

Lilia Teninty  


---

**Authorized Signature**

**Number:** APD-PT-17-003  
**Issue date:** 1/27/2017

**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 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 ( <i>please specify</i> ): CDDP Service Coordinators, 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:	V2
Effective date:	February 1, 2017	Expiration:	n/a
References:			
Web address:	<a href="http://www.dhs.state.or.us/spd/tools/dd/DirectNursingMMIS%20Authorization_andPaymentWorkerguide.pdf">http://www.dhs.state.or.us/spd/tools/dd/DirectNursingMMIS%20Authorization_andPaymentWorkerguide.pdf</a>		

**Discussion/interpretation:** The Office of Developmental Disabilities Service (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:** All Direct Nurse Service providers planning to work with individuals in DD49/149 In-Home services must be [enrolled](#) in the

Medicaid Management information System (MMIS) prior to authorization or delivery of service.

CME's & DNS providers must follow the authorization and payment procedures referenced in the [Direct Nursing MMIS Authorization and payment procedures Worker Guide](#)

Update as of 02/01/17

Effective April 1, 2017 all providers of Direct Nursing Services who are providing DNS for individuals who reside in Adult Foster Care Homes, must be [enrolled](#) in MMIS.

CME's & DNS providers must follow the DNS Authorization and Payment procedures referenced in the [Direct Nursing MMIS Authorization and Payment procedures Worker Guide](#)

**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 answer questions CME's and providers may have. The schedule of remaining conference calls will be:

Thursday, April 13, 2017 12:30-1:30pm

The Conference call-in number 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 and provider payments.

**Central office action required:** ODDS central office will work 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:*

<b>Contact(s):</b>	Ken Ralph, Program Analyst Suzi Drebes, RN Health Management Specialist		
<b>Phone:</b>	Ken Ralph 503 947-5191 Suzi Drebes 503 569-4514	<b>Fax:</b>	503 373-7274
<b>Email:</b>	ODDS.RNsupport@state.or.us		