Policy Transmittal
Developmental Disabilities Services

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Number: APD-PT-20-100

Issue date: 9/30/2020

UPDATED #3

Topic: Developmental Disabilities

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):

☐ 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)
☒ County DD program managers ☒ ODDS Children’s Intensive In Home Services
☒ Support Service Brokerage Directors ☐ Stabilization and Crisis Unit (SACU)
☒ ODDS Children’s Residential Services ☐ Other (please specify):

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:


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

DHS 0079 (01.19)
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:

![Image of eXPRS form with Provider Name field highlighted]

- 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:**

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