

Lilia Teninty

Authorized Signature

Number: APD-PT-17-012

Issue date: 4/21/2017

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 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 checked="" type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (please specify): Brokerage Directors, Personal Agents, Services Coodinators, DD Regional Programs |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Updated Administrative Guidelines for SIS, SNAP, ANA/CNA		
Policy/rule number(s):		Release no:	
Effective date:	April 21, 2017	Expiration:	NA
References:			
Web address:			

Discussion/interpretation: To ensure compliance with the Code of Federal Regulations (CFR) and the Oregon Administrative Rules (OAR), this transmittal updates and clarifies the procedures for administering the following functional needs assessment tools:

- Supports Intensity Scale (SIS)
- Support Needs Assessment Profile (SNAP)
- Adult Needs Assessment (ANA)
- Children’s Needs Assessment (CNA)

Implementation/transition instructions:

Administrative guidelines for the Supports Intensity Scale (SIS)

Notification requirements for the SIS

No fewer than 14 days prior to conducting a SIS assessment, the individual and, when applicable, his or her legal guardian or designated representative, must be notified of the upcoming SIS assessment by the individual's service coordinator (SC) or personal agent (PA). If the individual or his or her legal guardian/designated representative are unable to attend the scheduled SIS assessment, consent, either verbal or written, must be obtained by the SC or PA to proceed with the meeting in their absence. If consent is not obtained, the assessment will be canceled.

Respondent group requirements for the SIS

A valid respondent group consists of at least two adult respondents. The respondent group must be familiar with the individual's ongoing daily residential and vocational support needs. All respondents must:

- have known the individual for at least three months
- have observed the individual in one or more environments
- feel comfortable relating the individual's supports needs to the ReBAR Assessment Specialist
- have been invited by or approved by the individual to participate in the assessment

Persons who do not meet the respondent criteria mentioned above may participate in the assessment discussion at the invitation of the individual.

Participants in the assessment who do not qualify as a respondent and who have not been invited to participate in the discussion by the individual may attend the assessment as an observer. An observer may not participate in the discussion and is asked to refrain from causing any distractions during the meeting.

Once the assessment has begun, all respondents, observers and persons invited by the individual must be present for the entire length of the meeting. In the event of an emergency outside of the assessment requiring immediate attention, respondents, observers and invited persons may be excused prior to the completion of the assessment with approval of the ReBAR Assessment Specialist. The individual is not

required to be present for the entire meeting and may leave at any time during the discussion.

Face-to-face requirements for the SIS

To ensure compliance with the CFRs and OARs, a face-to-face functional needs assessment between the individual and the ReBAR Assessment Specialist must occur in which the individual's needs, strengths, preferences, and goals for the services and supports are determined.

If, due to medical or behavioral concerns, it is not in the best interest of the individual to participate in all or a portion of the scheduled SIS assessment meeting, arrangements must be made by the SC or PA for the individual and the ReBAR Assessment Specialist to meet outside of the scheduled assessment time. A meeting outside of the scheduled assessment time must:

- be face-to-face
- occur prior to the start of scheduled assessment meeting at a time and place convenient to the individual
- result in the acquisition of information relative to the assessment
- be documented in the SC or PA's case notes

If an individual is not present during their scheduled SIS assessment meeting and a face-to-face meeting between the individual and the ReBAR assessment Specialist has not occurred PRIOR the start of the scheduled assessment meeting, the assessment will be canceled.

Administrative guidelines for the Support Needs Assessment Profile (SNAP)

Invitation requirements for the SNAP

No fewer than 14 days prior to conducting a SNAP assessment, the individual and, when applicable, his or her legal guardian or designated representative, must be notified of the upcoming SNAP assessment by the individual's SC or PA. If the individual or his or her legal guardian/designated representative are unable to attend the scheduled SNAP assessment, consent, either verbal or written, must be obtained by the SC or PA to proceed with the meeting in their absence. If consent is not obtained, the assessment will be canceled.

Respondent group requirements for the SNAP

A valid respondent group consists of at least two adult respondents. The respondent group must be familiar with the individual's ongoing daily residential support needs. All respondents must:

- have known the individual for at least three months
- have observed the individual in one or more environments
- feel comfortable relating the individual's supports needs to the assessor conducting the assessment
- have been invited by or approved by the individual to participate in the assessment

Persons who do not meet the respondent criteria mentioned above may participate in the assessment discussion at the invitation of the individual.

Participants in the assessment who do not qualify as a respondent and who have not been invited to participate in the discussion by the individual may attend the assessment as an observer. An observer may not participate in the discussion and is asked to refrain from causing any distractions during the meeting.

Once the assessment has begun, all respondents, observers and persons invited by the individual must be present for the entire length of the meeting. In the event of an emergency outside of the assessment requiring immediate attention, respondents, observers and invited persons may be excused prior to the completion of the assessment with approval of the assessor. The individual is not required to be present for the entire meeting and may leave at any time during the discussion.

Face-to-face requirements for the SNAP

To ensure compliance with the CFRs and OARs, a face-to-face functional needs assessment between the individual and the assessor must occur in which the individual's needs, strengths, preferences, and goals for the services and supports are determined.

If, due to medical or behavioral concerns, it is not in the best interest of the individual to participate in all or a portion of the scheduled SNAP assessment meeting, arrangements must be made by the SC or PA for the individual and the assessor to meet outside of the scheduled assessment time. A meeting outside of the scheduled assessment time must:

- be face-to-face
- occur prior to the start of scheduled assessment meeting at a time and place convenient to the individual
- result in the acquisition of information relative to the assessment
- be documented in the SC or PA's case notes

If an individual is not present during their scheduled SNAP assessment meeting and a face-to-face meeting between the individual and the assessor has not occurred PRIOR the start of the scheduled assessment meeting, the assessment will canceled.

Administrative guidelines for the Adult & Children's Needs Assessment

The Adult & Children's Need Assessment (ANA/CNA) is a three step process. The three steps are:

1. a document review of the individual's CDDP or brokerage file
2. an observation of the individual at home or in the community
3. a face-to-face interview with the individual in which the individual's needs, strengths, preferences, and goals for the services and supports are discussed

All three steps MUST be completed prior to the submission of the ANA/CNA to ODDS. The steps do not need to be completed in order. The observation and the interview can occur concurrently. The face-to-face interview must be documented in the SC's or PA's case notes.

Because the ANA/CNA is a non-consensus based tool, a formal assessment meeting with a respondent group is encouraged, but not required. In instances where a formal assessment meeting is not conducted during the assessment process, the assessor is expected to utilize all available resources to ensure that completed ANA/CNA is a thorough and accurate reflection of the individual's support needs.

Training/communication plan: For technical support regarding this transmittal, contact Dan Baker at 503-945-6139 or daniel.i.baker@state.or.us.

Central office action required: Provide technical support as needed

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions: