

Standards and Procedures

Office of Developmental Disabilities Services

Service Element Title:	Support Services for Adults				
Service Element Number:	DD 149	Version	1.0	Effective Date:	7/01/2011
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Overview

Support Services for Adults (DD 149) are to enable individuals aged 18 and over, with developmental disabilities to continue to live in their own homes or in their family homes. DD 149 Services typically supplement services provided to the individual by his or her existing circle of support (family, friends, etc.) and other public or private sources. DD 149 Services include, but are not limited to: personal care; job coaching or employment supports; in-home staffing; respite care; community inclusion activities; minor physical environmental adaptations; or other supports that assist the individual to live and work in his/her community.

Standards and Procedures

I. Service Referral

- A. Individuals to receive DD 149 Services must be referred to and enrolled in Support Service Brokerages Operation (DD146) and Personal Agent Services (DD148) by the Community Developmental Disability Program (CDDP) in which the individual is enrolled. This referral and enrollment must be made in accordance with SPD policy and procedure.

II. General Performance Requirements

- A. All Individuals receiving DD 149 services funded through the Contract must be eligible for developmental disability services and for Support Services for Adults in accordance with OAR Chapter 411, Division 320 and OAR Chapter 411, Division 340.
- B. Contractor shall maintain one or more interest-bearing accounts, in its own name as a contractor for DHS in a depository qualified to hold public funds that meets the locations and collateralization requirements set forth in ORS chapter 295. Contractor shall indicate on each account that the account is held for the benefit of the State of Oregon (identified as a Brokerage Adult Support Services Account). Contractor shall deposit or cause to be deposited in any such account(s) all funds received by it as identified in the appropriate Service Element Prior Authorization (SEPA) located in eXPRS and associated with DD 149 "Support Services for Adults," for the cost reimbursement of

authorized client services. Contractor shall disburse funds from any such account, the cost of authorized expenditures for client services in accordance with the terms of the Contract, provided that no funds in any such account shall be commingled with funds of the Contractor. All authorized signatures for accounts at such financial institutions shall be approved by DHS. If Contractor is not able to obtain interest-bearing accounts, non-interest-bearing accounts shall be maintained instead and any reference in the Contract to the expenditure, reporting or repayment of interest earned on any such account shall have no effect.

- C. Contractor shall provide or arrange for the provision of and pay for DD 149 Services that are delivered in compliance with OAR Chapter 411, Division 340 and Contractor shall ensure that all DD 149 Providers who receive funds through the Contract comply with applicable sections of those same rules.
- D. Contractor shall ensure that all DD 149 Providers also plan and deliver DD 149 Services in conformance with the philosophy and principles of Self-Determination, and implement, in accordance with their terms, ISPs developed as set forth in OAR Chapter 411, Division 340.
- E. Contractor shall ensure that all DD 149 Providers providing DD 149 Services meet the "Standards for Independent Providers Paid with Support Services Funds," the "Standards for Provider Organizations Paid with Support Services Funds," and the "Standards for General Business Providers" that are specified in OAR Chapter 411, Division 340.
- F. Quality Assurance and Program Evaluation: Contractor shall participate in a DHS- required quality assurance and program evaluation of the impact and effectiveness of the DD 149 Services provided under the Contract. Contractor shall ensure that all DD 149 Providers also participate in such quality assurance and program evaluation activities. Such participation shall include, without limitation: collecting or reporting data necessary to evaluate progress toward specified performance outcomes or indicators, furnishing readily available program or operational data to DHS, within statutory and regulatory limits governing confidentiality, making staff and individuals available for interviews and to respond to questionnaires, and participating in other quality assurance, quality improvement and program evaluation activities as may reasonably be required by DHS.

III. Special Reporting Requirements

- A. Contractor will supply upon DHS request, data and information relative to the implementation of DD 149 services.

