DHS Oregon Department of Human Services
Developmental Disabilities Services

Policy Transmittal

Lilia Teninty  
Authorized Signature

Number: APD-PT-16-045  
Issue date: 12/2/2016

Topic: Developmental Disabilities

Transmitting (check the box that best applies):

- [x] 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)  
- [ ] Self Sufficiency Programs  
- [ ] In Home Services  
- [x] County DD Program Managers  
- [x] ODDS Children’s Intensive In Home Services  
- [ ] ODDS Children’s  
- [ ] Stabilization and Crisis Unit (SACU)  
- [ ] Residential Services  
- [x] Other (please specify): CDDP Service Coordinator’s, Support Service Personal Agents and Directors  
- [ ] Child Welfare Programs

Policy/rule title: Direct Nursing MMIS Authorization and Payment Procedures Worker Guide

Policy/rule number(s):  
Release no: v.1

Effective date: 1/1/2017  
Expiration: 1/31/2017

References:

Web address: http://www.dhs.state.or.us/spd/tools/dd/DirectNursingMMIS%20Authorization_andPaymentWorkerguide.pdf

Discussion/interpretation: The Office of Developmental Disabilities Services (ODDS) has posted a worker guide identifying the authorization and payment procedures that must be followed by Case Management Entities (CME’s) and Providers for the delivery of Direct Nursing Services (DNS).
Implementation/transition instructions: When a DNS provider becomes enrolled in the MMIS payment system they will be expected to follow the authorization and payment procedures outlined in the DNS MMIS authorization and payment procedures worker guide. Effective January 1st, 2017 all providers of DNS must be enrolled DNS providers. Effective this same date all CME's & DNS providers must follow the DNS Authorization and Payment procedures.

Training/communication plan: For information about DNS authorization and payment please refer to the Direct Nursing (MMIS) Authorization and Payment Procedures Worker Guide.

To assist in the implementation process ODDS will schedule a series of conference calls to discuss with and answer questions CME's and providers may have. The schedule of conference calls will be:

Monday, December 12, 2016 11:30-12:30pm
Wednesday, January 18, 2017 12:00 - 1:00pm
Thursday, April 13, 2017 12:30 - 1:30pm

The Conference call in number for all three sessions is 877-336-1831 guest code 230706

Local/branch action required: Local CME's should work to communicate the procedures with Providers and families in order to assure timely authorization, service and provider payments.

Central office action required: ODDS central office will be working with Providers and CME's to assure hours have been verified and payments are completed.

Field/stakeholder review: □ Yes ☒ No

If you have any questions about this policy, contact:

| Contact(s): | Ken Ralph/Suzi Drebes |
| Phone: | Ken Ralph at 503 947-5191
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| Email: | ODDS.Rnsupport@state.or.us |

If yes, reviewed by:

Filing instructions: