

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-18-016
Issue date: 4/13/2018

Topic: Developmental Disabilities

Due date:

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: {Select type} | <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 (please specify): CDDP Service Coordinators |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Entering Childen's Foster Care (SE258) into eXPRS		
Policy/rule number(s):		Release number:	
Effective date:	3/30/18	Expiration date:	
References:			
Web address:			

Discussion/interpretation:

IMPORTANT: This supersedes the following section of APD-PT-17-047 for Service Element SE258 (Children's Foster Care) only: Implementation/transition instructions, DD Eligibility and Enrollment (DDEE) in eXPRS (0337), Enrollment dates after 1/1/18.

The Children's Foster Care Unit, Children's Medical Eligibility Unit, and Federal Resource/SSI Unit rely on Sections 5 of the DD Eligibility and Enrollment form in eXPRS (0337) to receive timely notification of new child foster care placements and changes to existing child foster care placements. These notifications are required to

ensure timely and accurate: (1) processing; (2) enrollment in CCO's; (3) issuance and termination of Room & Board payments; (4) reporting of changes to the Social Security Administration to comply with Federal Representative Payee regulations; and (5) coordination across systems serving mutual clients.

Implementation/transition instructions:

Effective immediately, when submitting DD Eligibility and Enrollment forms (0337s) in eXPRS for new enrollments in Service Element SE258 (Children's Foster Care) or changes that occur to children currently enrolled in SE258, Community Developmental Disabilities Programs (CDDPS) must complete all relevant foster care information, including Section 5. When completing Section 5:

- Select the appropriate type of Action from the drop-down menu and enter the relevant information.
- Select the appropriate Type of Foster Care from the drop-down menu.
- Enter the Resident Service Rate information (do NOT upload the SNAP).
- Enter the Current/New Provider information.
- Enter the Previous Provider information only if the Action is a change to new provider.

Changes must be reported via submission of a 0337 within two business days from the date of occurrence and include the following: address changes, service rate changes, moving from a child foster home to an adult foster home, moving from one child foster home to another child foster home, and termination from SE258 services.

Training/communication plan: County DD Program Managers to review transmittal with Service Coordinators and CDDP staff responsible for entering and submitting 0337s for SE258 Children's Foster Care.

Local/branch action required: N/A

Central office action required: N/A

Field/stakeholder review: Yes No

If yes, reviewed by: ODDS Engagement and Innovation webpage

Filing instructions: N/A

If you have any questions about this policy, contact:

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Email: JULIE.L.VANNETTE@dhsola.state.or.us	

OBSOLETE