

Did you Know?

SC/PA Annual ONA Guidance

October 2020

The following is provided with the intent of increasing accuracy and consistency throughout the state. The Covid-19 Related information will be changing – watch for new guidance soon.

General SC/PA Annual ONA Guidance

- **What are your responsibilities** as an SC/PA when a **Certified Assessor** conducts an ONA?
 - Schedule the interview meeting according to your CMEs guidance
 - It is required that the guardian be invited although they are not required to attend
 - Allow the individual to choose who else to invite
 - Provide documentation and information to the certified assessor as requested
 - ***Review the completed ONA to ensure accuracy.***
(Errors can be corrected within 60 days from date of submission)
- **At any time during the year** refer to **certified assessor** for a “Change in Need Assessment” if you receive information indicating there has been a change in support need.
 - For example:
 - Current ONA does not indicate PBSP and now the individual has one;
 - Individual begins exhibiting a new behavior;
 - Frequency of existing behaviors and/or their interventions significantly increase or decrease, and this change is expected to continue;
 - Individual needs more, or needs less support with ADL/IADLs;
 - The Individual’s medical needs have significantly increased or decreased.
- **The only assessment type** available for use by SC/PAs that will renew the LOC and ONA expiration is the “Annual (SC/PA Assessment)”.

- **These assessment types do NOT renew the LOC or ONA expiration date:**
 - **Risk Change** – Used by SC/PA to update risk items. Requires one part of the three parts of the assessment be completed. (*Documentation Review, Interview or Face-to-face*)
 - **Correction** – Can be created within 60 days to correct an error made on an annual assessment you submitted.
 - **QA Correction** – Only used by ODDS Assessment Unit to make corrections.
- **The Assessment Team will no longer be making QA Corrections requested by assessors without a desk review:**
 - The expectation is that ONAs will be reviewed for errors within the first 60 days of completion, allowing any errors to be corrected by the certified assessor.
- **The assessment unit will be reviewing recently completed certified assessor ONAs based on predetermined specific flagged conditions.**
 - Flagging doesn't necessarily mean something's incorrect; it could be a unique situation that's coded correctly.
 - **An ONA that does not get flagged may still have errors**, if you have concerns about potential errors you should request the assessor review it and/or request a QAT conduct a review.
 - We're only flagging ONAs completed by certified assessors at this time.
 - We may request documentation or need to communicate with you to complete these reviews

eXPRS Related Information

- Some ONAs are dropping the Service Coordinator/Personal Agent information after submitted.
 - This is a known issue eXPRS is working on correcting.
 - There's nothing you need to do if you notice the SC/PA is not listed on an approved ONA.

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.
 - 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 – link found in PT 20-074*).

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):

November 4th – 9AM to 12PM

December 14th – 9AM to 12PM

