

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-043

Issue date: 4/24/2020

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:

Applies to (check all that apply):

- All DHS employees County Mental Health Directors
 Area Agencies on Aging: {Select type} Health Services
 Aging and People with Disabilities Office of Developmental Disabilities Services (ODDS)
 Self Sufficiency Programs ODDS Children's Intensive In Home Services
 County DD program managers Stabilization and Crisis Unit (SACU)
 Support Service Brokerage Directors Other (please specify):
 ODDS Children's Residential Services
 Child Welfare Programs

Policy/rule title:	Extend ONA expiration dates		
Policy/rule number(s):	411-425-0055	Release number:	V2
Effective date:	immediately	Expiration date:	05/31/2020
References:			
Web address:			

Discussion/interpretation:

ODDS is immediately extending the expiration date up to 12 months for all annual functional needs' assessments during the COVID-19 pandemic. Only critical assessments will need to be conducted during the time that social distancing practices are required. If an annual ONA is missed during the pandemic, its expiration date will be extended.

Case Management Entities should still conduct assessments if they can meet the requirements and if it doesn't create a hardship for individuals and the respondents.

An Assessment is considered critical if:

- It is the initial assessment for the individual and will establish the funding rate, hours, or level of care.
- It is a funding assessment (SIS, SNAP, ANA, or CNA) for an individual who has a significant increase in need.
- It is requested by the individual or his/her guardian.

Assessments that are conducted must meet the face-to-face requirement for the assessment but should do that via an electronic means of communication that includes a visual component (see APR-PT-20-029 for additional details). A phone conversation does not meet the criteria. ODDS will consider exceptions to the face-to-face requirement for critical assessments on a case by case basis.

CMEs may request the exception by sending a secure email with the heading “Face to Face exception” to ODDS.FundingReview@dhsosha.state.or.us

In the body of the email include:

The full name and prime of the individual

The name of the CME and the County

The reason this is a critical assessment

The reason the face-to-face observation can't be completed.

A 0514 exception form is not needed.

ONA assessments that expire during a month that this policy is in effect will have their expiration extended for 12 months.

ONAs that have an expiration date between March 1st 2020 and May 31, 2020 will be considered extended for 12 months. (Example: An ONA that expires March 31, 2020 and was not completed due to the isolation, will still be listed in eXPRS as expiring March 31, 2020—but will be extended until March 31, 2021). No action is needed by the CME for the expiration date to be extended.

If an ONA is not conducted due to the pandemic, a progress note must be added to the individual's file noting that the ONA couldn't be completed and referencing this policy transmittal.

Assessments during the Covid-19 pandemic stay-at-home directive

Has there been an event or situation that has impacted the person's ability to complete ADL, IADL, manage behavior or attend to medical needs since the last assessment?



Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Fred Jabin	
Phone:	Fax:
Email: fred.c.jabin@state.or.us	

OBSOLETE