

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-031

Issue date: 4/20/2021

Topic: Developmental Disabilities

Due date:

Subject: ODDS Assessment Unit "Did You Know"

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 Office of Developmental Disabilities Services maintains a Case Manager Resources web page located at: [Compass Project: Case Manager Resources](#).

The Assessment Unit will post a monthly document titled 'Did You Know' on this site. The 'Did You Know' is an informational document which includes tips and reminders for case managers who complete annual ONAs.

These are intended to provide guidance to correct error trends, current information regarding the function of the tool within eXPRS, and any workarounds necessary. The information is provided in lieu of a monthly call in and shared with the intent of increasing accuracy and consistency throughout the state.

In addition to the 'Did You Know' being posted on the [Compass Project: Case Manager Resources](#) page, the 'Did You Know' will be emailed to all Community Developmental Disabilities Program Managers and Support Services Brokerage Directors.

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): Judy Stanley	
Phone: 971-701-1893	Fax:
Email: Judy.a.stanley@dhsoha.state.or.us	

Did you Know?

SC/PA Annual ONA Guidance

April 2021

The Covid-19 guidance is unchanged from December (see PT 20-074 updated 4/08/21 Worker guide updated 3/4/21 page 15).

ONA Assessment Training for SC/PAs Available Online

The required ONA training for SC/PAs will be available in iLearn as of April 1st, 2021. (see transmittal [DD-PT-21-021](#))

- We recommend using Microsoft Edge or Firefox to access the training, it will not work with Internet Explorer.
- Browser must allow pop-ups to launch the training.

General ONA Guidance:

The ONA Behavior Section

- A specific behavior may not necessarily have been displayed in the last year to be correctly coded as ‘Yes, present in past year’. ([see manual page 44](#))
 - If interventions are successfully preventing the behavior from occurring, the certified assessor will accurately code the behavior as ‘Yes, present in the past year’.

All support needs identified in the ONA must be addressed in the ISP

- All supports must be captured whether they are paid supports or informal supports. (OAR [411-415-0070](#))
 - **Example:** *A child age 13 is coded as needing ‘Substantial/maximal’ support for transportation – the parents provide all transportation. This should be addressed as an informal support in the ISP.*

Remember to check ‘can judge water temperature’ and ‘can adjust water temperature’ when there is no risk, in the guidance section of item #8 Showering/bathing.

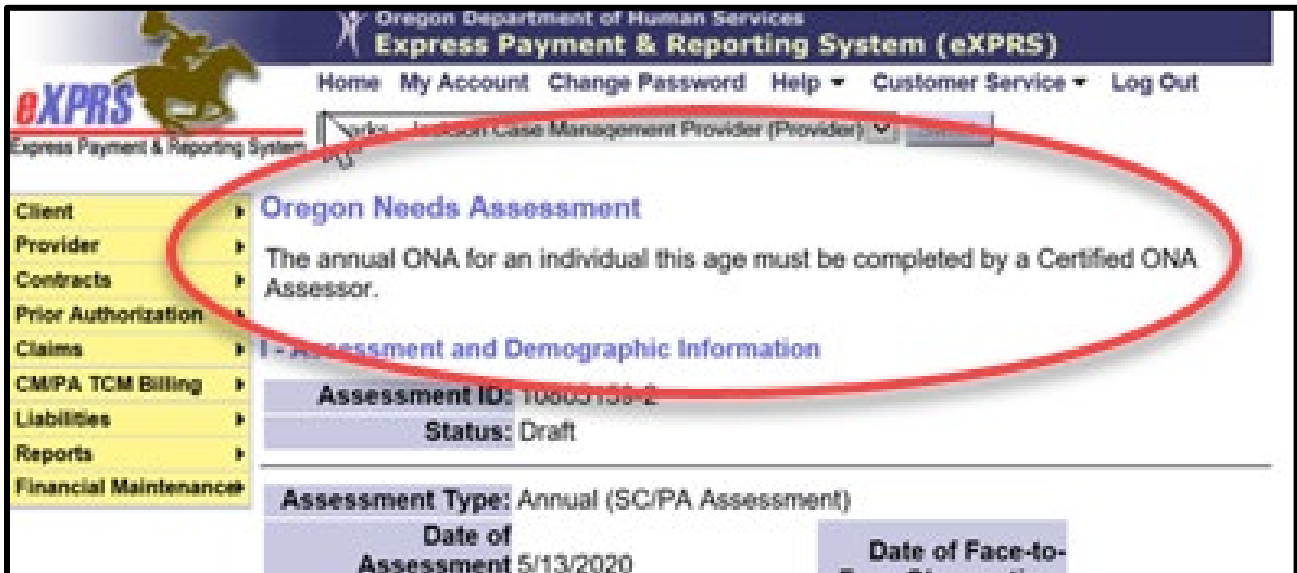
- When applicable, check these to prevent water temp. being indicated as a potential risk on the risk report.

