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Number: APD-AR-16-059

Issue date: 9/16/2016

CORRECTED

Topic: Developmental Disabilities

Due date:

Subject: Version D ANA and CNA

Applies to (check all that apply):

- All DHS employees
- Area Agencies on Aging
- Aging and People with Disabilities
- Self Sufficiency Programs
- County DD Program Managers
- ODDS Children's Residential Services
- Child Welfare 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)
- Other (please specify): DD Brokerage Directions, Regional Managers

Action required:

ODDS has developed version 'D' of both the Adult Needs Assessment (ANA) and the Child Needs Assessment (CNA) in response to the 2016 Legislative Session SB5701A Budget Note directing ODDS to "take action to more efficiently align service authorization with people's needs, also consider appropriate limits". Version 'D' of the ANA and CNA will result in new service levels for individuals receiving In-Home supports.

During the months of September and October, there will be 2 versions of the ANA and the CNA available for use. The appropriate version depends on whether the assessment is being completed in order to provide input and guide the ISP planning meeting for an ISP that is either 'Initial', 'renewing' or if an assessment is a re-determination.

- INITIAL ISPs on or after September 1, 2016: must use Version D. Example #1: an adult was determined to be eligible for DD services in

August and has requested services in their own home. The assessment is being scheduled for September 8, 2016.

- The ANA-D is the tool to use.

Example #2: a child was determined to be eligible for DD services on September 12, 2016 and the family has indicated that supports in the home are necessary. The assessment is scheduled for October 14, 2016.

- The CNA-D is the tool to use.

- **RENEWING** ISP's on or before October 31, 2016: must use Version C, ISPs renewing on 11/1/2016 and later must be based on Version D.

Example #1: an adult's plan is expiring on September 30, 2016. An assessment meeting is scheduled for August 19, 2016.

- The ANA-C is the tool to use

Example #2: a child's plan is expiring on November 30, 2016. An assessment meeting is scheduled for October 6, 2016.

- The CNA-D is the tool to use.

Example #3: An adult's ISP is expiring on September 30, 2016. An assessment meeting is scheduled for September 14, 2016.

- The ANA-C is the tool to use

- **RE-DETERMINATION** assessments not related to initial or renewing an ISP before October 31, 2016, must use version C.

Example #1: an adult requests an assessment because they have had a change in a health condition and indicate that their needs cannot be met by their existing service level. The assessment is scheduled for October 21, 2016.

- The ANA-C is the tool to use

Example #2: an adult requests an assessment because they are being released from the hospital after hip surgery and identify that they will need additional supports for the next 3-4 months. The assessment is scheduled for November 14, 2016.

- The ANA-D is the tool to use.

- **ALL assessments on or after November 1, 2016: must use Version D, regardless of the reason for the assessment. Previous versions will be removed from the website**

If an individual's service level is lowered, a Notification of Planned Action must be sent to the individual and (if applicable) legal guardian by the timelines identified in OAR 411-318-0020.

If supports above the assessed hours are requested by the individual or designated representative, the case manager must either submit an exception request via form 0514DD to ODDS or issue of a Notification of Planned Action denying the additional requested hours.

Definitions:

Initial means that the ISP is an initial ISP. An initial ISP means the first ISP:

- (a) For an individual who is newly entered into case management services; or
- (b) Following a period when the individual did not have an authorized ISP.

Renewing means that the individual has an existing ISP and is renewing their ISP but requires a new assessment prior to the renewals.

Re-determination means that the individual has had a change of condition or requested a new assessment outside of the renewal ISP period.

Both versions (version C and D) of the ANA and CNA are available on the ODDS website until October 31, 2016 when version 'C' will be removed.

DD Brokerage Personal Agent Tools page:
<http://www.dhs.state.or.us/spd/tools/dd/bpa/>

DD Case Management Tools page:
<http://www.dhs.state.or.us/spd/tools/dd/cm/>

Reason for action:

The assessments contain changes in the allocation of service hours to more closely align them with the current hour usage trends.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDP and Brokerage policy review teams

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

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