

Did you Know?

SC/PA Annual ONA Guidance

(No flier sent in July)

August 2020

The following is provided with the intent of increasing accuracy and consistency throughout the state. The Covid-19 Related information has not changed.

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.
 - For critical assessments, you may request an exception to the face-to-face requirement when Covid-19 restrictions prevent you from completing the face-to-face requirement. (*Developmental Disabilities Worker Guide, page 11*).
- 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.
 - You do not need to submit a request for the extension, all ONAs that are not completed during this time will automatically be extended 12 months. The expiration date displayed on eXPRS will not reflect this extension. (*Developmental Disabilities Worker Guide, page 11*).
- If an individual has an existing ONA in place with an approved LOC, the ONA (*and LOC*) will automatically be extended for 12 months.
- The only assessments that are necessary to be completed during this time are those considered *critical*:
 - Critical Assessments:
 - New to service ONA to establish initial LOC
 - Requested by the individual or their representative.

General SC/PA Annual ONA Guidance

- Always update the “Date of Assessment Interview” The tool auto populates this field with the date of the *original* ONA interview. *You must change this date.*
- If an individual is having a birthday within 60 days of the date of the assessment interview, the tool will indicate their age followed by (60-day grace period in effect) If it says age: “17 (60-day grace period in effect)” all the items intended for an 18 year old will open up and need to be answered.
- All children must have their assessment completed by a certified assessor for the ages of: 3, 4, 5, 8, 12, 15, and 18.
 - ***Please Note:*** *If the assessment was skipped for a child at one of these ages due to covid restrictions a certified assessor must complete the next ONA.*
- A few items on the tool can cause a complication if the risk has changed such as the constipation risk questions in item #7.
 - If the individual had no issues with constipation indicated on the last ONA and now does, changing item 7(e) “Have there been any issues around constipation during the last year?”, from ‘no’ to ‘yes’ will open the remaining constipation questions, all of which you can answer as an SC/PA **except** item 7(i) “Does the individual require digital impaction removal by the support person five or more days a week?”, which will remain greyed out for SC/PA’s.

We recognize that 7i is a very rare support need which typically is only used for people with severe constipation issues and other medical concerns. It would be highly unlikely that a person who didn’t have constipation last year would need digital removal this year. So, until the technology is fixed if you encounter this situation:

- Contact the Quality Assurance Trainer (QAT) assigned to your CME (see contact info below). With confirmation from the SC/PA, a member of our QAT team can enter the answer for 7(i) so you may complete your annual assessment.
- Item 47(a) Individual currently takes prescription or over-the-counter medication – This item is currently open for you to change. However, if you change it from ‘no’ to ‘yes’ the remaining medication questions will need to be answered and can only be coded by a certified assessor. If you experience this, change the answer back to ‘no’ and write a note on the demographics page indicating ‘potential change in need noted...” and refer to assessor for a change in need assessment.

- The submit date *cannot be edited by ODDS*.
 - The LOC/ONA expiration date is generated by the computer when you click on the submit button. The date you enter on the demographics page in the “Date Assessment Completed” field, must be the same date you submit the ONA.
- The [Risk Change Assessment] type of assessment, if selected from the dropdown, will not renew or update the expiration date of the LOC/ONA. It simply updates risk items.
- Current *glitch* with item #46(b) when an SC/PA makes a copy of an ONA. Item #46(b) Treatments and Monitoring, specifically “Psychiatric Therapies/Services” shows no coding choice indicated. The tool will not allow the SC/PA to submit until it’s answered. We’ve noticed the information is missing from the original assessment as well. eXPRS is working on resolving this glitch. In the meantime, we suggest this workaround.
 - Have the original assessor (If unavailable, ask your QAT) open your draft and enter the correct information. You will be able to submit the ONA once the current need for Psychiatric Therapies/Services has a response entered.

SC/PA ONA Questions and Answers Provided by QA Manager Brent Watkins:

1. **Q - While we are using the ONA and Functional Needs Assessment, what does QA require that we capture in the ISP?**
 A - The definitions rule 411-317-0000(91) states “Functional Needs Assessment means the comprehensive assessment or reassessment that documents physical, mental, and social functioning as determined by the Oregon Needs Assessment.” Based on that definition, the CNA/ANA should not be used to capture the functional needs in the ISP.
 What we expect to see captured in the ISP is the functional needs as they are identified in the ONA. They do not need to use specific ONA language. CMS and Oregon waiver says they must be “addressed” in the ISP. That provides you a lot of flexibility for how you document the supports. They can be captured in any section of the ISP, so long as the plan addresses each of the identified needs. Because the ISP is intended to be written using person-centered language, addressing how the support should be provided is more important than just copying and pasting ONA language into the plan.
2. **Q - Does it matter if the ONA language is used or can SC’s use ANA/CNA language and then add in any additional info from the ONA?**
 A - (see some of my response above...but just to emphasize the point...) It doesn’t matter which language is used. The best practice is to focus on addressing the support need in a person-centered way. In other words, use language that is specific to the support this individual needs (e.g., if the assessment indicates they need support with Oral Hygiene, which part of oral hygiene do they need help with?)

3. The ONA might capture support needs for a 12-yr-old that doesn't get captured on the CNA and therefore isn't technically a paid support – should it be in the ISP?

A - The ONA is designated as the current needs assessment. The CNA is technically just a rate setting tool. Obviously, most supports listed in the CNA should also be captured in some form in the ONA, though I recognize they aren't exactly the same. The QA team is doing its best to try to focus on the ONA, but there are still instances where the CNA/ANA may be done a month or two prior to the ISP for multiple reasons and the ONA is not completed until the day of the ISP. In those instances, we are finding the SC/PA is often using the CNA/ANA in the development of the ISP because the ONA isn't completed until the day of the ISP. We are trying to be flexible enough to recognize in those instances we may need to use the CNA/ANA when assessing needs addressed in the ISP. I would assume if they ONA indicated a significant difference than what is in the CNA, the ISP would be updated that day to account for the significant change.

4. What if the Risk Report identifies risks that aren't on the RIT?

A – No one is currently using the Risk Report in place of the RIT. While people supported in licensed or certified settings will continue to use the RIT, we hope to make it an optional report for those receiving *in-home supports* starting September 2020 (watch for transmittal and other guidance to come out soon). People receiving in-home services will have the option of using the RIT or the risk report, so we would expect to find one or the other but not both.

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

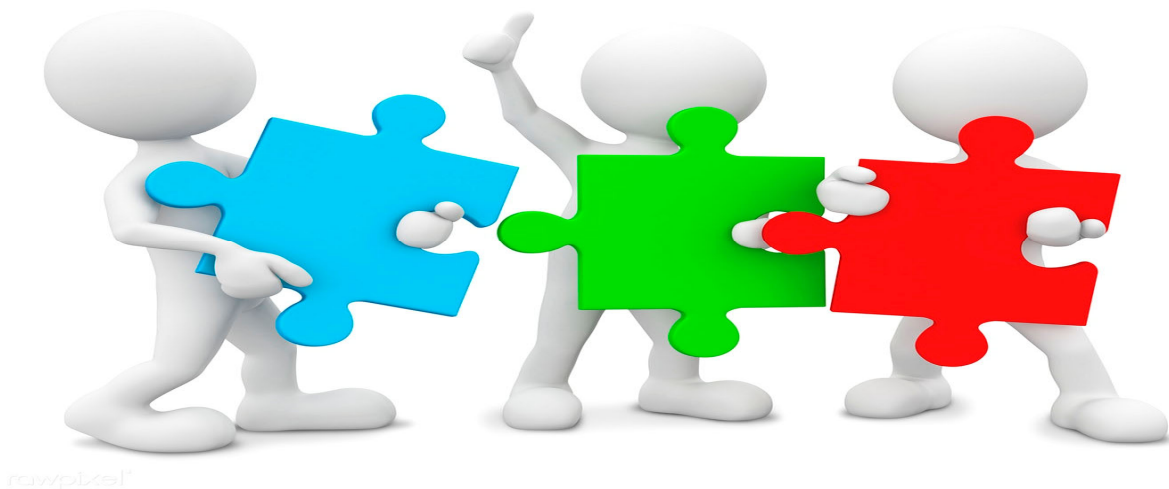
DENNY.A.CHRISTENSEN@dhsosha.state.or.us or Judy.a.stanley@dhsosha.state.or.us

➤ Upcoming SC/PA Annual Assessment Training Webinars (registration through iLearn):

August 11th

August 20th

September 9th



QAT Area Contacts for ONA Guidance Updated 2/12/2020

The Quality Assessment Trainer (QAT) assigned to your CME will answer ONA questions, provide guidance and make edits as necessary.

The best method for contacting a QAT is via e-mail.

Some smaller counties aren't listed as they do not have an assessor associated with their CMEs.

