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**Number:** APD-AR-15-064

**Issue date:** 11/13/2015

**Topic:** Developmental Disabilities

**Due date:** December 1, 2015

**Subject:** Version C ANA and CNA - Enhanced and Exceptional

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

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                               | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging                          | <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"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): DD Brokerage Directors, DD Regional Managers |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Action required:** The Adult Needs Assessment (ANA) and the Children's Needs Assessment (CNA) have been revised. The revised version of each assessment is identified as version "C". All Personal Agents, Services Coordinators and other authorized assessors must use version "C" for all ANA and CNA assessments completed on or after December 1, 2015. Previous versions of the ANA and CNA may not be used for assessments completed after November 30, 2015.

The version C tools include a new section (tab), "Enhanced-Exceptional supports". A stand-alone version of the new tab "Enhanced-Exceptional Addendum to ANA/CNA and the ANA/CNA Manual text for the new new tab is also being implemented on December 1, 2015. All documents are available on the DHS/DD Case Management Tools page: <http://www.dhs.state.or.us/spd/tools/dd/cm/> and the Brokerage Personal Agent Tools page: <http://www.dhs.state.or.us/spd/tools/dd/bpa/index.html>

**Reason for action:** ANA and CNA version C tools make it easier to identify individuals who require medical and behavioral supports that meet criteria for Enhanced or Exceptional payment rates to Personal Support Workers who have successfully completed the training program for Enhanced or Exceptional Personal Support Workers. The version C tools also add new demographic fields to record living

arrangement and service enrollment, change the manner in which age is calculated by the tools and prepopulate the recommended filename when saving the assessment.

ANA version C changes do not impact the amount of attendant care support calculated by the tool. CNA version C implements two algorithm changes. In CNA version C, night hours are allocated the same for all 12 months. There is no adjustment to summer night hours. The CNA version C also includes an adjustment to the age used for algorithm calculation when a child's birthdate is within 60 days following the assessment.

### **New: Enhanced -Exceptional Support tab**

The "Enhanced-Exceptional" tab has been added to the ANA and CNA. The tab contains a medical and a behavior section. Assessors must complete the tab, even when the individual does not require significant medical or behavioral supports. If the individual does not currently meet any of the criteria specified in each section, the assessor must select "None of the above" for that section.

Once the Enhanced-Exceptional Supports tab has been completed, the Enhanced-Exceptional status fields on the Summary of In Home Hours tab will update. When the Enhanced criteria is met, "Enhanced" will appear in the status display. If the selections indicate Exceptional criteria are met, the status box will read "Exceptional pending-ODDS review required." See worker guide "[Assessing Enhanced or Exceptional Medical or Behavior Needs](#)" for information on how these results applied to Personal Support Worker payment rates.

### **Other Changes in the ANA/CNA version C**

**Macro status indicator:** An indicator has been added to the top of the demographics tab to alert the user when macros are not enabled. The indicator text appears in green when macros are correctly enabled and red when alerting the user that the macros are not enabled. Macros must be enabled for the tool to function properly.

**Filename recommendation:** The tool will recommend a filename when the user saves a new assessment. The filename is based on data from the Client Demographics tab. Users have the option to accept the recommended filename or manually enter a filename. The recommended file name differs slightly in format from previously published naming conventions.

**Client Demographics tab changes:** ANA and CNA Version C include 2 new demographic fields to capture residential service setting and service type. These assessments are now also being used as the annual needs assessment in services delivered in settings other than the person's own or family home. When the service type DD58, DD50 or DD141 is selected on the ANA, only the interim tier value will

display on the Summary of In-Home Hours tab. Other fields will display "N/A", as in-home service hours are not applicable to DD Foster Home (DD58) or 24 Hour Group Home (DD50; DD141) settings.

*Note: Assessors should select the service setting from the dropdown menu prior to attempting to select a service type. The service type field will display a dropdown which includes only the services associated with the setting type.*

The "Age" field on the demographics tab has been revised to calculate the difference between "date of birth" and "assessment date". Prior versions calculated the difference between date of birth and current date, which resulted in the age value changing when the file was re-opened after the assessment was completed. Assessors should note that the age will not calculate until values have been entered in both the "date of birth" and "assessment date" fields.

CNA adjusted age: When a child's birthday will occur within 60 days following the assessment, an adjusted age will display. The algorithm calculations are based on the child's age 60 days after the assessment date. CNA algorithm includes scoring increases as children age. These increases are due to child's increase in size and a decrease in the amount of supervision and support that would be equivalent to a typical parenting role. Using the age of the child 60 days after assessment prevents the situation where child could pass an age milestone, with regard to algorithm, in between the assessment date and the implementation of the new ISP.

#### Enhanced-Exceptional Addendum to ANA/CNA

The Enhanced-Exceptional Addendum includes the same Enhanced-Exceptional Supports tab that appears in ANA/CNA version C and basic demographic fields. It is used in conjunction with a current ANA or CNA to add or update the Enhanced-Exceptional support information when there a full assessment is not otherwise required. The Enhanced-Exceptional Addendum may be used when an individual or their guardian or designated representative requests determination as to whether the individual meets the Enhanced-Exceptional criteria and there is no change in need. If a change in need is identified, the full assessment should be completed.

#### Enhanced-Exceptional Insert to ANA/CNA Manual version 2

The "Enhanced-Exceptional Insert to ANA/CNA Manual version 2" ("the Insert") includes instruction for the new tab and addendum tool, including expanded item descriptions. The Insert should be added to any printed copies of the ANA/CNA Manual version 2. Assessors must apply the criteria contained in the Insert when conducting an assessment using either the addendum or a version C tool.

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:**    CDDP/Brokerages

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

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