

Information Memorandum Transmittal Aging and People with Disabilities



Mat Rapoza

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Number: APD-IM-19-042

Issue date: 6/28/2019

Topic: Long Term Care

Due date:

Subject: Updates and enhancements to form 2780 SPAN

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 | |

Message:

The Service Plan and Notice (SPAN, form 2780N) has been updated with several enhancements:

- The form is now in a format that can be translated much easier. With this update, the form has been submitted for translations into 8 different languages. Additional communication will be provided when the additional translations are available on the forms server.
- The form is now at a 14pt font minimum.
- The five notice scenarios reflow the entire form, showing only applicable content.
- The form has reduced empty pages/spaces, resulting in a shorter notice. This was accomplished by the following enhancements:
 - Free-entry text fields expand or shrink to the amount of free text entered
 - All purple help text disappears on print, and form is reflowed to fill those spaces
 - Non-applicable sub-sections disappear on print

- Descriptions of each service that were previously a one-page attachment now appear alongside the related ADL/IADL in the assessment pages
- The “Max Hours” column on the exception request page now populates and calculates max hours based on rule selections. The Total approved hours column will continue to populate with assigned hours entered in the hour segment. Each column also totals itself.
- A new section in the Service Plan Agreement, titled, “Limitation(s) to your HCBS rights”, can be selected if applicable. Specific Individually Based Limitations (IBLs) options will be provided if this option is selected.
- Consumer data still syncs across the form
- Wording edits to enhance readability

Many of the form enhancements were based upon staff input. Additional input for future form enhancements are encouraged.

If you have any questions about this information, contact:

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