



# Behavior Rehabilitation Services (BRS)

## Oregon Administrative Rules Guide

Oregon Health Authority  
Division of Medical Assistance Programs



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Oregon Department of Human Services  
Child Welfare Programs



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Oregon Youth Authority



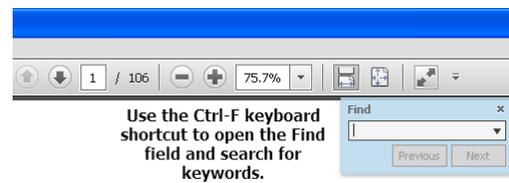
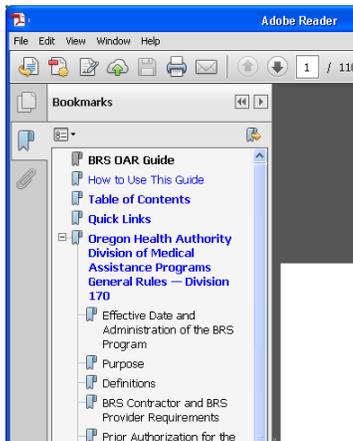
## Conventions Used in this Guide

- **Bold** text highlights help guide the user to Key elements of the rule
- *Italicized* text indicates the term is defined in the Definitions section of each rule
- [Blue](#) text indicates a clickable hyperlink to navigate to a specific location in the document (electronic version only)

### Navigation tips for using this guide electronically

A bookmark navigation panel on the left contains clickable hyperlinks to navigate to the location of the specified topic

Use the Ctrl-F keyboard shortcut to open the Find function and search the electronic PDF by keywords



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## Oregon Health Authority Division of Medical Assistance Programs General Rules — Division 170

### 410-170-0000

#### Effective Date and Administration of the BRS Program

- (1) OAR 410-170-0000 through 410-170-0120 are effective on January 1, 2014.
- (2) All *BRS contractor's* and *BRS provider's* **programs must** meet the requirements in the *BRS program* general rules (OAR 410-170-0000 through 410-170-0120). Additional **agency-specific BRS program rules** for the Department of Human Services are contained in 413-090-0055 through 413-090-0090, and for the Oregon Youth Authority are contained in 416-335-0000 through 416-335-0100.
- (3) All references to federal and state laws and regulations referenced in these rules are those in place on November 13, 2013, and the *agency-specific BRS program* rules that are effective on January 1, 2014.
- (4) Delegation of Authority: The Oregon Health Authority **may delegate authority** to another *agency* or a unit of government to carry out some of its obligations under these rules.

Stat. Auth.: ORS 183.355, 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

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### 410-170-0010

#### Purpose

The purpose of the *Behavior Rehabilitation Services (BRS) Program* is to remediate the *BRS client's* debilitating psychosocial, emotional and behavioral disorders by providing such *services* as behavioral intervention, counseling, and skills-training. These rules describe the general program requirements for the *BRS program*, prior authorization process, *services and placement related activities*, *BRS contractor* and *BRS provider* requirements, reimbursement rates, and compliance and oversight activities.

Stat. Auth.: ORS 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

## 410-170-0020

### Definitions

The following definitions apply to terms used in OAR 410-170-0000 through 410-170-0120.

- (1) *Agency* means the state agency that has a contract with the *BRS contractor* to provide *services* and *placement related activities* to the *BRS client*, and provides prior authorization for the *BRS client* to receive *services* and *placement related activities* pursuant to the *BRS program* general rules and, as applicable, *agency-specific BRS program* rules. The *agency* will be one of the following state agencies: the Department of Human Services, the Oregon Health Authority, or the Oregon Youth Authority.
- (2) *Approved provider parent* means an individual who a *BRS contractor*, a *BRS provider*, or *OYA* has approved to provide *services* or *placement related activities* to the *BRS client* in the home of that individual. *Approved provider parents* who provide *services* are considered *direct care staff*, and must meet those qualifications in OAR 410-170-0030(4).
- (3) *Behavior Rehabilitation Services (BRS) program* is a program that provides *services* and *placement related activities* to the *BRS client* to address their debilitating psychosocial, emotional and behavioral disorders in a community placement utilizing either a *residential care model* or *therapeutic foster care model*.
- (4) *Billable care day* means each calendar day the *BRS client* is in the direct care of the *BRS provider* at 11:59 p.m. or meets the requirements in OAR 410-170-0110.
- (5) *BRS client* means the person who has prior authorization from an *agency* to receive *services* or *placement related activities* through the *BRS program* in accordance with the *BRS program* general rules, and as applicable *agency-specific BRS program* rules.
- (6) *BRS contractor* means the entity contracted with an *agency* to be responsible for providing *services* and *placement related activities* to the *BRS client*. The *BRS contractor* may also be the *BRS provider* if it provides direct *services* and *placement related activities* to the *BRS client*.
- (7) *BRS provider* means a facility, institution, corporate entity, or other organization that provides direct *services* and *placement related activities* to the *BRS client*.
- (8) *BRS type of care* means the type of program model, *services*, *placement related activities*, staffing requirements and qualifications which are necessary to meet the medical and other needs of the *BRS client*.

- (9) *Caseworker* means the individual who coordinates the *services* and *placement related activities* for the *BRS client* with the *BRS contractor* and *BRS provider*.
- (10) *Child or children* means a person or persons under 18 years of age.
- (11) *Children's health insurance program (CHIP)* means the federal and state funded portion of the Oregon Health Plan (OHP) established by Title XXI of the Social Security Act and administered by the *Authority*.
- (12) *Designated LPHA* means a *licensed practitioner of the healing arts*, who has a contract with, is approved by, or is employed by the *agency* to make a determination on the medical appropriateness of the *BRS program* for the *BRS client*.
- (13) *DHS or Department* means the Department of Human Services, Child Welfare.
- (14) *Direct care staff* means an individual who is employed by or who has a contract or an agreement with the *BRS provider*, and is responsible for assisting *social service staff* in providing individual and group counseling, skills-training and therapeutic interventions, and monitoring and managing the *BRS client's* behavior to provide a safe, structured living environment that is conducive to treatment.
- (15) *Initial service plan (ISP)* means the initial written individualized *services* plan, developed by the *BRS contractor* or *BRS provider*, identifying the *services* that must be provided to the *BRS client* during the first 45 days in its *BRS program* or until the *master service plan* is written. Additional requirements are described in OAR 410-170-0070.
- (16) *Licensed practitioner of the healing arts (LPHA)* means a physician or other practitioner licensed in the State of Oregon who is authorized within the scope of his or her practice, as defined under state law, to diagnose and treat individuals with physical or mental disabilities, or psychosocial, emotional and behavioral disorders.
- (17) *Master service plan (MSP)* means the written individualized *services* plan, developed by the *BRS contractor* or *BRS provider*, identifying the *services* that must be provided to the *BRS client* in its *BRS program*. Additional requirements are described in OAR 410-170-0070.
- (18) *Medicaid* means the federal and state funded portion of the medical assistance programs established by Title XIX of the Social Security Act, as amended, administered in Oregon by the *Authority*.
- (19) *OHA or Authority* means the Oregon Health Authority. The Authority is the agency established in ORS Chapter 413 that administers the funds for Titles XIX and XXI of the Social Security Act. It is the single state agency for the administration of the medical

assistance program under ORS chapter 414. For purposes of these rules, the agencies under the authority of the *Authority* are the Public Health Division, the Addictions and Mental Health Division, and the Division of Medical Assistance Programs.

- (20) *OYA* means the Oregon Youth Authority.
- (21) *Physical restraint* means the act of restricting the *BRS client's* voluntary movement as an emergency measure to manage and protect the *BRS client* or others from injury when no alternate actions are sufficient to manage the *BRS client's* behavior. Physical restraint does not include temporarily holding a *BRS client* to assist him or her or assure his or her safety, such as preventing a child from running onto a busy street.
- (22) *Placement related activities* means the *BRS contractor's* or *BRS provider's* activities related to the operation of the program and the care of the *BRS client* as set forth in the *BRS program* general rules, applicable *agency-specific BRS program* rules, the contract or agreement with the *agency* or the *BRS contractor*, and applicable federal and state licensing and regulatory requirements. *Placement related activities* may include but are not limited to providing the *BRS client* with: food, clothing, shelter, daily supervision, access to educational, cultural and recreational activities; and case management. Room and board is not funded by *Medicaid* or *CHIP*.
- (23) *Private child-caring agency* is defined by the definitions in ORS 418.205, and means a "child-caring agency" that is not owned, operated, or administered by any governmental agency or unit:
- (a) A child-caring agency means an agency or organization providing:
- (A) Day treatment for disturbed *children*;
  - (B) Adoption placement services;
  - (C) Residential care, including but not limited to foster care or residential treatment for *children*;
  - (D) Outdoor youth programs (defined at OAR 413-215-0911); or
  - (E) Other similar services for *children*;
- (b) A child-caring agency does not include residential facilities or foster care homes certified or licensed by the *Department* under ORS 443.400 to 443.455, 443.830 and 443.835 for *children* receiving developmental disability services.

- (24) *Proctor parent* means an *approved provider parent* who is certified by OYA and a *private child-caring agency* in accordance with the applicable provisions in OAR 416-530-0000 through 416-530-0200 and 416-550-0000 through 416-550-0080, and who is employed by or who has a contract or agreement with the *private child-caring agency* to provide some *services* and *placement related activities* to the *BRS client* in the individual's home.
- (25) *Program coordinator* or *program director* means an individual employed by or contracted with the *BRS provider*, and is responsible for supervising staff, providing overall direction to the *BRS provider*, planning and coordinating program activities and delivery of *services* and *placement related activities*, and ensuring the safety and protection of the *BRS client* and the *BRS provider's* staff.
- (26) *Public child-caring agency* means, for purposes of this rule, an agency or institution operated by a governmental agency or unit other than *DHS*, *OYA*, or *OHA*, which provides care to the *BRS client* in a residential community setting.
- (27) *Residential care model* means that *services* and *placement related activities* are provided to the *BRS client* in a residential community setting and not in the home of an *approved provider parent*.
- (28) *Respite care* means a formal planned arrangement to relieve an *approved provider parent's* responsibilities by an individual temporarily assuming responsibility for the care and supervision of the *BRS client* in the home of the respite provider or *approved provider parent*. *Respite care* must be less than 14 consecutive days.
- (29) *Seclusion* means the involuntary confinement of a *BRS client* to an area or room from which the *BRS client* is physically prevented from leaving.
- (30) *Services* means the treatment provided to the *BRS client* in a *BRS provider's* program, including but not limited to treatment planning, individual and group counseling, skills-training, and parent training.
- (31) *Social service staff* means an individual employed by or contracted with the *BRS provider*, and is responsible for case management and the development of the *ISP* or *MSP* for the *BRS client*; individual, group and family counseling; individual and group skills-training; assisting the *direct care staff* in providing appropriate treatment to the *BRS client*; coordinating services with other agencies; and documenting the *BRS client's* treatment progress.
- (32) *Therapeutic foster care model* means *services* and *placement related activities* are provided to the *BRS client* who resides in the home of an *approved provider parent*.

(33) *Total daily rate* means the total amount of the *service* payment and *placement related activities* payment for a *billable care day*.

(34) *Young adult* means a person aged 18 through 20 years.

Stat. Auth.: ORS 413.042, 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

## 410-170-0030

### BRS Contractor and BRS Provider Requirements

- (1) Conditions of *BRS contractor* and *BRS provider* participation. The *BRS contractor* must ensure that itself and its *BRS providers* meet the following minimum requirements:
  - (a) Have the necessary current and valid licenses, approvals or certifications required by federal or state law or regulations for the entity and its staff to operate a *BRS program*;
  - (b) Have a license to operate a *private child-caring agency* or be approved by the Department of Human Services' Office of Licensing and Regulatory Oversight to operate a *public child-caring agency*;
  - (c) Comply with all federal and state laws and regulations required to be a licensed or an approved foster care agency under OAR 413-215-0301 to 413-215-0396 or residential care agency under OAR 413-215-0501 to 413-215-0586 and, if the *BRS client* is a person age 18 or older, comply with the licensing or approval requirements that would apply if the *BRS client* was a *child*;
  - (d) Comply with the **provider enrollment requirements** in OAR 410-120-1260;
  - (e) Comply with the requirements in OAR 410-120-1380(1)(c)(J) for excluding individuals and entities from being subcontractors if they are found on the listed exclusion list(s); and
  - (f) Have a contract or agreement with an *agency*, or as applicable a *BRS contractor*, to provide *services and placement related activities* to the *BRS client*.
- (2) Compliance with Federal and State Law. The *BRS contractor* must, and must ensure its *BRS providers*, comply with all applicable federal and state laws and regulations pertaining to the provision of *Medicaid services* under the Medicaid Act, Title XIX, 42 USC 1396 *et seq.* and the *BRS program*, including but not limited to all applicable provisions in OAR 410-120-0000 through 410-120-1980.
- (3) Confidentiality of *BRS client* information:
  - (a) **Confidentiality Generally:** The *BRS contractor* must not, and ensure its *BRS providers* do not, use or disclose any information concerning a *BRS client* for any purpose not directly connected with the administration of the *BRS contractor's* or *BRS provider's* program or as otherwise permitted by law, except with the written consent of the *agency*, or if the *agency* is not the *BRS client's* guardian,

on the written consent of the person or persons authorized by law to consent to such use or disclosure. The *BRS contractor* must, and must require its employees and *BRS providers* to, comply with all appropriate federal and state laws, rules and regulations regarding the confidentiality of records related to the *BRS client*;

- (b) **HIPAA Compliance and Medical Privacy.** The *BRS contractor* must, and ensure its *BRS providers*, comply with all applicable confidentiality requirements in the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Public Law 104-191, August 21, 1996) and its implementing regulations in 45 CFR 160 and 164 *et. seq.*, and all applicable confidentiality requirements in state statutes and administrative rules, including but not limited to ORS 179.505 and OAR chapter 410, division 120;
- (c) **Maintenance of Written Records:** The *BRS contractor* must, and ensure its *BRS providers*, appropriately secure all records and files related to *BRS clients* to prevent access by unauthorized persons or entities;
- (d) **Disclosure to the *agency*, *Authority* or other governmental oversight or licensing entities:**
  - (A) The *BRS contractor* must, and ensure its *BRS providers*, promptly provide access to any information or written documentation in its possession related to the *BRS client* or its *BRS program* upon the request of the *agency* for any reason; and
  - (B) The *BRS contractor* must, and ensure its *BRS providers*, promptly provide access to any information or written documentation in its possession related to the *BRS client* or its *BRS program* that is necessary for the purpose of evaluating, overseeing or auditing the *BRS contractor's* program upon the request of the *Authority* or other governmental oversight or licensing entities.
- (4) **Staff Qualifications.** The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, has a *program coordinator*, *social service staff*, and *direct care staff* who meet and maintain the following minimum qualifications:
  - (a) No less than **50% of the *direct care staff*** for a *BRS provider* must have a Bachelor's degree from an accredited college or university. A combination of formal education and experience with *children* or *young adults* may be substituted for a Bachelor's degree. *Direct care staff* must be under the direction of a qualified *social service staff* member or a *program coordinator*;

- (b) *Direct care staff, social service staff, and the program coordinator, who directly work with BRS clients, must:*
  - (A) Receive a minimum of 28 hours of **initial training** prior to or within 30 days of employment or certification on the following topics: *BRS services* documentation, mandatory reporting of child abuse, program policies and expectations, gender- and cultural-specific services, behavior and crisis management, medication administration, discipline and restraint policies, and suicide prevention. Any *direct care staff, social service staff, or program coordinator* who has not yet completed this initial training prior to employment or certification, must be supervised by a person who has completed this training when having direct contact with *BRS clients*; and
  - (B) Receive a minimum of 16 hours of **training annually** on the following topics: skills-training that supports evidence-based or promising practices, and other subjects relevant to the responsibilities of providing *services and placement related activities* to the *BRS client*; and
  - (C) Have and maintain cardiopulmonary resuscitation (CPR) and first aid certification;
- (c) The **program coordinator or program director** must have a Bachelor's degree from an accredited college or university, preferably with major study in psychology, sociology, social work, social sciences, or a closely allied field, and two years of experience in the supervision and management of a residential facility for the care and treatment of children or young adults;
- (d) **Social service staff** must have a Master's degree from an accredited college or university with major study in social work or a closely allied field and one year of experience in the care and treatment of *children or young adults*; or have a Bachelor's degree with major study in social work, psychology, sociology or a closely allied field and two years of experience in the care and rehabilitation of *children or young adults*.
- (5) **Fitness Determination:**
  - (a) The *BRS contractor and BRS provider* must ensure that its employees, volunteers, contractors, vendors, *approved provider parents*, or other persons providing *services or placement related activities* to *BRS clients*, comply with all applicable **criminal record and child abuse background checks** and any fitness determination process required by federal or state law or regulation;

- (b) The *BRS contractor* and the *BRS provider* must ensure that its employees, volunteers, contractors, vendors, *approved provider parents*, or other persons providing *services* or *placement related activities* to *BRS clients*, **who have not yet successfully completed** the requirements in section (5)(a) of this rule, **are supervised by a person** who has successfully met these requirements when having direct contact with *BRS clients*;
  - (c) Except in cases where more stringent legal requirements apply, the *BRS contractor* and *BRS provider* must ensure that its employees, volunteers, contractors, vendors, *approved provider parents*, or other persons providing *services* or *placement related activities* to *BRS clients*, report to it any arrests or court convictions, any **known allegation** of child abuse or neglect, and any other circumstance that could reasonably affect a fitness determination within one business day. The *BRS contractor* and **BRS provider must report** this information to the *agency* on the same day it receives the information.
- (6) **Mandatory Reporting:**
- (a) The *BRS contractor* and *BRS provider* must comply with the child abuse reporting laws in ORS 419B.010 through 419B.050;
  - (b) The *BRS contractor* and *BRS provider* must require any staff member, including employees, volunteers, subcontractors, *approved provider parents*, or other persons providing *services* or *placement related activities* to *BRS clients*, to immediately make a report or cause a report to be made under ORS 419B.015 anytime the staff member has reasonable cause to believe that any *child* with whom the staff member comes in contact has suffered abuse, as defined by 419B.005(1), or that any person with whom the staff member comes in contact has abused a *child*;
  - (c) The *BRS contractor* and *BRS provider* must train their staff regarding child abuse reporting requirements;
  - (d) The *BRS contractor* must ensure that its *BRS provider* complies with the requirements of this section.
- (7) **Communication:**
- (a) The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, maintains a system for immediate and **on-going communication** amongst program staff regarding the whereabouts, status and **condition of the *BRS clients*** in its program;

