

# Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

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**Number: APD-AR-19-012**

**Issue date: 2/15/2019**

**Topic:** Developmental Disabilities

**Due date:** May 30, 2019

**Subject:** ONA deadline variance option

**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<br>Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" type="checkbox"/> ODDS Children's Intensive In<br>Home Services           |
| <input checked="" type="checkbox"/> County DD program managers           | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                               |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors  | <input type="checkbox"/> Other ( <i>please specify</i> ):                                   |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |   |
| <input type="checkbox"/> Child Welfare Programs                          |   |

**Action required:**

If a Case Management Entity (CME) is unable to complete an ONA on an individual by June 30, 2019, they must submit a variance request (form 6001) against OAR 411-425-0060(5). For individuals who will not have a current Level of Care (LOC) or current needs assessment expire, ODDS will consider approving requested variances against OAR 411-425-0060(5) with projected completion dates between July 1, 2019 and September 30, 2019.

The variance request must be received no later than Friday May 31, 2019 and must include a minimum of the following information:

- Form DHS 6001 with applicable required template information and the attached excel spreadsheet requesting the following data points:
  - Name of CME,
  - Name of individual,
  - Prime number of individual,
  - Date current LOC (paper form) will expire,
  - Date current needs assessment will expire, and
  - Date by which the ONA will be completed or,
  - plan to have all outstanding ONAs completed.

Each CME shall submit one variance that will cover all listed individuals. Upon approval, ODDS will require monthly status updates of completion and progress for approved variances. Updates are due no later than July 31, 2019 and August 30, 2019. Final report is due no later than October 18, 2019 in order to confirm completion of all outstanding ONAs.

Following the posting of this transmittal, all CDDP Managers and Brokerage Directors will receive an email with a spreadsheet and the required variance form. The information below will be the requested information.

Individual's Prime	Name of Individual	CDDP /Brokerage	Date Current LOC will Expire	Date Current Needs Assessment Will Expire	Date ONA will be Completed or is Planned to be Completed	Variance Submission Date	Variance Approval Date	Notes
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**Reason for action:**

OAR 411-425-0060(5) requires that each individual who has services authorized in an ISP, has an Oregon Needs Assessment completed no later than June 30, 2019.

On December 13, 2018, ODDS informed program managers that the ONA results would begin to be implemented January 1, 2020 rather than the previously identified date of July

1, 2019.

Regardless of the delay, ONA's must still be completed by June 30, 2019 unless a variance is approved by ODDS. ODDS will continue to require that the ONA is completed on each individual who has services authorized in an ISP by June 30, 2019 in order to prepare for the January 1, 2020 implementation date of the ONA results.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** CDDP/Brokerage managers; E&I web review

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

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