

Information Memorandum Cover Sheet



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Author's name:	Mat Rapoza	Phone:	
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Author's comments:	
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Reviewer(s):		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

Reviewer comments:	
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Audience:	Case Management staff who authorize HDM for Individuals Receiving SPPC Services
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Audience examples might include:

- “Those interested in payments to pharmacies.”
- “Those involved with managed care enrollment and exemptions.”
- “Users of the FACIS program.”
- “Those who determine eligibility and case manage seniors and people with disabilities.”

Distribution deadline:	
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Special distribution instructions:	
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The transmittal cover is only required for transmittals processed following the DHS Transmittals for Client Services/Programs procedures, as outlined in the DHS Communication Formats and Transmittal Forms policy. See the following documents for further instructions and guidance:

- [Information Memoranda Transmittal Instructions \(MSC 0080A\)](#)
- [DHS Communication Formats and Transmittal Forms Policy \(DO-101-001\)](#)

Information Memorandum Transmittal Aging and People with Disabilities



Mat Rapoza

Authorized signature

Number: APD-IM-22-118

Issue date: 11/22/2022

Topic: Long Term Care

Due date:

Subject: Home Delivered Meals Authorization Within the CEP System

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:

Per [APD-PT-22-020](#), Home Delivered Meals (HDM) is now an allowable service under State Plan Personal Care (SPPC), effective July 1, 2022. However, the CEP voucher system in the mainframe did not allow this type of authorization.

Retroactive to July 1, 2022, the mainframe has been updated to allow HDM authorizations for individuals receiving SPPC. Central Office is processing the HDM invoices that were submitted to APD.Invoices@dhsosha.state.or.us in the mainframe.

Starting with the November 2022 authorizations, staff will need to issue HDM vouchers for individuals receiving SPPC and HDM services. Please let HDM providers know they will now receive vouchers. Local offices should no longer forward HDM invoices to the APD Invoices box.

If you have any questions about this information, contact:

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