

Information Memorandum Transmittal Developmental Disabilities Services



Lilia Teninty

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Number: APD-IM-17-093

Issue date: 12/15/2017

Topic: Developmental Disabilities

Due date:

Subject: DD referrals from Branch 5503

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 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>): DD Eligibility Specialists |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The ONE system is the eligibility and enrollment system that DHS Branch 5503 uses to determine MAGI-based Medicaid benefits.

The ONE system generates referral tasks for Non-MAGI benefits (OSIPM and the Medicare Savings programs like QMB) depending on the responses that applicants provide on their application (7210).

Some of these referrals are for children that indicated the need for Services provided by the Office of Developmental Disabilities Services.

The local Community Developmental Disabilities Program (CDDP) offices will receive these Service requests from 5503 when the application indicates the need for a child to receive in-home services otherwise known as long term care services. These electronic referrals will be sent securely via e-mail from the 5503/DD mailbox to the CDDP eligibility specialist or intake worker (if identified and different than the eligibility specialist).

Actions for CDDPs to take when they receive a Service referral from 5503:

These referrals should be treated like any other referral for services. Eligibility Specialists or Intake workers, should follow the typical procedures for following up on referrals. This could mean contacting the applicant/guardian by phone and/or mailing an application.

Points to consider if talking to a parent or guardian:

- Explain DD services and developmental disabilities,
- Informing the family/guardian that since they had applied for Medicaid benefits, your office is reaching out to them regarding DD services.
- Explaining that the reason that 5503 is referring the person to the DD office is due to the fact that the person who completed the Medicaid application, identified that the person had a disability and that they were seeking long term services and supports.
- Helping the parent/guardian understand what the eligibility criteria is and asking them if they would like to pursue an eligibility determination.
- At the point that the referral is made to you from 5503, should have made a determination of eligibility. The eligibility determination will be mentioned in the referral to the CDDP.

As with any other referral, opening a file and keeping record of attempts for contact should be made. It is not necessary to send a Notification of Planned Action if the individual/guardian identifies that they are not interested in completing a DD application. If an application is completed and returned, then the CDDP should proceed with determining DD eligibility and then if eligible, service eligibility.

If it is determined that the child is:

- Eligible for DD Services:
 - If the child is receiving MAGI benefits, please provide approval notification for ODDS Services to 5503/DD at 5503.DDServices@dhsosha.state.or.us
 - If the child is already receiving OSIPM, please coordinate the case coding with the local APD/AAA office.
 - If the child is not receiving Medicaid (MAGI or OSIPM), follow your current CMEU- Presumptive process referral.
- Not Eligible for DD Services:
 - There is no need to notify DHS Branch 5503 of referrals that chose not to follow through with an application or who were denied eligibility for ODDS services.

If you have any questions about this information, contact:

Contact(s): Chelas Kronenberg	
Phone: 971-600-7892	Fax:
Email: chelas.a.kronenberg@state.or.us	