

Did you Know?

SC/PA Annual ONA Guidance April 2020

The following is being provided in lieu of the monthly SC/PA Annual Assessment phone calls. Please take a moment to review the information provided. This information is shared with the intent to increase accuracy and consistency throughout the state.

COVID-19 Related Information

- All three parts of the annual assessment are still required to be completed, however due to the Covid-19 emergency you are now allowed to conduct the face to face requirement through use of a telehealth method. (see transmittal SPD-PT-20-029)
 - You may also request an exception to the Face to Face requirement (see transmittal APD-PT-20-043).
- In the event the Covid-19 emergency presents barriers to completing the Annual Assessment, ODDS will be extending the expiration dates for up to 12 months. (see transmittal APD-PT-20-043)

General SC/PA Annual ONA Guidance

- All assessments for children ages 3, 4, 5, 8, 12, 15, & 18 must be completed by a Certified Assessor, including their initial assessment.
 - ONAs that were skipped this year due to the Covid-19 virus, for individual's in these age groups will need to be conducted by a certified assessor next year.
- If you are unable to locate an ONA for someone – uncheck the “Current Individuals only” box on the search page and try again.
- SC/PAs have been instructed to put a note in the notes box on the demographics page when submitting the ONA to renew the LOC and will also be referring it to a certified assessor.
 - The note we've asked to see is: “Potential change in need noted, referred to certified assessor.” Some CMEs would like to see more specific information included in that note, letting the assessor know what areas (or items) the SC/PA noticed the potential change. If the CME would like the SC/PA to include additional information – list only the areas or items of concern in that notes box. Please **DO NOT** list out specific coding judgments within that note.

- Be sure to always write your own note in the notes box on the demographic page regarding the individuals' participation in the assessment process.
- It is REQUIRED that you speak to at least one 'participant' to complete the Annual ONA. Click on the 'Add People' button on the bottom of the demographic page to add all participants involved in the assessment.
- If you only speak with the individual themselves to gather information – then list the individual as a 'participant' – otherwise it's not necessary to list the individual as a participant.
- Always update the "Date of Assessment Interview" box with the date you conducted the interview. The previous interview date auto populates when you copy an ONA, which could cause items to be skipped.

If you have questions regarding this information, or suggestions for future topics please contact:

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Thank you

