

Did you Know?

SC/PA Annual ONA Guidance January 2021

The following is provided with the intent of increasing accuracy and consistency throughout the state. The Covid-19 guidance is unchanged from December (see PT 20-074 updated 1/20/21 Worker guide page 13).

General ONA Guidance:

Demographics Page – Preferred Gender field

- Do *not* put any information that is unrelated to gender in this field e.g., zip codes, pronouns, names, etc....
- If the individual's gender identity correlates with their assigned sex at birth, Cisgender - leave the preferred gender field **blank**.
- If the individual's gender identity or expression *varies* from their assigned sex at birth – Identify the individual's gender in the Preferred Gender field:
 - Examples:
 - The individual was assigned male at birth, identifies as male and uses he/him/his pronouns. Leave the preferred gender field blank.
 - The individual was assigned male at birth and identifies as genderfluid/non-binary/two-spirit or genderqueer and uses pronouns of they/them. Put the individual's gender in the preferred gender field and list pronouns in the notes box.
 - The individual was assigned female at birth, identifies as male and uses he/him/his pronouns. Enter 'male' in the Preferred Gender field and list pronouns in note box.

ONA Annual Assessment Training for SC/PAs

- There's a draft of an online training in iLearn
- We are still testing and developing the training
- It's not ready to be used
- We will notify you when it's ready to be used in place of the webinars offered

A Well Written Assessment Note

- Supports the coding option chosen
- Provides the reader with a clear understanding of support needed to complete the task
- Assures individual's and providers that the assessor heard and captured the information provided
- Assists with the quality assurance process
- Informs and assists with the exceptions process, if needed
- Is helpful for hearings

Formula for a Well Written Assessment Note

- The note should include the following
 - *What is the individual's usual contribution?*
 - *What must a support person do?*
 - *Why is support needed?*
 - *How often is the support needed?*

Example: Tom can complete minimal steps of getting dressed which includes lifting his arms and pulling his pants part way up. A support person must complete the majority of the physical steps of getting dressed daily due to limited strength and mobility in his limbs.

Review ONAs Completed by a Certified Assessor

- Certified Assessors are extensively trained on the coding options and the assessment items
- You should be reviewing for missing supports/information – *not coding decisions*

The ISP and the ONA

- The ISP must address support needs identified in the ONA.
- If there's a change in need ONA, you may need to update the ISP to reflect the change in need.

eXPRS Related Information

- No eXPRS issues to report this month

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 13 – link found in APD-PT-20-074 updated 1/14/21*).

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

Linda.DARR@dhsosha.state.or.us or Judy.a.Stanley@dhsosha.state.or.us

- Upcoming **SC/PA Annual Assessment Training Webinars**
(Registration through iLearn)

February 18th – 9AM to 12PM

March 11th – 9AM to 12PM

April 21st – 9AM to 12PM