eXPRS - known Issues

- The coding for psychiatric therapies continues to occasionally disappear from the list of treatments and therapies
 - Ask your certified assessor to enter the coding for the item so you can submit your annual assessment.

New feature in eXPRS

- A certified assessor must complete the annual assessment when a child is turning one of these ages: 3, 4, 5, 8, 12, 15, 18 (see [ONA Worker Guide](#))
 - If the child is turning one of the listed ages eXPRS will display a message and prevent you from creating a copy.
 - If you see a message like the one shown below, a certified assessor must create and complete the assessment.



The screenshot shows the Oregon Department of Human Services eXPRS system interface. The header includes the logo and navigation links: Home, My Account, Change Password, Help, Customer Service, and Log Out. A dropdown menu is open, showing 'Oregon Case Management Provider (Provider)'. A red oval highlights a message box that reads: 'Oregon Needs Assessment: The annual ONA for an individual this age must be completed by a Certified ONA Assessor.' Below the message, there are fields for 'Assessment ID: 10000158-2', 'Status: Draft', 'Assessment Type: Annual (SC/PA Assessment)', 'Date of Assessment: 5/13/2020', and 'Date of Face-to-'. A sidebar on the left contains a list of menu items: Client, Provider, Contracts, Prior Authorization, Claims, CM/PA TCM Billing, Liabilities, Reports, and Financial Maintenance.

You Must List at Least One Participant on the Demographic Page

- Do not list yourself as a participant when you are completing the annual assessment
- You may list the individual if they are the only person you talk with
- If you speak with more than just the individual, you do not need to list the individual as a participant

A Well Written Assessment Note Will

- Support the coding option chosen
- Provide the reader with a clear understanding of support needed to complete the task
- Assure individual's and providers that the you heard them and captured the information they provided
- Assist with the quality assurance process
- Inform and assists with the exceptions process, if needed

Formula for a Well Written Assessment Note

- The note should include the following:
 - *What is the individual's usual contribution?*
 - *What must a support person do?*
 - *Why is support needed?*
 - *How often is the support needed?*
 - *Whatever other information that will help with service planning*

Example: Tom can complete minimal steps of getting dressed which includes lifting his arms and pulling his pants part way up. A support person must complete most of the physical steps of getting dressed daily due to limited strength and mobility in his limbs. (If the existing note is well written, there's no need to edit or update it)

You Can Only Create a Risk Report for an Approved ONA (no longer in draft status)

- If you are using the Risk Report (currently used for in-home only) It can only be created from an ONA that has already been submitted and is in "Approved" status. (not in draft)

COVID-19 Related Information - Beginning January 1, 2021

All Oregon Needs Assessments must be conducted prior to their expiration.

See: [Developmental Disabilities Worker Guide](#)

If an ONA can't be completed due to COVID related issues, then the CME may request an exception to not complete the ONA on time. ([see PT 20-074 updated 4/08/21 Worker guide updated 3/4/21 page 15](#))

If you have questions regarding this information, or suggestions for future topics you'd like us to address contact:

Linda.DARR@dhsoha.state.or.us or Judy.a.Stanley@dhsoha.state.or.us

- **Cancelled SC/PA Annual Assessment Training Webinars**
~~April 21st—9AM to 12PM~~
(The online version will be available beginning April 1st)

