**Policy Transmittal**

**Developmental Disabilities Services**

Lilia Teninty

*Authorized Signature*

**Number:** APD-PT-17-049  
**Issue date:** 11/9/2017

**Topic:** Developmental Disabilities

**Transmitting (check the box that best applies):**
- [ ] New policy  
- [x] 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  
- [x] Office of Developmental Disabilities Services (ODDS)  
- [ ] Self Sufficiency Programs  
- [ ] In Home Services  
- [x] County DD Program Managers  
- [ ] ODDS Children’s Intensive Residential Services  
- [ ] Stabilization and Crisis Unit (SACU)  
- [ ] Child Welfare Programs  
- [ ] Other (please specify): __________________________

<table>
<thead>
<tr>
<th>Policy/rule title:</th>
<th>Foster Care Transportation Service Moving into Plan of Care</th>
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<tbody>
<tr>
<td>Policy/rule number(s):</td>
<td>ODDS Expenditure Guidelines Release no:</td>
</tr>
<tr>
<td>Effective date:</td>
<td>January 1, 2018 Expiration:</td>
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<td>References:</td>
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<td>Web address:</td>
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**Discussion/interpretation:** Starting January 1, 2018, for individuals who live in adult foster care and receive to/from work or DSA transportation from their foster provider, the Client Prior Authorization (CPA) will need to be moved into Plan of Care – Ancillary Services using Service Element 257.

Individuals who live in adult foster care and receive to/from work or DSA transportation from a provider other than their foster care provider will continue to have their CPA in Service Element 53 until further notice.

For individuals who live in adult foster care, a bus pass can be authorized in Service Element 257 with an approved ODDS exception.
Implementation/transition instructions: Individual Support Plans for individuals living in adult foster care that include transportation services must have the appropriate transportation code entered into POC under SE257 - Ancillary Services beginning January 1, 2018.

The transportation code is OR004/WD (Mileage - to/from work) as articulated in the current ODDS Expenditure Guidelines. This service can only be used for the purposes of transporting the individuals from their homes to the first employment/DSA site of the day and from the last site of the day back to the individuals' homes.

Training/communication plan: CDDP managers please distribute this communication to field staff.

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:

<table>
<thead>
<tr>
<th>Contact(s):</th>
<th>Michael Harmon</th>
</tr>
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<tbody>
<tr>
<td>Phone:</td>
<td>541-974-4445</td>
</tr>
<tr>
<td>Fax:</td>
<td>503-373-7274</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:michael.a.harmon@state.or.us">michael.a.harmon@state.or.us</a></td>
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