- (b) The *BRS contractor* must ensure that *direct care staff* and *social service staff* **have access to a *BRS client's* information** to the extent it is relevant to providing the *BRS client* with *services* and *placement related activities*;
  - (c) The *BRS contractor* must provide, or ensure that its *BRS provider* provides, immediate **verbal notification to the *caseworker* and the *agency*** (if an additional contact person is designated) when there is a **communication outage** at the program, and must provide an alternative means by which the program may be contacted, if possible.
- (8) **Staffing Requirements:**
- (a) Supervision of *BRS clients*: The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, meets and maintains appropriate staffing levels to ensure **supervision of the *BRS clients* in its program at all times (24 hours a day, 7 days a week)**, including taking steps to ensure that a *BRS client* is supervised while temporarily outside of the program. The *BRS provider* must not leave a *BRS client* unsupervised, except in cases where there is a *service plan* for the *BRS client* to be out of the *BRS provider's* direct supervision;
  - (b) **Therapeutic Foster Care Model:**
    - (A) **The Authority's or the Department's *BRS contractors***. The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, meets and maintains the following adult to *child* ratios in its therapeutic foster care homes:
      - (i) **Shelter Evaluation and Assessment and Independent Living Services:**
        - (I) A **maximum of 3 *BRS clients*** shall be placed in the home of an *approved provider parent*;
        - (II) A **maximum of 5 *children* (including both *BRS clients* and *non-BRS clients*)** and *young adults* (*BRS clients* only) shall live in an *approved provider parent* home with two parents;
        - (III) A **maximum of 4 *children*** (including both *BRS clients* and *non-BRS clients*) and *young adults* (*BRS clients* only) shall live in an *approved provider parent* home **with one parent**; and

(IV) **No more than two *children*** (including both *BRS clients* and *non-BRS clients*) **under the age of three** shall live in an *approved provider parent home*;

(ii) **Intensive Community Care, Therapeutic Foster Care, and Enhanced Therapeutic Foster Care:**

(I) A **maximum of 2 *BRS clients*** shall be placed in the home of an *approved provider parent*;

(II) A **maximum of 5 *children* (including both *BRS clients* and *non-BRS clients*)** and young adults (*BRS clients* only) shall live in an *approved provider parent home* with **two parents**;

(III) A **maximum of 4 *children* (including both *BRS clients* and *non-BRS clients*)** and young adults (*BRS clients* only) shall live in an *approved provider parent home* **with one parent**; and

(IV) **No more than two *children*** (including both *BRS clients* and *non-BRS clients*) **under the age of three** shall live in an *approved provider parent home*;

(iii) **Notwithstanding section (8)(b)(A)(i) and (ii) of this rule**, the *BRS contractor* or *BRS provider* may exceed these limits on the maximum number of *children* and *young adults* who shall live in a home when the *approved provider parent* is providing *respite care*;

(B) *OYA's BRS contractors*. The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, meets and maintains the adult to *child* or *young adult* ratios described in *OYA-specific BRS program* rules for therapeutic foster care homes;

(c) **Residential Care Model:**

The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, meets and maintains the following ***direct care staff to BRS client ratios*** for the *BRS type of care* it provides in its residential care *BRS program*:

- (A) **Shelter Assessment and Evaluation, Intensive Community Care, and Independent Living Service:** During scheduled school days, weekends and non-scheduled school days, the program must:
- (i) Have 1 *direct care staff* member for every 7 *BRS clients* onsite between 7 a.m. and 3 p.m.;
  - (ii) Have 1 *direct care staff* member for every 4.7 *BRS clients* onsite between 3 p.m. and 11 p.m.; and
  - (iii) Have 1 *direct care staff* member for every 9.3 *BRS clients* onsite between 11 p.m. and 7 a.m.;
- (B) **Community Step-Down, Independent Living Program, and BRS Basic Residential and Rehabilitation Services:**
- (i) During scheduled school days, the program must:
    - (I) Have 1 *direct care staff* member for every 7 *BRS clients* onsite between 7 a.m. and 3 p.m.;
    - (II) Have 1 *direct care staff* member for every 4.7 *BRS clients* onsite between 3 p.m. and 11 p.m.;
    - (III) Have 1 *direct care staff* member for every 9.3 *BRS clients* onsite between 11 p.m. and 7 a.m.; and
  - (ii) During weekends and non-scheduled school days, the program must:
    - (I) Have 1 *direct care staff* member for every 4.7 *BRS clients* onsite between 7 a.m. and 3 p.m.;
    - (II) Have 1 *direct care staff* member for every 4.7 *BRS clients* onsite between 3p.m. and 11 p.m.;
    - (III) Have 1 *direct care staff* member for every 9.3 *BRS clients* onsite between 11 p.m. and 7 a.m.;
- (C) **Intensive Rehabilitation Residential Services, BRS Residential, BRS Enhanced, and Short-Term Stabilization Program:**
- (i) During scheduled school days, the program must:

- (I) Have 1 *direct care staff* member for every 7 *BRS clients* onsite between 7 a.m. and 3 p.m.;
- (II) Have 1 *direct care staff* member for every 2.8 *BRS clients* onsite between 3 p.m. and 11 p.m.;
- (III) Have 1 *direct care staff* member for every 9.3 *BRS clients* onsite between 11 p.m. and 7 a.m.; and
- (ii) During weekends and non-scheduled school days, the program must:
  - (I) Have 1 *direct care staff* member for every 4.7 *BRS clients* onsite between 7 a.m. and 3 p.m.;
  - (II) Have 1 *direct care staff* member for every 2.8 *BRS clients* onsite between 3 p.m. and 11 p.m.;
  - (III) Have 1 *direct care staff* member for every 9.3 *BRS clients* onsite between 11 p.m. and 7 a.m.;
- (d) For purposes of **calculating the number of *direct care staff*** under section (8)(c) of this rule only, a *social service staff* member or *program coordinator* may be included if that staff member is specifically scheduled to and actually provides direct supervision to *BRS clients* onsite during the relevant time period;
- (e) Under section (8)(c) of this rule only, in the event that **no *BRS clients* are onsite** at the program due to home visits or other planned absences, the *BRS contractor* and *BRS provider* **must ensure that its program has the resources** and procedures in place to serve the *BRS client* who may need **to return to the program prior to the scheduled return date**;
- (f) In the event a *BRS client* is **temporarily admitted to a hospital** (other than to a psychiatric hospital) but is still enrolled in the *BRS provider's* program, the *BRS contractor* and *BRS provider* must ensure that its program works with the *caseworker*, and the family when appropriate, to **develop a plan approved by the agency for supervision** during the *BRS client's* hospitalization;
- (g) The *BRS contractor* may, or allow its *BRS provider* to, **request prior written agency approval for its *BRS program* to deviate from the ratios** described in section (8)(b) and (c) of this rule or *agency-specific BRS program* rules. If the *agency* grants a waiver, this shall only apply to *BRS program* ratio requirements specified in these rules and *agency-specific BRS program* rules. The *BRS*

*contractor* and *BRS provider* must comply with any ratio requirements applicable under federal or state licensing requirements or approvals;

- (9) **Physical Facility.** The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, do the following:
- (a) Provide an environment suitable for the treatment of a *BRS client*, which meets all applicable **safety, health and general environment standards** required for a residential community setting, if *services* are provided to the *BRS client* in a *residential care model*, or in the home of an *approved provider parent* certified by the *BRS provider*, if *services* are provided to the *BRS client* in a *therapeutic foster care model*;
  - (b) Provide **separate bedrooms for children and persons 18 years or older**, except in cases where the *child* shares a bedroom with a *young adult* who is the *child's* parent and caregiver or where there is written approval from the Department of Human Services' Office of Licensing and Regulatory Oversight Coordinator and the *agency*;
  - (c) Provide **separate bedrooms for BRS clients who have inappropriate sexual behaviors** identified in their *service plan* and *BRS clients* who do not have those behaviors identified in their *service plan*, **unless there is written approval from the agency**;
  - (d) Provide that *BRS clients, who have inappropriate sexual behaviors* identified in their *service plan*, occupy a bedroom **either individually or in a group of three** or more *BRS clients* who have inappropriate sexual behaviors identified in their *service plan*, **unless there is written approval from the agency**;
  - (e) Provide separate bedrooms for *BRS clients* and **other members of the household unless there is written approval from the agency**;
  - (f) Provide separate bedrooms or dormitories for **females and males**;
  - (g) Provide **physical separation** of *BRS clients* served in its *BRS program* from persons housed in a **detention facility or youth correction facility**;
  - (h) Provide that at least one door in each **bedroom is unlocked** at all times;
  - (i) Provide that **at least one door in each dormitory is unlocked at all times**, unless the *BRS contractor* or *BRS provider* receives **prior written agency approval to lock all dormitory doors for eight hours at night**; and

- (j) Provide a means of **egress for *BRS clients* to leave the facility.**
- (10) *BRS providers* and *BRS contractors* **are not required** to comply with (9)(b) and (c) of this rule if they provide *services or placement related activities in a dormitory setting.*
- (11) ***BRS Program Policies*** and Procedures:
  - (a) The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, has the following **written policies and procedures**, which have been reviewed and approved by the *agency*:
    - (A) **Admission criteria and standards** to accept a *BRS client* into its program;
    - (B) **Staff training** policies and procedures, including **child abuse reporting** expectations under ORS 419B.005, 419B.010 and 419B.015;
    - (C) Policies and procedures related to reviewing **referrals** to its program and notification of admission decisions;
    - (D) A **behavior management system** policy designed to consistently encourage appropriate behaviors by the *BRS client* in a non-punitive manner;
    - (E) A behavioral rehabilitation program model that uses **evidence-based** or promising practices whenever possible and the curriculum, policies, and procedures which implement that model;
    - (F) Policies regarding the *BRS client's* and **family's rights**, including but not limited to the search and seizure of the *BRS client's* person, property, and mail; visitation and communication; and **discharges** initiated by the *BRS client*;
    - (G) A **grievance** policy describing the process through which the *BRS client*, and, if applicable, the *BRS client's* parent, guardian or legal custodian may present grievances to the *BRS provider* about its operation and a process to resolve issues;
    - (H) A **suicide prevention** policy and procedure that describes how the *BRS provider* must respond in the event a *BRS client* exhibits self-injurious, self-harm or suicidal behavior. This policy must describe warning signs of suicide; emergency protocol and contacts; training requirements for staff, including suicide prevention training and suicide risk assessment tool training; procedures for determining implementation of additional

supervision precautions and for determining removal of additional supervision precautions; suicide risk assessment procedures on the day of intake; documentation requirements for suicide ideation, self-harm, and special observation precautions to ensure immediate communication to all staff; a process for tracking suicide behavioral patterns; and a “post-intervention” plan with identified resources;

- (I) A **seclusion and physical restraint** policy that describes when such interventions may be used in compliance with applicable federal and state laws and regulations, including but not limited to requirements for licensed or approved *public or private child-caring agencies* and *agency-specific BRS program* rules. Physical restraint or seclusion shall only be used as a last resort, and shall not be used for discipline, punishment, convenience of personnel, or as a substitute for activities, treatment or training. The policy must describe how staff are trained and monitored and who may perform such interventions;
  - (J) A **medication management** policy which complies with applicable licensing requirements and *agency-specific BRS program* rules. At minimum, the policy must describe:
    - (i) How and where medications are stored and dispensed; and
    - (ii) How the *BRS provider* must notify the *caseworker* if the *BRS client* refuses prescribed medications for more than 7 days or refuses a medication that has been identified by any *LPHA* as requiring an immediate report for health care reasons;
  - (K) A **quality improvement** policy and procedures that monitor the operation of the *BRS program* to ensure compliance with all applicable laws and regulations, including but not limited to tracking *service* hours, monitoring the timeliness of reporting requirements, and monitoring the quality of delivery;
- (b) The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, **reviews and updates its policies** and procedures as listed in section (11)(a) of this rule **biannually**, and has any updated policies and procedures reviewed and approved by the *agency*;
  - (c) The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, **complies with, and maintains documentation of its compliance, with all policies and procedures** described in section (11)(a) of this

rule, and with any modifications to their policies and procedures that are required by the *agency*.

(12) **Documentation Requirements:**

- (a) The *BRS contractor* and *BRS provider* must:
- (A) Comply with all documentation requirements in OAR 410-120-1360, *BRS program* general rules and *agency-specific BRS program* rules;
  - (B) Use forms reviewed and approved by the *agency* to document the following if required: the *ISP*, the assessment and evaluation report, the *MSP*, the *MSP* 90 day updates, the daily and weekly log for *service* hours, and the invoice form;
  - (C) Maintain current **documentation of its staff's compliance with applicable training, qualifications, and licensing requirements**, which must be **readily available for on-site review** by the *caseworker, agency*, and other appropriate licensing or oversight entity;
  - (D) Create, **maintain and update an individualized case file for each BRS client** either in hard copy or electronically, including but not limited to *service* documentation (*service* plans, weekly *service* type and hour records, and discreet *service* notes), which must be **readily available for on-site review** by the *BRS provider's direct care staff* and *social service staff*, the *caseworker*, the *agency*, and the appropriate licensing or oversight entity;
  - (E) Ensure that all **documentation about the BRS client is written in terms that are easily understood** by all persons involved in *service* planning and delivery, including but not limited to the *service* plans, progress notes and reports, assessments, and incident reports; and
  - (F) Ensure that all **documentation** (paper or electronic) **identifies any corrections made**, including the original information, what was corrected or changed, the date of the correction, and who made the correction. White out, eraser tape, electronic deletions or other means of eradicating information to make corrections on documentation may not be used;
- (b) **Incident Reports:** The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, creates and maintains a record of all incidents and crisis interventions on a form approved by the *agency*, including but not limited to use of *seclusion* and *physical restraint*, a risk to the status or

custody of the *BRS client*, or other incidents likely to cause complaints, generate safety, programmatic or other serious concerns, or come to the attention of the media or law enforcement.

(A) **Incident reports must contain** the following information:

- (i) Name of the *BRS client*;
- (ii) The date, location, and type of incident or crisis intervention;
- (iii) The duration of any *seclusions* or *physical restraints* employed in the context of the incident;
- (iv) Name of staff involved in the incident or crisis intervention, including the names of any witnesses;
- (v) Description of the incident or crisis intervention, including precipitating factors, preventative efforts employed, and description of circumstances during the incident;
- (vi) Physical injuries to the *BRS client* or others resulting from the incident or crisis intervention, including information regarding any follow-up medical care or treatment;
- (vii) Documentation showing that any necessary reports were made to the appropriate *agency*, any other entity required by law to be notified, and, as applicable the *BRS client's* parent, guardian or legal custodian;
- (viii) Documentation indicating the date that a copy of the incident report was sent to the *caseworker*;
- (ix) Actions or interventions taken by program staff;
- (x) Any follow-up recommendations for the *BRS client* or staff;
- (xi) Any follow-up or investigation conducted by the *BRS contractor* or *BRS provider's* supervisory staff and administrative personnel, *DHS, OHA, OYA* or other entities; and
- (xii) The *BRS contractors* or *BRS provider's* review of the incident or crisis intervention.

