

Lilia Teninty

Authorized Signature

Number: APD-AR-14-019

Issue Date: 4/27/2015

CORRECTED

Topic: Developmental Disabilities

Due Date: One month prior to start of requested individual funding allocation

Subject: Funding Review and Exceptions

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS) |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage Directors; DD Services Coordinators; Brokerage Personal Agents; CIIS; OLRO |
| <input checked="" type="checkbox"/> County DD Program Managers | |

Introduction: 04/17/15 updated links to appropriate forms.

The Office of Developmental Disability Services (ODDS) is implementing a process for requesting authorization of funds for individuals when a necessary item or service:

- exceeds what is available through the State Plan and waivers;
- requires a payment rate above ODDS published rate guidelines; or
- requires the use of General Funds.

The ODDS has established a Funding Review Committee which reviews and authorizes requests for items or services of exceptional cost as identified in the ODDS Expenditure Guidelines, established policies, rate guidelines, or Oregon Administrative Rules, to monitor expenditures and assure fiscal accountability. The committee also reviews exception requests and makes a determination to approve or deny each specific request.

Action Required:

Effective on the Issue Date of this Action Request, Community Developmental Disability Programs (CDDP) and Brokerages are required to utilize the process described below for new services or when each individual's plan renews or is amended. Plans are not required to be renewed mid-plan year, nor funding authorization requested, if a service was appropriately authorized prior to the issuance of this Funding Review process. The funding review process is to be used for the following funding requests which require prior review or exception approval by ODDS:

- use of General Funds for services for adults and children
- in-home services exceeding an individual's assessed needs
- services exceeding limitations in the Expenditure Guidelines
- service rates over a published rate limitation
- transportation over \$500 per month (updated 04/17/15)
- provider rates over the ODDS rate guideline maximum
- State Plan Personal Care (SPCC) service exceptions per [APD-PT-14-005](#), as corrected

The Funding Review Committee will not be reviewing requests submitted through other established ODDS processes, such as:

- Children's 24 hour residential exceptions;
- CIIS exceptions;
- Tier 7 reviews; and
- General Fund Children's Long Term Support Services plans.

The "Request for Funding- Review or Exception", form [SE0514DD](#) must be completed and accompany all requests for review or exception. The "Request for Funding - Review or Exception" form includes instructions, form [SE0514DDinst](#), that can be found on our [DHS forms website](#).

Submitting Funding Requests

Funding requests must be submitted electronically to ODDS.FundingReview@state.or.us . Requests must be sent securely and only through the DHS secure e-mail system. In the subject line, identify the CDDP or Brokerage originating the request and the client initials. Before submitting confidential information, send an initial email, without any detail or documentation, to the ODDS Funding Review e-mail box (link above). You will receive a secure message as an automatic reply. The request form, with all supporting documentation attached, should be included as a reply to the secure (ODDS reply) message.

Processing of Requests

Funding Requests will be reviewed by the subject matter expert of the item being

requested. Decisions will be made within 2 weeks of receiving the request unless additional information is requested. (updated 04/17/15)

Documentation to Support Funding Requests

Documentation to support requests should be submitted in the secure email with the Funding Request Form. Documentation should clearly identify:

- The critical health and safety issue or service need of the individual upon which the request is based;
- the alternatives considered to meet the service need;
- the resources explored and the outcome;
- the cost analysis performed, including price quotes or bids; and
- the best and most cost effective choice of service for the individual.

ODDS assessments and other pertinent information including but not limited to, relevant professional assessment, tracking records, staffing levels, or a Supplemental Assessment form, should be submitted with the request. Service plans may be submitted as necessary to support the requested service or unmet need.

Plan development for items/services needing ODDS review or prior authorization

If a need for a service or item expenditure which requires review or exceptional approval is identified at the time of plan development or renewal, the item or service identified to meet the need may be written in a plan with the notation that an exception or review is being requested. No funding allocation should be made or funds expended for the item/service in the service plan prior to the review or exception approval by the ODDS. Following a favorable decision by the ODDS Funding Review Committee, a specific cost may be written into the individual service plan for the approved service or item and funding may be allocated and expended. The ODDS will not be responsible for payment for items purchased or services delivered for which required ODDS prior authorization was not obtained, including renewals, additional authorizations and extensions of a previously authorized service.

Newly identified support needs may require some exploration of possible options for providing the support and will require time to research costs, alternatives, and how to best meet an individual's need. In that case, the plan activity might include what will be done to pursue appropriate services and the Individual Service Plan changed later to add the appropriate, authorized item or service.

Appeals

Individuals whose service is denied, terminated, reduced, or suspended must receive notice per [OAR 411-318-0020](#) and have a right to request a hearing per Oregon

Administrative Rules pertaining to their services.

Reason for Action: A new funding review process is being implemented for more efficient processing of funding requests requiring ODDS authorization or approval for purchase of items and services to meet individuals' support needs.

Field/Stakeholder review: Yes No

Reviewed by: Representatives of CDDP programs and Brokerages, ODDS staff

If you have any questions about this action request, contact:

Contact(s):	Chelas Kronenberg		
Phone:	971-600-7892	Fax:	503-373-7274
E-mail:	Chelas.a.kronenberg@state.or.us		