

Standards and Procedures

Office of Developmental Disabilities Services

Service Element Title:	Family Support Services for Children				
Service Element Number:	DD 150	Version:	2	Effective Date:	7/1/2015

I. Overview

Family Support Services for Children (DD 150 Services) are available for individuals under 18 years of age (Children) who are diagnosed with Intellectual or Developmental Disabilities (I/DD). DD 150 Services are intended to:

- a. Be a social benefit provided to all Children who are eligible to receive case management through the County;
- b. Reach as many Children and families as possible;
- c. Be individualized to each family and be built on the principles of family support and self-determination;
- d. Increase families' abilities to care for Children with I/DD; and
- e. Support the integration and inclusion of Children with I/DD into all aspects of community life.

II. Standards and Procedures

a. Service Authorization

DD 150 Services must be authorized in advance by the County in which the Child is enrolled and is receiving DD 48 Case Management Services. This authorization must be obtained and documented according to DHS policies and procedures.

b. General Performance Requirements

- (1) Children receiving DD 150 Services must be eligible for Family Support Services under OAR Chapter 411, Division 305.
- (2) Providers of DD 150 Services funded by DHS must comply with the requirements of OAR 411, Division 305. If the provider is a Personal Support Worker (PSW), the PSW must comply with the requirements of OAR Chapter 411, Division 375.
- (3) County must comply with the annual planning processes as set forth in OAR 411-305-0080 Family Support Services Annual Plan and OAR 411-320-0120 Service Planning which includes:
 - (a) Development of an Annual Plan, as defined in OAR 411-305-0020 (3), consistent with the principles for service planning and using DHS approved forms.

- (b) Using rates identified in the Office of Developmental Disability Services (ODDS) In-Home Expenditure Guidelines.
- (4) Access to DD 150 funds will be authorized for families according to the policies and procedures established by the County and as set forth in OAR 411-305-0090 Managing and Accessing Family Support Funds. County must determine that DD 150 funds allocated to families do not exceed the DHS allotment to County for the fiscal year, and the maximum annual limits per Child established by DHS as set forth in OAR 411-305-0027 Financial Limits of Family Support Services.
 - (a) Prior to using DD 150 funds, County will assess alternate resources for support services available to the family as defined in OAR 411-305-0080(2).
 - (b) The Child Annual Plan/Family Support Plan form (SDS 4549) and the Family Support – Use of Immediate Access/Direct Assistance Funding form (SDS 0150) will be used to authorize DD 150 Services to the family.
 - (c) The Child Annual Plan/Family Support Plan will adhere to the annual limits and rates identified in the ODDS In-Home Expenditure Guidelines.
- (5) County will allocate funds for capacity building or information and referral activities depending on available funding and according to the County’s written Annual Plan described in subsection 2. b. (3) above. County will submit the Annual Plan to DHS for authorization prior to disbursing funds. Capacity building or information and referral activity funds may be used to purchase, contract for and support local projects that improve service to Children with I/DD and must follow policies and procedures prescribed by DHS.
- c. Billing and Payment Procedures
 - (1) County shall draft a Plan of Care (POC) Service authorization within eXPRS upon completion of the Child’s Individual Support Plan (ISP);
 - (2) County shall add a POC Service authorization line for each Service authorized by the County and agreed to by the Child or his/her delegate;
 - (3) County shall add the Provider authorization lines in the Child’s POC, once the Child or his/her delegate has chosen the Service Provider;
 - (4) Upon completion of all DHS required documentation and processes the County shall move each service authorization line to accepted status;
 - (5) County shall enter Claims for Provider’s submitted hard copy billings, upon receipt of Provider’s time sheet, invoice or other County required documentation; and
 - (6) County shall electronically approve Provider’s disbursement Claims for DD 150 Services delivered,

III. Reference(s):

- OAR Chapter 411, Division 305
- OAR 411-320-0120
- OAR Chapter 411, Division 375

IV. Contact(s):

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