Policy Transmittal
Developmental Disabilities Services

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Authorized signature

Number: APD-PT-20-046
Issue date: 3/30/2020

Topic: Developmental Disabilities

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

Applyes 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
- ODDS Children’s Residential Services
- Support Service Brokerage Directors
- Stabilization and Crisis Unit (SACU)
- ODDS Children’s Intensive In Home Services
- Child Welfare Programs
- Other (please specify): SEIU; OHCC; DD licensing

Policy/rule title: CHC and PEAA extensions

Policy/rule number(s):
- Release number: v1

Effective date: March 1, 2020
Expiration date: 05/31/2020

References:

Web address:

Discussion/interpretation:
ODDS has received an approved variance for the rules requiring criminal history check approvals. Subject Individuals are permitted to work unsupervised with a preliminary fitness determination and the expiration date of the criminal history check is being extended.
In addition to criminal history checks being extended, the Office of Developmental Disabilities is also extending Provider Enrollment Agreements and Applications (PEAAs).

1. Preliminary hires:
   Case Management Entities, Medicaid Certified agency providers, child certified foster and adult licensed foster care providers are now able to allow Subject Individuals (SI) to work unsupervised on a Preliminary basis pending a final fitness determination from BCU. Providers may only be hired on a Preliminary Basis for 90 days. The agency or certified/licensed provider may determine if working unsupervised is appropriate on a case by case basis.

   This does not apply to Personal Support Workers (PSW) at this time. PSWs may not be hired until the final fitness determination is approved by BCU.

2. Criminal History Checks:
   Between March 1, 2020 and May 31, 2020 expiring Criminal History Checks are being extended by 90 days.

   For example: CHC expires April 13, 2020. Extended by 90 days = July 12, 2020 is the new CHC expiration date.

3. Provider Enrollment Application Agreement:
   Between March 1, 2020 and May 31, 2020 expiring PEAAs are being extended by 90 days.

   For example: PEAA expires April 13, 2020. Extended by 90 days = July 12, 2020 is the new PEAA expiration date.

Training/communication plan:
Discussed during weekly CME Webinar

Local/branch action required:
CME offices should continue to forward any PEAAs they receive to ODDS Provider Enrollment Unit.

Central office action required:
The ODDS provider enrollment unit will be auto extending PEAA and/or CHC dates by 90 days for any PEAA and/or CHC expiring between 3/1/2020 and 5/31/2020. Notices will be sent via the email on file to the effected PSWs.

Field/stakeholder review: ☒ Yes ☐ No
If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

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<tr>
<th>Contact(s): ODDS COVID-19 team</th>
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<tbody>
<tr>
<td>Phone:</td>
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<td>Fax:</td>
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<tr>
<td>Email: <a href="mailto:ODDS.Questions@dhsoha.state.or.us">ODDS.Questions@dhsoha.state.or.us</a></td>
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