

Information Memorandum Transmittal Aging and People with Disabilities



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Topic: Long Term Care

Subject: Updates to the SPAN Flowchart

Number: APD-IM-19-034

Issue date: 5/24/2019

Due date:

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 A | <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 | |

Message:

The Service Plan and Notice (SPAN) Flowchart on the Case Management tools page has been updated for accuracy and readability.

The flowchart previously guided case managers to complete a 540 for In-Home consumers who have experienced no change and had already received a new notice.

- The 540 is the incorrect form, the correct form is the 541 Notice of Eligibility and Responsibility.

There was confusion regarding the flow when a redetermination was completed that did not result in a closure. The arrows were broken out for clarity.

A note was added to the right of the flowchart guiding case managers to be sure to review and coordinate eligibility for medical benefits. As a reminder, medical eligibility must be reviewed when closing Long Term Services and Supports.

The updated flowchart can be found here:

http://www.dhs.state.or.us/spd/tools/cm/OACCESS_CAPS%20Info/OACCESS_CAPS%20Info.htm

If you have any questions about this information, contact:

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