

Information Memorandum Transmittal Aging and People with Disabilities



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Number: APD-IM-19-074

Issue date: 10/10/2019

Topic: Long Term Care

Due date:

Subject: CA/PS Re-assessments and Service Plan Updates While Pending for Financial Verification

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"/> ODDS Children's Residential Services | <input type="checkbox"/> Other (<i>please specify</i>): |
| <input type="checkbox"/> Child Welfare Programs | |

Message: Some case managers are either requesting ADMIN extensions on the previous year's CA/PS assessment or otherwise not authorizing service plans on the most recently completed CA/PS assessment if a financial eligibility redetermination is pending.

- Effective immediately, **for re-assessments only** (not initial assessments), case managers should no longer request ADMIN extensions for the previous assessment and should move forward with service planning on the most recent CA/PS re-assessment if a financial eligibility redetermination is pending.

Case managers should send the appropriate notices reflecting the most recent CA/PS re-assessment notifying consumers of the functional needs re-assessment results as indicated on the [SPAN Flow Chart](#).

Once financial eligibility is completed, if the consumer is no longer eligible for long term services and supports, the case manager can then update the benefit and service plan and send the appropriate notices for service reduction or closure actions.

If you have any questions about this information, contact:

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