

# Policy Transmittal Developmental Disabilities Services



Anna Lansky

**Authorized signature**

**Number: DD-PT-22-078**

**Issue date: 08/11/2022**

**Topic:** Developmental Disabilities

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**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 type="checkbox"/> Other (please specify):   |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

<b>Policy/rule title:</b>	Updates to COVID-19 PSW Overtime Exceptions		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	September 1, 2022	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:**

Early in the COVID-19 pandemic, Case Management Entities (CMEs) were given authority to authorize temporary Personal Support Worker overtime (PSW OT) requests. This was intended to reduce exposure to multiple workers for individuals at high risk.

Beginning **September 1, 2022**, CMEs will no longer approve COVID-19 overtime requests at the local level. As locally approved COVID-19 related PSW OT exceptions

expire, they can be submitted to ODDS as exceptions for review if they are still needed.

This information is located in the ODDS COVID-19 Policy Guide at this link:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/ODDS%20Resource%20Library/ODDS-COVID-19-Policy-Guide.pdf>

### **Implementation/transition instructions:**

If an exception for PSW overtime due to COVID-19 is still needed, Service Coordinators and Personal Agents should use the process outlined in the ODDS Funding and Exceptions Review Guide found here:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/WorkerGuides/ODDS-Funding-Review-and-Exceptions.pdf>

**NOTE:** Other local PSW OT approvals unrelated to COVID-19 are still allowed, as outlined in the Hourly Cap for PSWs Worker Guide here:

<http://www.dhs.state.or.us/spd/tools/dd/cm/PSW%20Hours%20Limits%20Exceptions%20Worker%20Guide.pdf>. If an OT request exceeds what is approvable at the local level, CMEs should refer to the Funding and Exceptions Review Guide linked in the previous paragraph.

Service Coordinators and Personal Agents will need to inform individuals, families, Common Law Employers (CLEs) and Personal Support Workers (PSWs) of this change prior to their local PSW OT request expiration date and document their efforts in a progress note. Service Coordinators and Personal Agents must also continue to provide choice counseling to individuals on their provider options.

### **Training/communication plan:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to: [ODDS.Questions@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov)

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@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov) at least three business days prior to the meeting.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

**Filing instructions:**

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

Contact(s): Melissa Lymburner	
Phone: 503-509-7176	Fax:
Email: <a href="mailto:melissa.lymburner2@dhsoha.state.or.us">melissa.lymburner2@dhsoha.state.or.us</a>	