

Action Request Transmittal Aging and People with Disabilities



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Number: APD-AR-23-038

Issue date: 12/21/2023

Topic: Long Term Care

Due date: 01/12/2024

Subject: Independent Choices Program (ICP) Benefit Calculation Form Updated Due to Wage Increase Effective 01/01/2024

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: Type 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 | |

Reason for action: The purpose of this transmittal is to inform staff of the updated ICP Benefit Calculation (SDS 0546IC2Wk 12/2023) form. The Oregon ACCESS (OA) version is being removed and will no longer be available. Moving forward staff should only use the 546IC2Wk version posted on the ICP page on the CM Tools website.

Staff should NOT use any previous versions of the form, in OA or on the Forms Server.

Action required: Effective 01/01/2024, the hourly rate the State pays out is increasing to \$19.50 per hour and \$22.50 per hour for VDQ. These changes have been made to the 546IC2Wk form to accurately calculate and reflect the new ICP monthly benefit. The following actions must be taken by **01/12/2024**.

Important:

- A new 546IC2Wk form and a new ICP Budget Worksheet must be completed and submitted for every ICP participant by 01/12/2024. The 'Rate start date' must be 01/01/24, and the 'Rate end date' must be the 'Benefit end date' indicated in OA.
 - A copy of both forms must be sent to the participant, the ICP Representative (if applicable), and the ICP Policy Analyst at

ICP.SP@odhsoha.oregon.gov. Staff must save a copy of both updated forms to the participant's EDMS or AAA file. The ICP policy analyst will forward the appropriate forms to Acumen based upon the services each participant is receiving.

- The Other Payments Summary screen (MRP screen) in ONE must be updated to end the current payment line effective 12/31/2023.

The screenshot shows the MRP screen in ONE with the following fields and values:

- Name * [Redacted]
- Individual ID [Redacted]
- Payment Type * B6 - SD...
- Issue To * [Redacted]
- Is the payment needed to accept a job offer * [Redacted]
- Payment Frequency * Single Payment Monthly Recurring Payment
- Date of Request * 11/01/2023
- Start Date * 11/01/2023
- Requested End Date * 12/31/2023 (highlighted with a red box)
- Initial Issuance Amount (This is the amount that will be issued on the day of payment approval) * \$2808.54
- Initial Issuance Reduction Reason [Redacted]
- Ongoing Issuance Amount * \$2808.54

- Staff must update the ICP payment on the MRP screen in ONE to increase the participant's monthly benefit based on the amount indicated on the updated SDS 0546IC2Wk effective 01/01/2024.
 - If the ICP payment for 01/2024 has already been issued, staff must end the current ICP payment effective 01/31/24 and issue a one-time supplemental payment for the difference. Then authorize the full increased recurring payment effective 02/01/2024.
 - For example: Case manager (CM) completed the new 546IC2Wk form indicating a new monthly cash benefit of \$3,000.00. The previous ICP benefit was \$2,850.00.
 - CM ends the previous ICP payment of \$2,850.00 effective 01/31/2024.
 - CM calculates the difference between the payments as \$150.00 (\$3,000.00 - \$2,850.00 = \$150.00) and authorizes a one-time payment for 01/01/2024 – 01/31/2024 for \$150.00.
 - CM authorizes the recurring payment of \$3,000.00 effective 02/01/2024 – the ICP Benefit End Date indicated in OA.
- Staff should check with each ICP participant to determine if they wish to give their provider(s) an hourly rate increase.
 - If the participant does wish to give their provider(s) a rate increase, an updated ICP Employee Provider(s) Information (SDS 0548) form indicating the new hourly rate of pay for the provider(s) must be completed and submitted to the ICP email box indicated on this transmittal.
 - If the participant does not wish to give their provider(s) a rate increase, submission of a 548 form is not required, unless there are other changes (a

provider has been hired, fired, or quits) which must be reported.

- If there is SNAP on the case, staff must also work with the local eligibility team to run eligibility with the new ICP cash payment amount.

Important:

- If an ICP participant is enrolled in payroll services with Acumen, staff must also complete an [OR ICP Acumen Authorization for Auto Withdrawal](#) form indicating the new monthly benefit amount with the effective date of the change being 01/01/2024. This form must be signed by the participant or their ICP Representative. E-Signatures and verbal signatures are not allowed for this form.

How to pull an ICP report: Managers can pull a report from the [Reporting, Research, Analytics and Implementation](#) page. If you do not have access to the page, please contact dhs.datarequests@odhsoha.oregon.gov. Please follow the instructions below to find the ICP report.

- From the Home page select:
 - “APD” under Program
 - Scroll down and select “APD In-Home” under Sub-program
 - Scroll down on the list until you find report ID # “APD-1244 ICP Case Audit” and select the Rpt. Link

The screenshot shows a reporting dashboard with the following elements:

- Program:** APD (highlighted with a red box)
- Sub-program:** APD - In-Home (highlighted with a red box)
- Report Type:** Paginated, Power BI
- Contains PII:** No, Yes
- For Public Use:** No
- Summary Cards:** Aging & People w/Disabilities (63), Child Welfare (74), Intellectual & Developmental Disabilities (5), Self Sufficiency Program (25), Vocational Rehabilitation (1)
- Report List Table:**

App Name	App Link	Report ID	Report Name	Rpt. Link	Report Description	Doc.	PII	Request Access
APD In-Home		APD-11275	Summary In-Home Assessed and Authorized Hour Statewide Qtrly Tables		Analysis only includes clients on authorized or known authorized service plans at the time of the reporting month.			
		APD-1196	HCW Transportation Mileage Paid and License/Insurance Verification		Provides list of HCWs paid for transportation services (Proc Code OT111) by month and whether the providers credential comments have License and/or Insurance noted (as per business practices & transmittal)	Doc	Yes	
		APD-1199	HCW Overtime Trending Costs		Pulls costs, and counts where OT differential payments have been made monthly from 2016 onward for HCWs	Doc	No	
		APD-1233	In-Home Preventative Services QBR by Branch		Counts by branch of In-Home Care for clients who received 1-Time or Ongoing preventative services with clients did not receive preventative services.	Doc	No	
		APD-1244	ICP Case Audit		List of clients with Independent Choices Program (ICP) benefits as found in Oregon Access. Includes case where ICP benefits have closed in the prior two months in addition to active ICP benefits.	Doc	Yes	
		APD-1292	HCW by cred expiration		The report contains contact information for HCWs and enables identification of the HCW's credential expiration date	Doc	No	
		APD-1297	AMH20 Client Addresses		A list of AMH20 clients with their home and mailing addresses	Doc	Yes	

Additional information related to reason for action: These changes are reflective of the 2023-2025 Collective Bargaining Agreement between the Department of Administrative Services, on behalf of the State of Oregon and the Oregon Home Care Commission and the Service Employees International Union Local 503, Oregon Public Employees Union ICP hourly rate changes.

Field/stakeholder review: Yes No

If yes, reviewed by: Operations Review Committee

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

Contact(s): Christine Maciel - MSS Operations and Policy Analyst	
Phone:	Fax:
Email: ICP.SPD@odhsoha.oregon.gov	