Action Request Transmittal Aging and People with Disabilities



Jane-ellen Weidanz	<u>Number</u> : APD-AR-23-038
Authorized signature	<u>Issue date</u> : 12/21/2023
<u>Topic</u> : Long Term Care	Due date : 01/12/2024
<u>Subject</u> : Independent Choices Program (ICP Wage Increase Effective 01/01/2024) Benefit Calculation Form Updated Due to
Applies to (check all that apply):	
 ☐ All DHS employees ☑ Area Agencies on Aging: Type B ☑ Aging and People with Disabilities ☐ Self Sufficiency Programs ☐ County DD program managers ☐ Support Service Brokerage Directors ☐ ODDS Children's Residential Services 	 ☐ County Mental Health Directors ☐ Health Services ☐ Office of Developmental Disabilities Services (ODDS) ☐ ODDS Children's Intensive In Home Services ☐ Stabilization and Crisis Unit (SACLI)
☐ ODDS Children's Residential Services☐ Child Welfare Programs	 Stabilization and Crisis Unit (SACU) Other (<i>please specify</i>):

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.

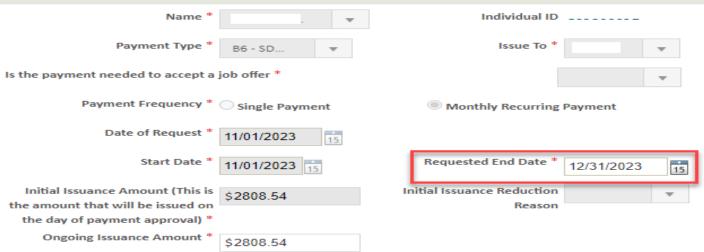
<u>Action required</u>: Effective 01/01/2024, the hourly rate the State pays out is increasing to \$19.50 per hour and \$22.50 per hour for VDQ. These changes have been made to the 546IC2Wk form to accurately calculate and reflect the new ICP monthly benefit. The following actions must be taken by 01/12/2024.

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

<u>ICP.SPD@odhsoha.oregon.gov</u>. 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.



- 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.

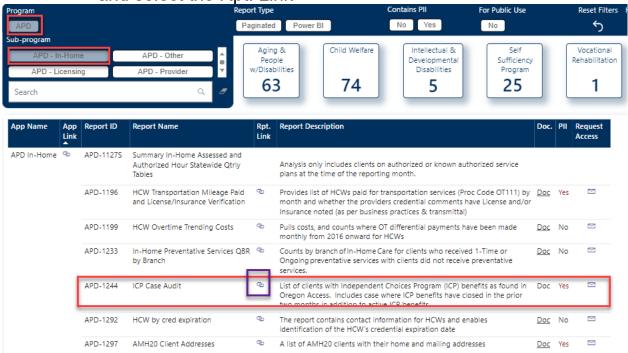
• If there is SNAP on the case, staff must also work with the local eligibility team to run eligibility with the new ICP cash payment amount.

Important:

 If an ICP participant is enrolled in payroll services with Acumen, staff must also complete an <u>OR ICP Acumen Authorization for Auto Withdrawal</u> 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.

<u>How to pull an ICP report:</u> Managers can pull a report from the <u>Reporting, Research, Analytics and Implementation</u> page. If you do not have access to the page, please contact <u>dhs.datarequests@odhsoha.oregon.gov</u>. 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



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.

If yes, reviewed by: Operations F	Review Committee
If you have any questions about this action request, contact:	
Contact(s): Christine Maciel - MSS Operations and Policy Analyst	
Phone:	Fax:

Field/stakeholder review:
☐ Yes ☐ No

Email: ICP.SPD@odhsoha.oregon.gov