- (B) The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, provides **immediate verbal notification to the caseworker**, the *agency's* designated contact, and as applicable the appropriate **licensing entity** of the following types of incidents: incidents **posing a risk to the status or custody** of the *BRS client*, and any other incidents that are of a nature **serious enough to raise safety, programmatic, or other serious concerns**. Verbal notification must be followed up by the submission of a **written incident report** to the individuals or entities described in this section **within 1 business day**. Compliance with this notification requirement does not satisfy child abuse reporting requirements under ORS 419B.005 to 419B.045;
- (C) The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, provides a written incident report **within 5 business days to the caseworker** regarding any use of **seclusion or physical restraint** on a *BRS client*;
- (D) **At the end of each month**, the *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, **sends copies** of all incident reports for that month, not previously submitted under section (12)(b)(B) of this rule, **to the designated agency contact**;
- (c) The *BRS contractor* and *BRS provider* must promptly provide documentation to the agency upon request or by the deadline specified in a written request, whichever is sooner. The *BRS contractor's* or *BRS provider's* **failure to provide the agency with the requested documentation** by the *agency's* deadline may result in the *agency* pursuing any one or a combination of the sanctions or remedies against the *BRS contractor* described in OAR 410-170-0120 or *agency-specific* BRS rules.
- (13) **Overnight Absences:** The *BRS contractor* must ensure that its program, either operated by itself or by its *BRS provider*, **receives prior written approval from the caseworker** whenever the *BRS client* will be sleeping outside of its program for any reason (such as home visits, camping trips, court appearances, hospital admissions, or detention) **excluding cases of emergency**:
  - (a) **Initial approval** shall be completed at intake and will include information from the *caseworker* documenting any special instructions such as:
    - (A) Conditions under which an **overnight absence** from the program would be approved;
    - (B) **Home visit resources** that are acceptable;

- (C) Any **required notifications** to the community: victim, court, special interest group, or law enforcement;
  - (D) **Approved and non-approved contacts** during absences, as applicable; and
  - (E) **Approved and non-approved activities**, as applicable;
- (b) After initial approval by the *caseworker*, the *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, **notifies the caseworker of each upcoming overnight visit at least 2 business days prior to the visit**, and provides the following information:
- (A) Dates of visit;
  - (B) Type of visit or activity;
  - (C) Location of visit or activity; and
  - (D) Explanation of how any special conditions or requirements will be addressed;
- (c) The *BRS contractor* and *BRS provider* **shall not permit the BRS client to leave the state or country** without prior written approval by the *agency*.
- (14) **Publicly-Operated Community Residences.** The *BRS contractor* must ensure that its *BRS program*, either operated by itself or by its *BRS provider*, that provides *services and placement related activities* in a publicly-operated **community residence does not serve more than 16 residents**, unless it receives prior written approval from the *Authority* with a determination that it is not an institution for mental diseases (see definitions in 42 CFR 435.1010).
- (15) The *BRS contractor's* Supervision of the *BRS Provider*:
- (a) The *BRS contractor* is responsible for monitoring and ensuring that its *BRS providers* comply with all applicable laws and regulations related to the *BRS program*. The *Authority* and *agency* may pursue any sanctions, remedies, or recovery of an overpayment as described in OAR 410-170-0120 or *agency-specific BRS rules* against the *BRS contractor* for failing to monitor and ensure its *BRS providers* are in compliance with all applicable laws and regulations related to the *BRS program*;

- (b) The *BRS contractor* is solely responsible for any and all obligations owed to its *BRS provider* under its subcontract or agreement;
- (16) The *BRS Contractor's Supervision* of the *Approved Provider Parent*:
- (a) The *BRS contractor* must, or must ensure that its *BRS provider*, monitors and ensures that its *approved provider parents* comply with all applicable laws and regulations related to the *BRS program*. The *Authority* and *agency* may pursue any sanctions, remedies, or recovery of an overpayment described in OAR 410-170-0120 or *agency-specific BRS rules* against the *BRS contractor* for failing to monitor and ensure its *approved provider parents* are in compliance with all applicable laws and regulations related to the *BRS program*;
  - (b) The *BRS contractor* must, or ensure that its *BRS provider*:
    - (A) **Recruits, trains, reimburses,** and supports the *approved provider parent* in providing *services* or *placement related activities* to the *BRS client*;
    - (B) **Visits** the *approved provider parent's* home a minimum of **one time each month** for the purposes of **supervision, monitoring, training and support**;
    - (C) Provides at minimum the following **support services** to the *approved provider parent*:
      - (i) **Twenty-four hour back-up services:** The *BRS contractor* must, or ensure that its *BRS provider*, have staff available to provide the *approved provider parent* with back-up services at all times (24 hours per day, 7 days a week), which includes on-call services, consultation, and direct crisis counseling. *Approved provider parents* must be given the contact details (names and phone numbers) of the program staff that are available to provide these back-up services;
      - (ii) **Forty-eight hours of respite care:** The *BRS contractor* must provide, or ensure that its *BRS provider* provides, the *approved provider parent* with the opportunity to receive 48 hours per month of time away from *approved provider parent* responsibilities. Daytime supervision and night-time monitoring equivalent to that provided by the *approved provider parent* must be arranged and provided to the *BRS client* during that time;

- (c) The *BRS contractor*, or as applicable the *BRS provider*, is solely responsible for any and all obligations owed to the *approved provider parent* under its subcontract or agreement.
- (17) **Conflict of Interest:** The *BRS contractor* must, or ensure that its *BRS provider*, notifies the *agency* in writing when a current employee or newly hired employee is also an employee of the *agency*. The *BRS contractor* must, or ensure that its *BRS provider*, submits the notification to the contract administrator and the *agency's* contracts unit and shall include the name of the employee and their job description. The *agency* must review the employment situation for any actual or potential conflicts of interest as identified under ORS Chapter 244.

Stat. Auth.: ORS 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

**410-170-0040****Prior Authorization for the BRS Program; Appeal Rights**

- (1) The *BRS program* requires prior authorization from the agency in accordance with the *Authority's* rules, the general *BRS program* rules and applicable *agency-specific BRS program* rules. A referral by a *LPHA* or *agency* to the *Authority* for prior authorization of the *BRS program* is not a prior authorization.
- (2) Prior Authorization Criteria for the *BRS program*:
  - (a) The **Authority** shall provide prior authorization for the *BRS program* to a person who:
    - (A) Is enrolled in the Oregon Health Plan (OHP), is eligible for Oregon's *Medicaid* or *CHIP* program, and is eligible for Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Services, according to the procedures established by the *Authority*;
    - (B) Has a determination by a *designated LPHA* that the *BRS program* is medically appropriate to meet his or her medical needs;
    - (C) Is not receiving residential mental health or residential developmental disability services from another governmental unit or entity;
    - (D) Is a *child* or *young adult*; and
    - (E) Does not have a current prior authorization for the *BRS program* for the requested time period from *OYA* or the *Department*;
  - (b) **OYA or the Department** may provide prior authorization for the *BRS program* for a person that meets the requirements in its *agency-specific BRS program* rules.
- (3) In order to meet the requirement in section (2)(a)(B) of this rule, the **designated LPHA** must determine that the *BRS program* is medically appropriate because the person:
  - (a) Has a primary mental, emotional or behavioral disorder, or developmental disability that prevents the person from functioning at a developmentally appropriate level in the person's home, school or community;
  - (b) Demonstrates severe emotional, social and behavioral problems, including but not limited to: drug and alcohol abuse; anti-social behaviors requiring close supervision, intervention and structure; sexual behavioral problems; or behavioral disturbances;

- (c) Requires out-of-home behavioral rehabilitation treatment in order to restore or develop the person's appropriate functioning at a developmentally appropriate level in the person's home, school or community;
  - (d) Is able to benefit from the *BRS program* at a developmentally-appropriate level;
  - (e) Does not have active suicidal, homicidal, or serious aggressive behaviors; and
  - (f) Does not have active psychosis or psychiatric instability.
- (4) The *Authority* may also request that the **designated LPHA** determine the **BRS type of care** that is medically appropriate for the person. The *designated LPHA* must make that determination based on the following factors, including but not limited to the:
- (a) Severity of the person's psychosocial, emotional and behavior disorders;
  - (b) Intensity and type of *services* that would be appropriate to treat the person;
  - (c) Type of setting or treatment model that would be most beneficial to the person;
  - (d) Least restrictive and intensive setting based on the person's treatment history, degree of impairment, current symptoms and the extent of family and other supports; and
  - (e) Behavior management needs of the person.
- (5) The **agency is not required to provide prior authorization** or to make payment for *services or placement related activities* under the following circumstances:
- (a) The person was not eligible for the *BRS program* at the time *services or placement related activities* were provided;
  - (b) The documentation is not adequate to determine the type, medical appropriateness, or frequency and duration of *services*;
  - (c) The *services or placement related activities* billed or provided are not consistent with the information submitted when the prior authorization was requested;
  - (d) The *services or placement related activities* billed are not consistent with those provided;
  - (e) The *services or placement related activities* were not provided within the timeframe specified on the notice of prior authorization;

- (f) The *BRS program* is not covered under the person's medical assistance package;
  - (g) The *services or placement related activities* were not authorized or provided in compliance with the *BRS program* general rules, *agency-specific BRS program* rules, or applicable DMAP General Rules (OAR 410-120-0000 to 410-120-1920);
  - (h) The person does not meet the prior authorization requirements as stated above;
  - (i) The *BRS contractor* or *BRS provider* was not eligible to receive reimbursement through the *BRS program* at the time the *services or placement related activities* were provided; or
  - (j) The person's needs could be better met through another system of care, the individual is eligible for services under that system of care; the individual has been given notice of that eligibility; and the services necessary to support a successful transition to the alternate system of care have been provided.
- (6) **Retroactive Eligibility** and Authorization:
- (a) In those instances when the *BRS client* is made retroactively eligible for the *BRS program*, the **agency may grant prior authorization if:**
    - (A) The *BRS contractor* or *BRS provider* received preliminary approval from the agency prior to admitting the *BRS client* into its program while the prior authorization process was pending;
    - (B) The *BRS client* met all prior authorization criteria and eligibility requirements on the date that the *services and placement related activities* were provided;
    - (C) The *BRS provider* delivered the *services and placement related activities* in accordance with all applicable *BRS program* general rules and agency-specific *BRS program* rules; and
    - (D) Prior authorization was retroactively approved by the *agency* within 5 business days from the date that the *BRS client* was admitted into the *BRS provider's* program;
  - (b) **Prior authorization after 5 business days** from the date the *BRS client* was admitted into the *BRS contractor's* or *BRS provider's* program requires documentation that prior authorization could not have been obtained within those 5 business days.

- (7) Prior authorization is valid for the time period specified on the *agency's* prior authorization notice, **but is not to exceed 12 months** from the date on the notice, unless the *BRS client* is no longer eligible for a medical assistance program that covers the *BRS program*, in which case the **authorization shall terminate** on the date coverage ends.
- (8) The *BRS contractor* is responsible for ensuring that there is a prior authorization from the *agency* for the ***BRS client* in advance of providing the *services* or *placement related activities*** for the applicable time period unless section (6) of this rule applies.
- (9) If a person is **denied prior authorization** for the *BRS program* under section (2)(a) of this rule, OAR 413-090-0075(1)(a), or OAR 416-335-0040(1)(a), the person is entitled to notice and contested hearing rights under OAR 410-120-1860 and 410-120-1865. The **contested case hearing** shall be held by the *Authority*.

Stat. Auth.: ORS 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

**410-170-0050****Program Referrals and Admission to BRS Provider**

- (1) After the ***BRS client*** has received prior authorization for the ***BRS program***, the *agency* shall refer the *BRS client* for admission to one or more BRS contractors or *BRS providers* that provide the appropriate *BRS type of care*.
- (2) The ***agency*** shall provide the *BRS contractor*, or as applicable the *BRS provider*, with the following **documents** in the *BRS client's* referral packet:
  - (a) Information identifying the person or entity with legal authority over the *BRS client*, which may be the *BRS client's* parent, guardian or legal custodian;
  - (b) Any prior evaluations, assessments, or other documents that provide background information about the *BRS client* or that support the need for the *BRS client's* current level of services; and
  - (c) The *caseworker's* case plan describing necessary services or similar planning form for the *BRS client*.
- (3) The *BRS contractor*, or as applicable the *BRS provider*, **must make admission decisions for the *BRS client* based on its *agency-approved* written admission criteria** unless provided with written authorization from the *agency* to accept a *BRS client* who does not meet its admission criteria.
- (4) The *BRS contractor*, or as applicable the *BRS provider*, **shall not deny an eligible *BRS client* admission to its program if a vacancy exists** within the program at the time of referral and the *BRS client* meets its *agency-approved* admission criteria, **unless** it receives **written approval** from the referring *agency*.
- (5) The *BRS contractor* **must not**, and ensure its *BRS providers* do not, **deny** an eligible *BRS client* **admission to its program for any of the following reasons:**
  - (a) The presence or absence of family members to support the placement;
  - (b) The race, religion, sexual orientation, color, or national origin of the *BRS client* involved;
  - (c) The *BRS client's* place of residence; or
  - (d) The absence of an identified after-care resource.

- (6) The *BRS contractor* must, or must ensure its *BRS provider*, **notifies the caseworker** of its admission decision within **5 business days** of receiving the *BRS client's* referral packet, unless an earlier timeframe is required in *agency-specific* BRS rules. If the *BRS provider* denies admission to the *BRS client*, then it must provide the *caseworker* with a written explanation.
- (7) The *BRS contractor* must, or must ensure its *BRS provider*, **maintains documentation** (either electronically or in hard copy) **of all its admission decisions** for *BRS clients* referred by an *agency* or *BRS contractor*, which includes the following:
  - (a) The name of the *BRS client* referred;
  - (b) The date the referral was received;
  - (c) The reason the referral was accepted or denied; and
  - (d) The date the referral was responded to in writing.
- (8) **Intake Procedures:**
  - (a) **On the day** that the *BRS client* is **physically admitted** to the *BRS contractor's* or *BRS provider's* program, its **staff must provide** the *BRS client* and, as applicable, the *BRS client's* parent, guardian or legal custodian, with **copies of the following policies:**
    - (A) **Behavior management system** policy;
    - (B) **Grievance** policy;
    - (C) ***BRS client's* and *family's* rights** policies, including but not limited to visitation and communication policies and the policies regarding the search and seizure of the *BRS client's* person, property, and mail;
    - (D) **Discharge** policies, including but not limited to a discharge initiated by the *BRS client*;
    - (E) ***Seclusion and physical restraint*** policies;
    - (F) **Suicide prevention** policy and procedures; and
    - (G) **Medication management** policy;

- (b) The *BRS contractor* must ensure its program, either operated by itself or by its *BRS provider*, **maintains signed documentation** indicating that the *BRS client* and, as applicable, the *BRS client's* parent, guardian or legal custodian received and understood the information described in section (8)(a) of this rule;
- (c) If any of the **policies** described in section (8)(a) of this rule **are individualized** for a particular *BRS client* and differ from the program's standard documented practices, **these variations shall be explained and documented**, and included in or attached to the *BRS client's service plan*;
- (d) If the *BRS client's* **parent**, guardian or legal custodian **is unavailable at the time of admission**, the *BRS contractor* must ensure its program, either operated by itself or by its *BRS provider*, **documents** in the *BRS client's* case file that it has **forwarded** this information **to the BRS client's parent**, guardian or legal custodian by facsimile, mail or electronic mail within **48 hours** of the *BRS client's* admission to the program;
- (e) The **agency is responsible for notifying** the *BRS contractor* or *BRS provider* of any changes to the information described in section (2) of this rule. In addition, the *agency* must provide the *BRS contractor* or *BRS provider* **with the following information**;
  - (A) Applicable **written authorizations** by the *BRS client* or the *BRS client's* parent, guardian or legal custodian consenting to the *BRS client's* participation in the *BRS program*;
  - (B) If applicable, the **prepaid health plan** or coordinated care organization in which the *BRS client* is enrolled;
  - (C) The *BRS client's* **current medical information**, medication regime, and other medical needs; and
  - (D) If applicable, the *BRS client's* **school information, parental contact information**, or similar types of information.

Stat. Auth.: ORS 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

## 410-170-0060

### Discharge from the BRS Contractor or BRS Provider

- (1) Discharge **initiated by the *BRS client***:
  - (a) The *BRS client's* participation in the *BRS program* is **voluntary**. The *BRS contractor* must, or ensure its *BRS provider*, **develops and follows a process** that allows the *BRS client* to provide no more than **3 business days advance notice** of his or her **decision to leave** the *BRS contractor's* or *BRS provider's* program. If the *BRS client* wants to be discharged from the program, the *BRS client* is only required to provide the *BRS contractor* or *BRS provider* with 3 business days advance notice;
  - (b) If **the *BRS client*** wants to be discharged from the program, the *BRS client* must give the *BRS contractor* or *BRS provider* notice that complies with the policy described above. After receiving that notice, the *BRS contractor* or *BRS provider* must provide **immediate verbal notification within 1 business day** to the *caseworker* and the *agency's* designated contact and, if applicable, the *BRS client's* parent, guardian or legal custodian to allow for alternate placement arrangements. The *BRS contractor* or *BRS provider* must provide written notification to the *caseworker* and the *agency's* designated contact within 1 business day of its verbal notification.
- (2) **Planned discharge** initiated by the *BRS contractor*, *BRS provider*, or the *agency*:
  - (a) **Initiated by the *BRS contractor* or *BRS provider***:
    - (A) The *BRS contractor* or *BRS provider* must notify the *caseworker* in writing as soon as reasonably practicable regarding its intent to initiate the planned discharge of the *BRS client* from its program;
    - (B) Following notification, the *BRS contractor* or *BRS provider* and *caseworker* shall meet to discuss the case. If a discharge date can be agreed upon, the *BRS client* shall be discharged on that date. If they cannot agree, the *caseworker* shall remove the *BRS client* from the program within 30 days from the original written notice to the *caseworker*, resulting in the *BRS client's* planned discharge;
  - (b) **Initiated by the *agency***:
    - (A) The *BRS client's caseworker* must notify the *BRS contractor* or *BRS provider* in writing as soon as reasonably practicable regarding the

*agency's* intent to initiate the planned discharge of the *BRS client* from its program;

- (B) Following notification, the *caseworker* and the *BRS contractor* or *BRS provider* must meet to discuss the case. If a discharge date can be agreed upon, the *BRS client* must be discharged on that date. If they cannot agree, the *caseworker* may remove the *BRS client* from the program resulting in the *BRS client's* planned discharge.

(3) **Emergency Discharge:**

(a) **Initiated by the *BRS contractor* or *BRS provider*:**

- (A) The *BRS contractor* or *BRS provider* may request the immediate discharge of a *BRS client* from its program if, after contact with the *agency* staff, there is mutual agreement that the *BRS client* is a clear and immediate danger to self or others. In such situations, the *caseworker* must consider the notification a priority and respond to the *BRS contractor* or *BRS provider* as soon as practicable but no later than one business day;
- (B) The *BRS contractor* or *BRS provider* and *caseworker* must discuss the *BRS client's* continuation in, temporary removal or discharge from the program;

- (b) **Initiated by the *agency*:** The *agency* may immediately remove the *BRS client* from the *BRS contractor's* or *BRS provider's* program for any reason, resulting in the *BRS client's* emergency discharge;

- (c) **Initiated by the parent or guardian:** A parent or guardian with appropriate legal authority, as determined by the *agency*, may immediately remove the *BRS client* from the *BRS contractor's* or *BRS provider's* program, resulting in the *BRS client's* emergency discharge.

