of Services.

b. Billing and Payment Procedure(s)

- (1) Brokerage shall draft a Plan of Care Service authorization within eXPRS upon completion of an Individual's ISP.
- (2) Brokerage shall add a POC service plan line for each Service authorized by Brokerage and agreed to by the Individual consistent with the most recent published expenditure guidelines;
- (3) Once the Individual or their delegate has chosen the Service Provider, Brokerage shall add the Service Prior Authorization lines in the Individual's POC.
- (4) Until such time as DHS implements time capture tools, Brokerage must review and approve or reject PSW time sheet, progress note, and mileage log. Brokerage shall review, and approve or reject PSW submitted Services Delivered billing entries accordingly.