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Authorized Signature

Number: APD-PT-15-044

Issue date: 12/11/2015

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):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <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"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Annual Functional Needs Assessment		
Policy/rule number(s):	OAR 411-320-0120	Release no:	V3
Effective date:	December 11, 2015	Expiration:	
References:	STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT Community First Choice State Plan Option		
Web address:			

Discussion/interpretation:

Version 3:

- Supersedes the original policy that was released January 30, 2015.
- Supersedes version 2 released June 19, 2015
- Supersedes policy transmittals APD-AR-14-011 and APD-AR-14-012.
- Supersedes PT-14-023 with respect to interim tiers.
- Changes the process for requesting ReBAR to conduct an assessment
- Allows for Pilot program of new assessment tool
- Updates the SNAP version required if moving.

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 practices in the original version of this document (PT-15-003) were required to be implemented beginning January 31, 2015. The changes made in version 3 are required beginning December 11, 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) or a Supports Intensity Scale (SIS) assessment will be conducted for all individuals receiving services in a 24-hour licensed (DD50) group home in 2015 and 2016. 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 no longer be sending lists to CDDPs to schedule ANA or SIS assessments.

Prior to scheduling a functional needs assessment for individuals receiving services in a 24-hour licensed (DD50) setting, the individual's services coordinator should determine (with the individual's support team) if the individual's support needs have changed and a Supports Intensity Scale (SIS) assessment will be scheduled instead of 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 must conduct the ANA (if they have passed the ANA test and are qualified to conduct an ANA.) or arrange for the ANA to be conducted by a qualified ANA assessor.

To request a ReBAR assessment specialist to conduct the assessment (all SIS assessments must be conducted by ReBAR assessors), the services coordinator must submit a "Request for ReBAR Assessment or Review" form (form 0744) to the ReBAR.Request@state.or.us mailbox. (See transmittal APD-AR-14-036 for instructions). Scheduling the assessment after the request may take several weeks. Services coordinators should make the request for assessment with sufficient time to schedule within the 60 days prior to the ISP.

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 significant change in support needs (increase or decrease) since their last SIS assessment.

Upon request of the individual or legal guardian/designated representative.

Adults in SACU settings (DD141)

An ANA will be conducted for all adults receiving services in the Stabilization and Crisis Unit (SACU) settings, the individual's services coordinator) and/or the CDDP must conduct the ANA (if they have passed the ANA test and are qualified to conduct an ANA.) or arrange for the ANA to be conducted by a qualified ANA assessor.

The ANA will not determine rates for individuals receiving services in a 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 significant 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 the current published version.

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, regional program, or ReBAR assessment unit), and is not a respondent or a member of the individual's ISP team. The SNAP assessment will determine the payment rate for individuals in Adult Foster Care home settings.

During the years that the individual will 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.

To request a ReBAR assessment specialist to conduct the assessment, the services coordinator must request the assessment by submitting a "request for ReBAR assessment or review" form (form 0744) to the ReBAR.Request@state.or.us mailbox.

(See transmittal APD-AR-14-036 for instructions). Scheduling the assessment after the request may take several weeks. Services coordinators should make the request for assessment with sufficient time to schedule within the 60 days prior to the ISP.

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.

To request a ReBAR assessment specialist to conduct the assessment, the services coordinator or personal agent must request the assessment by submitting a “request for ReBAR assessment or review” form (form 0744) to the ReBAR.Request@state.or.us mailbox. (See transmittal APD-AR-14-036 for instructions). Scheduling the assessment after the request may take several weeks. Services coordinators should make the request for assessment with sufficient time to schedule within the 60 days prior to the ISP.

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 by the ReBAR assessment unit 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 (DD142)

Children receiving supports in DD Children's group home settings (DD142) will receive an annual Child 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.

PILOT Program:

Selected counties will participate in a pilot program to test the new functional needs assessment tool. All participants in the pilot program will have the new pilot tool functional needs assessment conducted during the Pilot. Those assessments will fulfill the need to have an annual needs assessment but will not generate funding. Those

whose funding is derived from the ANA/CNA will need an assessment using the pilot tool and an ANA/CNA. For those in service element DD50 or DD58, the Pilot tool will be used in place of the ANA but if they need a SIS or a SNAP assessment (based on the criteria listed in above sections) the Pilot tool will be conducted in addition to the SIS or SNAP.

Training/communication plan:

Instructions on requesting an assessment can be found in transmittal APD-AR-14-036 Additional training available by request. Contact ReBAR assessment Unit Manager: Fred Jabin.

Local/branch action required:

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by: CDDPs and Brokerages

Filing instructions:

If you have any questions about this policy, contact:

Contact(s):	Fred Jabin		
Phone:	503-945-6409	Fax:	503-945-5905
Email:	fred.c.jabin@state.or.us		