

Did you Know?

SC/PA Annual ONA Guidance

November 2021

COVID-19 Related Information -

See: [Developmental Disabilities Worker Guide](#)

The [Case Management Reopening Guide](#) allows for an ONA end date to be extended without reassessment for up to a year. A reassessment must occur for an ONA that had previously been extended without reassessment under an earlier version of these COVID policies. Watch for updates to this exception in future updates to the [Case Management Reopening Guide](#).

To request an extension of the ONA expiration date.

- Send an email with the name, prime number, and reason for the request to ODDS.fundingreview@dhsosha.state.or.us

General Annual ONA Guidance:

Accurate ONAs

- It is important the ONA is accurately reflecting the person's support needs, regardless of the person receiving funded services.
- Each section must be reviewed carefully to ensure support needs are captured accurately.
- If notes are added, ensure the notes continue to support the assessor's coding.

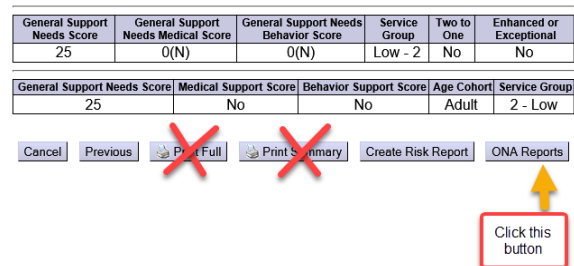
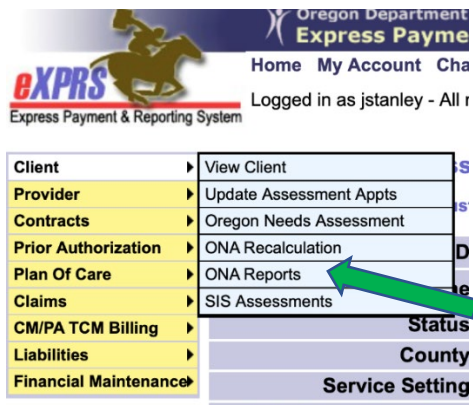
eXPRS - known Issues

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

Additional content:

Using ONA Reports

ONA Reports can be created by anyone who has permission to copy or create an ONA in eXPRS. The ONA Reports button can be found as a dropdown under each individual or within an ONA as a button on the bottom of the demographics and comprehensive review pages.



The ONA Report search field will open:

ONA Reports

* Report

At least one search criteria must be entered

Assessment ID

* Client Prime

Status:

County:

ONA Submit Date From: ONA Submit Date To:

ONA Expiration Date From: ONA Expiration Date To:

Find Reset

Report Glossary

Comparative All Questions & Answers Report
Comparative Service Group Report
ONA Full
ONA Summary
Service Group Report

There are Five ONA Report Options:

Comparative All Questions & Answers Report: This will produce a list of ONAs for the individual selected. When two are selected the report will show the items side by side from each ONA.

Comparative Service Group Report: This report will compare the service group items side by side of the two ONAs selected.

ONA Full: Click on the 'print' button to view and/or save as a PDF to share with others. The full report includes all coding options available for each item.

ONA Summary: Click on the 'print' button to view and/or save as a PDF to share with others. The summary report will only list the coding that was chosen for each item, rather than all options.

Service Group Report: Click on the 'print' button to view and/or save as a PDF to share with others. The service group report will show the assigned service group at the top of the report and then list each item associated with the service group, the coding option chosen and the numerical weight of each service group related item.

Submit questions regarding this information or suggestions for future topics to be addressed to:

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