

Community Based Care (CBC) Provider Exception Checklist



Use this checklist to ensure you submit all the necessary documentation with your exception request. You do not need to submit this form with the request, but we strongly recommend using it to confirm all required documentation are included.

New Exception Requests (Requests Received After 1/1/26)

- ☐ Completed CBC Exception Calculator:
 - Resident and their tier are identified and accurately listed.
 - Includes tasks that require two staff (secondary staffing) or one on one staffing for behaviors.
 - Reflects exception hours (zero exception hours means no exception).
- ☐ Exception Secondary Staffing Schedule (514A) is completed and physically signed. Check the [APD Adult Foster Home Licensing](#) to contact the case manager assisting you for the most current version. A completed staffing schedule includes:
 - Primary caregiver's 24-hour coverage in addition to tier and exception staff.
 - Sufficient day and night staff hours for all tiers and approved exception hours, seven days per week.
- ☐ Payroll documentation for all tiers and approved exceptions that demonstrate hours provided to current residents. Case managers will deny the request locally if no payroll documentation is provided in the next 30-60 days.
- ☐ If the resident's needs are above current licensing classification, classification variance documentation from the local licensing authority (LLA) must be included with this request.

Hold Harmless Exception Requests (Current Exceptions)

- ☐ Exception Secondary Staffing Schedule is completed and signed. Check the provider tools website or contact the case manager assisting you for the most current version. A completed staffing schedule includes the primary provider's schedule and day and night staff hours for all tiers and approved exception hours, seven days per week.
- ☐ Payroll documentation for all tiers and approved exceptions that demonstrate hours provided to current residents. Case managers will deny the request locally if no payroll documentation is provided in the next 30-60 days.

Note: exceptions under the “hold harmless provision” can still be reduced if the resident's assessed Tier has decreased to a lower level.

Contact the resident's case manager with any questions or concerns:

Locate your nearest Aging and People with Disabilities (APD)/Area Agency on Aging (AAA) office on the [Find an Office site](#).

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