

# Action Request Transmittal Developmental Disabilities Services



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**Number:** DD-AR-21-088  
**Issue date:** 10/5/2021

**Topic:** Developmental Disabilities

**Due date:** Weekly starting  
10/8/2021

**Subject:** Weekly Provider Reporting on 24-Hour and Adult Foster Home Bed and Staff Vacancy

**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 type="checkbox"/> ODDS Children's Intensive In Home Services  |
| <input type="checkbox"/> County DD Program Managers                      | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input type="checkbox"/> Support Service Brokerage Directors             | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Providers for Adult and Kids 24-Hour Residential Services; Adult Foster Homes; SACU |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**I. Background:**

24-Hour residential providers and adult foster homes were previously asked to complete an initial survey regarding capacity and staffing concerns. These providers are now required to complete a shorter survey on a weekly basis. We know this is a heavy lift and we commit to utilizing the information provided proactively to:

- Identify what settings are most at risk due to staffing shortages and identify what supports may be needed
- Identify where potential placements can occur
- Provide opportunities to share policy ideas and potential solutions to mitigate staffing challenges
- Be aware of any settings that have bed availability

**II. Action Required for Weekly Report on Bed and Staff Vacancy:**

**ODDS 24-Hour (adult and children) residential providers and Adult Foster Home providers are required to report bed vacancy and staff vacancy on a weekly basis.**

ODDS will send a weekly Wednesday email with a link to a survey and reminding providers to update the survey. This will continue until ODDS issues email notification that the survey data is no longer necessary.

Bed vacancy and staffing data must be submitted for each home address. The survey must be completed:

1. Initially - On Friday, October 8, 2021.
2. Ongoing - When there is a change in circumstances to home vacancy or staffing needs.
3. At a minimum - At least once a week by Friday. If circumstances have not changed for a home, providers must indicate “no change” by completing the first page of the survey for each home.

See [OAR 411-323-0050\(9\)](#) and [411-360-0140\(12\)](#) requiring that providers implement all COVID-19 directives from ODDS.

### **III. Survey Tool:**

Providers will report the information by completing a survey for each home address. ODDS will send a weekly Wednesday email with a link to a survey and reminding providers to update the survey.

Use a 14-day forecast to estimate and report the following data for each home:

#### **ODDS home status tracking form**

1. Enter site I.D. for home.

Under “Section IV” below, you can find the steps for finding a “Site I.D.” for each home. The “Site I.D.” is also the “SPD provider I.D.” number in the eXPRS billing system.

2. Home Address (street number and street name).
3. Have the home’s staffing conditions changed from last survey?

#### **Beds**

4. Total number of beds in the house [using 14-day forecast]
5. Number of occupied beds [using 14-day forecast]
6. How many vacant beds could be filled if provided additional staff? [using 14-day forecast]
7. Notes

#### **Staffing**

8. Current staff count [using 14-day forecast]
9. Staff needed to meet minimum health and safety needs [using 14-day forecast]
10. Type of staff needed (Direct Support Professional, Care giver, Nurse).
11. Are any of these anticipated staffing vacancies nurses? [using 14-day forecast]

## Home Status

12. Do you anticipate needing to close this home in the next 30 days due to lack of staff?  
Note: ODDS notice requirements must be followed.

13. Do you anticipate needing to close this home for reasons other than lack of staff? If yes, please identify the anticipated date. Again, notice requirements must be followed.

14. As a provider, how do you define the current status of this home? Select Stable, Stabilizing, or Unstable. Stable means staffing needs are being met. Stabilizing means there is a plan in place to address unmet needs. Unstable means there are unmet needs and the home requires assistance to meet basic health and safety staffing needs.

