

Standards and Procedures

Service Element Title:	DD Foster Homes Adults				
Service Element Number:	DD 58	Version:	1.0	Effective Date:	7/01/2011

Approved By: *(Authorized Signer Name)*

Date Approved

Overview

DD Foster Homes (DD 58) for adults are residential care and services delivered to individuals with developmental disabilities in Foster Homes. DD 58 Services include 24-hour supervision, the provision of room and board, and assistance with the activities of everyday living, from grooming and eating to participation in leisure activities and access to services which help the individuals develop appropriate skills to increase or maintain their level of functioning.

Standards and Procedures

I. Service Authorization

DD58 Services for adults with developmental disabilities must be prior authorized by the Community Developmental Disability Program (CDDP) in which the individual is enrolled and receiving case management services. This authorization must be provided and documented according to SPD policy and procedure.

II. General Performance Requirements

- A. All individuals receiving DD 58 services funded by DHS must be eligible for developmental disability services, with eligibility determined in accordance with OAR Chapter 411, Division 320.
- B. CDDP must assist DHS in licensing homes providing DD 58 services funded by DHS and licensed under OAR Chapter 411, Division 360, and by performing the following tasks within timelines required in the above referenced administrative rules:
 - 1. For new licenses, inspection of the homes, and completion and

submission to DHS of the following forms, as prescribed by DHS: (a) Foster Home License or Certification Application; (b) Foster Home Inspection Form; (c) Criminal History Check; and (d) any other information necessary for licensing or certifying the residences.

2. For renewal of existing licenses, inspection of the homes, and completion and submission to DHS of the Foster Home License/Certification Evaluation Forms.
 3. Assistance to homes currently providing or seeking to provide DHS funded DD 58 Services and currently licensed or seeking to be licensed under OAR Chapter 411, Division 360, to meet statutory requirements for training and testing, by:
 - a. Maintaining and distributing copies of DHS's "Basic Training Course and Self-Study Manual" and associated video tapes; and
 - b. Making test site(s) available, administering tests provided by DHS, and mailing completed tests promptly to DHS for scoring.
- C. DHS will make the final determination on issuance and renewal of licenses and certifications, based on information submitted to DHS.

III. Special Reporting Requirements:

- A. CDDP's must submit a completed DD Eligibility/Enrollment/Update Form (DHS0337) within 45 days of the service delivery date to DHS.
- B. For purposes of Medicaid compliance, DHS must be notified when payment has been authorized for DD 58 Services. Notification required under this section must be provided to DHS's Seniors and People with Disabilities Office of Federal Resources and Eligibility Determination, using forms and procedures designated by DHS.
- C. All individuals receiving DD 58 services supported with funds provided under this Agreement must be enrolled in Client Process Monitoring System (CPMS), and the individual's CPMS record for DD 58 services must be maintained.

IV. Billing and Payment Procedure(s) that apply:

- A. DHS provides financial assistance for DD 58 Services solely through DHS funds. DD Foster Home financial assistance is disbursed by DHS directly

to service providers based on monthly rates authorized by CDDP. All payment rates authorized by CDDP must meet the following requirements:

1. For individuals receiving DD 58 Services who have been assessed through the process approved by the DHS for establishing DD 58 Service rates based on client service needs, the assessment tool approved by the DHS shall establish the monthly rate.
 2. For individuals receiving DD 58 Services who have not been assessed, the rates must be reasonable under the facts and circumstances in existence at the time each rate is set, including but not limited to the state of the market for DD 58 Services in the geographic area in which the services will be delivered and the support needs of the particular individual receiving services.
 3. For individuals receiving DD 58 Services who have not been assessed, CDDP must document its methodology for determining a particular rate and furnish such documentation to DHS upon request. CDDP shall retain such documentation.
 4. Behavior consultation may only be included in rates for 90 days.
- B. CDDP shall not authorize financial assistance for DD 58 Services funded by DHS in excess of the DD Foster Home established rate. DD 58 Services rates are established by individual and as such, may not be transferred to another eligible individual.
- C. The monthly rate will be prorated for any month in which the individual is not served for a portion of the month.
- D. Financial assistance will be reduced (offset) by the amount of client resources received by the Provider in support of client care and services provided.
- E. If DHS anticipates that financial assistance for DD 58 Services authorized by CDDP will exceed the amount of the DD Foster Home budget, DHS may reduce the funds for any other DD service or services to the extent necessary to offset DHS' general fund cost of the financial assistance authorized by CDDP in excess of the DD Foster Home budget.
- F. DHS is not obligated to provide financial assistance for any DD 58