- (4) **Discharge from a particular program does not impact a *BRS client's* prior authorization** for the *BRS program* generally. A *BRS client* may be referred to another *BRS contractor* or *BRS provider* or request re-referral to the same program, as long as the prior authorization remains valid and the *BRS client* remains eligible for the *BRS program*.

- (5) **Temporary Removal:** The *agency* may temporarily remove the *BRS client* for any reason without resulting in a discharge from the *BRS contractor's* or *BRS provider's* program.

- (6) Storage of the *BRS client's* personal property:

- (a) The *BRS contractor* or *BRS provider* must store property belonging to the *BRS client* in its program for up to 30 days in a secure location following discharge, when the *BRS client* exits the program without his or her property;
- (b) The *BRS contractor* or *BRS provider* must contact the *BRS client's caseworker* as soon as possible to make arrangements for the property to be retrieved. If the property has not been retrieved by the 15th day following discharge, the *BRS contractor* or *BRS provider* must contact the *caseworker* once more in order to remind them of the need to retrieve the property by the 30th day.

Stat. Auth.: ORS 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

**410-170-0070****BRS Service Planning****(1) Initial Service Plan (ISP):**

- (a) The *BRS contractor* or *BRS provider* must:
  - (A) Ensure that a *social service staff* member completes a written *ISP* within two business days of the *BRS client's* admission to its program;
  - (B) Provide an opportunity for the following individuals to participate in developing the *BRS client's ISP*, including but not limited to: the *BRS client*, the *BRS client's* family, *social service staff*, the *BRS client's caseworker* and any other significant persons involved with the *BRS client*;
  - (C) Obtain and maintain the signatures of all participants or documentation that the individuals listed in section (1)(a)(B) of this rule were provided with the opportunity to participate in developing the *ISP*;
  - (D) Obtain written approval of the *ISP* prior to its implementation from the *caseworker* and, as applicable and appropriate, the *BRS client* and the *BRS client's* parent, guardian or legal custodian; and
  - (E) Provide the *services* identified in the *ISP* during the first 45 days in the *BRS provider's* program or until the *MSP* is written;
- (b) The *BRS contractor* or *BRS provider* must ensure that the *ISP* is individualized, developmentally appropriate, and based on a thorough assessment of the *BRS client's* referral information, and include at minimum the following:
  - (A) A plan to address specific behaviors identified in the referral information including the intervention to be used;
  - (B) A plan for any overnight home visits;
  - (C) The anticipated discharge date;
  - (D) The anticipated type of placement at discharge;
  - (E) A plan to address any needs identified in the referral information;

- (F) Existing orders for medication and any prescribed treatments for medical conditions, mental health conditions, or substance abuse;
- (G) Any type of behavior management system that will be used as an intervention; and
- (H) Specific behavior management needs.

(2) **Assessment and Evaluation Report (AER):**

- (a) The *BRS contractor* or *BRS provider* must:
  - (A) Ensure that a *social service staff* member conducts a comprehensive assessment of the *BRS client* and completes a written AER; and
  - (B) Submit the written AER to the *caseworker* within 30 days of the *BRS client's* admission to its program;
- (b) The *BRS contractor* or *BRS provider* must ensure that the AER includes information about the *BRS client* with regard to the following domains:
  - (A) Legal custody and basis for custody;
  - (B) Medical information including prescribed medications and dosages;
  - (C) Family information including specific cultural factors;
  - (D) Mental health information;
  - (E) Alcohol and drug use both current and historical;
  - (F) Educational needs;
  - (G) Vocational needs;
  - (H) Social living skills; and
  - (I) Placement plans including home visits, anticipated discharge date, and placement resources;
- (c) The *BRS contractor* or *BRS provider* must ensure that the AER describes the following:

- (A) Identified problems, reason for referral or placement, and pertinent historical information;
- (B) The *BRS client's* behaviors, response to current *services*, and strengths and assets;
- (C) Significant incidents or interventions or both;
- (D) The behavior management level needed for the *BRS client*, specifically any behavior management needs greater than usual for its program;
- (E) Identification of any *service* goals; and
- (F) Identified needs by assessment and history.

(d) **Abbreviated AERs:**

- (A) Upon the request of the *caseworker*, the *BRS contractor* or *BRS provider* must submit an abbreviated AER regarding the *BRS client's* current status by the deadline stated in the written request;
- (B) If a *BRS client* is transferred to the current *BRS program* from another *BRS program* and the *BRS client's* most recent AER is less than 90 days old, the current *BRS contractor* or *BRS provider* may submit an abbreviated AER to the caseworker within 30 days of the *BRS client's* transfer to its program;
- (C) The *BRS contractor* or *BRS provider* must ensure an abbreviated AER includes at minimum the information in section (2)(b)(A) of this rule and any other specific information requested by the *caseworker*. If the information is available, the *BRS contractor* or *BRS provider* must also include the information in section (2)(b)(B) through (D) of this rule;

(3) **Master Service Plan (MSP):**

- (a) The *BRS contractor* or *BRS provider* must:
  - (A) Ensure that a *social service staff* member completes a written individualized *MSP* within 45 days of the *BRS client's* admission to its program;
  - (B) Provide the opportunity for the individuals listed in section (1)(a)(B) of this rule to participate in developing the *BRS client's MSP*;

- (C) Obtain and maintain the signatures of all participants or documentation that the individuals listed in section (1)(a)(B) of this rule were provided with the opportunity to participate in developing the *MSP*;
  - (D) Obtain written approval of the *MSP* prior to its implementation from the *caseworker* and, as applicable and appropriate, the *BRS client* and the *BRS client's* parent, guardian or legal custodian; and
  - (E) Provide the *services* identified in the *MSP*;
- (b) The *BRS contractor* or *BRS provider* must ensure that the *MSP* includes goals that are measurable and attainable within a specified time frame, and address at minimum the following domains where need is indicated by the *BRS client's* assessment and history:
- (A) Legal custody and basis for custody;
  - (B) Medical information including medications and dosages;
  - (C) Family information including specific cultural factors;
  - (D) Mental health information;
  - (E) Alcohol and drug use both current and historical;
  - (F) Educational needs;
  - (G) Vocational needs;
  - (H) Social living skills;
  - (I) Placement plans including home visits, anticipated discharge date, and placement resources;
  - (J) Other needs identified in the *BRS client's* AER that do not fall in one of the other identified domains above; and
  - (K) Completion criteria individualized for each *BRS client*. Completion is defined by progress in acquiring pro-social behaviors, attitudes, and beliefs while in the program, and not engaging in behavior that seriously jeopardizes the safety of staff and other program participants;

- (c) The *BRS contractor* or *BRS provider* must ensure that the *MSP* is individualized and developmentally appropriate, and includes:
    - (A) Specifically stated and prioritized service goals for the *BRS client* that include the *caseworker's* recommendations and goals that the *BRS client* wants to achieve;
    - (B) Specific interventions and *services* its program shall provide to address each goal, including the use of a behavior management system as an intervention and any behavior management needs that are greater than usual for the program;
    - (C) Staff responsible for providing the identified *services*;
    - (D) Specifically stated behavioral criteria for evaluating the achievement of goals;
    - (E) A timeframe for the completion of goals;
    - (F) The method used to monitor the *BRS client's* progress towards completing goals and the person responsible for monitoring progress; and
    - (G) Aftercare and transition goals and planning;
  - (d) The *BRS contractor* or *BRS provider* must identify in the *MSP* those needs identified in a *BRS client's* AER that will be addressed by an outside provider and identify that provider. The *BRS contractor* or *BRS provider* must also facilitate the *BRS client's* access to other providers whenever needs identified in the AER cannot be met within the scope of the *services* offered by its program;
  - (e) The *BRS contractor* or *BRS provider* must also describe in the *MSP* any plan for the *BRS client* to participate in overnight home visits, including but not limited to documenting when the home visits are to occur, identifying the frequency of the visits (up to a maximum of 8 days per month), and describing how the visits relate to the *BRS client's* goals identified in the *MSP*. The *BRS contractor* or *BRS provider* must make every attempt to schedule home visits so that they do not conflict with *services*. Any deviation from the approved home visit plan requires prior written approval from the agency.
- (4) **Master Service Plan 90 Day Updates:**
- (a) The *BRS contractor* or *BRS provider* must:

- (A) Ensure that a *social service staff* member reviews and updates in writing the *BRS client's MSP* no later than 90 days from the date the *MSP* was first finalized or the last time it was updated, and every 90 days thereafter. *Social service staff* must review the *MSP*, and update it in writing if necessary, earlier whenever additional information becomes available that suggests that other *services* should be provided;
- (B) Provide the opportunity for the individuals listed in section (1)(a)(B) of this rule to participate in developing the *BRS client's MSP* updates;
- (C) Obtain and maintain the signatures of all participants or documentation that the individuals listed in section (1)(a)(B) of this rule were provided with the opportunity to participate in developing the *MSP* updates;
- (D) Obtain written approval of an updated *MSP* prior to its implementation from the *caseworker* and, as applicable and appropriate, the *BRS client* and the *BRS client's* parent, guardian or legal custodian; and
- (E) Provide the *services* identified in the most recent *MSP* update;
- (b) The *BRS contractor* or *BRS provider* must ensure that the written update to the *MSP* is individualized and developmentally appropriate, and includes at minimum the following:
  - (A) The *BRS client's* progress towards achieving service goals;
  - (B) The *BRS client's* performance on the behavior management system;
  - (C) The *BRS client's* performance on any individualized plans developed to address specific behaviors;
  - (D) Any modifications to services based on the *BRS client's* new behaviors or identified needs;
  - (E) Any changes regarding recommendations, the discharge date, or aftercare and transition plans; and
  - (F) A summary of incidents involving the *BRS client* that have occurred since the last time the *MSP* was updated.

(5) **Aftercare and Transition Plan (ATP):**

- (a) The *BRS contractor* or *BRS provider* must:

- (A) Ensure that a *social service staff* member develops and completes a written ATP at least 30 days prior to or as close as possible to the *BRS client's* planned discharge;
  - (B) Provide the opportunity for the individuals listed in section (1)(a)(B) of this rule and members of the service planning team to participate in developing the *BRS client's* written ATP;
  - (C) Obtain and maintain the signatures of all participants or documentation that the individuals listed in section (1)(a)(B) of this rule and members of the *service* planning team were provided with the opportunity to participate in developing the written ATP;
  - (D) Provide a copy of the written ATP to the individuals described in section (1)(a)(B) of this rule and members of the *service* planning team; and
  - (E) Obtain written approval of the written ATP from the *caseworker* and, as applicable and appropriate, the *BRS client* and the *BRS client's* parent, guardian or legal custodian;
- (b) The *BRS contractor* or *BRS provider* must ensure that the written ATP describe how the *BRS client* will successfully transition from its program to the community, specifically addressing the period of 90 days after discharge from its program. The *BRS contractor* or *BRS provider* must ensure that the written ATP includes, at minimum, the following:
- (A) Identification of the *BRS client's* individual needs and unmet goals;
  - (B) Identification of the aftercare services and supports outside of its program that will be available for the 90-day time period;
  - (C) Identification of the person or entity responsible for providing the aftercare services; and
  - (D) Schedule for regular telephone contact by *BRS provider* staff with the *BRS client* and, as applicable, the *BRS client's* family, *caseworker* or other identified significant persons;
- (c) The *BRS contractor* or *BRS provider* shall not be required to provide an initial and final written ATP under the following circumstances:

- (A) The *agency*, legal guardian, or custodian removes the *BRS client* from the program with little or no advance notice and in a manner not in accordance with the existing ATP;
  - (B) The *BRS client* is discharged from the program on an emergency basis due to the *BRS client's* behavior, runaway status without a plan to return to the program, or transfer to another program or higher level of care; or
  - (C) The *BRS client* initiates an immediate voluntary discharge from the program.
- (6) **Discharge Summary:** The *BRS contractor* or *BRS provider* must ensure that a *social service staff* member completes and provides a written discharge summary to the *caseworker* within 15 days following the *BRS client's* planned or actual discharge from its program. The discharge summary must include the *BRS client's* progress towards *service* goals.
- (7) **Aftercare Summary:** The *BRS contractor* or *BRS provider* must ensure that a *social service staff* member completes and provides a written aftercare summary to the *caseworker* within 120 days following the *BRS client's* discharge from its program. An aftercare summary is not required if the *BRS provider* was not required to complete an ATP. The aftercare summary must summarize the *BRS client's* status and progress on the ATP for the 90 days following the *BRS client's* discharge from the *BRS provider*, including but not limited to the *BRS client's* adjustment to the community and any further recommendations.
- (8) Notwithstanding sections (5) through (7) of this rule, the *BRS contractor* or *BRS provider* is not required to complete an ATP, discharge summary and aftercare summary for the *BRS clients* receiving *services* and *placement related activities* in the following *BRS types of care*:
- (a) Shelter, Assessment and Evaluation;
  - (b) Intensive Community Care; and
  - (c) Independent Living Service.
- (9) **Independent Living Program:** A *BRS contractor* or *BRS provider* that provides *services* and *placement related activities* in an Independent Living Program:
- (a) Is not required to complete an *ISP*, *AER*, *ATP*, and aftercare summary for the *BRS clients* in its program, notwithstanding sections (1), (2) and (5) through (7) of this rule; and

- (b) Must complete an *MSP*, the *MSP* updates and a discharge summary for the BRS clients in its program consistent with the requirements in sections (3) and (4) of this rule, and the additional requirements for a *master service plan — transition* and the *master service plan — transition* updates as described in OAR 416-335-0060.
- (10) **Short-Term Stabilization Program:** A *BRS contractor* or *BRS provider* that provides *services and placement related activities* in a Short-Term Stabilization Program:
- (a) Is not required to complete an *ISP* and aftercare summary for the *BRS clients* in its program, notwithstanding sections (1) and (7) of this rule;
  - (b) Must complete an AER for the *BRS clients* in its program consistent with the requirements in section (2) of this rule, except in cases where the *BRS client* is not expected to remain in its program for more than 30 days;
  - (c) Must complete an ATP for the *BRS clients* in its program consistent with the requirements in section (5) of this rule except for those in section (5)(b)(D), and must complete the additional requirements for an aftercare and transition plan — stabilization in OAR 416-335-0070 for *BRS clients* who are being discharged home or into a non-BRS foster care placement; and
  - (d) Must complete a *MSP* and the *MSP* updates for the *BRS clients* in its program consistent with the requirements in sections (3) and (4) of this rule, and the additional requirements for a *master service plan — stabilization* and the *master service plan — stabilization* updates as described in OAR 416-335-0070.
- (11) **Documentation:** The *BRS contractor* or *BRS provider* must ensure that all *BRS service plans* described in this rule are developed and maintained in the *BRS client's* case file in accordance with the timeframes and criteria in this rule, unless otherwise exempted.

Stat. Auth.: ORS 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

## 410-170-0080

### Services

- (1) The *BRS contractor* or *BRS provider* must provide services to the *BRS client* in accordance with the *BRS client's ISP* or *MSP*.
- (2) All services must be structured and directly supervised by the *BRS contractor* or *BRS provider's* staff.
- (3) Types of *Services*:
  - (a) **Crisis counseling:** The *BRS contractor* or *BRS provider* provides the *BRS client* with counseling on a 24-hour basis in order to stabilize the *BRS client's* behavior until the problem can be resolved or assessed and treated by a qualified mental health professional or licensed medical practitioner;
  - (b) **Individual and group counseling:** The *BRS contractor* or *BRS provider* provides face-to-face individual or group counseling sessions to the *BRS client* which are designed to remediate the problem behaviors identified in the *BRS client's ISP* or *MSP*;
  - (c) **Milieu therapy:** The *BRS contractor* or *BRS provider* provides the *BRS client* with structured activities and planned interventions designed to normalize psycho-social development, promote safety, stabilize environment, and assist in responding in developmentally appropriate ways. The program's staff must monitor the *BRS client* in these activities, which include developmental, recreational, academic, rehabilitative, or other productive work. Milieu therapy occurs in concert with one of the other types of *services*;
  - (d) **Parent training:** *Direct care staff* or *social service staff* provide planned activities or interventions (face-to-face or by telephone) to the *BRS client's* family or identified aftercare resource family. Parent training is designed to assist the family in identifying the specific needs of the *BRS client*, to support the *BRS client's* efforts to change, and to improve and strengthen parenting knowledge or skills indicated in the *ISP* or *MSP* as being necessary for the *BRS client* to return home or to another community living resource;
  - (e) **Skills-training:** The *BRS contractor* or *BRS provider* provides the *BRS client* with planned, curriculum-based individual or group sessions designed to improve specific areas of functioning in the *BRS client's* daily living as identified in the *ISP* or *MSP*. Skills-training may be designed to develop appropriate social and emotional behaviors, improve peer and family relationships, improve self-care,

encourage conflict resolution, reduce aggression, improve anger control, and reduce or eliminate impulse and conduct disorders;

- (4) The *BRS contractor* or *BRS provider* must:
- (a) Provide a combination of *services* necessary to comply with the *BRS client's ISP* or *MSP* and the requirements in OAR 410-170-0090 for the appropriate *BRS type of care*;
  - (b) Create and maintain written documentation describing the *services* provided to each *BRS client* which includes at a minimum the following information:
    - (A) Name of the *BRS client*;
    - (B) Date of *service*;
    - (C) Name and position of the staff member providing the *service* to the *BRS client*;
    - (D) Length of time staff spent providing the *service* to the *BRS client*;
    - (E) Description of the *service* provided; and
    - (F) Description of the *BRS client's* participation in the *service*;
  - (c) Create and maintain a **written weekly record** in each *BRS client's case file* with the total number of *service* hours provided each day to the *BRS client* and a breakdown of the number of hours spent providing each particular type of *service* described in section (3) of this rule; and
  - (d) **Ensure that that *social service staff* review the documentation** described in this section each week for quality, content, and appropriateness with the *BRS client's ISP* or *MSP*.