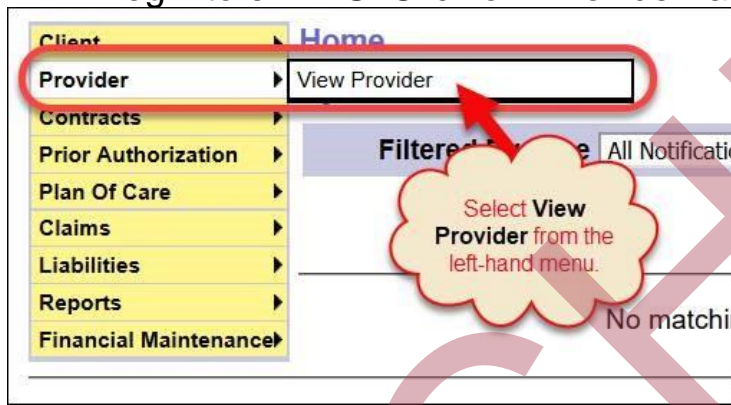
## Contact Information

15. Home contact name

16. Home contact email

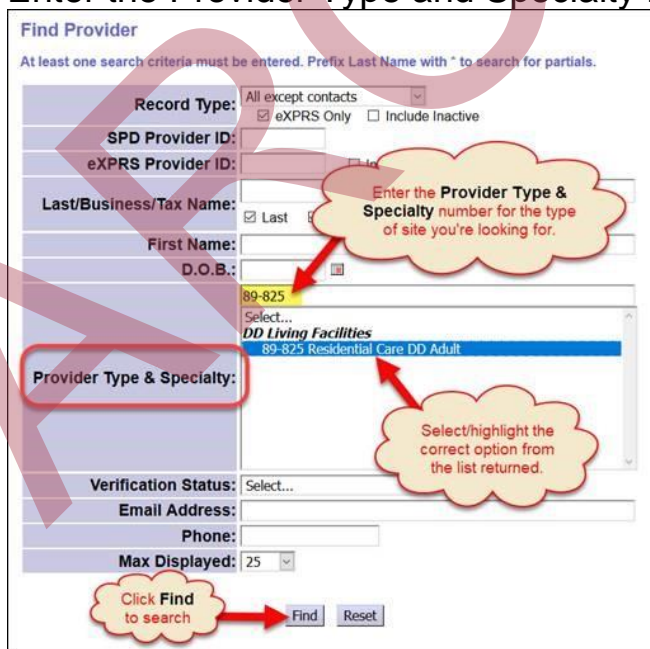
## IV. Steps to I.D. Number for Each Home

1. Log into eXPRS. Click on “Provider” and “View Provider.”



A screenshot of the eXPRS application's left-hand navigation menu. The menu items are: Client, Home, Provider, Contracts, Prior Authorization, Plan Of Care, Claims, Liabilities, Reports, and Financial Maintenance. The 'Provider' item is highlighted with a red box, and a sub-menu is open showing 'View Provider' also highlighted with a red box. A red arrow points from a callout bubble to the 'View Provider' option. The callout bubble contains the text: 'Select View Provider from the left-hand menu.'

2. Enter the Provider Type and Specialty Number for the type of site.



A screenshot of the 'Find Provider' search form. The form includes fields for Record Type, SPD Provider ID, eXPRS Provider ID, Last/Business/Tax Name, First Name, D.O.B., Provider Type & Specialty, Verification Status, Email Address, Phone, and Max Displayed. A red box highlights the 'Provider Type & Specialty' field. A callout bubble points to this field with the text: 'Enter the Provider Type & Specialty number for the type of site you're looking for.' Below the field, a dropdown list shows '89-825' selected, with 'DD Living Facilities' and '89-825 Residential Care DD Adult' listed below it. Another callout bubble points to the dropdown list with the text: 'Select/highlight the correct option from the list returned.' At the bottom of the form, a red box highlights the 'Find' button, with a callout bubble pointing to it that says: 'Click Find to search'.

3. Provider Type and Specialty Numbers can be found here:

Type of Residential Site	eXPRS Record Provider Type & Specialty Number
Adult 24-Hr Group Home (SE50)	89-825
Children's 24-Hr Group Home (SE142)	89-826
SACU 24-Hr Group Home (SE141)	89-827
DD Adult Foster Care (SE158)	70-701
DD Children's Foster Care (SE258)	71-703
CW Children's Foster Care (SE258)	71-704

4. Select "Search." For each service location, you will find the site I.D. under "SPD Provider ID."

The screenshot shows a search form with fields for First Name, D.O.B., Provider Type & Specialty, Verification Status, Email Address, Phone, and Max Displayed. The 'Provider Type & Specialty' dropdown is highlighted with a red box and an arrow pointing to the selected option '89-825 Residential Care DD Adult'. Below the form is a table with columns: Type, eXPRS Prov ID, SPD Prov ID, Display Name, Prov Type & Specialty, Verification, Beds, Program Start, Program End, and Program Status. The first row of the table is highlighted in yellow and contains the following data: Service Location, 1\*\*\*4, 1\*\*\*8, Agency SE50 123 Any Street SW, DD Living Facilities - Residential Care DD Adult, OMAP Number Issued, 5, 7/1/2003, 12/31/9999, A. A red box highlights the 'SPD Prov ID' column, and a red arrow points from a cloud-shaped callout to this column. The callout text reads: 'Residential/FC site location ID numbers are listed here for each site record.'

**V. Communication/training:**

- **Provider and CME Webinar regarding policy changes  
8:30a.m. Wednesday, October 6, 2021**

Join the webinar online at:

<https://www.zoomgov.com/j/1615379654?pwd=WmN1TVRhOGdld3lSc1hQVk1oV2tBdz09>

Passcode: 182597

One tap mobile: US: +16692545252,,1615379654#,,,,\*182597# or  
+16468287666,,1615379654#,,,,\*182597#

Or Telephone: Dial(for higher quality, dial a number based on your current location): US: +1 669 254 5252 or +1 646 828 7666

Webinar ID: 161 537 9654

Passcode: 182597

Live captioning link: <https://www.streamtext.net/player?event=DHSOHA>

**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 using conference ID: 468 508 153# 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 this action request, contact:*

Contact(s): <a href="mailto:odds.questions@dhsoha.state.or.us">odds.questions@dhsoha.state.or.us</a>	
Phone:	Fax:
Email:	