CME	QAT	CONTACT INFORMATION
Benton County	Abby Koehnke	Abigail.Koehnke@state.or.us 971-678-3327
Best Care Treatment Services (Crook & Jefferson Counties)	Kelley Simonson	Kelley.L.Simonson@state.or.us 503-877-7524
Center for Human Development (Union County)	Denny Christensen	Denny.A.Christensen@state.or.us 503-884-1510
Clackamas County	Chris Thompson	Christopher.E.Thompson@state.or.us 503-884-2742
Clatsop Behavioral Health (Clatsop County)	Kay Weckerling	Kay.Weckerling@state.or.us 503-884-1720
Columbia Community Mental Health (Columbia County)	Kay Weckerling	Kay.Weckerling@state.or.us 503-884-1720
Community Living Case Management (Coos & Curry Counties)	Abby Koehnke	Abigail.Koehnke@state.or.us 971-678-3327

CME	QAT	CONTACT INFORMATION
Community Living Case Management (Douglas County)	Deanna Herrera	Deanna.I.Herrera@dhsosha.state.or.us 971-645-9831
Community Living Case Management (Josephine County)	Deanna Herrera	Deanna.I.Herrera@dhsosha.state.or.us 971-645-9831
Community Pathways Inc.	Hannah Bowen	Hannah.H.Bowen@state.or.us 971-235-7087
Creative Supports Inc.	Deanna Herrera	Deanna.I.Herrera@dhsosha.state.or.us 971-645-9831
Deschutes County	Kelley Simonson	Kelley.L.Simonson@state.or.us 503-877-7524
Eastern Oregon Support Services Brokerage	Denny Christensen	Denny.A.Christensen@state.or.us 503-884-1510
Full Access - High Desert	Kelley Simonson	Kelley.L.Simonson@state.or.us 503-877-7524
Full Access – Lane	Kelley Simonson	Kelley.L.Simonson@state.or.us 503-877-7524
Harney County	Denny Christensen	Denny.A.Christensen@state.or.us 503-884-1510
Inclusion Inc.	Chris Thompson	Christopher.E.Thompson@state.or.us 503-884-2742

CME	QAT	CONTACT INFORMATION
Independence Northwest	Rachel Petersen	Rachel.Petersen@state.or.us 503-884-1378
Integrated Service Network	Ana Angel	Anastacia.Angel@state.or.us 503-990-1139
Jackson County	Deanna Herrera	Deanna.I.Herrera@dhsosha.state.or.us 971-645-9831
Klamath County	Kelley Simonson	Kelley.L.Simonson@state.or.us 503-877-7524
Lane County	Judy Stanley	Judy.A.Stanley@state.or.us 971-701-1893
Lifeways Inc. (Malheur County)	Denny Christensen	Denny.A.Christensen@state.or.us 503-884-1510
Lincoln County	Kay Weckerling	Kay.Weckerling@state.or.us 503-884-1720
Linn County	Abby Koehnke	Abigail.Koehnke@state.or.us 971-678-3327
Marion County	Judy Stanley	Judy.A.Stanley@state.or.us 971-701-1893
Mentor Oregon – Metro	Hannah Bowen	Hannah.H.Bowen@state.or.us 971-235-7087

CME	QAT	CONTACT INFORMATION
Mentor Oregon – Mid Valley	Ana Angel	Anastacia.Angel@state.or.us 503-990-1139
Mid-Columbia CDDP (Hood River, Wasco & Sherman Counties)	Denny Christensen	Denny.A.Christensen@state.or.us 503-884-1510
Multnomah County	Hannah Bowen & Rachel Petersen (Send all communication to both QATs)	Hannah.H.Bowen@state.or.us 971-235-7087 Rachel.Petersen@state.or.us 503-884-1378
New Directions NW Inc. (Baker County)	Denny Christensen	Denny.A.Christensen@state.or.us 503-884-1510
Polk County	Abby Koehnke	Abigail.Koehnke@state.or.us 971-678-3327
Resource Connections of Oregon	Ana Angel	Anastacia.Angel@state.or.us 503-990-1139
Self Determination Resources Inc.	Kay Weckerling	Kay.Weckerling@state.or.us 503-884-1720

CME	QAT	CONTACT INFORMATION
Southern Oregon Regional Brokerage (Coos & Curry Counties)	Abby Koehnke	Abigail.Koehnke@state.or.us 971-678-3327
Southern Oregon Regional Brokerage (Douglas County)	Deanna Herrera	Deanna.I.Herrera@dhsosha.state.or.us 971-645-9831
Southern Oregon Regional Brokerage (Klamath County)	Kelley Simonson	Kelley.L.Simonson@state.or.us 503-877-7524
Tillamook County	Kay Weckerling	Kay.Weckerling@state.or.us 503-884-1720
Umatilla County	Denny Christensen	Denny.A.Christensen@state.or.us 503-884-1510
UCP Connections	Rachel Petersen	Rachel.Petersen@state.or.us 503-884-1378
Washington County	Kay Weckerling	Kay.Weckerling@state.or.us 503-884-1720