

# Action Request Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number: DD-AR-21-040**

**Issue date: 5/26/2021**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** End of the 2019-2021 Biennium Processes

## **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 type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Action required:** To prepare for the end of the biennium rollover, please take the actions outlined below.

## **Please note:**

1. CMEs will continue to use the same DHS Contract Number in eXPRS for BI 21-23 that they used for BI 19-21.
2. Rates for services dates 7/1/2021 and later will not include the 5% COVID rate increase implemented for the 1/1/2021 – 6/30/2021 service date period. If the Legislature approves a rate increase for service dates 7/1/2021 and later, that rate increase will be processed at a later time.

## **Case Management Client Prior Authorizations (CPAs)**

- The roll over process for SE48, SE148 and SE248 case management CPAs was completed on 5/14/2021. Review all CM CPAs with start dates of 7/1/2021 remaining in "draft" status and take any necessary action needed to successfully submit the CPA. If there are CPAs for individuals no longer receiving services that were not ended please do so.
  - **For example:** CPA end dates may need editing to align with the individual's eligibility date range.

### **Other Service Client Prior Authorizations (CPAs):**

- The roll over process for other service CPAs is in process and should be completed by **end of business on Friday 6/4/2021**.
- Once the CPA roll over process is completed, please review those CPAs remaining in “draft” status and take any necessary action needed to successfully submit the CPA.
  - **For example:** CPA effective dates may need editing to align with the individual’s eligibility date range.
- Any new CPA added by the CME for the current biennium after the CPA roll over process is completed will also need to be manually added for the 2021 - 2023 biennium by the CME.

### **eXPRS Plan of Care (POC):**

- All POC SPAs will be rolled beginning **end of business on Friday 6/4/2021**. Prior to that date, please follow the instructions below.
- Review all Plan Lines and corresponding Service Prior Authorizations (SPAs) to ensure entries match the individuals’ Individual Support Plan (ISP).
- Review and take any needed action on SPAs with an end date of 6/30/2021 in “draft” or “pending” status, such as submit, delete, withdraw, or contact the Funding Allocation Coordinator to review SPAs in “pending” status.
  - Contact the ODDS Funding Allocation Coordinator for questions on “pending” SPAs you need assistance with at:  
[ODDS.FundingAllocationCoordinator@dhsosha.state.or.us](mailto:ODDS.FundingAllocationCoordinator@dhsosha.state.or.us) .
- Only SPAs that meet the below criteria will be rolled automatically by the eXPRS team:
  - service procedure codes:
    - **OR004** – Community Transportation
    - **OR310** – Behavior Support service (on-going) NOTE: OR570 will not be rolled automatically.
    - **OR401** – Job Coaching – only modifiers W4, W5 and W6
    - **OR507** – Daily Relief Care
    - **OR526** – Attendant Care Support (ADL/IADL)
    - **OR541** – Employment Path Services
    - **OR542** - DSA
    - **OR543** (W2) – Small Group Supported Employment
  - are in “accepted” status,
  - have an end date of 6/30/2021,

- are within a Plan of Care (POC) that ends on or after 7/1/2021, and
  - have been entered in eXPRS prior to **Wednesday 5/26/2021**.
- SPAs associated with procedure codes not listed above must be manually entered by the CME.
  - Delete/void/withdraw any SPAs that do not need to be accepted.
  - Once the SPA roll over process is completed, please review those SPAs remaining in “draft” status and take any necessary action needed to successfully submit the SPA.
    - **For example:** SPA effective dates may need editing to align with the individual’s eligibility date range or a provider’s “approved to work” credential date range.
  - Any new SPA added by the CME for the current biennium after the SPA roll date will also need to be manually added for the 2021 - 2023 biennium by the CME.

**Service Deliveries**

- Please review any service delivery billing entry lines that are in “draft”, “pending” or “suspended” status for the current biennium and take the appropriate actions.

**Reason for action:** To ensure all CPAs and POC SPAs are reviewed and prepared to be rolled with accurate information for the next biennium.

**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.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us).

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about the contracts portion of this action request, contact:*

Contact(s): Heather Smith, Manager ODDS Operations Administration Unit	
Phone: 503-877-0635	Fax:
Email: <a href="mailto:heather.m.smith@dhsoha.state.or.us">heather.m.smith@dhsoha.state.or.us</a>	

*If you have any questions about the authorizations action request, contact:*

Contact(s): Submit a **Technical Assistance Request** in eXPRS

Link: <https://apps.state.or.us/exprsWeb/ServiceRequest.do>