

# Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

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**Number: DD-AR-22-016**

**Issue date: 2/3/2022**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Enhanced and Exceptional Eligibility Notifications

**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 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 checked="" type="checkbox"/> Other ( <i>please specify</i> ): Personal Agents and Service Coordinators |
| <input type="checkbox"/> ODDS Children's Residential Services           |   |
| <input type="checkbox"/> Child Welfare Programs                         |   |

**Action required:** This transmittal replaces the information in AR-18-049.

Personal Agents and Service Coordinators must assure that an individual's Enhanced or Exceptional status is correct. For every individual in services, an individual's current Oregon Needs Assessment (ONA) will determine the Enhanced status and an individualized review by CMEs will determine Exceptional status. For more information about Enhanced and Exceptional criteria, see the [Enhanced & Exceptional Worker Guide – Version 4](#).

After February 3, 2022, an individual's Enhanced status may be viewed in eXPRS on the ONA Comprehensive Review page (the last page of the ONA). If the determination from an ANA/CNA is different than the ONA's determination, the case manager must assure that the appropriate steps described in the [Worker Guide](#) are followed. These may include the following steps:

- Notification to the individual or their representative that they are now eligible, or are no longer eligible, to hire qualified PSWs at the corresponding rate:
  - Notification to current PSWs and Employers of Record (EORs) that an individual they are working with has qualified for enhanced or exceptional status and the training necessary for the PSW to be paid the higher rate.

**The PSW and EOR must be provided with this notification no later than February 28, 2022.**

- Notification to PSWs and EORs that the individual no longer qualifies for an enhanced or exceptional rate and that current PSW enhanced or exceptional rates will be reduced. **The PSW and EOR must be notified that the individual no longer qualifies for Enhanced or Exceptional no later than March 15, 2022.**
- Reducing rates in Plan of Care and in Service Agreements for PSWs who no longer qualify for enhanced or exceptional rates. **Rates will decrease to the appropriate rate April 1, 2022.**
- Update service agreements for PSWs whose rates are impacted by the new status or where the individual's status for enhanced or exceptional has changed.

#### **PSW notification letters:**

- PSW Enhanced new eligibility notification letter  
([English](#), [Russian](#), [Simplified Chinese](#), [Somali](#), [Spanish](#), [Vietnamese](#))
- PSW Exceptional new eligibility notification letter  
([English](#), [Russian](#), [Simplified Chinese](#), [Somali](#), [Spanish](#), [Vietnamese](#))
- PSW No Longer Enhanced or Exceptional eligible notification letter  
([English](#), [Russian](#), [Simplified Chinese](#), [Somali](#), [Spanish](#), [Vietnamese](#))

#### **Employer of Record notification letters:**

- EOR Enhanced & Exceptional eligibility notification letter  
([English](#), [Russian](#), [Simplified Chinese](#), [Somali](#), [Spanish](#), [Vietnamese](#))
- EOR No Longer Enhanced or Exceptional eligible notification letter  
([English](#), [Russian](#), [Simplified Chinese](#), [Somali](#), [Spanish](#), [Vietnamese](#))

**Reason for action:** The ONA has been adapted to identify the presence of enhanced support needs. Previous determinations made using the ANA or CNA may not be valid. Only those individuals whose status has been validated using the ONA and additional criteria may employ a qualified PSW at the enhanced or exceptional rate.

**Communication/training:** This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@dhsosha.state.or.us](mailto:ODDS.Questions@dhsosha.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@dhsosha.state.or.us](mailto:ODDS.Questions@dhsosha.state.or.us) at least three business days prior to the meeting.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** Posted to ODDS Engagement and Innovation (E&I) website.

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

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