

Policy Transmittal Aging and People with Disabilities



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Authorized signature

Number: APD-PT-20-082
Issue date: 6/30/2020

Topic: Other

Due date:

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

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: Types A and B | <input type="checkbox"/> Health Services |
| <input 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 | |

Policy/rule title:	Oregon Project Independence (OPI) temporary suspension of case closures or reductions during COVID-19		
Policy/rule number(s):	OAR 411-032, OAR 411-015, OAR 411-030	Release number:	
Effective date:	Upon Release	Expiration date:	TBD
References:	Benefit/Service Plan Extensions		
Web address:	https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SPPD/APDRules/411-032.pdf https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SPPD/APDRules/411-015.pdf https://www.oregon.gov/DHS/SENIORS-DISABILITIES/SPPD/APDRules/411-030.pdf		

Discussion/interpretation:

This transmittal addresses the following topics:

- Temporary suspension of OPI closures and service plan reductions due to COVID 19
- Process for local area staff to request an administrative extension

Policy update regarding OPI case closures or reductions during the COVID-19 emergency declaration:

The intent of OPI during the COVID-19 emergency is to ensure there will be no case closures or reductions if a consumer is reassessed virtually or over the phone and the service priority level (SPL) is higher than your AAA serves. This is in accordance with the OPI goals stated in OAR 411-032-0001. The extension of the prior assessment allows the consumer to remain eligible for OPI services.

For example: *The annual reassessment is completed on 06/22/2020 over the phone with the consumer. The AAA serves up to SPL 15 and the consumer is reassessed at an SPL 17. An administrative extension would be requested via email to OPI.Policy@dhsosha.state.or.us to extend the previous benefit and no case closure or reduction in hours including mileage would be done.*

Assessments resulting in case closures or reductions must be completed face to face and in the consumers living situation. During this emergency declaration, in-home visits are restricted and should not be done without prior approval from Community Services and Support Unit (CSSU). When face-to-face in-home visit restrictions are lifted by APD, consumers can be re-assessed at that time or at their next annual assessment.

Case closures do not affect program reductions. For example, the AAA is facing a budget shortfall and chooses to reduce their SPL requirement from SPL 17 down to SPL 15. Consumers who were previously assessed at an SPL 16-17 would be sent closure and appeal notices and follow the local appeal process. *However, if a consumer appeals the decision and requests a re-assessment that is done virtually or over the phone, they would not be able to have a reduction in hours or case closure until a face-to-face assessment can be done.*

This does not affect consumers who choose to voluntarily reduce their hours. This should be clearly narrated and a signed OPI Service Agreement (SDS 0287L) must be included in their file.

Consumers may also voluntarily request to close OPI services. This should be clearly narrated and the local policy for voluntary closure of service must be followed.

Benefit extensions

OPI case managers and Tier 2 users should take the following actions on each extension:

- Ensure that the prior assessment in ADMIN status has a Status Reason type of 'To Provide Adequate Notice.'
- If it is not already noted in the 'Status Reason Details' text box, please enter 'Due to COVID-19 Crisis Emergency Orders, no adverse actions are being implemented at this time.'
- Extensions must NOT be approved for a date beyond the valid until date of the most recent re-assessment. However, staff will need to be aware of the last day of the pay period for the month the Benefit is being extended into.
- If OA does not permit the local office to extend the Benefit as indicated above on a case, please contact *OPI.Policy@dhsoha.state.or.us* to complete the approval.
- If a Tier 2 user is not available in your office to complete an ADMIN extension, please contact *OPI.Policy@dhsoha.state.or.us* to complete the approval.

Implementation/transition instructions:

Training/communication plan:

Local/branch action required: Complete additional extensions on cases that would have been closed or reduced as a result of a virtual or telephone re-assessment completed during the COVID-19 pandemic.

Central office action required: Provide technical assistance as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: Internal policy review

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Brandi Truitt	
Phone: 503-930-6552	Fax:
Email: OPI.Policy@dhsoha.state.or.us	