Policy Transmittal
Developmental Disabilities Services

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

Topic: Developmental Disabilities

Transmitting (check the box that best applies):
- □ New policy
- □ Policy change
- □ Policy clarification
- □ Executive letter
- □ Administrative Rule
- □ Manual update
- □ Other:

Due date:

Applies to (check all that apply):
- □ All DHS employees
- □ Area Agencies on Aging: {Select type}
- □ Aging and People with Disabilities
- □ Self Sufficiency Programs
- □ County DD program managers
- □ Support Service Brokerage Directors
- □ 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)
- □ Other (please specify): Services Coordinators, Personal Agents

<table>
<thead>
<tr>
<th>Policy/rule title:</th>
<th>Notice of Functional Needs Assessment</th>
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| 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:** Engage and Innovation Page

*If you have any questions about this policy, contact:*

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<thead>
<tr>
<th>Contact(s): Mike Parr</th>
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<tbody>
<tr>
<td>Email: <a href="mailto:mike.r.parr@state.or.us">mike.r.parr@state.or.us</a></td>
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