

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-035

Issue date: 3/30/2020

UPDATED

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: Temporary Emergency

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): SEIU / OHCC

Policy/rule title:	Authorization for PSW OT - Temporary Emergency		
Policy/rule number(s):		Release number:	v2
Effective date:	March 20, 2020	Expiration date:	05/31/2020
References:	Letter of Agreement with SEIU		
Web address:	LOA signed March 18, 2020		

Version 2 includes parameters around how many overtime hours a PSW can be approved to work in a 24-hour period.

Discussion/Interpretation

Due to the actions necessary to reduce the spread of COVID-19, Case Management Entities are authorized to grant exceptional PSW hours by email or text.

This may occur if:

- A PSW has or believes they have been exposed to the virus or are providing care to a family member of their own;
- An individual has PSWs who are unable or unwilling to provide supports to the individual, leaving the individual with fewer PSWs;
- An individual is unable to attend DSA or worksite;
- An individual under the age of 21 is unable to attend school; or
- An agency provider is unable to provide a DSP

If an increase in PSW hours or overtime is necessary due to a workforce shortage the Services Coordinator or Personal Agent may temporarily authorize an increase to a PSW's weekly hours. A workforce shortage is determined when a PSW who typically provide services to an individual is unavailable due to COVID-19.

- PSW overtime approval may not exceed 16 hours per day.
- PSW overtime approvals may be granted for a PSW to work with multiple or additional individuals.

SEIU has shared the following website individuals looking for additional workers during this time:

https://seiu503.org/member_news/covid-19-resources-for-homecare-and-personal-support-workers/

Request expedited background checks per:

<http://www.dhs.state.or.us/policy/spd/transmit/im/2017/im17054.pdf>

Increased hours will return to previous level once it has been determined by the Department through formal communication.

For additional information on COVID-19 policy please refer to the transmittals below.

ODDS COVID-19 website

<https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/ODDS-COVID-19-Information.aspx>

OHA COVID-19 website

www.healthoregon.org/coronavirus

COVID-19 Precautions (APD-AR-20-029)

<http://www.dhs.state.or.us/policy/spd/transmit/ar/2020/ar20029.pdf>

COVID-19 High Risk Assessment (APD-AR-20-024)

<http://www.dhs.state.or.us/policy/spd/transmit/ar/2020/ar20024.pdf>

Implementation/transition instructions:

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

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