

Did you Know?

SC/PA Annual ONA Guidance

September 2020

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

- ✓ **Did you Know?** - Our past Did You Know's are published on the Case Manager ONA Resource Page (link below). If you are newly trained to conduct annual assessments, we recommend reading the past editions.

Case Manager ONA Resource Page:

<https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/Compass-Project-Case-Manager-Resources.aspx>

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 1 – link found in PT 20-074*).
- 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

- **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. (I know we keep repeating this one, but people continue to mistakenly leave the auto populated date in the field)
- **Exceptions to face to face** guidance remains the same during Covid. ODDS is only approving if it is a *critical assessment*. eXPRS is not updating dates which may be confusing. You can pull up an expired assessment list. CME’s should come up with a tracking system to identify assessments that have expired. If an ONA/LOC expires in 2020 during Covid, it really expires in 2021.
- **Covid related supports**, such as wearing a mask, washing hands, etc... can be captured under 40(a) General Safety.
- **Assessors will consider all behaviors** whether driven by Covid and/or fire related stress or not. If there are new un-captured behaviors being displayed, you’ll need to refer to a certified assessor so they can capture the behaviors and supports surrounding them.
- **When updating or writing notes** indicate in the notes box what the individual does to contribute to the task, what other people need to do with (or for) them and why the individual needs support.
- **Do not ‘date’** or otherwise identify the note from the previous assessment as such. Each ONA note should stand alone. Keep In mind that all ONA’s are saved on eXPRS which will include historical notes.
- **When you write a note on the demographics page** stating “Potential change in need noted, referred to assessor” - Make sure you remember to inform the assessor, just writing the note doesn’t automatically refer this assessment.
- **See the one-page Quick Guide** (below) that identifies which items you can/cannot change.

Quick Guide to Changeable(Yes) and Non-changeable(No) ONA Items for SC/PAs

ASSESSMENT & DEMOGRAPHIC INFORMATION

You can change any open field on this page.

Enter "Self" if individual doesn't have a legal guardian.

Vision: Yes Hearing: Yes

Write a participation note.

Identify participants.

COMMUNICATION

1. Communication Devices and Preferences Yes
2. Language Exp. & Comp. a, b, c, e - No
 - 2d – indicate thirst - Yes

ACTIVITIES OF DAILY LIVING (ADLs)

	Codes	P&G	Note	Skip
3. Dressing	No	Yes	Yes	Under 4
4. Transferring/ Positioning	No	Yes	Yes	Under 3
5. Mobility: a-f	No	Yes	Yes	Under 3
Mobility: g-h	Yes			
6. Eating and Tube Feeding: a-c	No	Yes	Yes	6b Under 4
Eating: f-j	Yes			
7. Elimination (Toileting): a-b, i	No	Yes	Yes	7a-b Under 4
Elimination e, f, g, h, j, k, l	Yes			
8. Showering and Bathing	No	Yes	Yes	Under 5
9. Oral Hygiene	No	Yes	Yes	Under 5
10. General Hygiene	No	Yes	Yes	Under 5
11. ADL Equipment	No		Yes	

INSTRUMENTAL ACTIVITIES OF DAILY LIVING (IADLs)

	Codes	P&G	Note	Skip
12. Housework	No	Yes	Yes	Under 12
13. Meal Prep	No	Yes	Yes	Under 12
14. Laundry	No	Yes	Yes	Under 12

15. Transportation	No	Yes	Yes	Under 12
Car Transfer b	No			Under 3
16. Money Management	No	Yes	Yes	Under 12
17. Light Shopping	No	Yes	Yes	Under 12
18. Housework	No	Yes	Yes	Under 12

BEHAVIORS:

No coding or notes can be changed for items 19-36

37. Other Behavior Items (Court Orders or Court -
Mandated Restrictions) a-b Yes

38. Substance Abuse Issues Yes

39. Positive Behavior Support Plan (PBSP): a-f No

39 notes box Yes

SAFETY

	Codes	Note	Skip
40. Safety Awareness and Support: a	No		Under 5
40. Safety Awareness and Support: b-c	Yes	Yes	Under 5
41. Environmental Safety: a-c	No	Yes	
42. Potential for Abuse, Neglect, and Exploitation: a-c	Yes	Yes	

MEDICAL

	Codes	Note	Skip
43. General medical: a, b, d, e	Yes	Yes	a, e Under 18
43. General medical: c	No		
44. Conditions and Diagnosis	Yes	Yes	
45. Seizures/diabetes: a, c, d, e	Yes	Yes	
45. Seizures/diabetes: b, f, g	No		
46. Treatments/Therapies: a-b	No	No	
47. Medications: a-b, i (note)	Yes	Yes	
47. Medications: c-h	No		Under 18

If you have questions regarding this information, or suggestions for future topics you'd like us to address contact:

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- Upcoming **SC/PA Annual Assessment Training Webinars** (registration through iLearn):
 - October 5th – 9AM to 12PM
 - November 4th – 9AM to 12PM
 - December 14th – 9AM to 12PM

