

Lilia Teninty

**Authorized Signature**

**Number:** APD-PT-15-019

**Issue Date:** 6/19/2015

**Topic:** Developmental Disabilities

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other: \_\_\_\_\_

**Applies to (check all that apply):**

- All DHS employees   
  County Mental Health Directors  
 Area Agencies on Aging   
  Health Services  
 Aging and People with Disabilities   
  Office of Developmental Disabilities Services (ODDS)  
 Children, Adults and Families   
  Other (please specify): \_\_\_\_\_  
 County DD Program Managers

Policy/rule title:	Annual Functional Needs Assessment		
Policy/rule number(s):	OAR 411-320-0120	Release no:	V2
Effective date:	June 12,2015	Expiration:	
References:	STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT <b>Community First Choice State Plan Option</b>		
Web Address:			

**Discussion/Interpretation:**

Version 2:

- Supersedes the original policy that was released January 30, 2015.
- Supersedes policy transmittals APD-AR-14-011 and APD-AR-14-012.
- Supersedes PT-14-023 with respect to interim tiers.

Version 2 includes:

- permissions for Services Coordinators to conduct ANA assessments for individuals in DD50 services (see APD-PT-15-012)
- informs that ODDS is no longer requiring an additional SIS or SNAP due to the ANA conversion rate, and
- addresses which interim tier rate to use for DD54.

## **Annual Assessment Expectations:**

As a first step in moving toward a single assessment tool and ensuring individuals have an annual functional needs assessment to inform the planning process, the following practices must be implemented beginning January 31, 2015:

## **Implementation/transition instructions:**

All Annual assessments must be conducted within 60 days prior to the individual's ISP.

### **For Adults:**

#### **Group Home (DD50)**

An Adult Needs Assessment (ANA) will be conducted for all individuals receiving services, in a 24-hour licensed (DD50) group home in 2015. The ANA will not determine payment rates for individuals receiving services in 24-hour licensed DD50 settings, but will be used to inform the person centered planning process. Annual assessments must be conducted within 60 days prior to the individual's ISP

DHS ReBAR assessment specialists will be contacting County programs to schedule assessment interviews, observations, and file reviews beginning January 2015. Instructions for scheduling will be sent to CDDP managers.

Prior to scheduling an ANA for individuals receiving services in a 24-hour licensed (DD50) setting, the individual's support team will have an opportunity to indicate that the individual's support needs have changed and a Supports Intensity Scale (SIS) assessment will be scheduled in conjunction with the ANA. For individuals in DD50 whose teams have indicated that they only need an ANA (because they have not had a significant change in needs and therefore do not need a SIS assessment this year) the individual's services coordinator and/or the CDDP may choose to conduct the ANA (if they have passed the ANA test and are qualified to conduct an ANA.)

Assessment Specialists from the ReBAR assessment unit will conduct all the ANAs and SIS assessments for those who need a SIS assessment.

If the ANA reveals to the team that there have been significant changes in the support needs, The Service Coordinator may request a SIS assessment through the request process (see APD-AR-14-036 for instructions.)

The Supports Intensity Scale (SIS) assessment will continue to be used to establish payment rates for individuals requesting or receiving services in a 24-hour licensed (DD50) setting:

- who are new enrollees to DD50 services
- who have had a change in support needs (increase or decrease) since their last SIS assessment.

### Adults in SACU settings (DD141)

An ANA will be conducted for all adults receiving services in the Stabilization and Crisis Unit (SACU) settings, by the ReBAR assessment unit in 2015. The ANA will not determine rates for individuals receiving services in SACU setting, but will be used to inform the person centered planning process. Annual assessments must be conducted within 60 days prior to the individual's ISP

### Adult Foster Care Home (DD58)

Individuals residing in foster care home settings will continue to have the most recent version of the Support Needs Assessment Profile (SNAP) completed:

- When the individual initially enters the adult foster home service setting (DD58)
- on a 5-year renewal cycle
- As needed due to a change (increase or decrease) in support needs
- Upon request of the individual or legal guardian/designated representative
- Within 60 days of changing foster providers if the current SNAP is older than version 12a.

The SNAP will be conducted by someone who has been trained and is authorized by the ReBAR assessment unit to conduct SNAP assessments (which may be someone from the CDDP, region or ReBAR assessment unit), and is **not** a respondent or a member of the individuals ISP team. The SNAP assessment will determine the payment rate for individuals in Adult Foster Care home settings.