Stat. Auth.: ORS 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

## 410-170-0090 BRS Types of Care

The *BRS types of care* are as follows:

- (1) **Shelter Assessment and Evaluation, Intensive Community Care, Independent Living Service, Community Step-Down, and Independent Living Program:**
  - (a) The *BRS contractor* or *BRS provider* may use either a *residential care model* or *therapeutic foster care model* for these *BRS types of care*;
  - (b) The *BRS client* is placed in these *BRS types of care* to identify deficiencies and develop necessary skills;
  - (c) The *BRS contractor* or *BRS provider* providing one of these *BRS types of care* must ensure that a minimum of **six hours** of *services* are available per week to each *BRS client* as follows:
    - (A) **One hour of individual counseling** or individual skills-training provided by *social service staff*; and
    - (B) **Five hours** of any combination of individual or group counseling, crisis counseling, skills-training, or parent training.
- (2) **Therapeutic Foster Care, BRS Proctor and Multidimensional Treatment Foster Care:**
  - (a) The *BRS contractor* or *BRS provider* must use a *therapeutic foster care model* for these *BRS types of care*;
  - (b) The *BRS client* placed in these *BRS types of care* requires structure, behavior management, and support services to develop the skills necessary to be successful in a less restrictive environment;
  - (c) The *BRS contractor* or *BRS provider* providing one of these *BRS types of care* must ensure that a minimum of **11 hours of services** are available per week to each *BRS client* as follows:
    - (A) **Two hours of individual counseling** or individual skills-training, **one** of which is provided by *social service staff*; and
    - (B) **Nine hours** of any combination of individual or group counseling, crisis counseling, skills-training, or parent training.

(3) **BRS Proctor Day Treatment:**

- (a) The *BRS contractor* or *BRS provider* must use a *therapeutic foster care model* for this *BRS type of care* and provide skills-training in a day treatment setting;
- (b) The *BRS client* placed in this *BRS type of care* requires enhanced structure during the day time hours. This level of care provides the structure of day treatment for necessary skill development and a less restrictive home setting with an *approved provider parent*;
- (c) The *BRS contractor* or *BRS provider* providing this *BRS type of care* must ensure that a minimum of **eleven hours** of services are available per week to each *BRS client* as follows:
  - (A) **Two hours** of either **individual** counseling or individual skills-training, **one** of which is provided by **social service staff**; and
  - (B) **Nine hours** of individual or group counseling, crisis counseling, skills-training, or parent training;

(4) **BRS Basic Residential, BRS Rehabilitation Services:**

- (a) The *BRS contractor* or *BRS provider* must use a *residential care model* for these *BRS types of care*. The *BRS contractor* or *BRS provider* must provide 24 hour supervision of the *BRS client* by ensuring that at least one *direct care staff* is on duty and awake whenever a *BRS client* is present in its program;
- (b) The *BRS client* placed in these *BRS types of care* requires the structure, behavior management, and support services of a *residential care model* for necessary skill development;
- (c) The *BRS contractor* or *BRS provider* providing these *BRS types of care* must ensure that a minimum of **eleven hours** of services are available per week to each *BRS client* as follows:
  - (A) **Two hours of either individual** counseling or individual skills-training, **one** of which is provided by **social service staff**; and
  - (B) **Nine hours** of any combination of individual or group counseling, crisis counseling, skills-training, or parent training.

(5) **Intensive Rehabilitation Services, BRS Residential, BRS Enhanced, Short-Term Stabilization Program:**

- (a) The *BRS contractor* or *BRS provider* must use a residential care model for these *BRS types of care*. The *BRS contractor* or *BRS provider* must provide 24-hour supervision of the *BRS client* by ensuring that at least one *direct care staff* is on duty and awake whenever a *BRS client* is present in its program;
  - (b) The *BRS client* placed in these *BRS types of care* requires more intensive structure, behavior management and support services than a *BRS client* in the *BRS types of care* described in section (4) of this rule;
  - (c) The *BRS contractor* or *BRS provider* providing one of these *BRS types of care* must ensure that a minimum of **11 hours** of *services* are available per week to each *BRS client* as follows:
    - (A) **Two hours of either individual counseling** or individual skills-training, one of which is provided by social service staff; and
    - (B) **Nine hours** of any combination of individual or group counseling, crisis counseling, skills-training, or parent training.
- (6) **Enhanced Therapeutic Foster Care:**
- (a) The *BRS contractor* or *BRS provider* must use a *therapeutic foster care model* for this *BRS type of care*;
  - (b) The *BRS client* placed in this *BRS type of care* can be maintained in a home of an *approved provider parent* with structure, behavior management and enhanced supports. The *BRS client* placed in this *BRS type of care* has difficulty in a group setting and requires a placement utilizing a *therapeutic foster care model*;
  - (c) The *BRS contractor* or *BRS provider* providing this *BRS type of care* must ensure that a minimum of **13 hours** of *services* are available per week to each *BRS client* as follows:
    - (A) **Two hours of either individual counseling** or individual skills-training, **one** of which is provided by **social service staff**; and
    - (B) **Eleven hours** of any combination of individual or group counseling, crisis counseling, skills-training, or parent training.

Stat. Auth.: ORS 413.042 & 414.065  
Stats. Implemented: ORS 414.065  
Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

**410-170-0100****Placement Related Activities for the Authority's BRS Contractors and BRS Providers**

- (1) In cases where the *Authority* is the *agency*, the *BRS contractor* or *BRS provider* must provide the following *placement related activities*, and all facilities, personnel, materials, equipment, supplies and services, and transportation necessary to provide those activities including but not limited to:
  - (a) **Transportation:** The *BRS contractor* or *BRS provider* is responsible for the transportation of the *BRS client* to: attend school, to the extent not provided by the school district; medical, dental, and therapeutic appointments, to the extent not provided through the Oregon Health Plan; recreational and community activities; places of employment; and shopping for incidental items;
  - (b) **Educational and vocational activities:** The *BRS contractor* or *BRS provider* must have a system in place to meet the educational and vocational needs of the *BRS client* in its program either on-site or at an off-site location or a combination of the two;
  - (c) **Recreational, social, and cultural activities:**
    - (A) The *BRS contractor* or *BRS provider* shall provide recreation time for the *BRS client* on a daily basis, and offer activities that are varied in type to allow *BRS clients* to obtain new experiences. The *BRS contractor* or *BRS provider* shall document recreation as having been provided, by recording the type of activity the *BRS client* participated in, and the date it occurred;
    - (B) The *BRS contractor* or *BRS provider* shall provide each *BRS client* 2 to 3 opportunities per week to participate in recreational activities in the community, unless the *BRS client* is clearly unable to participate in offsite activities due to safety issues. If a *BRS client* is restricted from participation in community recreation, the *BRS contractor* or *BRS provider* shall document the reason in the *BRS client's* case file, and the reason must be reviewed regularly to ensure that the *BRS client* is not unnecessarily restricted from offsite activities. The *BRS contractor* or *BRS provider* shall offer any *BRS client* who is restricted from community activities alternative opportunities for recreation on-site;
    - (C) The *BRS contractor* or *BRS provider* shall provide access to or make available social and cultural activities for the *BRS clients* as part of the therapeutic milieu of the program. These activities are to promote the

*BRS client's* normal development and help broaden the *BRS client's* understanding and appreciation of the community, arts, environment and other cultural groups;

(D) The *BRS contractor* or *BRS provider* may not permit *BRS clients* to participate in recreational activities that present a higher level of risk to *BRS clients* without pre-approval by the *caseworker*. This applies to activities that require a moderate to high level of technical expertise to perform safely, present environmental hazards, or where special certification or training is recommended or required such as: whitewater rafting, rock climbing, ropes courses, activities on or in any body of water where a certified lifeguard is not present and on duty, camping, backpacking, mountain climbing, using motorized yard equipment, and horseback riding;

(d) **Academic Assistance:** The *BRS contractor* or *BRS provider* shall provide adequate opportunities for the *BRS clients* to complete homework assignments with assistance from staff if needed.

(2) **Non BRS-Related Medical Care:**

(a) If there is no record that the *BRS client* has received a physical examination within the six months immediately prior to the *BRS client's* placement with its program, the *BRS contractor* or *BRS provider* shall ensure or make every effort to ensure that the *BRS client* receives a general medical check, consistent with health insurance allowances, within 30 days of placement. The *BRS contractor* or *BRS provider* shall keep documentation of this procedure in the *BRS client's* file and send a copy to the *BRS client's caseworker*;

(b) The *BRS contractor* or *BRS provider* shall ensure that each *BRS client's* mental health, physical health, (including alcohol and drug treatment services), dental and vision needs are arranged for. This does not include paying the cost of services or medications which are covered by the Oregon Health Plan (OHP) or by the *BRS client's* third party private insurance coverage. For services or medications not covered by OHP or third party private insurance, the *BRS contractor* or *BRS provider* must notify and work with the *caseworker* to resolve payment issues;

(c) The *BRS contractor* or *BRS provider* shall administer and monitor medications consistent with all applicable licensing rules and the program's own medication management policy;

- (d) The *BRS contractor* or *BRS provider* shall facilitate the *BRS client's* access to other providers whenever identified needs cannot be met within the scope of *services* offered by the program. If health care services are needed but the program is unable to access the needed services for the *BRS client*, the *BRS contractor* or *BRS provider* shall immediately notify the *caseworker* about this in writing and document its unsuccessful efforts to access healthcare for the *BRS client* in the *BRS client's* case file.
- (3) The *Authority's BRS contractor*, if not also the *BRS provider*, is responsible for ensuring its *BRS provider* provides the *placement related activities* to the *BRS client* as described in this rule.

Stat. Auth.: ORS 413.042, 414.065

Stats. Implemented: ORS 414.06

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

## 410-170-0110

### Billing and Payment for Services and Placement Related Activities

- (1) The *BRS contractor* is compensated for a *billable care day* (*service and placement related activities* rates) on a fee-for-service basis, except as otherwise provided for in these rules. The *Authority* does not make payments for any calendar day that does not meet the definition of a *billable care day* under this rule.
- (2) *Billable care day* rates are provided in the “BRS Rates Table”, dated January 1, 2014, which is adopted as [Exhibit 1](#) and incorporated by reference into this rule. The BRS Rates Table is available at [www.dhs.state.or.us/policy/healthplan/guides/brs/main.html](http://www.dhs.state.or.us/policy/healthplan/guides/brs/main.html). A printed copy may be obtained from the agency.
- (3) **Billable Care Day:**
  - (a) For purposes of computing a *billable care day*, the *BRS client* must be in the **direct care of the *BRS provider* at 11:59 p.m. of that day** or be on an authorized home visit in accordance with section (4) of this rule;
  - (b) A billable care day **does not include any day where the *BRS client* is on runaway status, in detention, an inpatient in a hospital**, or has not yet entered or has been discharged from the *BRS contractor’s* or *BRS provider’s* program.
- (4) **Home Visits:**
  - (a) The *BRS contractor* shall only include a maximum of **8 calendar days** of home visits in a month as *billable care days*;
  - (b) In order to qualify as an authorized home visit day, the *BRS contractor* must:
    - (A) Ensure that the home visit is tied to the *BRS client’s ISP* or *MSP*;
    - (B) Work with the *BRS client* and the *BRS client’s* family or substitute family on goals for the home visit and receive regular reports from the family on the *BRS client’s* progress while on the home visit;
    - (C) Have staff available to answer calls from the *BRS client* and *BRS client’s* family or substitute family, and to provide *services* to the *BRS client* during the time planned for the home visit if the need arises;
    - (D) Document communications with the *BRS client’s* family or substitute family; and

(E) Document the *BRS client's* progress on goals set for the home visits.

(5) **Invoice form:**

- (a) The *BRS contractor* must submit a **monthly billing form to the agency in a format** acceptable to the *agency*, on or after the first day of the month following the month in which it provided *services* and *placement related activities* to the *BRS client*. The billing form must specify the number of *billable care days* provided to each *BRS client* in that month;
- (b) The *BRS contractor* must provide upon request, in a format that meets the *agency's* approval, written documentation of each *BRS client's* location for each day claimed as a *billable care day*;
- (c) The *BRS contractor* may only submit a claim for a *billable care day* consistent with the *agency's* prior authorization.

(6) **Payment for a Billable Care Day:**

- (a) The *agency* shall pay the *service* and *placement related activities* rates to the *BRS contractor* for each *billable care day* in accordance with the BRS Rates Table described in section (2) of this rule;
- (b) Notwithstanding section (6)(a) of this rule, the *Authority* shall only pay the *service* rate for each *billable care day* to a *public child-caring agency*, who by rule or contract provides the local match share for *Medicaid* claims under OAR 410-120-0035 and 42 CFR 433 Subpart B. The *Authority* shall not pay the *placement related activities* rate for each *billable care day* to these types of *public child-caring agencies*;
- (c) To the extent the payment for *services* is funded by *Medicaid* and *CHIP* funds, the *BRS contractor* and the *BRS provider* are subject to *Medicaid* billing and payment requirements in these rules and the *Authority's* general rules (OAR 410-120-0000 to 410-120-1980).

(7) **Third Party Resources:**

- (a) The *Authority's* *BRS contractors* must make reasonable efforts to obtain payment first from other resources consistent with OAR 410-120-1280(16);
- (b) The *Department's* and *OYA's* *BRS contractors* are not required to review or pursue third party resources. The *Department* and *OYA* must make reasonable

efforts to obtain payment first from other resources consistent with OAR 410-120-1280(16) for *Medicaid*-eligible *BRS clients*.

- (8) ***Public child-caring agencies, who are responsible by rule or contract*** for the local match share portion of eligible *Medicaid* claims, must comply with OAR 410-120-0035 and 42 CFR 433 Subpart B.
- (9) In cases where the *BRS contractor* is not also the *BRS provider*, the *BRS contractor* is responsible for compensating the *BRS provider* for *billable care days* pursuant to the *agency*-approved subcontract between the *BRS contractor* and the *BRS provider*.
- (10) The *Authority* shall not be financially responsible for the payment of any claim that the Centers for Medicare and Medicaid Services (CMS) disallows under the *Medicaid* or *CHIP* program. If the *Authority* has previously paid the *agency* or *BRS contractor* for any claim which CMS disallows, the payment shall be recouped pursuant to OAR 410-120-1397. The *Authority* shall recoup or recover any other overpayments as described in OAR 410-120-1397 and OAR 943-120-0350 and 943-120-0360.

Stat. Auth.: ORS 413.042 & 414.065

Stats. Implemented: ORS 414.065

Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14

**410-170-0120****Compliance Reviews & Sanctions**

- (1) The *BRS contractor* must cooperate, and ensure its *BRS providers* cooperate, with program compliance reviews or audits conducted by any federal or state or local governmental agency or entity related to the *BRS program*.
- (2) The *Authority* or *agency*, or both, must conduct compliance reviews periodically, including but not limited to review of documentation and onsite inspections.
- (3) If the *agency* determines that the *BRS contractor* is not in compliance with its contract to provide *BRS services* or *placement related activities*, including but not limited to non-compliance with state or federal law or regulation, then the *agency* may:
  - (a) Provide technical assistance;
  - (b) Require the *BRS contractor* or *BRS provider* to develop and implement a corrective action plan;
  - (c) Pursue any or all remedies authorized under the contract;
  - (d) Pursue any other remedy authorized by state or federal law; or
  - (e) Pursue any combination of the above.
- (4) If the *agency* determines that the *BRS contractor* or the *BRS provider* is not in compliance with state or federal law or regulation then, in addition to pursuing any contract remedy, the *agency* may:
  - (a) Provide technical assistance;
  - (b) Require the *BRS contractor* or *BRS provider* to develop and implement a corrective action plan;
  - (c) Refer the case to an appropriate licensing or other oversight federal or state or local governmental agency or entity;
  - (d) Pursue any other remedy authorized by state or federal law; or
  - (e) Pursue any combination of the above.

- (5) In addition to the remedies provided in section (3) and (4) above, if the *Authority* determines that the *BRS contractor* or the *BRS provider* is not in compliance with state or federal law or regulation, then the *Authority* may:
  - (a) Impose sanctions pursuant to OAR 410-120-1400 and 410-120-1460;
  - (b) Recover an overpayment pursuant to OAR 410-120-1397; or
  - (c) Any combination of the above.
- (6) Overpayment:
  - (a) *The Authority Identified*: When an overpayment is identified, the *Authority* must notify the *BRS contractor* or *BRS provider* in writing. The overpayment amount will be determined at the *Authority's* discretion through direct examination of claims, through statistical sampling and extrapolation techniques or other means. Procedures for recovery of funds are as described in OAR 410-120-1397 or by applicable contract language;
  - (b) *BRS contractor* or *Provider Identified*: When a *BRS contractor* or *BRS provider* discovers that they requested and may have received reimbursement not in compliance with all applicable rules they must contact the Division's Medicaid Policy Unit and Office of Payment Accuracy and Recovery (OPAR) promptly to report the possible inappropriate payment and discuss the manner by which the appropriateness will be determined as well as programmatic changes and other notifications to be made.
- (7) The *BRS contractor* or the *BRS provider* may appeal an *Authority's* notice of action for sanctions or overpayments under the appeal processes specified in the notice and applicable administrative rules for the *Authority*.

Stat. Auth.: ORS 413.042, 414.065  
Stats. Implemented: ORS 414.065  
Hist.: DMAP 63-2013, f. 11-14-13, cert. ef. 1-1-14



## Department of Human Services Child Welfare Programs — Division 90

### 413-090-0055

#### Effective Date and Administration of the BRS Program

- (1) OAR 413-090-0055 through 413-090-0090 are effective on January 1, 2014.
- (2) *BRS contractors* (see OAR 410-170-0020) and *BRS providers* (see OAR 410-170-0020) that provide services (see 410-170-0020) to a *child* (see 410-170-0020) or *young adult* (see 410-170-0020) in the care or custody of the Department of Human Services or one of the federally recognized tribes in Oregon must comply with the requirements in the *BRS program* general rules (410-170-0000 through 410-170-0120) and these rules (413-090-0055 through 413-090-0090).
- (3) All references to federal and state laws and regulations referenced in these rules are those in place on November 13, 2013, and the Agency-specific *BRS program* rules that are effective on January 1, 2014.

