

Did you Know?

SC/PA Annual ONA Guidance July 2021

The Covid-19 ONA Assessor guidance is unchanged (see PT 20-074 updated 6/29/21; Worker guide updated 6/29/21 page 15).

General Annual Assessment Guidance:

Review Recently Submitted ONAs Completed by Certified Assessors

- Review the ONA to ensure an accurate picture of support needs was captured and discuss with the assessor any concerns or questions you may have about the results.

Delete Your Draft

- If you create an ONA and then refer it for a certified assessor to complete, complete the following steps: Go to the last page of the draft on the Comprehensive Review page and click on 'Delete ONA'
- If a certified assessor cannot complete the ONA before the LOC expires, do not delete the ONA. Write a note on the demographics page indicating a potential change in need and submit the ONA

The Annual ONA Must be Created *and* Submitted Within 30 days

- Create a draft of an ONA that you will be submitting within 30 days.
- Do not let a draft of an ONA linger un-submitted in eXPRS.
- An ONA is not considered complete 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 when submitted.
- ONAs must be submitted prior to the expiration of the LOC/ONA.

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.

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.

Expired ONAs = Lapsed LOC

- If the ONA expires on the 30th of the month and you submit the annual assessment on the 1st of the following month, *there is no lapse* and no exception request is needed
- If the ONA expires on the 30th and you submit it the 2nd or later of the following month, the ONA and LOC have expired.
- In the event the ONA and LOC expires, you need to submit an exception request using the exception request form:

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

When to Complete ANA/CNA

- The ONA meets the requirement for the yearly functional needs assessment
- There is no reason to complete an annual ANA/CNA See PT 18-043 at <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Transmittals/pt18043.pdf> for details

An ANA/CNA may be necessary when:

- There is an increase in support needs
- The individual is new to in-home services, or
- The ANA/CNA is needed to determine enhanced or exceptional eligibility.

Transportation Item (15a) *Change in assessor Guidance*

- If an individual cannot drive themselves but uses public transportation without support, the assessor will consider the support needed. Item 15a should be coded at least 'Partial/Moderate' because someone else is completing the physical support of driving for them.

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.

Risk Report

- When you ‘save’ the report it saves it as a draft.
- Be sure to click on the ‘complete’ button when you are finished.

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 6/29/21 Worker guide updated page 15](#))

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

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