| DHS Oregon Department of Human Services **Developmental Disabilities Services** | **Action Request Transmittal** |
| --- | --- |

Lilia Teninty
_____
*Authorized signature*

**Number:** APD-AR-15-055
**Issue date:** 11/3/2015
**CORRECTED**

**Topic:** Developmental Disabilities

**Due date:** 12/31/2015

**Subject:** Generic Providers in eXPRS Plan of Care

**Applies to** *(check all that apply)*:

- [ ] All DHS employees
- [ ] Area Agencies on Aging
- [ ] Aging and People with Disabilities
- [ ] Self Sufficiency Programs
- [x] County DD Program Managers
- [x] ODDS Children's Residential Services
- [ ] Child Welfare Programs

- [ ] County Mental Health Directors
- [ ] Health Services
- [x] Office of Developmental Disabilities Services(ODDS)
- [x] ODDS Children's Intensive In Home Services
- [ ] Stabilization and Crisis Unit (SACU)
- [x] Other *(please specify)*: Brokerage Directors; Service Coordinators; Personal Agents

**Action required:**

Transmittal first released on September 11, 2015.
Updated transmittal released on October 30, 2015.

eXPRS Plan of Care (POC) payment and reporting system has allowed the authorization of a 'generic provider' when an approved provider type does not yet have a provider record and SPD provider ID number to be directly authorized for services in eXPRS POC.

This Action Request identifies when it is appropriate to authorize services in eXPRS Plan of Care (POC) by a 'generic provider' type.

  A. **Attendant care and relief care providers:**

  1. **Personal Support Workers** (PSWs) may not be authorized using the generic provider feature/option in eXPRS/POC.

  2. **Foster Care providers** may not be authorized using the generic provider feature/option after September 30, 2015. Email Chelas Kronenberg at Chelas.a.kronenberg@state.or.us to have a foster care provider enrolled as a respite care provider. Include the provider's full name, address, Medicaid number and

effective date of enrollment needed as a foster care provider and allow 2 weeks for enrollment.
**Effective October 1, 2015:**
   a. All foster care providers who are providing respite care services  to an individual enrolled in SE49, SE149 or SE151, must have a SPD Medicaid number  as a respite care services provider and have a service authorization created for them directly.
   b. Following enrollment, foster care providers must complete the eXPRS User Enrollment form and receive information on how to be reimbursed as agency respite care services provider through eXPRS.

3. **In Home Care Agencies** (IHCA) may only be authorized using the generic provider feature/option up until <u>December 31, 2015</u>, if the following are met:
   - The IHCA is licensed as a Public Health agency, and
   - The IHCA is listed on the 'approved' spreadsheet issued by ODDS, and
   - The authorization is for no more than 90 days.  Service prior authorizations (SPAs) that are authorized using the generic provider option may not be created that are longer than 90 days in duration.  CDDPs and brokerages are instructed to inform the provider identified in the generic provider authorization of this limitation and that the provider must initiate credentialing with DHS. The 90 days may be extended with the approval from the Office of Developmental Disabilities Services (ODDS) only if the provider has initiated credentialing to be enrolled as a provider that can be directly authorized in eXPRS/POC. ODDS recommends identifying alternate providers well in advance of the 90 day limit to avoid gaps in services to individuals.
   - Email Dana Vafiades at dana.vafiades@state.or.us for her to send a PEA to an IHCA that does not have an SPD Medicaid number that can be used for direct service authorizations in eXPRS/POC.

**C. Behavior Consultation:**
   1. **Independent Contractor** – may not be authorized using the generic provider feature/option.

   2. **Agency providers** – Effective January 1, 2015 (already in place), agency providers of behavioral consultation may only:
      - Be authorized  using the generic provider feature/option if they are listed as 'approved' on the spreadsheet issued by ODDS, and
      - Have service prior authorizations (SPAs) that are authorized using a generic provider option that are not created for more than 90 days in duration, not to

extend past December 31, 2015.
- References: [SPD – AR -14-068](); [SPD-AR-15-016]();

**D. Employment Providers:**

1. **<span style="color:red">Independent Contractors</span>** effective January 1, 2015 may not be authorized using the generic provider feature/option.  Prior to authorization to provide any Discovery service ICs must have completed the Personal Support Worker (PSW) Provider Enrollment Agreement (PEA) and submit to [PSW.Enrollment@state.or.us]().  The CDDP or Brokerage must also verify that they meet the Discovery Training Requirements outlined in PT 14-029 including having taken at least one Discovery Training, completing the EOPII Training offered through Vocational Rehabilitation (VR) and are a contracted entity with VR.

2. **<span style="color:red">Agency Providers</span>** effective January 1, 2015 may not be authorized using the generic provider feature/option.  The provider must be Certified as a Medicaid Provider and Endorsed to provide employment through OAR 411-323 or enrolled as a Provider Agency through OAR 411-340.  In order to be a qualified provider the following steps must be complete:
   a. [http://www.oregon.gov/dhs/DD/Pages/licensing.aspx]()
      **Please Contact the DD Licensing Unit for Application forms and documents:**
      Phone: 503-945-7800
      Fax: 503-373-2228
      Email: [DD.Licensing@state.or.us]()
   b. After receiving the appropriate Medicaid agency certificate and employment certificate, they must complete the Agency Provider Enrollment Agreement Application and submit it to ODDS for enrollment.

**E. Appropriate use of 'generic provider' feature/option -** the following service codes may continue to be authorized under  using 'generic provider' feature/option description on **January 1, 2016**:

1. Community Transportation providers
   OR003; OR004; OR553; OR554
2. S5165 Environmental modification providers
3. OR561 Environmental Safety modification providers
4. T2039 Vehicle modification providers
5. OR360 Family Training conferences
6. OR501 Chore Service providers
7. OR380 Assistive Device vendors
8. Assistive Technology vendors

OR321; OR322; OR323; OR325; OR528
9.  Transition costs:
OR406; OR326; OR330; OR331; OR332; OR333; OR342; OR343; OR344;
10. OR562 Specialized Supplies

**F.  Inappropriate use of 'generic provider' feature/option-** the following service codes must have an enrolled provider record usable for eXPRS/POC to deliver service(s). The 'generic provider' feature/option will no longer be  allowed for the follow service codes:

**After December 31, 2015**
1.  OR570 Behavioral Consultation, Assessment and Training
2.  OR310 Behavioral Support Services (on-going)

**After December 31, 2015**
3.  OR526 Attendant care
4.  OR100 In Home Care (ADL)
5.  OR101 In Home Care (IADL)
6.  OR507 Relief care (daily)
7.  OR508 Relief care (hourly)
8.  OR529 Skill training
9.  OR539 Discovery

**Reason for action:** The use of the generic provider type in POC may not be used for the delivery of on-going services.

**Field/stakeholder review:**     ☒ Yes       ☐ No
**If yes, reviewed by:**  CDDP and Brokerage review teams

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

| Contact(s): | Chelas Kronenberg | | |
| --- | --- | --- | --- |
| Phone: | 971-600-7892 | **Fax:** | |
| Email: | chelas.a.kronenberg@state.or.us | | |