

Lilia Teninty

**Authorized Signature**

**Number: APD-PT-17-017**

**Issue date: 6/9/2017**

**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> ): SE 50 residential providers |
| <input type="checkbox"/> Child Welfare Programs                |  |

Policy/rule title:	Tier 7 required staffing hours changes		
Policy/rule number(s):		Release no:	
Effective date:		Expiration:	
References:	APD-IM-17-024		
Web address:			

**Discussion/interpretation:**

This transmittal supersedes transmittal APD-IM-15-033 with respect to requirements about using and monitoring 1:1 or 2:1 hours written in Tier 7 memos.

**Implementation/transition instructions:**

Staffing requirements based on SIS Assessments:

The Tier rate assigned by the SIS assessment does not require a specific number of staffing hours to meet the needs of the individual. While the tiers do increase in funding with an expectation of increased staffing that would be needed to meet the

needs of individuals in higher tiers, ODDS does not require or mandate specific hours of staffing requirements. Providers are still expected to staff appropriately to meet the individual's needs.

Prior to March 6, 2017, many Tier 7 memos indicated an individual's rate based on demonstrated need for specific 1:1 or 2:1 exclusive focus staffing hours. Exclusive focus staffing hours are no longer mandated thus there is no need to monitor to a specific ratio for a set number of hours. The rate assigned in the Tier 7 memos will remain in effect until their expiration date, but the expectation of monitoring 1:1 or 2:1 exclusive focus staffing hours indicated in Tier 7 memos will no longer be required

Staffing requirements written into other documents (such as BSP or ISP) are not automatically deemed null and void by this transmittal. If staffing requirements in other documents are not needed they should be reconsidered according to the appropriate procedures for those documents.

Services Coordinators are still required to monitor the support needs of individuals according to OAR guidance to ensure individual support needs are being addressed adequately. Services Coordinators should request a new SIS assessment for those assigned a Tier 1 through 6 rate or report changes to the Tier Review Committee for those with an approved Tier 7 rate if they and the team identify the individual's support needs have changed.

**Training/communication plan:**

**Local/branch action required:**

**Central office action required:**

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:**

**Filing instructions:**

*If you have any questions about this policy, contact:*

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