

Action Request Transmittal Developmental Disabilities Services



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Number: APD-AR-17-027

Issue date: 1/17/2020

CORRECTED

Topic: Developmental Disabilities

Due date:

Subject: Updated ANA/CNA submission procedures and training requirement

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: {Select type} | <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 type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

To clarify recent changes to the ANA/CNA submission procedures and training requirements. This transmittal supersedes APD-AR-13-084 and APD-AR-13-100. *This update changes the testing requirement to a recommendation effective January 2020.*

Action required:

This action request updates the process for submitting Adult In-Home Needs Assessments (ANA) and Children In-Home Needs Assessments (CNA) and clarifies the current standards for ANA/CNA training.

All adults and children entering or receiving in-home services must have a completed assessment of their support needs using the Adult or Children In-Home Needs Assessment (ANA/CNA) to determine monthly service level (hours of support). The assessment must be completed prior to implementation of the Individual Support Plan (ISP). Only after completion of the assessment, may a CDDP or the Brokerage authorize or increase in-home hourly services. The ANA/CNA is not a substitute for an Oregon Needs Assessment (ONA). The ANA/CNA is in addition to an ONA.

Only a qualified case manager (CM), personal agent (PA), CDDP service

coordinator (SC), or authorized ODDS staff member may complete an ANA or CNA. For case managers, the ANA/CNA tools are available on the DHS/DD Case Management Tools page: <http://www.dhs.state.or.us/spd/tools/dd/cm/>

For detailed instructions on how to download and complete the tool, the *ANA/CNA Manual* is available at <http://www.dhs.state.or.us/spd/tools/dd/bpa/ana-cna-manual.pdf>

ANA/CNA Submission Procedure

Upon completion of an ANA or CNA, the SC or PA must:

1. Save the completed assessment under one of the two following Excel file conventions:

Adult: *Lastname,FirstInitial_Prime_ANA_MMDDYYYY.xlsm*

Child: *Lastname,FirstInitial_Prime_CNA_MMDDYYYY.xlsm*

2. Obtain a secure email by opening a web browser and going to our secure email website at <https://secureemail.dhsoha.state.or.us/encrypt>.

3. Submit the newly completed ANA/CNA via secure email to

ODDS.Assessments@state.or.us.

4. Retain a copy of the completed ANA/CNA in the individual's case file record at the CDDP, Brokerage or CIIS program.

ANA/CNA Reassessment Requirements

Following an individual's initial ANA/CNA, a reassessment is required when an individual's support needs may have increased, or at the request of the individual or their representative.

In instances where a conflict of interest is present or there are concerns about the accuracy of an assessment, a SC or PA may request that a member of the Assessment Unit conduct a reassessment. To do this, a SC or PA must submit a request for assessment using form *DHS0744 (ReBAR Request for Assessment)*. In the subject line of the email, enter *#secure# ANA/CNA Request*. Send the form, via secure email, to the Assessment Unit at: ReBAR.Request@state.or.us .

ANA/CNA Certification & Training Requirements

All SCs, PAs, CMs and authorized ODDS staff members conducting Adult and Children's In-Home Needs Assessments, regardless of prior training and/or assessment experience, are required to complete and pass an online exam that tests their familiarity and understanding of the ANA/CNA manual and item intent. After completing the exam, all incorrectly answered questions must be reviewed by the test taker to ensure proper understanding of ANA/CNA procedure. *It is recommended that all persons conducting the ANA/CNA retake the exam at least once every two years to maintain their knowledge.*

The ANA/CNA exam is available online at:

<https://go.usa.gov/xXNVC>

The ANA/CNA manual is available online at:

<http://www.dhs.state.or.us/spd/tools/dd/bpa/ana-cna-manual.pdf>

CDDPs and brokerages are encouraged to request additional in-person ANA/CNA training. To request a training, find an upcoming training, or obtain ANA/CNA guidance, please contact Linda Darr, Assessment Unit Trainer.

Linda.Darr@state.or.us

Phone: 541-324-4387

This transmittal will be discussed during the next Monthly Transmittal Call In. These meetings are held the third Thursday of every month at 2 pm. Call in: 877-848-7030 Guest 458900#. Please send questions in advance to ODDS.INFO@state.or.us

Field/stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s): Linda Darr	
Phone: 541-324-4387	Fax:
Email: Linda.Darr@state.or.us	