Developmental Disabilities Services

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Number: APD-AR-16-043
Issue date: 6/17/2016
Due date: 9/1/2016

Topic: Developmental Disabilities
Subject: Use of ANA for Supported Living and SE54 Attendant Care

Apply to (check all that apply):

- All DHS employees
- Area Agencies on Aging
- Aging and People with Disabilities
- Self Sufficiency Programs
- County Mental Health Directors
- Health Services
- Office of Developmental Disabilities Services (ODDS)
- ODDS Children’s Intensive
- In Home Services
- Stabilization and Crisis Unit (SACU)
- ODDS Children’s Intensive
- Other (please specify): Service Coordinators, Supported Living Provider Agencies

Reason for action:
On 9/26/2014 Oregon Developmental Disabilities Services (ODDS) released APD-AR-14-046: Implementing ANA results for Supported Living Services which began using the Adult Needs Assessment (ANA) to determine the service level for individuals choosing Supported Living services. The service level determined by the ANA is then used to create the Supported Living Budget. Individuals may request their service level be reviewed through the Funding Review process.

ODDS posted the following clarifying guidance in the Office of Developmental Disability Services (ODDS) Provider FAQ related to the use of the service level related to Supported Living and “Day Support Activities”:

Q. We are concerned that an individual in Supported Living will not have enough daily support hours in the home if a portion is used for Day Support Activities.
A. If the individual has NOT had the ANA-B completed, AND has been receiving [DSA] prior to July, those hours may be added to the individuals plan on top of the ANA-A assessed hours per the transmittal PT-14-019. Once the ANA-B is completed, the DSA hours are included in the ANA hours. (edited for length and clarity)
Q. If an individual in Supported Living has had an ANA version B completed, do the hours that an individual spends receiving service from a community or facility based attendant care provider need to be deducted from the ANA hours?
A. Yes, individuals receiving Supported Living services that have had an ANA version B should deduct the hours spent receiving community or facility based attendant care from their total available attendant care hours.

ODDS has been made aware that some Supported Living budgets may not reflect a deduction for the hours of DSA services chosen by the individual to meet their needs.

“DSA services” for someone enrolled in a Supported Living program are attendant care services funded through SE54 and are intended to meet the Activities of Daily Living, Instrumental Activities of Daily Living, and health related task needs assessed in the Adults Needs Assessment while promoting integration and social interaction outside of the individual’s home.

Supported Living services are a comprehensive service model where providers are paid a rate based on the service level of the individual. Supported Living providers must meet the needs of the individual.

**Action required:**
Service Coordinators must deduct the average monthly SE54 attendant care hours chosen by the individual to meet their needs from the ANA assessed service level prior to inputting the hours into the “Direct Support Wages” field on the Supported Living Budget tool for all new and renewing Individual Support Plans. By 9/1/2016 all existing Supported Living Budgets must be corrected to reflect a deduction for the average monthly SE54 attendant care hours being used by the individual. Individuals who have been granted an exception to the ANA assessed service level must use the ODDS approved hours as the service level.

Average monthly SE54 attendant care hours are determined by multiplying the average weekly SE54 attendant care hours by 4.2.

**Examples:**

<table>
<thead>
<tr>
<th>Individual</th>
<th>Assessed Service Level</th>
<th>Average monthly SE54 attendant care</th>
<th>Hours in “Direct Support Wages” field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane</td>
<td>452 hours</td>
<td>106 hours</td>
<td>346 hours</td>
</tr>
<tr>
<td>Tom</td>
<td>730 hours</td>
<td>86 hours</td>
<td>644 hours</td>
</tr>
</tbody>
</table>

Employment service hours are not required to be deducted from the ANA assessed service level unless the total of assessed hours combined with the employment service
hours is greater than 730 hours (24 hours per day, 12 months per year). If the combined hours is greater than 730 the hours entered into the “Direct Support Wages” field on the Supported Living Budget tool must be reduced until the combined total with employment services is equal to 730 hours.

Examples:

<table>
<thead>
<tr>
<th>Individual</th>
<th>Assessed Service Level</th>
<th>Average monthly Employment Services</th>
<th>Hours in “Direct Support Wages” field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan</td>
<td>436 hours</td>
<td>106 hours</td>
<td>436 hours</td>
</tr>
<tr>
<td>Diane</td>
<td>730 hours</td>
<td>86 hours</td>
<td>644 hours</td>
</tr>
</tbody>
</table>

There may be some individuals who are receiving both attendant care and Employment Services through SE54... The SE54 attendant care hours must be deducted from the assessed service level and the combined total of the SE54 attendant care hours, the Supported Living service hours, and the Employment service hours must be less than 730.

<table>
<thead>
<tr>
<th>Individual</th>
<th>Assessed Service Level</th>
<th>Average monthly SE54 attendant care</th>
<th>Average monthly Employment services</th>
<th>Hours in “Direct Support Wages” field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tammy</td>
<td>484 hours</td>
<td>20 hours</td>
<td>86 hours</td>
<td>464 hours</td>
</tr>
<tr>
<td>Jake</td>
<td>730 hours</td>
<td>20 hours</td>
<td>86 hours</td>
<td>624 hours</td>
</tr>
</tbody>
</table>

**ISP Updates:**
Service Coordinators will need to contact individuals and ISP teams to determine if adjustments to the Supported Living Budget will require an ISP team meeting.

- If the individual is going to receive less support from the Supported Living provider the ISP must be updated to reflect the changes in the chosen services;
- If the individual is choosing to reduce the amount of SE54 attendant care hours they access the ISP must be updated to reflect the changes in the chosen services; or
- If the individual is going to continue to receive the same amount of support from the Supported Living provider and the SE54 attendant care hours remain the same an ISP update is not needed.

ISPs should continue to be updated as needs and chosen supports change including changes to average monthly SE54 attendant care hours being utilized by the individual. The Supported Living Budget should also be updated to reflect changes in average monthly hours deducted for SE54 attendant care.

**Notice of Planned Action:**
If the ISP is amended to reflect a lower amount of support from the Supported Living provider or fewer hours of SE54 attendant care being accessed a Notice of Planned
Action to the individual is required.

**Field/stakeholder review:** ☑ Yes ☐ No

*If yes, reviewed by:* ORA Members, CDDPs

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

<table>
<thead>
<tr>
<th>Contact(s):</th>
<th>Chrissy Fuchs</th>
</tr>
</thead>
<tbody>
<tr>
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<td>503-947-4241</td>
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<td>530-947-4245</td>
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<td>Email:</td>
<td><a href="mailto:Chrissy.fuchs@state.or.us">Chrissy.fuchs@state.or.us</a></td>
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