

Did you Know?

SC/PA Annual ONA Guidance May 2021

The Covid-19 guidance is unchanged (see PT 20-074 updated 4/27/21; Worker guide updated 4/27/21 page 14).

General Annual Assessment Guidance:

Two-person Supports

- Never mark 'Two-Person assist' in the guidance section for ADLs.
- Certified assessors will mark 'Two-person assist' in the guidance section when 'Dependent' is coded and if the individual requires two- person support for all or part of the activity (at least 50% of days the activity takes place).
- If a coding of 'Dependent' and 'Two-person assist' is not marked, yet you determine an individual needs a 'Two-person assist', do not mark 'Two-person assist'. Refer to an ONA Assessor for a 'Change in Need' ONA. And indicate, "Potential change-in-need ONA" in the CME notes box on the demographics page (if an ONA was created).

Expired ONAs

- ONAs not completed between March 2020 – Dec. 2020 were automatically extended for 12 months due to Covid restrictions.
- Complete these ONAs when their time is due this year.
 - **Example:** Due to Covid you were unable to complete the annual assessment for an individual that was due to expire on May 31st, 2020. Although the expiration date listed in eXPRS still shows May 31st, 2020, it was automatically extended for 12 months. This ONA needs to be submitted prior to May 31st, 2021.
- If the ONA was completed during Covid and eXPRS shows the expiration date as May 31st, 2021, an ONA must be submitted prior to May 31st, 2021.
 - **Example:** Despite Covid restrictions the ONA was completed in May 2020 prior to the expiration date. The new ONA needs to be submitted prior to May 31st, 2021.
- In the event an ONA expires you will need to submit an exception request using the exception request form:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/se0514ddi.pdf>

Nursing Support and the ONA

- When applicable and the individual or guardian approves, invite Direct Nursing Support or Long-Term Community Care Nurses to attend the assessment interview.

Completed and Submitted ONAs

- An ONA is not completed until it has been *submitted* in eXPRS.
- The date entered in the “Date Completed” field on the demographics page should match the computer generated submitted date stamp on the bottom of the demographics page.
- ONAs must be submitted prior to the expiration of the LOC/ONA.

Double Check Identifying Information

- Double check identifying information (name and date of birth) to ensure you are creating an annual assessment for the correct individual.

eXPRS - known Issues

- The coding for psychiatric therapies continues to occasionally disappear from the list of treatments and therapies
 - Ask your certified assessor to enter the coding for the item so you can submit your annual assessment prior to the LOC/ONA expiration date.

COVID-19 Related Information - Beginning January 1, 2021

All Oregon Needs Assessments must be conducted prior to their expiration.

See: [Developmental Disabilities Worker Guide](#)

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. ([see PT 20-074 updated 4/27/21 Worker guide updated page 14](#))

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

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