

Information Memorandum Transmittal Developmental Disabilities Services



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Number: APD-IM-20-117

Issue date: 11/2/2020

Topic: Developmental Disabilities

Due date: 11/2/2020

Subject: ONE DD referrals for Long-Term Care Services processes

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

Message: The OregONEligibility (ONE) online portal for Medicaid applications generates Long-Term Care Service (LTCS) requests, including requests for DD services, when an applicant indicates they have a service need. This information memorandum provides guidance on how DD service referrals generated by ONE will be communicated to Community Developmental Disabilities Programs (CDDPs) and the Aging and People with Disabilities (APD) Presumptive Medicaid Disability Determination Team (PMDDT).

LTCS and DD service referrals are generated by ONE when the LTCS *and* disability questions are marked yes, and supplemental answers provided. See [ODDS ONE FAQ's](#) for more information.


APD/AAA field offices will continue to process LTCS requests for adults as they do today.

The APD Central Coordination Unit (CCU) now coordinates and will communicate to CDDP's directly about:


- ONE Medicaid actions on behalf of ODDS for children (i.e. previous 5503 DD referrals)
- Children’s Medical Eligibility Unit/CMEU; all Medicaid actions related to CMEU are now communicated by CCU
- Complex ONE Medicaid scenarios
- ONE PMDDT Medicaid (“300% cases”) referral communications
- ONE Service referrals Medicaid services when a child is not deemed eligible for OHP, MAGI or CHIP by ONE and *both* the LTCS and disability questions are marked yes

Beginning November 1, 2020, the CCU team will communicate by email directly with CDDP’s when ONE generates a referral for DD services. Emails will be sent to Eligibility Specialists listed in the DD County Directory as the point of entry for requests for DD services as follows:

DD referrals with existing or pending eligibility: Email requests from ONE for individuals who are in eXPRS (or pending) will be communicated in a template and may include PMDDT if a ONE PMDDT referral action exists.

 Send	From ▾ APD.CentralCoordinationUnit@dhsosha.state.or.us
	To Your CDDP Here
	Cc Referrals PMDDT;
	Bcc
Subject #secure# Service Referral, PMDDT Needed	
Client’s Name: Prime Number: Date of Request: Primary on Application: Phone number: Address: Email:	
This is a request for DD paid services. A PMDDT Task has been generated in the ONE system and the appropriate DD Worker or Eligibility Specialist has been included in this email. This email is to establish the connection between DD and PMDDT.	
The CDDP must send any medical documentation, or other records documenting activities of daily living, limitations, or disabilities to PMDDT at PMDDT.Referrals@dhsosha.state.or.us . Mail is accepted for larger files, email for further instruction.	
To assist in timely decisions, include the following records: <ul style="list-style-type: none"> • Eligibility Specialist review: include all eligibility records for initial and redetermination decisions, admin exams, school records (Decision notices are not required) • Case Manager records: include a current ONA if in place, updated medical, mental health, or other records indicating disability not included in the eligibility file • MSC3010 for DHS-APD and SSA 	

DD referrals without existing or pending eligibility: ONE email referrals for children who do not have pending or existing DD eligibility in eXPRS will be sent to the Eligibility Specialists when a child/ family has indicated in ONE they are requesting LTC services and the child has a disability. This is much like previous Oregon Health Plan/OHP 5503 referrals. CDDP Eligibility Specialists should treat these as a request for a DD eligibility determination and CDDP's should continue to identify if referred individuals are interested in applying for DD services.

 Send	From ▾	APD.CentralCoordinationUnit@dhsosha.state.or.us
	To	Your CDDP Here
	Cc	Referrals PMDDT ;
	Bcc	
Subject		#secure# ONE LTC Service Referral, no DD in eXPRS

The below named individual has indicated in the ONE system a long-term care services need may exist due to a disability and there is no eXPRS record indicating current DD Eligibility.

Client's Name:
 Prime Number:
 Date of Request:
 Primary on Application:
 Phone number:
 Address:
 Email:

Please treat this similarly to an OHP/5503 referral. Please contact the applicant and/or representative to see if they wish to apply for DD services.

There is also a PMDDT determination pending on this case. This email is also to establish a connection between PMDDT and the Eligibility Specialists so information can be shared between the two groups.

Related Transmittals:

[APD-PT 20-081](#) DD Medicaid application changes

[APD-PT 20-109](#) Changes related to OregONEligibility online application portal

[ODDS ONE FAQ's](#)

If you have any questions about this information, contact:

Contact(s): ODDS ONE	
Phone:	Fax:
Email: ODDS.ONEquestions@dhsosha.state.or.us	