

# Action Request Transmittal Developmental Disabilities Services



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**Number: APD-AR-18-019**

**Issue date: 3/9/2018**

**CORRECTED**

**Topic:** Developmental Disabilities

**Due date:** 3/14/2018

**Subject:** New Level of Care form for Eligibility in eXPRS enrollment

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input checked="" 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 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 Directors |
| <input type="checkbox"/> Child Welfare Programs                |  |

**Action required:**

Beginning 3-14-18 with the release of Eligibility and Enrollment in eXPRS, the Level of Care (LOC) form APD0520 dated 3.18 (online on the forms page with the release of this transmittal, 3-5-2018) **must** be used for any individual who requires a *new* Level of Care.

The new LOC is required for:

1. Those newly eligible for services, who are accessing Medicaid funded services;
2. Those who do not have a current (D&E approved) LOC but now wish to access Medicaid funded services;
3. Those who require a new LOC because their current LOC lapsed or they terminated services and are now re-accessing services;
4. Those who are changing waivers from the CIIS Medically Involved or CIIS Hospital waivers to the Comprehensive or Supports Services waiver at age 18;
5. Anyone who may otherwise require a new LOC with D&E approval.

This LOC must be submitted to the Technical Assistance Unit (TAU) via normal means (DDEE/0337 form) and approved by the D&E Coordinator until the ONA is implemented and waiver/rule/policy have been updated.

The updated LOC has a new Eligibility Specialist (ES) section which matches the Eligibility and Enrollment information in eXPRS. Eligibility Specialists must either:

1. Complete the new ES page and give it to someone else at their CDDP to enter into eXPRS;
2. Or enter the information into eXPRS directly, leave the form blank and sign the bottom indicating the ES entered the information into eXPRS directly.

The updated LOC also has technical fixes to include more space for notes, and the inclusion of “no functional understanding of communication” into the “Communication – Expressive” section of the LOC.

*This form is not required for anyone with a current, D&E approved LOC, or annual reviews.*

**Reason for action:**

In order to move to a fully integrated Level of Care with the new Oregon Needs Assessment, Eligibility information is required in eXPRS. This form allows Eligibility Specialists to document the information needed to enroll someone in eXPRS. This also provides technical fixes to the form.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

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