

Information Memorandum Transmittal Developmental Disabilities Services



Lilia Teninty

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Number: DD-IM-22-035

Issue date: 3/31/2022

Topic: Developmental Disabilities

Due date: 4/1/2022

Subject: Updated Version of Adult Support 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 (<i>please specify</i>): Those who complete Adult SNAP's |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: *This message takes the place of DD-IM-22-005.*

Effective April 1, 2022 all new and renewal Adult Support Needs Assessment Profile (SNAP) assessments must be completed using [version v22.04A-01r](#) which can be found here <http://www.dhs.state.or.us/spd/tools/dd/cm/>.

The new SNAP version reflects a 2.3% rate increase Cost of Living Adjustment (COLA) as agreed to in the 2021-2023 Collective Bargaining Agreement between the State of Oregon and Services Employee International Union.

As part of the Collective Bargaining Agreement, Adult Foster Home (AFH) providers will receive a 2.3% rate increase effective April 1, 2022. Rates for individuals enrolled in AFH services prior to April 1, 2022 will be automatically applied to the service rates authorized in eXPRS Plan of Care. A transmittal that outlines the process can be found here <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Transmittals/22030.pdf>.

If an Adult SNAP was completed after April 1, 2022 using any previous (older) SNAP version other than v22.04A-01r, the CME/Assessor must do the following:

- 1) Please send an e-mail to Peter.Straton@dhsosha.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 older 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 v22.04A-01r 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 older version SNAP into a new v22.04A-01r 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@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 at least three business days prior to the meeting.

If you have any questions about this information, contact:

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