

Information Memorandum Transmittal Developmental Disabilities Services



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Authorized signature

Number: APD-IM-19-025

Issue date: 5/1/2019

Topic: Developmental Disabilities

Due date:

Subject: Updated Balancing Test Form (APD 4110) Available

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

Message: ODDS has updated the "Balancing Test Form" required by Oregon Administrative Rule for individuals in foster care or 24-hour residential program settings when a psychotropic medication is prescribed to the individual.

The form (APD 4110) is required to be completed when a psychotropic medication is first prescribed and annually thereafter.

The "Balancing Test Form" has been updated to more accurately reflect rule requirements. The form is available on the DHS forms server: https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5&-lay=Main&-format=Findforms_FMP.htm&-findany

For specific rule language regarding psychotropic medications and balancing test requirements for each setting type, please reference the links below:

- 24-Hour Residential Program Settings
OAR 411-325-0360 Psychotropic Medications and Medication for Behavior-
http://www.dhs.state.or.us/policy/spd/rules/411_325.pdf

➤ Child Foster Home Settings

OAR 411-346-0190(15)(m) Standards and Practices for Care and Services-
http://www.dhs.state.or.us/policy/spd/rules/411_346.pdf

➤ Adult Foster Home Settings

OAR 411-360-0140(7)(f) AFH-DD Standards and Practices for Health Care-
http://www.dhs.state.or.us/policy/spd/rules/411_360.pdf

If you have any questions about this information, contact:

Contact(s): Rose Herrera (24-Hour) /Ken Ralph (Adult Foster) /Julie VanNette (Child Foster)	
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