services that are not properly reported through DHS' payment system for DD 58 Services or through other method required or permitted for this service by the date 60 days after the earlier of termination of DHS' obligation under DD 58 Services, or termination of CDDP's obligation to include the Program Area, in which DD 58 Services fall.

- G. Payment for these services will be made by the DHS Payment System after CDDP sends in a Foster Care Data Change form which is the source document for all service and rate authorizations. This form must be completed in conformance with instructions from DHS.
- H. CDDP must submit a new Foster Care Data Change form along with the budget summary pages from the client's most current DD Foster Care Support Needs Assessment Profile (SNAP) to generate payment for services.
- I. CDDP must submit a new or updated form as soon as possible when changes to the service or rate occur. In the case of absences, the form authorizes the absence and the bed hold payment.
- J. If the individual is out of the home due to time spent in another institutional setting, jail/incarceration, nursing facility or ineligible, payment for these services will be made by DHS through the eXPRS Payment and Reporting System. Payment will be monthly at the beginning of the month after DHS has approved a Service Element Prior Authorization (SEPA), CDDP has accepted it, and DHS has completed a Provider Prior Authorization (PPA). This payment will be remitted to the county to pay the appropriate foster care provider on behalf of DHS.
- K. For purposes of the Agreement, an individual shall be considered to have received DD 58 services only when one of the following conditions is met:
 - 1. The individual is residing and overnight care is provided at the Foster Home;
 - 2. The individual had been receiving DD 58 services at the Provider's Foster Home, as described above, immediately prior to the absence and the individual is absent, for not more than 5 consecutive days, excluding weekends and holidays, as a result of incarceration or absence without leave, and it has not been determined that the individual will not be returning to the foster home;

3. The individual had been receiving DD 58 services at the Provider's Foster Home, as described above, immediately prior to the absence and the individual is absent, for not more than 14 consecutive days, not to exceed 45 days in any one year period for adults unless an exception is granted by the DHS, as a result of being on vacation, family visit, or in respite care, and it has not been determined that the individual will not be returning to the foster home; or
4. The individual had been receiving DD 58 services at the provider's foster home, as described above, immediately prior to the absence and the individual is absent, for not more than 90 consecutive days as a result of being on convalescent leave, or admittance to either a medical hospital, psychiatric hospital, or a State Operated Community Program, and it has not been determined that the individual will not be returning to the Foster Home.

V. CFDA Number(s):

In accordance with the State Controller's Oregon Accounting Manual, policy 30.40.00.102, and DHS procedure "Contractual Governance", DHS' determination is that Contractor is a vendor. Catalog of Federal Domestic Assistance (CFDA) #(s) of federal funds to be paid through this Contract: 93-778.

VI. Form(s) that apply:

- Foster Home License or Certification Application
- Foster Home Inspection Form
- Criminal History Check
- Foster Home License/Certification Evaluation Forms
- Support Needs Assessment Profile (SNAP)
- DD Eligibility/Enrollment/Update Form (DHS0337)
- Foster Care Data Change Form (SDS4547)

VII. References(s):

- OAR Chapter 411, Division 360
- OAR Chapter 411, Division 320
- OAR Chapter 407, Division 120

VIII. Contact(s):

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