

# Policy Transmittal Aging and People with Disabilities



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**Number:** APD-PT-23-022

**Issue date:** 11/1/2023

**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:

**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                        |   |

<b>Policy/rule title:</b>	AFH 2023-2025 Collective Bargaining Agreement Impacts for AFH Exceptions		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	October 2023	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:**

The 2023-2025 Collective Bargaining Agreement (CBA) for Adult Foster Home (AFH) providers has been ratified. This transmittal provides policy guidance and information for APD/AAA local office staff as it pertains to AFH exception requests.

**What has changed in the CBA:**

Exceptional payments, as determined appropriate by the Agency to meet the needs of the consumer, will be approved on the date the provider submits the request and a staffing plan in writing that justifies the exception and any other exceptions in the AFH

to the case manager at the AAA or APD office. If the provider submits a staffing plan that does not justify the exception and other exceptions in the AFH, the provider will be given fourteen (14) days to submit a staffing plan that can be approved by the ODHS or the exception may be denied.

Denials of exceptions shall be in writing stating the specific reason(s) for the denial.

What this means for local offices:

Upon receipt of an exception request (SDS 514, 514A and weekly plan of operation form 0351 or Multnomah County equivalent if the provider has multiple exceptions) from an AFH provider, local office case managers or Diversion/Transition (D/T) workers must narrate the date of receipt in Oregon ACCESS. Additionally, these documents must be physically or electronically date stamped by local office staff on the date the documents are received. Emails may be used to document date of receipt if the case manager and local supervisor send the email to Central Office along with the SDS 514, 514A and weekly plan of operation. All documents and emails pertaining to exception requests must be scanned into EDMS.

If an exception request is denied due to an AFH provider not submitting a staffing plan that justifies the exception and other exceptions in the AFH (if applicable), the provider will be given 14 days from the date of notification by Central Office to submit a new staffing plan. Case managers must notify the provider of the specific reason(s) the staffing plan was denied in writing. Should a provider submit a new staffing plan within 14 days, the staffing plan is approved by Central Office and the exception is approved based on consumer care needs, the exception will be effective the date the provider submitted the request in writing.

If the provider does not submit an updated staffing plan within 14 days, the exception may be denied in part or in full, and a new request may be submitted with staffing documentation that supports the exception and other exceptions in the home (if applicable). If the new request is approved by Central Office, the exception will be effective based on the date of receipt of the new request.

Central Office staff will provide the specific reason(s) for full or partial denial of an exception request in writing to the case manager or D/T worker in an email. Case managers are required to send this email to the applicable adult foster home provider.

All CBC Exceptions request must be submitted to  
[APD.CBCExceptions@odhsoha.oregon.gov](mailto:APD.CBCExceptions@odhsoha.oregon.gov)

**Implementation/transition instructions:**

**Training/communication plan:**

**Local/branch action required:**

**Central office action required:**

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** APD Policy and Ops Review

**Filing instructions:**

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

Contact(s): Erin Drake, CBC Exceptions Coordinator	
Phone: 503-798-1324	Fax:
Email: Erin.L.Drake@odhs.oregon.gov	