

Lilia Teninty

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Number: APD-AR-17-050

Issue date: 8/18/2017

Topic: Developmental Disabilities

Due date:

Subject: Required Exits from DD Case Management

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 type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input 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 (please specify): Support Services Brokerages |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: ODDS has identified individuals enrolled to a case management entity (CME) who appear to have received no services for at least one year. Under the requirement of OAR 411-415-0030(5)(b)(F) a "CME must exit an individual from case management services when the individual either cannot be located or has not responded after a minimum of 30 days of repeated attempts by CME staff to complete ISP development, annual plan development, or monitoring activities, including participation in a functional needs assessment."

Each CDDP manager and Brokerage director will receive a spread sheet identifying the individuals the Department believes to be subject to termination from services as they show in eXPRS as not having received a service in over a year as of 8/1/2017. The CME is required to return the spread sheet to Joshua Stogsdill (Joshua.j.stogsdill@state.or.us) no later than 9/30/17 indicating that:

- The individual had, in fact, received a service in the past year. The date and type of service must be included; or
- The individual has been contacted in response to this action request and has indicated a desire to remain enrolled in at least case management; or
- That a NOPA has been sent and the date the NOPA was sent.

When a termination NOPA must be sent, the effective date should be at least 10 days from the issue date (following current process it would be effective the last day of the current month if the NOPA is sent on or before the 18th of the month or the last day of the next month if the NOPA is sent on or after the 19th of the month). If an individual or the individual's legal representative responds to the NOPA and requests to continue to receive services, the CME must rescind the notice. Information about rescinding a notice can be found in the [Rescinding a Notification of Planned Action](#) worker's guide.

All NOPAs must be issued no later than 9/30/2017. No later than 10/30/17, for any termination that has occurred (i.e. the effective date of the notice passed without contact from the individual), any accepted CPAs and POCs must be ended. In the event that an individual responds after the CPA/POCs were ended and the effective date of the notice has passed, the Level of Care, Assessment and ISP must be reviewed and re-implemented before the CPA or POC can be reinstated.

Reason for action: All individuals enrolled to a Case Management Entity have an impact on the budgeting process through the workload model. In order to accurately budget for the 2017-2019 biennium and going forward, individuals who have not received a service in more than a year, and who are expected to continue to not get services, must be exited from services so they do not artificially impact the budgeting process.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s):	Mike Paul and Mike Parr		
Phone:		Fax:	
Email:	michael.r.parr@state.or.us; michael.p.paul@state.or.us		