

Action Request Transmittal Developmental Disabilities Services



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Number: APD-AR-18-042

Issue date: 6/27/2018

Topic: Developmental Disabilities

Update: 6-25-2018

Subject: New Level of Care form for Eligibility in eXPRS enrollment – Update June 2018

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 6-14-18 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, until 7-1-2018 when the ONA is released.

Beginning 7-1-18, the ONA must be used for any individual who requires a *new* Level of Care.

For individuals who signed their LOC before 7-1-2018 (meaning on or before 6-30-2018), the 3.18 or 2017 LOC will be accepted *until October 1, 2018*.

This LOC must be submitted to the Technical Assistance Unit (TAU) via normal means (DDEE/0337 form) and approved by the D&E Coordinator.

Beginning October 1, 2018, all previous LOC versions will be rejected by TAU. If the individual did not sign their LOC before 7-1-2018, all LOCs other than the ONA will be rejected by TAU and an ONA will be required to be completed for Level of Care.

Until October 1, 2018 the 3.18 LOC form may be used for LOC reviews/renewals. However, only the ONA may be used for new enrollments, or a new LOC on or after 7-1-2018.

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 ES Section of the LOC may continue to be used as a form for entry into eXPRS indefinitely. This only needs to be completed when an ES does not directly enter eligibility information into eXPRS. If an ES does not enter eligibility information in eXPRS they must still sign the ES Section of the LOC and maintain a copy in their file. On or after 7-1-2018 when the ONA is used to determine LOC, the paper version of the LOC no longer needs to be completed.

The Eligibility in eXPRS Summary Worker Guide and instructions have also been updated to reflect these changes.

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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