

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-19-035
Issue date: 10/3/2019

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 checked="" 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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (please specify): Services Coordinators, Personal Agents |
| <input type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Notice of Functional Needs Assessment		
Policy/rule number(s):	ORS 411.099 OAR 411-415-0060(7)	Release number:	2
Effective date:	with release	Expiration date:	
References:	Forms DHS 0378SC and DHS 0378PA		
Web address:			

This Policy Transmittal replaces PT-14-041 Notice of Functional Needs Assessment

Discussion/interpretation:

ORS 411.099 requires that a notice must be mailed to the individual being assessed no fewer than 14 days prior to conducting a reassessment for service eligibility. In ORS 411.099 assessment for service eligibility means a process of evaluating the

functional impairment levels of an individual and an individual's requirements for assistance in performing activities of daily living.

ODDS requires the case management entity to notify individuals at least 14 days prior to conducting a reassessment for service eligibility using Oregon Needs Assessment (ONA).

During the transition to using the Oregon Needs Assessment (ONA) the ODDS does not require that a notice be completed prior to completing an ANA/CNA at the request of the individual or in response to a change in needs.

Implementation/transition instructions:

The standard Notice of Functional Needs Assessment (DHS 0378SC for use by CDDPs and DHS 0378PA for use by Support Service Brokerages) must sent to an individual **at least** 14 days in prior to a planned reassessment using the ONA.

NOTE: ODDS is updating these forms to better reflect the changes related to the ONA implementation. Release of those forms will be accompanied by additional guidance.

This notice does not have to be completed for reassessments requested by the individual or for reassessments due to a sudden, urgent increase in needs since the 14-day notification period could unnecessarily delay needed services.

This notice does not have to be completed for initial ONAs.

Assessments can be scheduled at the individual's request within the 14-day notice period.

Training/communication plan:

Monthly transmittal call in (third Thursday every month, 2pm, 877-873-8017, guest code #772325, please try to send questions in advance to ODDS.INFO@state.or.us)

Field/stakeholder review: Yes No

If yes, reviewed by: Engagement and Innovation Page

If you have any questions about this policy, contact:

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