

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-100
Issue date: 9/30/2020
UPDATED #3

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 Policy

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 type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Replacement of previously authorized items lost or missing due to fire or evacuation		
Policy/rule number(s):	PT 20-100	Release number:	4 – updated to clarify authorization limits and to explain how to directly reimburse an individual.
Effective date:	09/15/2020	Expiration date:	01/01/2021
References:			
Web address:	http://www.dhs.state.or.us/policy/spd/transmit/pt/2020/pt20100.pdf		

Discussion/interpretation: Oregon Governor Kate Brown has declared a statewide emergency in response to the wildfires that are currently occurring in Oregon. Many

individuals have been evacuated from their homes. Individuals who had to evacuate from their home due to the wildfire may not have brought their specialized medical supplies, assistive devices, or assistive technology with them or these items may have been lost in a fire and will need replacement as soon as possible.

Any durable medical equipment which was initially purchased through the Oregon Health Plan will be replaced as outlined in OAR 410-122- 0184(1)(c)(C), which states that equipment may be replaced in cases of loss, irreparable damage, or a natural disaster. The case management entity should assist the individual to contact their assigned CCO Account Representative with questions. CCOs will make every effort to immediately provide this assistance to its enrolled OHP members.

Any specialized medical supplies (OR562), assistive devices (OR380), or assistive technology (OR321, 322, 323, 528) which was initially purchased using Department funds may be replaced through the following process:

- Documentation should indicate that the item was replaced due to “Fire or Evacuation”
- Ensure that the authorization of the replacement item is included in the individual’s ISP or on a change form.
- Replacement items should closely approximate the lost item and may not include upgrades or enhancements.
- Authorization of replacement items:
 - **Less than** \$1200 may be authorized by the CME with the inclusion of the original eXPRS authorization SPA ID
 - **More than** \$1200 must attach the original approval memo and this transmittal to the new SPA.
- When entering the SPA in eXPRS must use a “generic” provider must add “Fire or Evacuation Replacement” in the **Generic Provider Name** field as outlined below:

The screenshot displays a software interface for entering a procedure code. The main table has columns for SE, Procedure Code, Modifier, Units, Dates, Status, and Total. A row is highlighted for SE 49, Procedure Code OR562 - Spec Med Supply, Modifier NA, Units 14 per Year, Dates 9/1/2020 - 9/30/2020, Status Draft, and Total \$0.00. Below this, there is a section for adding a provider with columns for Provider, Units, Rate, and Dates. A dropdown menu for 'Generic Provider' is open, showing 'Generic Provider' as the selected option and 'Amazon, Fire of Evacuation Replacement' as an available option. A purple box highlights the dropdown menu, and a purple arrow points to the selected option. There is also an 'Add Provider' button.

- Replacement of items purchased prior to eXPRS should be requested through the exceptions process.
- Items previously purchased though EFSF:
 - K-plan eligible children may have replacement items authorized by the CME using a new SE151 SPA and following the information outlined above

- Children who are not K Plan eligible must request general funds for replacement items through the exceptions process.

Reimbursing Individuals/Families Directly:

CMEs may reimburse individuals receiving services, or their parents/guardians as applicable, who paid out-of-pocket between September 8 and October 1, 2020 to replace an item lost due to fire or evacuation when:

- The item was previously purchased by ODDS
- The individual was evacuated due to smoke or wildfire, and
- The item replacement is necessary for the individual to complete ADL/IADL or health related tasks.

CMEs should follow the same processes as above by entering authorizations and reimbursements in eXPRS.

- Documentation should indicate that the item was “replaced by the individual due to fire or evacuation and is being reimbursed by the CME”.
- The CME must attach a receipt for the replacement item that includes the date of purchase and the total being reimbursed.

Implementation/transition instructions:

Training/communication plan: Program Managers/Directors should share this information with staff.

Local/branch action required:

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy transmittal, contact: Kirsten.G.Collins@state.or.us