Stat. Auth.: ORS 183.355, 409.050, 418.005, 411.060, 411.070 & 411.116

Stats. Implemented: ORS 418.005, 418.015, 418.027, 411.070, 411.116, 411.141, 418.285, 418.312, 418.315, 418.490 & 418.495

Hist.: CWP 10-2013, f. 11-14-13, cert. ef. 1-1-14

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### 413-090-0060

#### Purpose

The purpose of the *Behavior Rehabilitation Services (BRS) Program* (see OAR 410-170-0020) is to remediate the *BRS client's* debilitating psychosocial, emotional, and behavioral disorders by providing such *services* (see 410-170-0020) as behavioral intervention, counseling, and skills-training. These rules supplement the *BRS program* general rules with additional requirements for *BRS programs* provided through contract with the *Department* (see 410-170-0020).

Stat. Auth.: ORS 409.050, 418.005, 411.060, 411.170 & 411.116

Stats. Implemented: ORS 418.005, 418.015, 418.027, 411.070, 411.116, 411.141, 418.285, 418.312, 418.315, 418.490 & 418.495

Hist.: CWP 10-2013, f. 11-14-13, cert. ef. 1-1-14



## 413-090-0065

### Definitions

In addition to the definitions in OAR 410-170-0020, the following definitions apply to these rules (413-090-0055 to 431-090-0090).

- (1) *Absent day* means a calendar day that:
  - (a) The *BRS client* (see OAR 410-170-0020) is enrolled in but not physically present in the *BRS provider's* (see OAR 410-170-0020) program;
  - (b) Does not meet the definition of a *billable care day* (see OAR 410-170-0020);
  - (c) The Department's placement plan is to return the *BRS client* to the *BRS provider* (see OAR 410-170-0020); and
  - (d) The *BRS contractor* (see OAR 410-170-0020) or *BRS provider* obtains authorization from the *BRS client's caseworker* (see OAR 410-170-0020) and the *contract administrator* (see section (5) of this rule) to bill the calendar day as an absent day.
- (2) *Abuse check* means obtaining and reviewing abuse allegations, abuse investigation reports and associated exhibits and documents for the purpose of determining whether a subject individual has a history as a perpetrator of potentially disqualifying abuse (a potentially disqualifying condition) as described in OAR 407-007-0290(11).
- (3) *Babysitting* means the provision of temporary, occasional care for a *child* (see OAR 410-170-0020) or *young adult* (see OAR 410-170-0020) that is:
  - (a) Ten consecutive hours or less; and
  - (b) Not overnight care.
- (4) *Background Check Unit (BCU)* means the Department of Human Services' Background Check Unit.
- (5) *Contract administrator* means the employee or other individual designated in writing by the *Department*, by name or position description, to conduct the contract administration of a contract or class of contracts.
- (6) *Criminal records check* means obtaining and reviewing criminal records as required by these rules and includes any or all of the following:



- (a) An Oregon criminal records check where criminal offender information is obtained from the Oregon State Police (OSP) using the Law Enforcement Data System (LEDS). The Oregon criminal records check may also include a review of *other criminal records information* (see section (7) of this rule) obtained from other sources.
  - (b) A national criminal records check where records are obtained from the Federal Bureau of Investigation (FBI) through the use of fingerprint cards sent to OSP and other identifying information. The national criminal records check may also include a review of *other criminal records information*.
  - (c) A state-specific criminal records check where records are obtained from law enforcement agencies, courts, or *other criminal records information* resources located in, or regarding, a state or jurisdiction outside Oregon.
- (7) *Other criminal records information* means information obtained and used in the criminal records check process that is not criminal offender information from OSP. "Other criminal records information" includes but is not limited to police investigations and records, information from local or regional criminal records information systems, justice records, court records, information from the Oregon Judicial Information Network, sexual offender registration records, warrants, Oregon Department of Corrections records, Oregon Department of Transportation's Driver and Motor Vehicle Services Division information, information provided on the background check requests, disclosures by a *subject individual*, and any other information from any jurisdiction obtained by or provided to the *Department* for the purpose of conducting a fitness determination.
- (8) *Subject individual* means an individual described in OAR 407-007-0030(30)(a).
- (a) For the purposes of this rule, a subject individual also includes:
    - (A) An individual who provides *respite care* (see OAR 410-170-0020) for an *approved provider parent* (see OAR 410-170-0020);
    - (B) An individual who volunteers with or is employed by an *approved provider parent to assist with the care of a BRS client*, other than an individual who provides *babysitting* (see section (3) of this rule) unless paragraph (D) of this subsection applies;
    - (C) An individual 18 years of age or older who is living in the home of an *approved provider parent*;



- (D) An individual under 18 years of age who is living in the home of an *approved provider parent* if there is reason to believe the individual may pose a risk to a *BRS client*;
  - (E) An individual who provides *babysitting* or an individual who frequents the home of an *approved provider parent* if there is reason to believe the individual may pose a risk to a *BRS client*; and
  - (F) An individual who has access to a *BRS client* in the home of an *approved provider parent* if the *contract administrator* has requested a *criminal records check* on the individual.
- (b) The following individuals are not subject individuals:
- (A) A *child* or *young adult* in the care or custody of the Department who lives in the home of the *approved provider parent*, and
  - (B) A *BRS client*.
- (9) *Transitional visit* means an overnight visit by the *BRS client* to another placement for the purpose of facilitating the *BRS client's* transition.

Stat. Auth.: ORS 181.534, 181.537, 409.050, 411.060, 411.070, 411.116 & 418.005

Stats. Implemented: ORS 181.534, 181.537, 409.010, 409.025, 409.027, 411.060, 411.070, 411.116, 411.141, 418.005, 418.015, 418.016, 418.027, 418.285, 418.312, 418.315, 418.490 & 418.495

Hist.: CWP 10-2013, f. 11-14-13, cert. ef. 1-1-14

## 413-090-0070 BRS Provider Requirements

In addition to the requirements in OAR 410-170-0030, the *BRS contractor* (see 410-170-0020) and the *BRS provider* (see 410-170-0020) providing *services* (see 410-170-0020) and *placement-related activities* (see 410-170-0020) to a *BRS client* (see 410-170-0020) in the care or custody of the *Department* (see 410-170-0020) or one of the federally-recognized Tribes in Oregon must comply with all of the following requirements:

- (1) Ensure **completion of a background check**, including a *criminal records check* (see OAR 413-090-0065) and an *abuse check* (see 413-090-0065), on each *subject individual* (see 413-090-0065) in compliance with the Department's Criminal Records and Abuse Check Rules in 407-007-0210 to 407-007-0380, any applicable background check requirements that apply to *Public Child-Caring Agencies* (see 410-170-0020) or *Private Child-Caring Agencies* (see 410-170-0020), and this section.
  - (a) Each time a **criminal records check** is required by OAR 407-007-0220, 413-215-0321(3)(c)–(d), 413-215-0331(2)(b)–(d), or 413-215-0061(1) for personnel of *public child-caring agencies* or *private child-caring agencies*, a **national criminal records check**, described in 407-007-0210(13)(b), must be completed, unless one of the following exceptions applies:
    - (A) The *subject individual* has previously had a national criminal records check, has not lived outside the state of Oregon for more than 60 consecutive days after the subject individual's most recent criminal records check, and has not been arrested since the subject individual's most recent *criminal records check*;
    - (B) The *subject individual* is a *respite care* (see OAR 413-090-0065) provider and has not lived outside the state of Oregon for more than 60 consecutive days in the last five years, does not disclose any history of arrests or convictions, and does not have a history of arrests or convictions, based on an Oregon criminal records check under OAR 407-007-0220(1) or information received from any other source;
    - (C) The *subject individual* is living in the home of an *approved provider parent* (see OAR 410-170-0020) and is under the age of 18, a *babysitter* (see 413-090-0065), or an individual who frequents the home of an *approved provider parent* but is not an employee or volunteer who assists with the care of a *BRS client* (see 410-170-0020); or



- (D) The *subject individual* is unable to submit fingerprints due to a physical or mental condition that makes compliance impossible or presents an undue safety risk to the *subject individual* or *Department* staff and the *contract administrator* (see OAR 413-090-0065) provides written approval to forego a fingerprint-based check.
- (b) Even if one of the circumstances in paragraphs (1)(a)(A) to (1)(a)(D) applies, the *contract administrator* may require a national criminal records check on a *subject individual* if deemed necessary by the *Department*.
- (c) Notwithstanding OAR 407-007-0280, 407-007-0300 and 407-007-0320(1), a *subject individual* may not be approved to be an *approved provider parent* or an individual described in 413-090-0065(9)(a), if the *subject individual* has a conviction described in 413-120-0450(3) or (4). The *Department's Background Check Unit* (see 413-090-0065) must provide written notice of the denial, as required by OAR 407-007-0320(2)-(3).
- (d) Notwithstanding OAR 407-007-0280, when a *subject individual* is seeking to be approved as an *approved provider parent* or an individual described in 413-090-0065(9)(a), any conviction described in 413-120-0450(5), (6) and (7) or any arrest described in 413-120-0455(1) is a potentially disqualifying condition that requires a weighing test under 407-007-0300.
- (A) The *Department's Background Check Unit* shall make a final fitness determination in accordance with OAR 407-007-0320(1)(a) or (c).
- (B) A *subject individual* subject to a weighing test may not be approved with restrictions under OAR 407-007-0320(1)(b).
- (e) OAR 407-007-0330 applies to any decisions to deny a *subject individual* based on subsection (1)(b) or (1)(c) of this rule.
- (f) A *subject individual* may be approved on a preliminary basis, consistent with OAR 413-120-0440(7), if the *subject individual*:
- (A) Does not have a conviction described in subsection (1)(c) of this rule or OAR 413-120-0450(3) or (4);
- (B) Preliminary approval of the *subject individual* is not prohibited by OAR 407-007-0315(7);
- (C) The *Department's Background Check Unit* conducts a preliminary fitness determination with a weighing test if the *subject individual* has any

convictions or arrests described in subsection (1)(d) of this rule or potentially disqualifying abuse; and

- (D) The *Department's Background Check Unit* determines that, more likely than not, the *subject individual* poses no potential threat to *BRS clients*.
- (2) Ensure the following documents are contained in the individual, confidential file of each *BRS client*:
- (a) A **face sheet** with frequently referenced information;
  - (b) The *BRS client's* **medical insurance information**;
  - (c) The *BRS client's* **school enrollment**, attendance, progress and discipline information during the *BRS client's* stay in the program;
  - (d) **Signed consent** for the *BRS client* to participate in the BRS program;
  - (e) Documentation regarding the individuals authorized to consent to medical or mental health services for the BRS client;
  - (f) Documentation regarding home or other family visits;
  - (g) Documentation of recreational, social, and cultural activities;
  - (h) Documentation of legal custody or voluntary placement status;
  - (i) Referral information;
  - (j) All *services* documentation, including but not limited to the *ISP, AER, MSP, MSP* updates, Discharge Summary and Aftercare Summary as required by BRS service planning in OAR 410-170-0070;
  - (k) Any restrictions on or special permissions for the *BRS client's* participation in activities or outings and the duration of any restrictions or special permissions; and
  - (l) All other case related information specific to the *BRS client*.
- (3) The *BRS contractor* and the *BRS provider* must maintain in their program records:
- (a) **Staff schedules** for BRS programs utilizing a *residential care model* (see OAR 410-170-0020);



- (b) **Certification status** for *approved provider parents* for BRS programs utilizing a therapeutic foster care model (see OAR 410-170-0020); and
- (c) Authorization for each absent day (see OAR 413-090-0065) billed for a BRS client.

Stat. Auth.: ORS 181.534, 181.537, 409.050, 411.060, 411.070, 411.116 & 418.005

Stat. Implemented: ORS 181.534, 181.537, 409.010, 409.025, 409.027, 411.060, 411.070, 411.116, 411.141, 418.005, 418.015, 418.016, 418.027, 418.285, 418.312, 418.315, 418.490 & 418.495

Hist.: CWP 10-2013, f. 11-14-13, cert. ef. 1-1-14

## 413-090-0075

### Prior Authorization for the BRS Program; Appeal Rights

- (1) BRS Program Eligibility.
  - (a) The **Department** (see OAR 413-090-0065) may provide prior authorization for the *BRS program* to a *child* (see 410-170-0020) or *young adult* (see 410-170-0020) who:
    - (A) Meets the requirements in OAR 410-170-0040(2)(a)(A) through (C); and
    - (B) Is in the care or custody of the *Department* or one of the federally recognized tribes in Oregon.
  - (b) Notwithstanding subsection (1)(a) of this rule, the **Department** may provide prior authorization for the *BRS program* to a *child* or *young adult* who:
    - (A) Meets the requirements in OAR 410-170-0040(2)(a)(B) through (E);
    - (B) Is eligible for state-funded medical assistance under Title XIX and General Assistance Medical Eligibility, OAR 413-100-0400 through 413-100-0610; and
    - (C) Is in the care or custody of the *Department* or one of the federally recognized tribes in Oregon.
- (2) Appeal Rights.
  - (a) When a *child* or *young adult* in the care or custody of the *Department* or a federally recognized tribe in Oregon is denied prior authorization for the *BRS program* under subsection (1)(a) of this rule, he or she is entitled to notice and contested case hearing rights under OAR 410-120-1860 to 410-120-1865. The contested case hearing will be held by the **Authority** (see OAR 410-170-0020).
  - (b) When a *child* or *young adult* in the care or custody of the *Department* and who is enrolled in the Oregon Health Plan is denied prior authorization for the *BRS program* under subsection (1)(b) of this rule, he or she is entitled to notice and contested case hearing rights under OAR 413-010-0500 to 413-010-0535. The contested case hearing will be held by the **Department**.

Stat. Auth.: ORS 409.050, 411.060, 411.070, 411.116 & 418.005

Stat. Implemented: ORS 409.010, 411.060, 411.070, 411.095, 411.116, 411.141, 418.005, 418.015,



418.027, 418.285, 418.312, 418.315, 418.490 & 418.495

Hist.: CWP 10-2013, f. 11-14-13, cert. ef. 1-1-14



## 413-090-0080

### BRS Placement Related Activities for a Department BRS Contractor and BRS Provider

- (1) A *BRS contractor* (see OAR 410-170-0020) and *BRS provider* (see 410-170-0020) must coordinate all *placement-related activities* (see 410-170-0020) for the *BRS Client* (see 410-170-0020) with the *BRS client's Department* (see 410-170-0020) or Tribal *caseworker* (see 410-170-0020) to ensure these activities support the child welfare case plan and the child specific case plan.
- (2) A *BRS contractor* and *BRS provider* must provide facilities, personnel, materials, equipment, supplies and services, and transportation related to *placement-related activities*.
  - (a) **Clothing:** The *Department* will place the *BRS client* with a *BRS contractor* and *BRS provider* with sufficient clothing at the time of placement. It is the *BRS contractor's* and *BRS provider's* responsibility to maintain the *BRS client's* clothing at an adequate and appropriate level. A *caseworker* may request approval from a child welfare supervisor or program manager for payment for additional clothing when necessary.
  - (b) **Transportation:** A *BRS contractor* and *BRS provider* is responsible to arrange or provide transportation for the *BRS client* for the following: school, to the extent not provided by the school district; medical, dental, and therapeutic appointments; recreational and community activities; employment; and shopping for incidental items. Notwithstanding this responsibility, the cost of transportation for the *BRS client* for the purposes of home visits or visits to foster homes or relatives will be equally shared by the *Department*, the *BRS contractor* and *BRS provider* and in as much as they are able as determined by the *Department*, the *BRS client's* parents. The *BRS contractor*, *BRS provider*, and the *caseworker* must jointly plan the transportation method and payment procedures as much in advance as possible.
- (3) **Non BRS-Related Medical and Mental Health Care.**
  - (a) If there is no record that the *BRS client* has received a physical examination within the six months immediately prior to the *BRS client's* placement with the *BRS contractor* and *BRS provider*, the *BRS contractor* and *BRS provider* must coordinate scheduling a medical exam with the *BRS client's caseworker*, consistent with health insurance allowances, within 30 days of the *BRS client's* placement. The *BRS contractor* and *BRS provider* must keep documentation of



the medical exam in the *BRS client's* file, and must send a copy to the *BRS client's caseworker*.

- (b) The *BRS contractor* and *BRS provider* must coordinate with each *BRS client's caseworker* to ensure the *BRS client's* mental health, physical health (including alcohol and drug treatment services), dental, and vision needs are met. This does not include paying the cost of services or medications which are covered by the Oregon Health Plan (OHP) or by the *BRS client's* third party private insurance coverage. The *BRS contractor* and *BRS provider* must work with the *BRS client's Department* or Tribal *caseworker* to secure payment for services or medications not covered by OHP or the *BRS client's* third party private insurance coverage.
  - (c) The *BRS contractor* and *BRS provider* must administer and monitor medications consistent with all applicable *Department* rules in OAR 413-070-0400 through 413-070-0490, and the *BRS provider's* medication management policy must comply with *Department* rules.
  - (d) The *BRS contractor* and *BRS provider* must facilitate the *BRS client's* access to other medical and mental health providers whenever identified needs cannot be met within the scope of services offered by the *BRS provider*.
- (4) **Educational and vocational activities:** A *BRS contractor* and *BRS provider* must have a system in place for a *BRS client* to attend school in order to meet the educational needs of a *BRS client* in its program either on-site or at an off-site location that complies with OAR 413-100-0900 through 413-100-0940.
- (5) **Language and culture:** The *BRS contractor* and *BRS provider* must allow a *BRS client* to speak his or her primary language and must honor his or her culture.
- (6) Other *placement-related activities* (see OAR 410-170-0020):
- (a) **Recreational, social, and cultural activities:**
    - (A) A *BRS contractor* and *BRS provider* must provide recreation time for the *BRS client* on a daily basis. A *BRS contractor* and *BRS provider* must offer activities that are varied in type to allow the *BRS client* to obtain new experiences.
    - (B) A *BRS contractor* and *BRS provider* must provide each *BRS client* a minimum of one opportunity per week to participate in recreational activities in the community, unless the *BRS client* is clearly unable to participate in offsite activities due to safety issues.



