

Lilia Teninty

Authorized Signature

Number: APD-PT-18-043

Issue date: 10/26/2018

CORRECTED

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 checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): DD brokerages |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Annual Functional Needs Assessment		
Policy/rule number(s):	OAR 411-415-0070	Release no:	V5
Effective date:	October 19, 2018	Expiration:	TBD
References:	STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT Community First Choice State Plan Option		
Web address:			

Discussion/interpretation:

Version 5:

- Supersedes the original policy that was released January 30, 2015.
- Supersedes version 2 released June 19, 2015
- Supersedes version 3 released December 11, 2015
- Supersedes policy transmittals APD-AR-14-011 and APD-AR-14-012.
- Supersedes version 4 released September 1, 2017
- Removes requirements for conducting a SNAP in some circumstances.
- Updates requirements for Supported Living ANAs to agree with workers guide.

Annual Assessment Expectations:

As a first step in moving toward a single assessment tool and ensuring individuals have an annual functional needs assessment to inform the planning process, the practices in the original version of this document (PT-15-003) were required to be implemented beginning January 31, 2015. The changes made in version 5 are required beginning October 19, 2018

This update temporarily changes the expectation to obtain a new SNAP assessment after a move and at 5-year intervals, and updates other items to match current policies.

Implementation/transition instructions:

All individuals in DD services (beyond General Fund Case Management only) must have an Oregon Needs Assessment (ONA) conducted annually. All people who are currently in services must have an initial ONA conducted per OAR 411-425. Anyone new to services must have an ONA conducted by a trained and authorized ONA assessor prior to receiving any paid services.

For Adults:

Group Home (DD50)

An Oregon Needs Assessment (ONA) will be conducted annually for all individuals receiving services in a 24-hour licensed (DD50) group. The ONA will not determine payment rates for individuals receiving services in 24-hour licensed DD50 settings at this time but the ONAs conducted now will be used to set the rates in the future. The ONA will also be used to inform the person-centered planning process.

Until the ONA is used to determine rates, the Supports Intensity Scale (SIS) assessment will continue to be used to establish payment rates for individuals requesting or receiving services in a 24-hour licensed (DD50) setting:

- Who are new enrollees to DD50 services
- Who have had a significant change in support needs (increase or decrease) since their last SIS assessment.
- Upon request of the individual or legal guardian/designated representative.

To request an ODDS assessor to conduct the assessment (all SIS assessments must be conducted by a trained ODDS SIS assessor), the services coordinator must submit a "Request for ReBAR Assessment or Review" form (form 0744) to the ReBAR.Request@state.or.us mailbox. (See transmittal APD-AR-14-036 for instructions). Scheduling the assessment after the request may take several weeks. Under some circumstances an ANA may be used to create a temporary tier for those in DD50 services (see APD-PT-16-021 for specific details)

Adults in SACU settings (DD141)

An ONA will be conducted for all adults receiving services in the Stabilization and Crisis Unit (SACU) settings, the trained ONA assessor from the CDDP will conduct the ONA.

The ONA will not determine rates for individuals receiving services in a SACU setting at this time but will be used to inform the person-centered planning process.

Adult Foster Care Home (DD158)

An Oregon Needs Assessment (ONA) will be conducted annually for all individuals receiving services in an Adult Foster Care Home (DD158). The ONA will not determine payment rates for individuals receiving services in DD158 settings at this time. The ONA will also be used to inform the person-centered planning process.

Individuals residing in foster care home settings will continue to have the most recent version of the Support Needs Assessment Profile (SNAP) completed for rate setting:

- When the individual initially enters the adult foster home service setting (DD58)
- As needed due to a significant change (increase or decrease) in support needs
- Upon request of the individual or legal guardian/designated representative

A SNAP is no longer required just because of the age of the last SNAP or if the person is moving from one adult foster home to another adult foster home.

To request an ODDS assessment specialist to conduct the assessment, the services coordinator must request the assessment by submitting a “request for ReBAR assessment or review” form (form 0744) to the ReBAR.Request@state.or.us mailbox (See transmittal APD-AR-14-036 for instructions). Scheduling the assessment after the request may take several weeks.

Supported Living (DD51)

An Oregon Needs Assessment (ONA) will be conducted annually for all individuals receiving services in an Supported Living (DD51) setting. The ONA will not determine payment rates for individuals receiving services in Supported Living DD51 settings at this time but the ONAs conducted now will be used to set the rates in the future. The ONA will also be used to inform the person-centered planning process.

