

Did you Know?

SC/PA Annual ONA Guidance December 2020

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

Common Questions:

- **Do we need to take the ONA Annual Assessment Training every year?**
 - No, you only need to attend the training *one* time.
 - The training is regarding the “Annual Assessment” it’s not an ‘annual training’
- **What’s the difference between an Annual Review and an Annual Assessment?**
 - A *Review* – annual or otherwise, does not satisfy CMS requirements for an annual assessment.
 - An *Annual Assessment* includes: A file review; a Face-to-Face with the individual; an Interview; and the submission of the assessment in eXPRS. An Annual Assessment satisfies the CMS requirements.

Succinct message: Let’s stop calling the Annual Assessment a ‘Review’

- **The individual transferred to our CME last month, why can’t I find their ONA in eXPRS?**
 - You only have access to ONAs for individuals with CPA’s assigned to your CME.
 - Ensure the CPA has been created for the individual
 - Un-check the ‘Current Individuals Only’ box on the search page in eXPRS and search again.
 - If none of the above works, contact your QAT for more assistance

- **When an individual leaves the State and returns within a year, but the ONA has expired - can the SC/PA complete the ONA or does an assessor need to do it? Is this a New to service or Annual ONA?**
 - If the ONA has expired, then only a certified ONA assessor can complete the new ONA. Under these circumstances, “New to Service” would be the best option.
- **How long can a gap in services be to determine when an assessor needs to do the ONA instead of an SC or PA? (Moving back from case management to k-plan, but had an ONA done previously)**
 - There isn’t a need for an assessor to conduct an ONA due to a gap in service, but a certified assessor must complete the ONA if the previous ONA expired or if there was a change in need since the previous ONA.
- **Do ONAs skipped due to Covid need to be done by a certified assessor?**
 - If the extended ONA/LOC was not one that would have been needed to be conducted by an assessor at that time, an SC/PA can conduct it (if no changes to support needs have occurred).
 - If the extended ONA/LOC should have had an assessor conduct it at that time, then an assessor will need to conduct it.

Examples:

- Sue’s ONA was due to expire 8/31/2019 and was extended due to COVID. She is 45 years old and had no change in support needs – SC can conduct the annual ONA.
 - Gabe’s ONA was due to expire 8/31/2019 and was extended due to COVID. He turned 12 on 9/15/2019. A certified assessor will need to conduct the ONA since his 12 -year-old ONA was skipped due to COVID.
- **Who am I required to invite to the ONA interview meeting?**
 - The individual should decide who will attend the interview meeting, but you must invite the guardian (they aren’t required to attend)

- **When I complete an annual assessment and I change the constipation risk item 7(e) from ‘no’ to ‘yes’ it requires an answer for item 7(i) and I can’t answer that item. Do I need to have a certified assessor complete their own assessment to answer that item?**
 - No, we’re working on this issue. For now you can ask a certified assessor to open the draft and enter the coding for item 7(i) then you will be able to submit the ONA.
- **When a CIIS T-18 moves to a CME and is now served as an adult, how does the Service Group get changed in eXPRS?**
 - The SG doesn’t change. The person’s rate or hour range are determined by the SG and the services they are enrolled in. The more complete answer depends on which services they will be receiving as an adult, but the full process of how this will function will be communicated closer to the time that the ONA will be used for rate setting in those services.

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*).

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