- (C) The *BRS contractor* and *BRS provider* must provide access to or make available social and cultural activities for the *BRS client*. These activities are to promote the *BRS client's* normal development and help broaden the *BRS client's* understanding and appreciation of the community, arts, environment and other cultural groups.
- (D) The *BRS contractor* and *BRS provider* must not permit a *BRS client* to participate in recreational activities that present a higher level of risk to a *BRS client* without the *Department's* approval. This applies to activities that require a moderate to high level of technical expertise to perform safely, present environmental hazards, or where special certification or training is recommended or required such as: whitewater rafting, rock climbing, ropes courses, activities on or in any body of water where a certified lifeguard is not present and on duty, camping, backpacking, mountain climbing, using motorized yard equipment, and horseback riding.
- (b) **Academic Assistance:** If needed, the *BRS contractor* and *BRS provider* must provide adequate opportunities for the *BRS client* to complete homework assignments with assistance from staff, or an *approved provider parent* (see OAR 410-170-0020), if applicable.
- (7) The *BRS contractor* and *BRS provider* must comply with [Child Welfare Policy I-A.4.1, "Rights of Children and Young Adults"](#).

Stat. Auth.: ORS 409.050, 411.060, 411.070, 411.116 & 418.005

Stats. Implemented: ORS 409.010, 411.060, 411.070, 411.116, 411.141, 418.005, 418.015, 418.027, 418.285, 418.312, 418.315, 418.490 & 418.495

Hist.: CWP 10-2013, f. 11-14-13, cert. ef. 1-1-14

**413-090-0085****Billing and Payment for Services and Placement-Related Activities**

- (1) **Billable care day** (see OAR 410-170-0020):
  - (a) The *BRS contractor* (see OAR 410-170-0020) is compensated for a *billable care day services* (see 410-170-0020) and *placement-related activities* (see 410-170-0020) rates on a fee-for-service basis in accordance with OAR 410-170-0120.
  - (b) The *BRS contractor* may include an overnight *transitional visit* (see OAR 413-090-0065) by the *BRS client* (see 410-170-0020) to another placement in its *billable care days*. The *BRS contractor* must:
    - (A) Receive prior approval for the *transitional visit* from the *Department* (see OAR 410-170-0020);
    - (B) Ensure that the *transitional visit* is in support of the MSP goals related to transition;
    - (C) Pay the hosting placement at the established *absent day* (see OAR 413-090-0065) rate for the sending *BRS provider* (see 410-170-0020); and
    - (D) Ensure the hosting placement will not seek any reimbursement from the *Department* for the care of the visiting *BRS client*.
- (2) **Absent Days:**
  - (a) The *BRS contractor* is compensated for an *absent day* at the *absent day* rate in order to hold a *BRS program* placement for a *BRS client* with the prior approval of the *BRS client's caseworker* (see OAR 410-270-0020).
  - (b) Notwithstanding OAR 410-170-0110(4), the *BRS contractor* may request prior approval from the *BRS client's caseworker* to be reimbursed for more than 8 but no more than 14 calendar days of home visits in a month for a *BRS client*. However, any additional days of home visits approved under this rule will be paid at the *absent day* rate.
- (3) The *BRS contractor* may only be reimbursed for the *BRS type of care* (see OAR 410-170-0020) authorized in the contract with the *Department*.
- (4) Invoice Form:



- (a) The *BRS contractor* must submit to the *Department* a monthly invoice in a format acceptable to the *Department*, on or after the first day of the month following the month in which *services* (see OAR 410-170-0020) and *placement-related activities* (see 410-170-0020) were provided to the *BRS client*. The monthly invoice must specify the number of *billable care days* and *absent days* for each *BRS client* in that month.
  - (b) The *BRS contractor* must provide upon request, in a format approved by the *Department*, written documentation of each *BRS client's* location for each day claimed as a *billable care day* and an *absent day*.
- (5) *Billable care day* and *absent day* rates are provided in the "BRS Rates Table", dated January 1, 2014, which is adopted as [Exhibit 1](#) and incorporated by reference into this rule. A printed copy may be obtained from the *Department*.

Stat. Auth.: ORS 409.050, 411.060, 411.070, 411.116 & 418.005

Stats. Implemented: ORS 409.010, 411.060, 411.070, 411.116, 411.141, 418.005, 418.015, 418.027, 418.285, 418.312, 418.315, 418.490 & 418.495

Hist.: CWP 10-2013, f. 11-14-13, cert. ef. 1-1-14



## 413-090-0090

### Compliance Reviews and Remedies

- (1) The *BRS contractor* (see OAR 410-170-0020) must cooperate, and ensure its *BRS providers* cooperate, with program compliance reviews or audits conducted by any federal, state or local governmental agency or entity related to the *BRS program*, including but not limited to the Department's provider rules 407-120-0170, 407-120-0180, 407-120-0310, and 407-120-1505.
- (2) The *Department* (see OAR 410-170-0020) or its designee will conduct compliance reviews periodically, including but not limited to review of documentation and onsite inspections.
- (3) The *Department* may pursue any combination of contract remedies, including but not limited to recovery of overpayments; licensing actions; and other remedies authorized under the contract, at law or in equity against a *BRS Contractor*, a *BRS Provider* (see OAR 410-170-0020), or both, for non-compliance with applicable laws, regulations or contract provisions,. In addition to or in lieu of any of the above, the *Department* may proceed under the applicable provisions of 410-170-0120.

Stat. Auth.: 409.050, 411.060, 411.070, 411.116 & 418.005

Stat. Implemented: 409.010, 411.060, 411.070, 411.116, 418.005, 418.027 & 418.495

Hist.: CWP 10-2013, f. 11-14-13, cert. ef. 1-1-14



## Oregon Youth Authority — Division 335

### **416-335-0000**

#### **Effective Date and Administration of the BRS Program**

- (1) OAR 416-335-0000 through 416-335-0100 are effective on January 1, 2014.
- (2) BRS Programs provided through contract with OYA must meet the requirements in the BRS Program general rules (OAR 410-170-0000 through 410-170-0120) and the additional requirements contained in these rules (OAR 416-335-0000 — 416-335-0100).
- (3) All references to federal and state laws and regulations referenced in these rules are those in place on November 13, 2013, and the Agency-specific BRS Program rules that are effective on January 1, 2014.

Stat. Auth.: ORS 183.355, 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14

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### **416-335-0010**

#### **Purpose**

The purpose of the Behavior Rehabilitation Services (BRS) Program is to remediate the BRS Client's debilitating psychosocial, emotional and behavioral disorders by providing such Services as behavioral intervention, counseling, and skills-training. These rules supplement the BRS Program general rules with additional requirements for BRS Programs provided through contract with OYA.

Stat. Auth.: ORS 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## 416-335-0020

### Definitions

In addition to the definitions provided in OAR 410-170-0020, the following definitions apply to terms used in OAR chapter 416, division 335.

- (1) **Absent Day** means a calendar day that:
  - (a) The BRS Client is enrolled but not physically present in the BRS Provider's program;
  - (b) Does not meet the definition of a Billable Care Day;
  - (c) The Agency's placement plan is to return the BRS Client to the BRS Provider; and
  - (d) The BRS Contractor or BRS Provider obtains written authorization from the BRS Client's JPPO and the Community Resources Manager to bill the calendar day as an Absent Day.
- (2) **Aftercare and Transition Plan — Stabilization (ATP-S)** means the Aftercare and Transition Plan developed in a Short-Term Stabilization program, including the Aftercare and Transition Plan as defined in OAR 410-170-0070 and additional requirements provided in 416-335-0070.
- (3) **Assessment and Evaluation Report — Stabilization (AER-S)** means the Assessment and Evaluation Report developed in a Short-Term Stabilization program, including the Assessment and Evaluation Report as defined in OAR 410-170-0070 and additional requirements provided in 416-335-0070.
- (4) **Juvenile Parole and Probation Officer (JPPO)** means the individual who coordinates Services and Placement Related Activities for the BRS Client with the BRS Contractor and BRS Provider. For purposes of these rules, a JPPO is the Caseworker as defined in OAR 410-170-0020.
- (5) **Master Service Plan — Stabilization (MSP-S)** means the Master Service Plan developed in a Short-Term Stabilization program, including the Master Service Plan as defined in OAR 410-170-0070 and additional requirements provided in 416-335-0070.
- (6) **Master Service Plan — Transition (MSP-T)** means the Master Service Plan developed in an Independent Living Program, including the Master Service Plan as defined in OAR 410-170-0070 and additional requirements provided in 416-335-0070.



- (7) **Transition Facilitator** means a Social Service Staff employed by or contracted with the BRS Provider, and responsible for overseeing and monitoring the BRS Client in the BRS Contractor's Independent Living Program, either operated by itself or by its BRS Provider, which includes but is not limited to assisting with developing the BRS Client's Service plans and identifying support resources. Additional requirements are provided in OAR 416-335-0060.
- (8) **Transitional Visit** means an overnight visit by the BRS Client to another placement for the purpose of facilitating the BRS Client's transition.
- (9) **Young Person** means a person aged 21 through 24 years of age.

Stat. Auth.: ORS 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## 416-335-0030

### Additional Requirements for OYA BRS Contractors and BRS Providers

- (1) The BRS Contractor must comply, and ensure its BRS Provider complies, with all applicable provisions in OAR 416-**530**-0000 through 416-530-0200, and 416-**550**-0000 through 416-550-0080.
- (2) The BRS Contractor and the BRS Provider must ensure that its employees, volunteers, contractors, vendors, Approved Provider Parents, or other persons providing Services or Placement Related Activities to BRS Clients pass a criminal history check based on the Agency's **criminal history records check** standards as set forth in OAR 416-800-0000 to 416-800-0095.
- (3) The BRS Contractor and the BRS Provider must ensure that its employees, **volunteers**, contractors, vendors, Approved Provider Parents, or other persons providing Services or Placement Related Activities to BRS Clients, who have not yet successfully completed the requirements in section (2) of this rule are **supervised by a person who has successfully met these requirements** when having direct contact with BRS Clients.
- (4) The BRS Contractor must ensure that its BRS program, either operated by itself or its BRS Provider, has a **medication management policy that complies with OAR 416-340-0000** through 416-340-0070.
- (5) Therapeutic Foster Care Model (**Proctor Parents**):
  - (a) Proctor Parents must meet the applicable requirements in OAR 416-530-0000 through 416-530-0200 and 416-550-0000 through 416-550-0080, including but not limited to minimum training requirements.
  - (b) The BRS Contractor, the BRS Provider, and Proctor Parent must cooperate with OYA in the **Proctor Parent dual-certification process** in accordance with applicable provisions in OAR 416-530-0000 through 416-530-0200, 416-550-0000 through 416-550-0080 and 416-800-0000 through 416-800-0095.
- (6) The BRS Contractor and BRS Provider must provide separate bedrooms for Children and persons **18 years or older**, except in cases where the Child shares a room with a Young Adult or Young Person who is the Child's parent and caregiver or where there is **written approval** from the Department of Human Services Office of **Licensing** and Regulatory Oversight Coordinator and the **Agency**.

Stat. Auth.: ORS 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## 416-335-0040

### Prior Authorization for the BRS Program; Appeal Rights

- (1) BRS Program Eligibility:
  - (a) OYA may provide prior authorization for the BRS Program to a person who:
    - (A) Meets the requirements in subsections (2)(a)(A) through (D) of OAR 410-170-0040; and
    - (B) Is in the legal custody and care of OYA.
  - (b) Notwithstanding section (1)(a) of this rule, OYA may provide prior authorization to a person who:
    - (A) Is a Child, Young Adult or Young Person;
    - (B) Meets the requirements in subsections (2)(a)(A) through (C) of OAR 410-170-0040;
    - (C) Is in the legal custody and care of OYA; and
    - (D) Is eligible for state-funded medical assistance through OYA but not eligible for Medicaid.
- (2) Appeal Rights:
  - (a) If a person is denied prior authorization for the BRS Program under OAR 416-335-0040(1)(a) then the person is entitled to notice and contested hearing rights under 410-120-1860 and 410-120-1865. The contested case hearing will be held by the Authority.
  - (b) If a person is denied prior authorization for the BRS Program by OYA under OAR 416-335-0040(1)(b), then the person is entitled to notice and contested hearing rights pursuant to the provisions of ORS 183.341. The contested case hearing will be held by OYA. OYA adopts the Attorney General's Model Rules of Procedure OAR 137-003-0001 to 137-003-0091 and 137-003-0580, effective January 2012, as procedural rules for contested case hearings.

Stat. Auth.: ORS 420A.025  
Stats. Implemented: ORS 420A.010, 420A.014  
Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## **416-335-0050**

### **Additional BRS Service Planning Requirements — All BRS Types of Care Except ILP**

In addition to the requirements in OAR 410-170-0070 the BRS Contractor or BRS Provider must ensure that the Assessment and Evaluation Report (AER) describes the assessment of BRS Client characteristics that may require service delivery modification to ensure successful participation in BRS Services. The BRS Contractor, if not also the BRS Provider, must ensure that its BRS Provider meets this requirement.

Stat. Auth.: ORS 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## 416-335-0060

### Additional Requirements for Independent Living Program (BRS Type of Care)

- (1) The Independent Living Program is a BRS Type of Care that is designed to transition a BRS Client to independent living outside of a residential placement while receiving medically appropriate Services in a structured BRS Program environment. BRS Clients are placed in a structured, supervised setting prior to transitioning to a supported community placement.
- (2) **Minimum Staffing Requirements:** The BRS Contractor must ensure that its BRS Independent Living Program, either operated by itself or its BRS Provider, has a BRS Program staff member onsite at the program at all times (24 hours a day, 7 days a week), and another BRS Program staff member available to go out into the community on routine or emergency visits to monitor or assist the BRS Client.
- (3) **Transition Facilitator:** Upon each BRS Client's admission to the Independent Living Program, the BRS Contractor or BRS Provider must ensure that the Transition Facilitator:
  - (a) Ensures that the BRS Client completes an independent living skills assessment prior to developing the MSP-T. Assessments must be strength-based, focusing on identifying the strengths and resources of the BRS Client, and his or her family and other supports.
  - (b) Assists the BRS Client in the development of the MSP-T, including identifying short and long-term goals, developing a plan to achieve those goals, and tracking his or her progress towards those goals;
  - (c) Identifies and coordinates resources that will assist and support the BRS Client in his or her community placement, including but not limited to family and other natural supports;
  - (d) Assists the BRS Client in articulating his or her goals and plans;
  - (e) Assists the BRS Client in developing and updating his or her MSP-T, and overseeing the implementation of the MSP-T; and
  - (f) Teaches the BRS Client skills including goal setting, planning, resource identification, and engagement that will help the BRS Client lead a productive adult life.



- (4) Additional BRS Service Planning Requirements: In addition to the requirements in OAR 410-170-0070, the BRS Contractor or BRS Provider must meet the following service planning requirements for BRS Clients in the Independent Living Program:
- (a) **Master Service Plan — Transition (MSP-T)**
- (A) The BRS Contractor or BRS Provider must:
- (i) Ensure that a Transition Facilitator, in collaboration with the BRS Client, completes a written MSP-T within 2 business days of the BRS Client's admission to the program and provides copies to the individuals listed in OAR 410-170-0070 section (1)(a)(B);
  - (ii) Provide the Services identified in the MSP-T during the first 30 days in the program.
- (B) The BRS Contractor or BRS Provider must ensure that the MSP-T is individualized, includes goals that **are measurable and attainable within the first 30 days**, is based on a thorough assessment of the BRS Client's referral information and assessment of independent living skills, and addresses at minimum the following domains where need is indicated:
- (i) Independent living skills, to include use of technology;
  - (ii) Social support, recreation, and community connection or membership (including planning for supportive relationships);
  - (iii) Finances and consumer awareness;
  - (iv) Transportation planning and responsibility;
  - (v) Free-time supervision and structure, including requirements for moving toward reduced supervision and greater autonomy; and
  - (vi) Relapse, safety and crisis planning.
- (b) **Master Service Plan — Transition 30-day Updates.** The BRS Contractor or BRS Provider must:
- (A) Ensure that the Transition Facilitator, in collaboration with the BRS Client, reviews and updates in writing the BRS Client's MSP-T no later than 30 days from the date the MSP-T was first finalized or the last time it was updated, and every 30 days thereafter; and



(B) Provide the services identified in the most recent MSP-T Update.

(5) **Placement Related Activities:**

(a) The BRS Contractor or BRS Provider is responsible for providing the Placement Related Activities described in OAR 416-335-0080 except as provided in section (5)(b) of this rule.

(b) **Transportation:** BRS Clients are responsible for taking public transportation to and from employment and other daily activities. The BRS Contractor or BRS Provider must assist the BRS Client as necessary with transportation for attendance at: school, to the extent not provided by the school district; medical, dental, and therapeutic appointments; recreational and community activities; places of employment; and shopping for incidental items.

(6) BRS Contractor, if not also the BRS Provider, must ensure that its BRS Provider meets the requirements described in this rule.

