

Action Request Transmittal Developmental Disabilities Services



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Number: APD-AR-19-021

Issue date: 6/21/2019

CORRECTED

Topic: Developmental Disabilities

Due date:

Subject: ODDS Long Term Care Community Nursing Prior Authorizations

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 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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Important update:

Change of implementation date to September 1, 2019

The Office of Developmental Disabilities Services (ODDS) and the Office of Aging and People with Disabilities (APD) will be delaying the planned implementation of ODDS case management entities entering their own Long-Term Care Community Nursing (LTCCN) Prior Authorizations into the Medicaid Management Information System (MMIS) from July 1, 2019 to September 1, 2019. This will allow time for the completion of MMIS User enrollment and LTCCN specific prior authorization training.

Reason for action:

Individuals with intellectual and developmental disabilities (I/DD) who require assessment, evaluation and monitoring of their medical and nursing supports may access the Long-Term Care Community Nursing (LTCCN) service through the K Plan. Effective September 1, 2019 the Office of Developmental Disabilities Services (ODDS) is changing the process of creating the prior authorizations of LTCCN so that local Case Management Entities (CMEs) will create the prior authorizations (PA).

Currently, CDDPs and Brokerages must coordinate the prior authorizations through the local Aging and People with Disabilities/Area Agency on Aging (APD/AAA) office. Having CDDP and Brokerage staff enter the PAs will serve to facilitate more timely authorizations and reduce the risk of errors that occur.

Action required:

ODDS will be providing training to the staff who will be entering new LTCCN prior authorizations. To prepare CME staff for doing this work, staff must first be enrolled to access MMIS and trained to create prior authorizations.

Training will be offered in late July and August recorded and posted on the LTCCN website for future employees, as well as for refresher training and reference.

To prepare for the transition, each CDDP and each Brokerage must identify a minimum of two staff from their office who will be responsible for the LTCCN prior authorizations in MMIS. This will allow a main staff and a backup staff at each CME to be trained and able to enter PAs.

Next steps and timelines:

No later than April 15, 2019 Each CME will receive a spreadsheet with instructions to list the identified staff contact information (name, title, e-mail address and supervisor name) for the 2 identified staff.

No later than April 26, 2019, the spreadsheets must be returned to ODDS at ODDS.Questions@state.or.us.

In July and August training will be offered to the staff identified to enter prior authorizations in MMIS.

Other details:

As part of the transition:

- APD staff will continue to enter new PAs for children and adults with I/DD through August 31, 2019. LTCCN PA's will continue to be 6 months in length.
- APD will continue to work with local CMEs if there are problems with prior authorizations that were entered in MMIS before August 31, 2019.
- CMEs will be responsible for entering all new LTCCN PAs identified under their contracted geographic area starting September 1, 2019.

During the transition period April 1 – August 31, 2019 ODDS will be communicating with the APD/AAA and ODDS fields by e-mail and transmittals regarding the planning elements including written training materials, training opportunities (webinars or go-to-meeting) as well as ODDS worker guides.

ODDS and APD will communicate with the existing LTCCN nurses in August 2019 regarding this transition and where technical assistance can be found, depending on when the prior authorization was entered into MMIS, and by which agency (ODDS vs. APD).

Field/stakeholder review: Yes No

If yes, reviewed by: Update of previous AR, no field review needed.

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

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