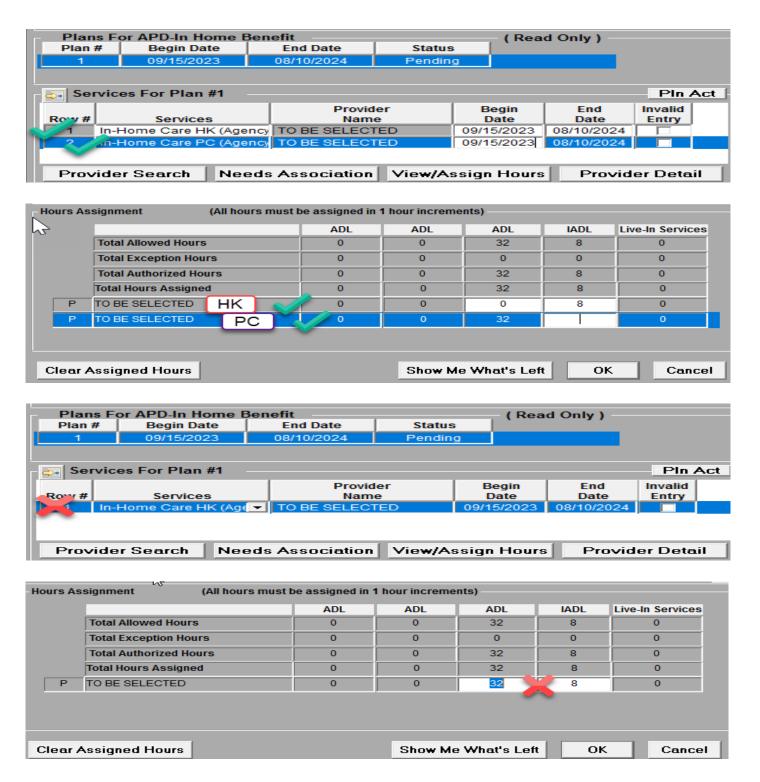
## Action Request Transmittal Aging and People with Disabilities



Jane-ellen Weidanz	<u>Number</u> : APD-AR-23-024
Authorized signature	<b>Issue date</b> : 10/04/2023
<u>Topic</u> : Long Term Care	<u>Due date</u> :
<b>Subject</b> : Service Planning in Oregon ACCES (IHCAs)	S (OA) with In-Home Care Agencies
Applies to (check all that apply):	
☐ All DHS employees	☐ County Mental Health Directors
	☐ Health Services
<ul><li>☐ Aging and People with Disabilities</li><li>☐ Self Sufficiency Programs</li></ul>	<ul><li>Office of Developmental Disabilities Services (ODDS)</li></ul>
☐ County DD program managers ☐ Support Service Brokerage Directors	ODDS Children's Intensive In Home Services
☐ ODDS Children's Residential Services ☐ Child Welfare Programs	<ul><li>☐ Stabilization and Crisis Unit (SACU)</li><li>☐ Other (<i>please specify</i>):</li></ul>

<u>Action required</u>: The purpose of this transmittal is to communicate and document the requirements associated with service planning on a case where an IHCA is selected as a service provider. The intent is to ensure consistent service planning practice across the State. This transmittal replaces any previous written or verbal communication on this topic.

Effective immediately, when service planning in OA with IHCAs, staff must select "In-Home Care HK (Agency) Contract" for all Instrumental Activities of Daily Living (IADLs) and "In-Home Care PC (Agency) Contract" for all Activities of Daily Living (ADLs) when the consumer has chosen an IHCA to support their care needs. The hours should be assigned separately and must not be assigned together under one service provider. Please see screen shots below.



## **Reason for action:**

When creating service plans with only one IHCA provider (HK or PC) the hours are not being assigned under the correct Procedure Code in OA and therefore do not match the Procedure Codes in MMIS. This also results in inaccurate reports and mis-matched hours from OA to MMIS billing for IHCAs.

Field/stakeholder review: X Yes No

If yes, reviewed by: Operations Review Committee

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

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