

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-010

Issue date: 3/3/2021

Topic: Developmental Disabilities

Due date: 3/3/2021

Subject: Notification of Pending Status Form

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The Notification of Pending Status ([form DHS 2853](#)) is available for use when a request for a service requires additional information or documentation from the applicant or individual. The Notification of Pending Status is available in the following languages:

- English
- Russian
- Spanish
- Chinese Simplified
- Chinese Traditional
- Vietnamese

Discussion/interpretation:

With any request for a Medicaid benefit (including initial eligibility), individuals have the right to receive a timely response. With the initial application for DD services, individuals have the right to receive a decision within 90 days. Once eligible, individuals should expect to receive a decision within 45 days of making a request for a service or item.

When additional information is necessary prior to making a decision, and it is the individual or the family who must take an action (provide additional documents, sign a release of information, complete an assessment, receive a denial from other insurance providers or vendors), the Notification of Pending Status (form DHS 2853) may be sent to the individual or designated representative. This notice may be used to communicate the necessary action or information that is needed. The Notice of Pending Status form provides a deadline for the individual or the family to respond prior to a Notification of Planned Action being sent. Response deadline must be at least 10 days and may be longer. It is recommended that not more than one month be given unless circumstances support it. Issuance of the Notification of Pending Status must be documented, and a copy filed in the individuals' case file.

The Notice of Pending Status is not to be used when the Department or its delegate must take an action or is waiting on outside agencies to respond, nor should it be used after the individual has been determined eligible and the individual needs to take action to find an appropriate and qualified provider, locate required bids for an item or when choosing a residential home to move into.

If the required documentation is not received by the deadline date, a Notification of Planned Action may be issued in order to formally deny the item. The individual or their family may always reapply or re-request the item at a later date.

Implementation/transition instructions:

The form may be used any time after March 3, 2021 when additional information is necessary prior to making a decision of eligibility for DD services and/or services.

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: [Join Microsoft Teams Meeting](#), or you can call [971-277-2343](tel:971-277-2343) using conference ID: 403 980 561# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.INFO@state.or.us.

If you have any questions about this information, contact:

Contact(s): Chelas Kronenberg	
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