

Lilia Teninty

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Number: APD-AR-16-012

Issue date: 2/17/2016

CORRECTED

Due date: 12/31/2016

Topic: Developmental Disabilities

Subject: HCBS On-Site Compliance Assessment Reviews for Residential Settings-
Expectations for Completion in 2016

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 |
| <input type="checkbox"/> Self Sufficiency Programs | Disabilities Services(ODDS) |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> ODDS Children's Intensive |
| <input checked="" type="checkbox"/> ODDS Children's | In Home Services |
| Residential Services | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Child Welfare Programs | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD Regional |
| | Programs; OLRO |

Action required: HCBS On-Site Compliance Assessments are to be completed during 2016 by CDDPs for all foster care settings serving individuals within their county territory. The time period for completing the reviews is January 1, 2016 through December 31, 2016, with all foster care assessments completed by December 31, 2016.

CDDPs are responsible to ensure that an HCBS On-Site Compliance Assessment review is conducted using the forms created by ODDS. The HCBS On-Site Compliance Assessments for foster care may be completed by a licensur, certifier, services coordinator or regional staff at the discretion and coordination of local CDDP.

The HCBS On-Site Compliance Assessment may be completed as part of a licensing or certification renewal visit, during a site/service monitoring visit, or as part of an independent visit to the home site.

A physical on-site visit to the home is required as part of completing the HCBS On-Site Compliance Assessment.

Once the HCBS On-Site Compliance Assessment is completed by the CDDP or regional staff, the assessment must be submitted to ODDS via secure email at: ODDSHCBS.ResidentialReview@state.or.us. ODDS will enter the findings of all assessments submitted for foster care homes into the ASPEN system.

The forms and additional instructions can be located on the Developmental Disabilities Staff Tools page: <http://www.dhs.state.or.us/spd/tools/dd/index.htm>

There are separate HCBS On-Site Compliance Assessment forms for providers serving adults and for providers serving children. Both the child and adult versions of the assessment may be completed electronically or in handwritten formats. Instructions for each form are also located on the tools page as well as additional resource material.

Instructions for initiating a secure email to submit completed assessments to ODDS are contained in the "[Unlocking secure messages from DHS and OHA](#)" document.

ODDS has provided training around the state on the HCBS On-Site Compliance Assessment. Additional training for CDDP and regional program staff completing the HCBS On-Site Compliance Assessment may be requested by contacting Rose Herrera via email at: Rose.K.Herrera@state.or.us

Reason for action: The HCBS On-Site Compliance Assessment Reviews for foster care settings are an evaluation of a provider's compliance with the new Home and Community-Based Services (HCBS) requirements. On-site visits to determine compliance with HCBS are a requisite part of Oregon's Transition Plan to implement the HCBS requirements set by Medicaid.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDP managers through Association of Counties representative

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

Contact(s):	Rose Herrera/Mariah Forrest		
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Email:	Rose.K.Herrera@state.or.us / Mariah.Forrest@state.or.us		