Stat. Auth.: ORS 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## 416-335-0070

### Additional Requirements for BRS Enhanced Short-Term Stabilization (BRS Type of Care)

- (1) The **Short-Term Stabilization** program is a BRS Type of Care designed to provide short-term intervention to BRS Clients in need of behavioral stabilization.
- (2) Additional Program Referrals and Admission Requirements: In addition to the requirements in OAR 410-170-0050, the BRS Contractor or BRS Provider **must notify the BRS Client's JPPO of its admission decision within five business days** of receiving the BRS Client's referral packet.
- (3) Additional BRS Service Planning Requirements: In addition to the requirements in OAR 410-170-0070 the BRS Contractor or BRS Provider must meet the following service planning requirements for BRS Clients in the Short Term Stabilization Program:
  - (a) **Master Service Plan — Stabilization (MSP-S)**
    - (A) The BRS Contractor or BRS Provider must:
      - (i) Ensure that a Social Service Staff completes a written MSP-S within 2 business days of the BRS Client's admission to the program and provides copies to the individuals listed in OAR 410-170-0070 section (1)(a)(B); and
      - (ii) Provide the Services identified in the MSP-S during the first 30 days in the program.
    - (B) The BRS Contractor or BRS Provider must ensure that the MSP-S is individualized and based on the BRS Client's available referral information and current behaviors needing remediation, and include at minimum the following:
      - (i) Objectives for placement as described by JPPO;
      - (ii) Identified reasons for behavioral instability; and
      - (iii) Goals that are measurable and attainable within the BRS Client's first 30 days in the program.
  - (b) **Assessment and Evaluation Report — Stabilization (AER-S)**



- (A) The BRS Contractor or BRS Provider must:
    - (i) Ensure that a Social Service Staff conducts a comprehensive assessment and completes a written AER-S for each BRS Client who is anticipated to remain in the program for over 30 days; and
    - (ii) If the BRS Client is anticipated to be in the program for 30 days or less, no AER-S is required.
  - (B) The BRS Contractor or BRS Provider must ensure that the AER-S describes the following:
    - (i) Assessment of BRS Client characteristics that may require service delivery modification to ensure successful participation in BRS Services; and
    - (ii) Summary of BRS Client’s readiness for return to previous placement or recommended placement.
  - (c) **Master Service Plan-Stabilization 30 Day Updates.** The BRS Contractor or BRS Provider must:
    - (A) Ensure that the Social Service staff reviews and updates in writing the BRS Client’s MSP-S no later than 30 days from the date the MSP-S was first finalized or the last time it was updated, and every 30 days thereafter. The first update of the MSP-S must be based upon findings from the AER-S; and
    - (B) Provide the services identified in the most recent MSP-T Update.
  - (d) **Aftercare and Transition Plan — Stabilization (ATP-S).** The BRS Contractor or BRS Provider must:
    - (A) Ensure that a Social Service Staff member completes an initial ATP-S upon admission for each BRS Client that is anticipated to remain in the Short-Term Stabilization BRS Provider’s program for more than 30 days and transition to foster care or home upon discharge from BRS Short Term Stabilization Program.
    - (B) Develop a final written ATP-S prior to the BRS Client’s planned discharge.
- (4) The BRS Contractor, if not also the BRS Provider, must ensure that its BRS Provider meets the requirements described in this rule.



Stat. Auth.: ORS 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## 416-335-0080

### Placement Related Activities for OYA's BRS Contractors and BRS Providers

- (1) In cases where OYA is the Agency, the BRS Contractor or BRS Provider must provide the following Placement Related Activities, and all facilities, personnel, materials, equipment, supplies and services, and transportation necessary to provide those activities:
  - (a) **Clothing:** The BRS Contractor or BRS Provider must ensure that each BRS Client has an adequate wardrobe as prescribed by a "Youth Sub-Care Clothing List and Authorization" form, incorporated by reference in this rule, and available at <http://www.oregon.gov/oia/forms/ya3070.pdf>, or a printed copy may be obtained from OYA. The BRS Contractor or BRS Provider must make an initial assessment of the BRS Client's clothing and document the results. If there is a determined need for clothing based on the Youth Sub-Care Clothing List and Authorization form, the BRS Contractor or BRS Provider must notify the BRS Client's JPPO that a clothing authorization is needed.
  - (b) **Transportation:** The BRS Contractor or BRS Provider is responsible for the transportation of the BRS Client to attend school, to the extent not provided by the school district; medical, dental, and therapeutic appointments; recreational and community activities; places of employment; and shopping for incidental items.
  - (c) **Educational and vocational activities:** The BRS Contractor or BRS Provider must have a system in place to meet the educational and vocational needs of the BRS Client in its program either on-site or at an off-site location or a combination of the two.
  - (d) **Recreational, social, and cultural activities:**
    - (A) The BRS Contractor or BRS Provider must provide recreation time for the BRS Client on a daily basis, and offer activities that are varied in type to allow BRS Clients to obtain new experiences. The BRS Contractor or BRS Provider must document recreation as having been provided, by recording the type of activity the BRS Client participated in, and the date it occurred.
    - (B) The BRS Contractor or BRS Provider must provide each BRS Client a minimum of one opportunity per week to participate in recreational activities in the community, unless the BRS Client is clearly unable to participate in offsite activities due to safety issues. If a BRS Client is



restricted from participation in community recreation, the BRS Provider must document the reason in the BRS Client's case file, and the reason must be reviewed regularly to ensure that the BRS Client is not unnecessarily restricted from offsite activities. The BRS Contractor or BRS Provider must offer any BRS Client who is restricted from community activities alternative opportunities for recreation on site.

- (C) The BRS Contractor or BRS Provider must provide access to or make available social and cultural activities for the BRS Clients as part of the therapeutic milieu of the program. These activities are to promote the BRS Client's normal development and help broaden the BRS Client's understanding and appreciation of the community, arts, environment and other cultural groups.
  - (D) The BRS Contractor or BRS Provider must not permit BRS Clients to participate in recreational activities that present a higher level of risk to BRS Clients without pre-approval by the Community Resources Unit and JPPO. This applies to activities that require a moderate to high level of technical expertise to perform safely, present environmental hazards, or where special certification or training is recommended or required such as: whitewater rafting, rock climbing, ropes courses, activities on or in any body of water where a certified lifeguard is not present and on duty, camping, backpacking, mountain climbing, using motorized yard equipment, and horseback riding.
  - (e) **Academic Assistance:** If needed, the BRS Contractor or BRS Provider must provide adequate opportunities for the BRS Clients to complete homework assignments with assistance from staff, or an Approved Provider Parent, if applicable.
- (2) **Non BRS-Related Medical Care:**
- (a) If there is no record that the BRS Client has received a physical examination within the six months immediately prior to the BRS Client's placement with its program, the BRS Contractor or BRS Provider must ensure or make every effort to ensure that the BRS Client receives a general medical check, consistent with health insurance allowances, within 30 days of placement. The BRS Contractor or BRS Provider must keep documentation of this procedure in the BRS Client's file, and send a copy to the BRS Client's JPPO.
  - (b) The BRS Contractor or BRS Provider must ensure that each BRS Client's mental health, physical health, (including alcohol and drug treatment services), dental and vision needs are arranged for. This does not include paying the cost of



services or medications which are covered by the Oregon Health Plan (OHP) or by the BRS Client's third party private insurance coverage. The BRS Contractor or BRS Provider must notify and work with the JPPO to secure payment for services or medications not covered by OHP or third party private insurance.

- (c) The BRS Contractor or BRS Provider must administer and monitor medications consistent with all applicable licensing rules, OAR 416-340-0070, and the BRS Provider's own medication management policy.
  - (d) The BRS Contractor or BRS Provider must facilitate the BRS Client's access to other providers whenever identified needs cannot be met within the scope of Services offered by the BRS Contractor or BRS Provider. If health care services are needed but the BRS Contractor or BRS Provider is unable to access the needed services for the BRS Client, the BRS Contractor or BRS Provider must immediately notify the JPPO in writing and these unsuccessful efforts made to access healthcare must be documented by the BRS Contractor or BRS Provider as part of the BRS Client's case file.
- (3) The BRS Contractor, if not also the BRS Provider, must ensure that its BRS Provider provides the Placement Related Activities to the BRS Client as described in this rule.

Stat. Auth.: ORS 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## 416-335-0090

### Billing and Payment for Services and Placement Related Activities

- (1) Billable Care Days:
  - (a) The BRS Contractor is compensated for a Billable Care Day (Service and Placement Related Activities rates) on a fee-for-service basis in accordance with OAR 410-170-0110 and this rule.
  - (b) The BRS Contractor may include overnight Transitional Visits by the BRS Client to another placement in its Billable Care Days. The BRS Contractor must:
    - (A) Receive prior approval for the Transitional Visit from OYA;
    - (B) Ensure that the Transitional Visit is in support of the MSP, MSP-T, or MSP-S goals related to transition;
    - (C) Pay the hosting placement at the established Absent Rate for the sending BRS Provider; and
    - (D) Ensure that the hosting placement will not seek any reimbursement from OYA for the care of the visiting BRS Client.
- (2) Absent Days:
  - (a) The BRS Contractor is compensated for an Absent Day at the Absent Day rate in order to hold a BRS Program placement for a BRS Client with the prior approval of the BRS Client's JPPO and the Community Resources Manager.
  - (b) Notwithstanding OAR 410-170-0110(4), the BRS Contractor may request prior approval from OYA to be reimbursed for more than eight calendar days of home visits in a month for a BRS Client. However, any additional days of home visits approved under this rule will be paid at the Absent Day rate.
- (3) The BRS Contractor may be reimbursed only for the BRS Type of Care authorized in the contract with OYA.
- (4) Invoice Form:
  - (a) The BRS Contractor must submit a monthly billing form to OYA in a format acceptable to the Agency, on or after the first day of the month following the month in which it provided Services and Placement Related Activities to the BRS



Client. The billing form must specify the number of Billable Care Days and Absent Days for each BRS Client in that month.

- (b) The BRS Contractor must provide upon request, in a format that meets OYA's approval, written documentation of each BRS Client's location for each day claimed as a Billable Care Day and an Absent Day.
  - (c) The BRS Contractor may only submit a claim for a Billable Care Day and an Absent Day consistent with the Agency's prior authorization or approval.
- (5) Billable Care Day and Absent Day rates are provided in the "BRS Rates Table", dated January 1, 2014, which is adopted as [Exhibit 1](#) and incorporated by reference into this rule. A printed copy may be obtained from OYA.

Stat. Auth.: ORS 420A.025  
Stats. Implemented: ORS 420A.010, 420A.014  
Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14



## **416-335-0100**

### **Compliance Reviews and Remedies**

- (1) The BRS Contractor must cooperate, and ensure its BRS Providers cooperate, with program compliance reviews or audits conducted by any federal or state or local governmental agency or entity related to the BRS Program, including but not limited to the OYA audit guidelines described in OAR 416-250-0000 through 416-250-0090.
- (2) OYA or its designee will conduct compliance reviews periodically, including but not limited to review of documentation and onsite inspections.
- (3) OYA may pursue any combination of: contract remedies including but not limited to recovery of overpayments; licensing actions; and other remedies authorized under the contract, at law or in equity against a BRS Contractor, a BRS Provider, or both, for non-compliance with applicable laws, regulations or contract provisions, or any or all of the above, including but not limited to the actions described in OAR chapter 416 (such as OAR 416-530-0090). In addition to or in lieu of any of the above, OYA may proceed under the applicable provisions of OAR 410-170-0120.

Stat. Auth.: ORS 420A.025

Stats. Implemented: ORS 420A.010, 420A.014

Hist.: OYA 3-2013, f. 11-15-13, cert. ef. 1-1-14

## APPENDIX A — Exhibit 1 — BRS Rates Table (Effective May 1, 2016)

These rates reflect an increase as a result of a temporary rule amending the BRS daily rate, effective May 1, 2016.

BRS Type of Care	Placement Model	Service Rate per Billable Care Day	Placement Related Activities Rate per Billable Care Day	Total Daily Rate per Billable Care Day	Absent Day Rate
Shelter Assessment and Evaluation Intensive Community Care Independent Living Service	Residential Care Model	\$102.71	\$50.23	\$152.94	\$76.47
Community Step-Down Independent Living Program	Therapeutic Foster Care Model	\$102.71	\$50.23	\$152.94	\$76.47
Therapeutic Foster Care BRS Proctor Multidimensional Treatment Foster Care	Therapeutic Foster Care Model	\$108.38	\$52.71	\$161.09	\$80.54
BRS Proctor Day Treatment	Therapeutic Foster Care Model	\$112.73	\$52.98	\$165.71	\$82.85
Enhanced Therapeutic Foster Care	Therapeutic Foster Care Model	\$125.70	\$52.24	\$177.94	\$88.97
BRS Basic Residential Rehabilitation Services	Residential Care Model	\$125.89	\$53.30	\$179.18	\$89.59
Intensive Rehabilitation Services BRS Residential BRS Enhanced Short-Term Stabilization Program	Residential Care Model	\$152.85	\$55.41	\$208.26	\$104.13

APPENDIX B — Oregon Health Authority MMIS Local Match Leveraging Form — DMAP 3049



**MMIS Local Match Leveraging Form**  
 For Behavior Rehabilitation Services, Targeted Case Management and School-Based Health Services claims

**Reimbursement authority**  
 42 CFR 433 Subpart B authorizes a unit of government to participate in Federal Financial Participation (FFP) when the unit of government provides the non-federal share ("local match") of public funds for reimbursement for covered services.

By completing and submitting this form, the unit of government agrees that the government provider listed below will retain the full amount of the total computable payment received from the Oregon Health Authority (OHA) for leveraged Medicaid-covered services.

**Instructions**

- Complete this form for each prepayment submitted for a claim. To find out how much you need to prepay, please see the [Leverage Claims Table – Not for Publication](#) of the paper rule for advice for each provider you list below.
- Enter the authorized unit of government information and the specific match amount for each unit of government provider listed. Make sure the payments clearly identify the match amount(s) to associate with each provider number listed.
- Prepayments received and reported to DHS/OHA by 4:00 p.m. Wednesday will be available for claims that process the following week.

If you have questions about submitting local match prepayments, call DHS/OHA Financial Services at 503-947-5017 or 503-378-2806 (Salem).

Unit of Government Name:		Telephone:	
Service Type:	Provider Number	Government Provider Name	Match Amount
Select service type:			
<b>Total prepayment submitted:</b>			\$0.00
<b>Prepayment type:</b>			Select type: <input type="button" value="v"/>
<b>Check/Electronic Funds Transfer (EFT) # (if known):</b>			
<b>Submission date (MM/DD/YY):</b>			

**EFT payments:**

- E-mail the completed form to [medicaid.leveraging@state.or.us](mailto:medicaid.leveraging@state.or.us) (enter "MMIS" in the subject line of the e-mail) or
- Fax to 503-378-2806 (Salem).

**Check payments:**

Mail the check with the completed form to:

DHS/OHA Receiving Unit  
 P.O. Box 14006  
 Salem, OR 97309-5030

DMAP 3049 (11/13)

APPENDIX C — Oregon Youth Authority Sub-Care Clothing List / Authorization Form — YA 3070

The BRS Contractor or BRS Provider must ensure that each BRS Client has an adequate wardrobe as prescribed by a "Youth Sub-Care Clothing List and Authorization" form, incorporated by reference in this rule, and available at <http://www.oregon.gov/oia/forms/ya3070.pdf>, or a printed copy may be obtained from OYA.



State of Oregon  
YOUTH AUTHORITY

### YOUTH SUB-CARE CLOTHING LIST / AUTHORIZATION

- JJPO should secure all appropriate clothing available from youth and family prior to youth's placement in program.
- Program is provided a copy of this clothing list to inventory youth's clothing at admission marking what the youth has "At Intake" in the column below. The youth should only list clothing that is in a condition appropriate for meeting program and community standards.
- A copy of the form will be returned to the JJPO showing what the youth's "Need" is in the column below and whether or not a clothing authorization is needed.
- After reviewing the youth's clothing inventory, and if need is determined, the JJPO may authorize a one time youth specific clothing payment in JJPO's account up to \$500.00.
- Providers will maintain youth's wardrobe and will keep a current clothing inventory by adding all clothing purchased while the youth is in program.
- When youth exits program, the Provider will re-inventory clothing and mark the "At Exit" column below.
- A copy of this list will remain in the youth's file at the program and a copy will be given to the JJPO upon youth exit from program.

**Youth Name:** \_\_\_\_\_ **JJIS#:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Program Placement:** \_\_\_\_\_

Underclothing:	Recommended Number & Item	At Intake	At Exit	Provided by OYA Authorization Date Provided	by Program Provided	At Exit
	7 Underwear					
	2 Bra					
<b>Socks:</b>	7 Pair					
<b>Sleepwear:</b>	1 Set					
<b>Shoes:</b>	2 Pair					
<b>PE Clothes</b>	1 Sweatshirt					
	1 Sweat Pants					
	1 T-Shirt					
	1 Shorts					
<b>Seasonal:</b>	1 Wear (if needed)					
	1 Light Coat (if needed)					
	1 (if needed)					
<b>Outfits:</b>	3 Suits / Dresses					
	3 Party / Formal Dresses					
Other: List special needs for youth such as specialty clothes, etc.						

**Clothing Authorization Requested:** Yes  No  Amount: \$ \_\_\_\_\_ **Parental Contribution:** Yes  No  Amount: \$ \_\_\_\_\_

SIGNATURE	Intake	Release
Youth _____	Date: _____	Date: _____
Program _____	Date: _____	Date: _____

**JJPO:** \_\_\_\_\_ ( ) Approved ( ) Denied Reason: \_\_\_\_\_

DISTRIBUTION: ORIGINAL - Youth Case File, COPY TO: Community Program File  
 FILE: Miscellaneous  
 Restricted Information

Policy Ref. OAR 416-335-0080  
 YA 3070 REV 07/10

# NOTES

