**Policy Transmittal**  
**Developmental Disabilities Services**

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**Authorized signature**  

**Number:** APD-PT-19-014  
**Issue date:** 3/29/2019

**Topic:** Developmental Disabilities  
**Due date:**

**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  
- [ ] Area Agencies on Aging: {Select type}  
- [ ] Aging and People with Disabilities  
- [ ] Self Sufficiency Programs  
- [X] County DD program managers  
- [ ] ODDS Children’s Residential Services  
- [ ] Child Welfare Programs  
- [ ] County Mental Health Directors  
- [ ] Health Services  
- [ ] Office of Developmental Disabilities Services (ODDS)  
- [ ] ODDS Children’s Intensive In Home Services  
- [ ] Stabilization and Crisis Unit (SACU)  
- [X] Other *(please specify)*: DD 24-hour residential providers and DD employment and day support activities providers

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<th>Policy/rule title:</th>
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<td>Policy/rule number(s):</td>
<td>Release number:</td>
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<tr>
<td>Effective date:</td>
<td>3/15/2019</td>
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<td>References:</td>
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**Discussion/interpretation:**
This transmittal clarifies when it would be appropriate to use an ANA tier conversion for 24-hour residential programs (DD50) and Employment & Community Inclusion Services (Employment and Day Support Activities [DSA] that require a tier or category rate). It also extends the time frame that the interim tier may be used.

- It replaces PT-16-021
- It replaces PT-14-023 regarding interim tiers. Non-tier related Information from PT-
14-023 can now be found in the expenditure guidelines.
- Extends the timeframe for interim tiers used for 24-hour residential programs.
- Clarifies use of ANA tier conversions.

**Implementation/transition instructions:**

Tiers for DD50 and employment/DSA services are determined by a SIS assessment or if there is no SIS assessment for the individual they are determined by an ANA.

**NO SIS TIER:**

If there is not a SIS assessment on file for the individual, an ANA may be conducted. The interim tier identified on the "Summary of Hours" page may be utilized.

The interim tier will be valid until any one of the following occur:
- A new ANA is conducted
- A SIS assessment is conducted
- The Service Group Level (SGL) generated by the Oregon Needs Assessment (ONA) goes into effect.

**EXISTING SIS TIER:**

The most recent SIS assessment is used to determine tier rates for individuals enrolled in DD50 and/or employment/DSA service settings. If support needs have changed since the last SIS assessment, the individual's Services Coordinator should request a new SIS assessment (see transmittal APD-AR-14-036 for instructions).

If an individual has a SIS tier, the tier will not be replaced by an ANA conversion tier. An ANA conversion tier cannot be used for someone who has had a SIS assessment (regardless of when the SIS assessment was conducted). A new SIS assessment can be requested if a person’s support needs have changed since their last SIS assessment.

The tier created by the SIS will be valid until either
- A new SIS assessment is conducted
- The Service Group Level (SGL) generated by the ONA goes into effect.

**Training/communication plan:**

Additional training or clarification available upon request.

**Local/branch action required:**
Central office action required:

Field/stakeholder review:  ☑ Yes  ☐ No
If yes, reviewed by:  Stakeholders on engagement and innovation website.

Filing instructions: make PT-14-023 and PT-16-021 obsolete

If you have any questions about this policy, contact:

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