

Action Request Transmittal Aging and People with Disabilities



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Number: APD-AR-20-044

Issue date: 3/31/2020

Topic: Long Term Care

Due date:

Subject: Process for Administrative Extensions Due to Suspending Adverse Actions Related to COVID-19

Applies to (check all that apply):

- | | |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input checked="" type="checkbox"/> Area Agencies on Aging: Types A and B | <input type="checkbox"/> Health Services |
| <input checked="" type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

For cases in which a re-assessment has been completed, resulting in an adverse action to the consumer's benefits per [APD-PT-20-034](#), local offices should take the following actions:

- Place the prior assessment in administrative status and select the Status Reason of 'To Provide Adequate Notice'. Please do not use the 'For Hearing/APP' reason.
- In the Status Reason Details box, please enter: 'Due to COVID-19 Crisis Emergency Orders, no adverse actions are being implemented at this time.'
- Staff should add the Benefit, Hours (when applicable) and Service Plan segments to the assessment needing to be extended for the dates below, so it is ready for a Tier 3 user to approve.

The following end dates should be utilized:

- In-Home and SPPC benefits should be extended through 07/04/2020
- ICP, PACE, CBC and NF benefits should be extended through 06/30/2020

- **Reduction in CBC payments are not considered adverse actions; therefore CBC benefits should only be extended when the case would otherwise close.**

Extending this administrative benefit beyond 30* days requires a Tier 3 user to approve the Benefit in Oregon ACCESS. To receive approval, send an email to SPD.Exceptions@dhsosha.state.or.us and in the subject line of the email include:

Admin Extension Due to Adverse Action During COVID-19 Crisis

In the body of the email include:

Consumer Name:

Consumer Prime:

Date of Assessment to be extended:

Is the Benefit in OA ready for approval?

*Due to the timing of this issue, some cases may require prompt action in order to issue benefits. In those situations, Tier 2 staff should approve a 30-day administrative extension. This should be followed by a request to extend the benefit out further as appropriate.

No notice needs to be sent for these cases at this time. As mentioned in [APD-PT20-034](#), these cases should be tracked at the branch level. Eligibility should be reevaluated when the Novel Coronavirus/COVID-19 emergency declaration is lifted and additional guidance is provided by Central Office.

Staff may inform consumers impacted by this policy that their benefit will continue at this time, however the outcome of the assessment will be evaluated and implemented once the emergency declaration is lifted.

Reason for action:

This transmittal is intended to provide additional clarification for the No Adverse Action policy that is outlined in [APD-PT-20-034](#) for Long Term Service and Support cases.

Field/stakeholder review: Yes No

If yes, reviewed by: Policy and Operations

If you have any questions about this action request, contact:

Contact(s): APD LTSS Policy	
Phone:	Fax:
Email: APD.MedicaidPolicy@dhsosha.state.or.us	