

Lilia Teninty

Authorized Signature

Number: APD-PT-16-045

Issue date: 12/2/2016

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 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 type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): CDDP Service Coordinator's, Support Service Personal Agents and Directors |
| <input type="checkbox"/> 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 yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

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