

# Policy Transmittal Aging and People with Disabilities



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**Authorized signature**

**Number: APD-PT-20-117**

**Issue date: 12/15/2020**

**Topic:** Long Term Care

**Due date:**

**Transmitting (check the box that best applies):**

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

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

<b>Policy/rule title:</b>	Surge Facility (COVID Recovery Units)		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	Immediately	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:**

**This transmittal has received an additional update to include additional Surge Capacity Facilities and a change to the admissions process.**

In response to the COVID-19 pandemic, in April 2020, Aging & People with Disabilities designated existing licensed care facilities as Emergency Health Care Centers (EHCC) in Oregon. Each EHCC is designed to provide long term care services to individuals who have tested positive for COVID-19. The EHCCs are now called Surge Capacity Facilities (also known as COVID Recovery Units). The admission to a surge capacity facility allows for individuals to recover in an environment which focuses on COVID-19

recovery while also meeting the individual's existing service needs.

With the increase in need to meet the COVID pandemic surge throughout the state of Oregon, the Department has established additional Surge Capacity Facilities.

**Currently approved facilities:**

- Pacific Health and Rehab - Tigard
- Emerson House Memory Care – Portland
- Bend Transitional Care – Bend
- Hearthstone Nursing & Rehab – Medford
- Rose Haven Nursing Center – Roseburg
- The Pearl at Kruse Way – Lake Oswego
- The Springs at Willowcreek - Salem

**Admissions Process (updated):**

- Sending facilities and/or hospitals will send an ODHS Surge Capacity Facility Referral Form to [APD.covidadmissions@dhsosha.state.or.us](mailto:APD.covidadmissions@dhsosha.state.or.us)
- Once the referral form is received it will be forwarded to the most appropriate surge capacity facility with a vacancy.
- The surge capacity facility will then process their admission review of the consumers information for appropriateness for admission.
- Once the surge capacity facility has determined that they are able to accept the Covid positive consumer and the consumer has agreed to be admitted to the facility, they will request a Prior Authorization before admission.
- After the surge capacity facility has received their Prior Authorization, they will admit the consumer.
- Once the consumer is admitted, Central Office staff will document in Oregon ACCESS the admission date and email the assigned case manager, the manager and the District Manager so that appropriate steps can be taken to close payment authorizations, etc.
- Once the consumer has discharged from the surge capacity facility, Central Office staff will document in Oregon ACCESS the discharge date and email the assigned case manager, the manager and the District Manager so that appropriate steps will be taken to restart payment authorization, etc.

**Note – the Surge Facility is only an option for individuals to consider. There is no mandate or requirement for individuals who are diagnosed with COVID-19 to be admitted to any Surge capacity facilities.**

**Case Manager or Diversion/Transition actions:**

Staff at each facility will provide appropriate level of care, regardless of payor source for the individual. When an individual enters the Surge Capacity Facility their placement should be treated as if they were in a hospital setting. This means:

- If the individual is a Long-Term Services and Supports (LTSS) consumer the case manager continues to hold the individual case (do not transfer the case)
- **The current service plan, pay-ins, and any payment authorizations must be ended.**
- In Oregon ACCESS keep the benefit part ongoing and end the service plan.
- There is no liability or room and board payment to the Surge Capacity Facilities
- There is no payment authorization (i.e. no 512 or MMIS POC)
- The individual remains eligible for LTSS
- Provide ongoing Direct/Indirect contacts as appropriate – this should include coordination with the Surge Facility to determine discharge.
- Complete re-assessments as appropriate.

Individuals who are private pay may decide to apply for benefits before or after admitting into a Surge Capacity Facility. Please follow processes as described in other [COVID-19 related transmittals](#) as appropriate.

Individuals residing in a Surge Facility will be considered an acute care setting as described in OAR 461-135-0745.

**Training/communication plan:**

Hospital discharge planners and licensed care facilities have been given this information as a resource for discharge individuals and decompression of facilities.

Any complaints of abuse must be referred to the appropriate unit NFSU or local APS for investigation under relevant rules.

**Local/branch action required:** Actions are indicated in this transmittal.

**Central office action required:** Approve placements to Surge Capacity Facilities. Provide technical assistance as needed.

*If you have any questions about this policy, contact:*

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