Action Request Transmittal
Developmental Disabilities Services

Lilia Teninty
Authorized signature

Number: APD-AR-18-019
Issue date: 3/9/2018
CORRECTED
Due date: 3/14/2018

Topic: Developmental Disabilities

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

Applies to (check all that apply):

- All DHS employees
- County Mental Health Directors
- Area Agencies on Aging: {Select type}
- Health Services
- Aging and People with Disabilities
- Office of Developmental Disabilities Services (ODDS)
- Self Sufficiency Programs
- ODDS Children’s Intensive In Home Services
- County DD program managers
- ODDS Children’s Residential Services
- Stabilization and Crisis Unit (SACU)
- Child Welfare Programs
- Other (please specify): Brokerage Directors

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:

Contact(s): Acacia McGuire Anderson
Phone: 5039475099 Fax:
Email: acacia.mcguireanderson@state.or.us