- B. Monthly Actual Expenditure Reports: Contractor shall submit monthly reports on actual expenditures of funds for DD 149 Services under the Contract, using forms and procedures designated or approved by DHS. Monthly expenditure reports shall include, without limitation: total actual expenditures for DD 149 Services and average actual expenditures for the report month.
- C. Contractor shall report all actual expenditure information required above by type of Support Service, as defined in OAR 411-340-0130(6) "Types of supports purchased," as such rule may be revised from time to time. Contractor shall submit reports required under this section to DHS's representative, no later than forty-five (45) days after the end of each calendar month for which DHS pays Contractor for DD 149 Services under the Contract, unless a later date is approved by that same DHS representative.
- D. Final Financial Report: Contractor shall submit to DHS a final report of actual payments made to Contractor by DHS under the Contract and expenditures made by Contractor on behalf of individuals for DD 149 Services under the Contract. Contractor shall submit such report within sixty (60) days following the expiration or termination of the Contract, whichever date is earlier. Contractor shall prepare the report using forms and procedures prescribed or approved by DHS.
- E. The expenditure reports outlined in subsection B., C., and D. are separate and distinct from the CPMS billing procedures set forth in Section IV below.

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

- A. Basis of Payment: DHS payment for DD 149 Services is based on reporting via CPMS forms indicating the actual allowable expenditures incurred by Contractor to pay DD 149 Provider(s) in delivering DD 149 services under this Contract, and subject to the following limitations:
 1. Allowable expenditures are costs for services provided in accordance with ISPs as allowed under OAR Chapter 411, Division 340. "Cost incurred" shall be defined as payment due DD 149 Providers for DD 149 Services performed, or delivered, during the effective period of the Contract.
 2. Total DHS payment for all DD 149 Services delivered under the Contract shall not exceed the maximum amount DHS agrees to pay for DD 149

Services as specified in the SEPA in eXPRS.

3. DHS is not obligated to pay for any DD 149 Services that are not properly reported to DHS as required by the Contract by the date forty-five (45 days) after the expiration or termination of the Contract, whichever date is earlier.
4. DHS may recover funds not expended by Contractor in conformance with the terms of the Contract.

B. Disbursement of Funds: DHS shall provide funds to Contractor to pay for DD 149 Services in monthly allotments in the amounts set forth in the SEPA, and approved in the Provider Prior Authorization (PPA) as such amount may be updated from time to time, during the period specified in the Service Element Authorization, subject to the following:

1. DHS may, at its discretion, reduce the monthly allotments based on under expenditures identified through CPMS or through other reports required or permitted under the Contract.
2. DHS may, at its discretion, increase monthly allotments to meet Contractor's cash flow requirements, but only to ensure continued delivery of DD 149 Services; however, in no event shall the cumulative amount paid to Contractor for DD 149 Services under the Contract exceed the maximum amount for DD 149 Services set forth in the SEPA.
3. DHS shall adjust the amount of each monthly allotment for DD 149 Services to reflect any changes to the accepted SEPA and approved PPA.

C. Contract Settlement:

1. DHS will perform ongoing settlement during the span of the Contract. The settlement will consist of DHS reviewing payments submitted to the brokerage for the identified time period against the expenditures reported for the same time period. If the brokerage received more funds than expended DHS will recover the excess in the next allotment.
2. DHS will notify brokerage of final settlement within 6 months of the expiration of the Contract. DHS may recover funds previously disbursed to Contractor to reconcile any differences between DHS's payments not to exceed the contracted amount for DD 149 Services during the term of the Contract and amounts due for such DD 149 Services based on actual

allowable expenditures incurred by DD 149 Providers in delivering DD149 Services under the Contract, as such expenses are properly reported in CPMS or by other reporting method required or permitted by DHS.

V. Billing Procedures:

- A. Brokerage authorizing the service payment must submit to DHS a completed CPMS form within 45 days of the service delivery date. This form must be completed in conformance with instructions from DHS.
- B. DHS shall provide on a monthly basis to Contractor either electronically or in hard copy a list of the services that have been reported in CPMS.
- C. Contractor shall review and correct any items that the Contractor identifies are in-accurate to DHS in conformance with instructions from DHS.

VI. Form(s) that apply:

- A. Forms that apply to DD149 services can be found at:
<http://www.dhs.state.or.us/spd/tools/dd/bpa/index.html>

VII. Rules and Reference(s):

- A. [OAR Chapter 411, Division 340](#)
- B. OAR Chapter 411, Division 320
- C. OAR Chapter 407, Chapter 120
- D. OAR Chapter 407, Chapter 045
- E. Additional reference information can be found at:
<http://www.dhs.state.or.us/spd/tools/dd/bpa/index.html>

VIII. Contact(s):

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