During the years that the individual does not have a SNAP assessment completed, the individual's Service Coordinator (or another person qualified and authorized to conduct an ANA) must conduct an ANA for the individual. The ANA will not change the payment rate for individuals residing in adult foster home service settings (DD58), and will only be used to inform the person centered planning process.

Annual assessments must be conducted within 60 days prior to the individual's ISP. While annual ANA or SNAP assessments may have already been conducted earlier in the year, this policy must be implemented for individuals in DD58 who have ISP dates of June 1, 2015 or later.

### Supported Living (DD51)

The ANA will continue to be used for individuals receiving services from a supported living provider and will be conducted annually by their services coordinator or Personal Agent. If requested (or under special circumstances) the ReBAR unit may conduct the ANA.

The ANA will be used to inform the person centered planning and will determine the

potential paid hours that can be authorized in the Individual's Support Plan. Annual assessments must be conducted within 60 days prior to the individual's ISP

#### Adult In Home settings (DD49, DD149)

For adults who receive supports in their own home, the ANA will be conducted annually by their services coordinator, personal agent (or another person qualified and authorized to conduct an ANA—as per the instructions in the ANA/CNA manual). Annual assessments must be conducted within 60 days prior to the individual's ISP. If requested (or under special circumstances) the ReBAR unit may conduct the ANA.

The ANA will be used to inform the person centered planning and will determine the service level that can be authorized in the Individual's Support Plan.

#### Employment and Community Inclusion Services (DD54)

For those who have had a SIS assessment that determined DD54 employment tier rates, the most recent SIS assessment tier rate will continue to be used. Individuals who are using an interim rate (as described in APD-PT-14-023) from the ANA or SNAP will use the interim rate from the most recent ANA until a SIS is conducted.

#### **For Children:**

##### Children's Foster Care Home (DD58)

Children who receive services in Foster Care Home settings must have the most recent version of the SNAP assessment completed:

- When the child initially enters a child foster care home setting;
- Every 3 years (this is a change from previous practice of every 5 years);
- As needed due to a change (increase or decrease) in support needs;
- Upon request by the individual or legal guardian/designated representative;
- Within 60 days of changing foster providers if the current SNAP is older than version 12a.

The SNAP will be conducted by someone who has been trained and is authorized by the ReBAR assessment unit to conduct SNAP assessments, and is not a respondent or a member of the child's ISP team. The SNAP assessment will determine the payment rate for children receiving services in Foster Care Home settings.

A child in a Foster Care Home setting must receive a Child Needs Assessment (CNA) during each year the child does not receive a SNAP assessment. The CNA may be conducted by the child's Services Coordinator, or another person qualified and authorized to conduct CNAs. The CNA will not change the payment rate for children receiving services in Foster Care Home settings and will only be used to inform the person centered planning process. Annual assessments must be conducted within 60 days prior to the individual's ISP

### Children's Residential

Children receiving supports in DD Children's group home settings (DD142) will receive an annual SNAP assessment. The SNAP will not determine the payment rate and will only be used to inform the person centered planning process. Annual assessments must be conducted within 60 days prior to the individual's ISP. The SNAP will be conducted by someone who has been trained and is authorized by the ReBAR assessment unit to conduct SNAP assessments, and is not a respondent or a member of the child's ISP team.

### In Home settings (DD151, DD145)

For children who receive supports in their own home (including a foster care home funded by the Child Welfare program), the CNA will be conducted annually by their services coordinator (or another person qualified and authorized to conduct a CNA—as per the instructions in the ANA/CNA manual). If requested (or under special circumstances) the ReBAR unit may conduct the CNA.

The CNA will be used to inform the person centered planning and will determine the potential paid hours that can be authorized in the Individual's Support Plan.

### Training/communication plan:

Instructions for scheduling ANA and or SIS assessments for individuals in DD50 will be sent to CDDP managers. Training on how to schedule assessments will be available to CDDPs by request. Contact ReBAR assessment Unit Manager: Fred Jabin for training.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by**

### **Filing Instructions:**

*If you have any questions about this policy, contact:*

<b>Contact(s):</b>	Fred Jabin		
<b>Phone:</b>	503-945-6409	<b>Fax:</b>	503-945-5905
<b>E-mail:</b>	<a href="mailto:fred.c.jabin@state.or.us">fred.c.jabin@state.or.us</a>		