

Did you Know?

SC/PA Annual ONA Guidance

February 2021

The Covid-19 guidance is unchanged from December (see PT 20-074 updated 2/04/21 Worker guide page 13).

General ONA Guidance:

Important to know

- ✓ After a copy is saved, do not click the continue button on the bottom of the page. You must use the **progress bar** to move from the Demographics Page.
 - Clicking on 'continue' will take you to the Comprehensive Review Page.
 - No items can be changed on the Comprehensive Review Page.

Online ONA Annual Assessment Training for SC/PAs

- There's a draft of the annual assessment training in iLearn that is being developed and tested.
- Please feel free to take the training and give us your feedback

Sharing a copy of the ONA

- **The individual, guardian and residential provider are entitled to a copy of the ONA.**
 - A copy should be offered each time an ONA is completed.
 - To create a PDF for sharing go to the bottom of the Comprehensive Review Page
 - Click on "Print Full" or "Print Summary"
 - A summary of the assessment will open.

When the Full or Summary is displayed, how you will create a PDF of the ONA depends on which browser you are using:

- **Safari:** At the upper left click 'File' then 'Export as PDF'
- **Microsoft Edge:** Click on 'Print' to open the print window, open the dropdown under 'Printer' and select 'Save as PDF'
- **Chrome:** Click on 'Print' and in the print window under 'Destination' choose 'Save as PDF'
- **Firefox:** Click on 'Print' and at the bottom left of the print window is a PDF dropdown, select 'Save as PDF'

Having issues with eXPRS and the ONA?

- Let us know as soon as possible if you experience oddities with the ONA in eXPRS.
 - Examples of things we should be notified about:
 - Disappearing information on the ONA
 - Disappearing ONAs – You think you submitted it, but no one can find it.
 - You should be able to adjust coding or a note on an item, but it's greyed out.

Other issues related to eXPRS can be reported directly to eXPRS using the customer service dropdown and eXPRS Technical Assistance Request.

- Examples of issues to send directly to eXPRS:
 - Individual's birth date is wrong
 - Individual's name is not spelled correctly
 - An SC or PA that was available in the dropdown is no longer available

What to do if the guardian is unhappy with ONA results

- Try to determine what the concern is and how to best resolve the concern
 - Perhaps the assessor can make a correction or
 - Maybe a change in need assessment is necessary or
 - The guardian may need a better understanding of the coding options

eXPRS known Issues

- The coding for psychiatric therapies continues to occasionally disappear
 - Ask your certified assessor to enter the coding for the item so you can submit your annual assessment.

Assessment Notes

- Make sure your assessment note does not contradict the assessors coding choice.

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 2/04//21*).

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

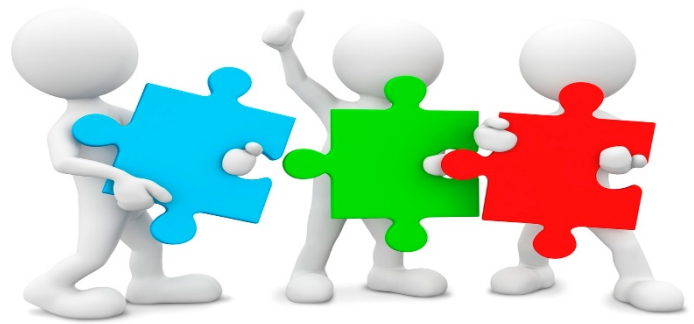
Linda.DARR@dhsosha.state.or.us or Judy.a.Stanley@dhsosha.state.or.us

- 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



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