

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number: DD-IM-22-026**

**Issue date: 2/24/2022**

**Topic:** Developmental Disabilities

**Due date: 2/24/2022**

**Subject:** AFH 2021-2023 Collective Bargaining Agreement Changes

**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 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 ( <i>please specify</i> ): Service Coordinators, Adult Foster Care Licensors, SNAP Assessors |
| <input type="checkbox"/> ODDS Children's Residential Services  |  |
| <input type="checkbox"/> Child Welfare Programs                |  |

**Message:**

As a result of the final 2021-2023 Adult Foster Home (AFH) Collective Bargaining Agreement (CBA) between the State of Oregon Department of Administrative Services and Service Employees International Union 503 (SEIU), the two parties have agreed to a series of changes. This Information Memorandum will highlight changes Community Developmental Disabilities Programs (CDDPs), service coordinators, adult foster home licensors and SNAP assessors need to be aware of as part of their work with AFH providers.

**CBA Changes:**

**Union Information During Trainings: Article 6.2**

SEIU shall be granted 30 minutes to discuss union matters and offer information to new members before or after the scheduled training unless time during the training has been mutually agreed to by the parties. Notifications of trainings or group orientations

are to be sent to Rachel Hansen ([hansen@seiu503.org](mailto:hansen@seiu503.org)) at SEIU at least 15 days before the event is scheduled to occur. The requirement does not apply to third party continuing education trainings.

### **Notification Requirements: Articles 6.7, 9.10, 17:**

AFH providers will be notified of Oregon Administrative Rule website to find or sign up for updates and alerts.

AFH providers will be notified of the AFH/CBA complaint website and contact.

Providers will be notified of the Background Check Unit website for reference to the ORCHARDS background check information.

Providers will be notified of the Long-Term Care Community Nursing (LTCCN) website for information about LTCCN's in their area. Service coordinators continue to make referrals and authorize LTCCN services.

To satisfy all the annual notification agreements listed, the Office of Developmental Disabilities Services (ODDS) has provided the information within the AFH renewal application packet.

### **eXPRS Training Materials: Article 9.7:**

AFH providers will have access to training materials (written and video) and information using eXPRS. That information can be found at:

“ODHS - DD - Overview of eXPRS Payment System for DD Foster Care Providers”:  
<https://wd5.myworkday.com/oregon/learning/course/641acbe5a99001eb2110a2a0660150e6?type=9882927d138b100019b928e75843018d>

And

“ODHS - DD - eXPRS Billings, Claims and Payments Overview for DD Agency Providers”:

<https://wd5.myworkday.com/oregon/learning/course/641acbe5a99001c2d69477280202e391?type=9882927d138b100019b928e75843018d>

In response to article 9.9f which addresses the circumstances for AFH providers to make urgent requests for a SNAP reassessment, ODDS will post an Action Request Transmittal that clarifies the process of scheduling a SNAP reassessment per the CBA.

Article 9.12(a) addresses overpayments to providers. Repayments must occur within 6 months. If the amount of overpayment is larger than 20% of the providers monthly

service payments, payment plans may extend to as long as 18 months. Because this will require operational modifications in eXPRS, the ODDS Operations unit will send more detailed information to providers and the field.

Article 10.2 calls for ODDS to send contractors related to licensing (CDDP's) a copy of the CBA and requires training of the contractors on its contents. Initial training with licensors started in February and will be completed by March 2022.

In the Delegation Letter of Agreement (LOA) though subject to Oregon Administrative Rules, if a Medicaid AFH resident is hospitalized and due to the lack of nurses available to provide delegation, the AFH provider is unable to provide safe care upon discharge to the home, the provider shall not be required to readmit the resident to the home until delegation services are available. The provider must work with the CDDP on a resolution. ODDS can be consulted on these specific situations as well.

The complete CBA when finalized can be found at:

<https://www.oregon.gov/das/hr/pages/lru.aspx>

### **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.

*If you have any questions about this information, contact:*

Contact(s): Ken Ralph	
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Email: <a href="mailto:ken.j.ralph@dhsosha.state.or.us">ken.j.ralph@dhsosha.state.or.us</a>	