Individuals residing in Supported Living settings will continue to have the most recent version of the Adult Needs Assessment (ANA) completed for rate setting:

- When the individual initially enters the Supported Living service setting (DD51)
- As needed due to a significant change (increase or decrease) in support needs
- Upon request of the individual or legal guardian/designated representative

Adult In-Home settings (DD149 and DD49)

An Oregon Needs Assessment (ONA) will be conducted annually for all adults who receive supports in their own home. The ONA will not determine service hours for individuals receiving services in in-home settings (DD149 and DD49) at this time but the ONAs conducted now will be used to determine service group levels in the future. The ONA will also be used to inform the person-centered planning process.

Adults residing in their own or family homes will continue to have the most recent version of the Adult Needs Assessment (ANA) completed for service level determination:

- When the individual initially enters Adult in home services (DD149 and DD49)
- As needed due to a significant increase in support needs
- Upon request of the individual or legal guardian/designated representative

There will be no reduction in service levels for those whose ANA assessed hours are lower than their previous service level. (See transmittal APD-PT-17-013 for further clarification.)

Employment and Community Inclusion Services (DD54)

An Oregon Needs Assessment (ONA) will be conducted annually for all individuals receiving Employment and Day Support Activity Services (DD54). The ONA will not determine payment rates for individuals receiving DD54 services at this time but the ONAs conducted now will be used to set the rates in the future.

For those who have had a SIS assessment that determined DD54 employment tier rates, the most recent SIS assessment tier rate will continue to be used. Individuals who are using an interim rate from the ANA or SNAP will use the interim rate from the most recent ANA until a SIS is conducted. The ANA interim rate may be used until a SIS is conducted or until a new ANA is conducted. Those new to DD54 services and don't have either a SIS or an ANA will need to have an ANA for an interim tier conducted. There is no requirement to conduct a SIS assessment for a DD54 rate if the current SIS or interim tier matches the individual's current DD54 support needs.

For Children:

Children's Foster Care Home (DD258)

An Oregon Needs Assessment (ONA) will be conducted annually for all individuals receiving services in an Children's Foster Care Home (DD258). The ONA will not determine payment rates for individuals receiving services in DD258 settings at this time. The ONA will also be used to inform the person-centered planning process.

Children who receive services in Foster Care Home settings must have the most recent version of the SNAP assessment completed:

- When the child initially enters a child foster care home setting;
- As needed due to a change (increase or decrease) in support needs;
- Upon request by the individual or legal guardian/designated representative;

The SNAP will be conducted by someone who has been trained and is authorized by the ODDS assessment unit to conduct SNAP assessments and is not a respondent or a member of the child's ISP team. The SNAP assessment will determine the payment rate for children receiving services in Foster Care Home settings.

Children's Residential (DD142)

An Oregon Needs Assessment (ONA) will be conducted annually for all individuals receiving services in a DD Children's group home settings (DD142). The ONA will not determine payment rates for individuals receiving DD142 services at this time but the ONAs conducted now will be used to set the rates in the future.

Children's In Home settings (DD151, DD145)

An Oregon Needs Assessment (ONA) will be conducted annually for all children who receive supports in their own home (including a foster care home funded by the Child Welfare program.)

The CNA will be used to determine the potential paid hours that can be authorized in the Individual's Support Plan for those entering this service setting or whose assessed hours increased from their current service level. There will be no reduction in service levels for those whose CNA assessed hours are lower than their previous service level. (See transmittal APD-PT-17-013 for further clarification.)

Oregon Needs Assessment (ONA):

Everyone in DD services (except those who only receive Case Management services) is required to have an ONA assessment before July 1, 2019. The initial ONA must be conducted by a trained and authorized ONA assessor. These initial ONAs will be used in the future to generate rates or service group levels for most DD services. Starting July 1, 2019, Services Coordinators or Personal agents who have been trained and authorized by ODDS to conduct the ONA may conduct the annual (not initial) ONA if the individual didn't experience significant support need changes since the last ONA.

Training/communication plan:

Instructions on requesting an assessment can be found in transmittal APD-AR-14-036 Additional training available by request. Contact Assessment Unit Manager: Fred Jabin.

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions: On transmittal page mark APD-PT-15-003, APD-PT-15-019, APD-PT-15-044, and APD-PT-17-035 as “replaced by {this transmittal number}”

If you have any questions about this policy, contact:

Contact(s):	Fred Jabin		
Phone:	503-945-6409	Fax:	503-945-5905
Email:	Fred.c.jabin@state.or.us		