

# Policy Transmittal Developmental Disabilities Services



Lilia Teninty

**Authorized signature**

**Number: DD-PT-22-085**

**Issue date: 09/15/2022**

**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 checked="" type="checkbox"/> ODDS Children’s Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

<b>Policy/rule title:</b>	Oregon Needs Assessment (ONA) Flag Condition Desk Reviews		
<b>Policy/rule number(s):</b>	411-425-0045	<b>Release number:</b>	
<b>Effective date:</b>	October 01, 2022	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>	<a href="https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=4834">https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=4834</a>		

**Discussion/interpretation:**

ODDS will resume Oregon Needs Assessment (ONA) flag condition desk reviews in October 2022 following the pause of this work in the Fall 2021.

**Implementation/transition instructions:**

Flag condition desk reviews are reviews of ONAs that are identified by searching all ONAs for “flag conditions”. Flag conditions are types of coding selections or coding

combinations that are identified as conflicting, highly unusual or may not be in alignment with current manual and training guidance. The four types of flags are:

#1: Coding selections that are identified to be against ONA manual guidance. One example would be coding “Not Applicable” for the item Eating. While all people might not ingest food orally the intake of nutrition is necessary for survival and should be noted in this item by coding “Not attempted due to medical condition or safety concern” if the person takes in nutrition in a manner other than orally.

#2: Coding combinations that have been determined to be against manual guidance. An example would be different coding for items 15a (transportation), and 15b (car transfer); if 15a is coded as “dependent”, then it is highly likely that 15b should be coded “dependent” as well.

#3: Coding selections that may not be against manual guidance but are highly unusual. For example, coding “yes” for item 40a (safety) indicating the person enrolled in developmental disabilities services displays full understanding of all situations and there are no concerns of the person’s judgement or decision-making skills.

#4: Coding combinations that would be unusual. An example would be if a person was coded “dependent” for eating but was also identified to engage in Pica behavior.

When a flag condition desk review is identified, a Quality Assurance Trainer (QAT) from the ODDS Assessment Unit will review the ONA in eXPRS to determine if coding selections are accurate. To determine accuracy, the QAT may request records from the CME if more information is needed beyond what is documented in the notes sections of the ONA.

If the assigned QAT identifies coding errors, they will communicate with the assessor that completed the ONA within 3 business days of their review. If the assessor does not agree with or has additional information relating to an item’s coding, they will have the opportunity to discuss coding selection with the QAT. Necessary corrections by the assessor are expected to be completed within 45 days of notification by the QAT. If you would like a lead or supervisor added on communications regarding flag condition desk reviews, please reach out to Carrie Forty at [Carrie.Forty2@dhsoha.state.or.us](mailto:Carrie.Forty2@dhsoha.state.or.us).

**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:** Posted on Engagement and Innovation site through August 19, 2022.

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

Contact(s): Carolyn Sahr	
Phone: 971 719-0127	Fax:
Email: <a href="mailto:carolyn.r.sahr@dhsaha.state.or.us">carolyn.r.sahr@dhsaha.state.or.us</a>	