

Did you Know?

SC/PA Annual ONA Guidance November 2020

The following is provided with the intent of increasing accuracy and consistency throughout the state. *The New Covid-19 guidance is updated (see PT 20-074 10/28/2020).*

General SC/PA Annual ONA Guidance

- **The Assessment Team will only make QA Corrections as a result of a desk review:**
 - The expectation is Case Managers and/or ISP teams will review all newly completed ONA's - any errors noted will be corrected by the CME's certified assessor.
(certified assessor can correct errors within 60 days of submission date)
- **The assessment unit will continue reviewing recently completed certified assessor ONAs** based on predetermined specific flagged conditions.
 - **An ONA that does not get flagged may still have errors.** If you have concerns about potential errors, you should request the assessor review the ONA and/or request a QAT conduct a desk 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.
- **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.
 - The individual is considered the next 'age' 60 days prior to their birthdate. If the ONA displays "Age: 4 (60-day grace period in effect)" the child is being assessed as ONA age 5.

eXPRS Related Information

- **Some ONAs are dropping** the Service Coordinator/Personal Agent information.
 - This is a known issue, there's nothing you need to do.
- **Recurring ONA glitch with item #46(b)**
 - When an SC/PA makes a copy of an ONA. Item #46(b) "Psychiatric Therapies/Services" shows no coding choice indicated. The SC/PA cannot submit the ONA until it's answered. eXPRS is working on resolving this glitch. In the meantime, we suggest this workaround:
 - Have the original assessor 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.

COVID-19 Related Information - **Beginning January 1, 2021**

All Oregon Needs Assessments must be conducted prior to their expiration (and according to the rules of conducting ONA assessments). The visual observation (face-to-face observation) should be completed remotely during COVID.

All assessments conducted remotely must include a visual observation whenever possible. A phone or email conversation does not meet the criteria. ODDS will consider exceptions to the visual observation requirement on a case-by-case basis.

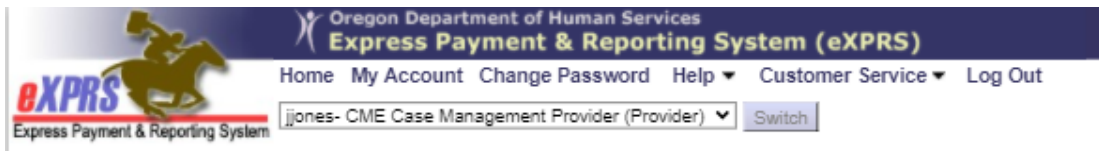
- To request an exception to the visual observation requirement CMEs must send a secure email with the subject line "Face to Face exception" to ODDS.FundingReview@dhsosha.state.or.us. In the body of the email include:
 - The full name and prime of the individual
 - The name of the CME and the individual's county of residence
 - The reason the face-to-face observation can't be completed.
- If an ONA can't be completed due to COVID related issues, then the CME may request an exception to not complete the ONA on time. (*Developmental Disabilities Worker Guide, page 11 – link found in APD-PT-20-074*).

Service Group (SG) Information

- Soon you will see the Service Group at the bottom of the comprehensive review page.

How to Find the Service Group Result

1. Log into eXPRS as your Provider organization.



2. Navigate to the Oregon Needs Assessment under the Client flyout menu.
3. Search for the ONA, using one of the search criteria.

Find Oregon Needs Assessment

At least one search criteria must be entered.

Assessment ID:

Client Prime: AAA1111A

Service Setting:

Status:

County:

LOC Status:

ONA Submit Date From: ONA Submit Date To:

ONA Expiration Date From: ONA Expiration Date To:

Current Individuals Only: ☒ Display ONA Expiration Report Columns Only: ☐

Max Displayed: 25

Find Reset

Export options: CSV | Excel | PDF | RTF

ID	Status	Prime	Client Name	County	Service Setting	ONA Submit Date	ONA Expiration Date	Assessor	LOC	Risk Report
1111111-2	Approved	AAA1111A	TQXARADFBQX, Polk WTEBW	Polk	24hr Residential (SE50)	9/23/2020	9/30/2021	Jones, James	Approved	
1111111-1	Approved	AAA1111A	TQXARADFBQX, Polk WTEBW	Polk	24hr Residential (SE50)	9/30/2019	9/22/2020	Jones, James	Approved	
1111111	Approved	AAA1111A	TQXARADFBQX, Polk WTEBW	Polk	24hr Residential (SE50)	9/12/2018	9/30/2019	Jones, James	Approved	

Assessments found: 3 (displaying all rows)

Oregon Department of Human Services
500 Summer St. NE
Salem, OR 97301

Express Payment and Reporting System (eXPRS) v2020.1.128

4. Select the ONA by clicking on the ONA ID number.

5. Once the ONA opens, navigate to the last page of the ONA by clicking on the last box on the navigation bar at the top of the page, which will take you to the Comprehensive Review page.

**Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)**

Home My Account Change Password Help Customer Service Log Out

jones- CME Case Management Provider (Provider) Switch

Oregon Needs Assessment

Client
Provider
Contracts
Prior Authorization
Claims
CM/PA TCM Billing
Liabilities
Reports
Financial Maintenance

I - Assessment and Demographic Information

Assessment ID: 1111111-2
Status: Approved

Assessment Type: Annual (SC/PA Assessment)

Date of Assessment Interview: 9/17/2020
Date of Face-to-Face Observation: 9/23/2020
Date of Documentation Review: 9/17/2020
Date Assessment Completed: 9/23/2020

Client Prime: AAA1111A
Legal Name: CBGRARMOBK, HCVKH
Age: 36 (60 day grace period in effect)
Gender: M
Preferred Gender:
Birth Date: 1/1/1900

Address: 123 Main St
City: Anytown
Phone: (503) 555-5555
Zip Code: 97777

Parent/Guardian: Mr. Cbgrarmobkg
Vision Function (with correction): Adequate
Hearing (with): Adequate

6. At the bottom of the ONA Comprehensive Review page, you will see the Service Group results.

**Oregon Department of Human Services
Express Payment & Reporting System (eXPRS)**

Home My Account Change Password Help Customer Service Log Out

jones- CME Case Management Provider (Provider) Switch

Oregon Needs Assessment

Client
Provider
Contracts
Prior Authorization
Plan Of Care
Claims
CM/PA TCM Billing
Liabilities
Reports
Financial Maintenance
Interfaces
Administration

Comprehensive Review

Legal Name: CBGRARMOBK, HCVKH
Date of Birth: 1/1/1900
Age at time of Assessment: 36 (60 day grace period in effect)

Client Prime: AAA1111A
Gender: M

Assessment ID: 1111111-2
Date of Face-to-Face Observation: 9/23/2020
Last Updated By: James Jones
Assessment Status: Approved
Assessment Type: Annual (SC/PA Assessment)
Assessor's Name: James Jones

Expand all Collapse all

► I - Assessment and Demographic Information
► II - Communication
► III - ADLs and IADLs
► IV - Behaviors
► V - Safety
► VI - Medical

Expand all Collapse all

General Support Needs Score	Medical Support Score	Behavior Support Score	Age Cohort	Service Group
63	No	Yes	Adult	5 - Very High

Cancel Previous Print Full Print Summary

v2

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

December 14th – 9AM to 12PM

January 5th – 9AM to 12PM

