

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-22-005

Issue date: 1/13/2022

Topic: Developmental Disabilities

Due date: 12/20/2021

Subject: Updated Version of Adult Supports Needs Assessment Profile (SNAP)

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All ODHS 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 checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (please specify): Those who do Adult SNAP's assessments |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Effective December 20, 2021 all new and renewal Adult Support Needs Assessment Profile (SNAP) assessments must be completed using version v21-12A-06, which can be found here <http://www.dhs.state.or.us/spd/tools/dd/cm/>

This version reflects adjustments based on the recently agreed to Adult Foster Home Collective Bargaining Agreement for the 2021-2023 biennium between State of Oregon Department of Administrative Services and the Service Employees International Union.

As part of the Collective Bargaining Agreement, Adult Foster Home (AFH) providers received a 5% rate increase retroactive to July 1, 2021. For those individuals enrolled in AFH services at any time during July 1, 2021 through December 20, 2021 the 5% rate increase will be automatically applied to the service rates authorized in eXPRS Plan of Care. A transmittal can be found here <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Transmittals/21105.pdf>

For service coordinators or assessors who have completed an Adult SNAP using a version other than v21-12A-06 from December 20, 2021 – January 14, 2022 when the updated SNAP version was not available the CME/Assessor must do the following:

- 1) Please send an e-mail to Peter.Straton@dhsoha.state.or.us requesting a secure reply, with “Adult SNAP adjustment” in the subject line. You should receive the requested secure reply within a day or two.
- 2) Please reply to the received secure e-mail with the completed (not current) version SNAP attached.
- 3) ODDS will transfer the Client Demographics page information and all option selections and notes from the current-version SNAP into a new v21-12A-06 version.
- 4) The updated version will then be returned to the requestor as an attachment in a secure e-mail.
- 5) The CDDP is responsible for entering the corrected rate into eXPRS, back dated to the original effective date.
- 6) The CDDP should keep copies of the exchanged e-mails as part of the individual’s records.

ODDS will complete the following actions:

- 1) Transfer the Client Demographics page information and all option selections and notes from the current-version SNAP into a new v21-12A-06 version.
- 2) Return the updated version to the requestor as an attachment in a secure e-mail.

Communication/Training:

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@dhsoha.state.or.us.

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to ODDS.Questions@dhsoha.state.or.us at least three business days prior to the meeting.

If you have any questions about this information, contact:

Contact(s): Ken Ralph Program Analyst	
Phone: 503 580-0321	Fax: 503 373-7274
Email: ken.j.ralph@dhsoha.state.or.us	