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Authorized Signature

Number: SPD-IM-07-073
Issue Date: 10/12/2007

Topic: Developmental Disabilities

Guidelines for Development of Comp 300 funded Non-Crisis Comprehensive Services for 2007-09; Guidelines, Allocations, Rates, Rollout Schedule and

Subject: Reporting Requirements.

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input type="checkbox"/> | Children, Adults and Families | <input checked="" type="checkbox"/> | Seniors and People with Disabilities |
| <input checked="" type="checkbox"/> | County DD Program Managers | <input checked="" type="checkbox"/> | Other (please specify): Support Services Brokerage Directors, SPD Regional Coordinators, and CDDP Service Coordinators |

Message: As of June 30, 2007, 170 non-crisis comprehensive services have been completed statewide as a result of the September 2000 Staley Lawsuit Settlement Agreement which mandated development of 300 non-crisis comprehensive services for adults with developmental disabilities living in Oregon. The remaining 130 placements are to be completed this biennium (2007-09) with local planning occurring the first year and actual placements taking place between July 1, 2008 and June 30, 2009. Placements will occur on a statewide rollout schedule.

A work group focusing on the development of non-crisis comprehensive (referred to as Comp 300) services in the 2007-2009 biennium met in July and August of 2007 with the objective of clarifying eligibility and strategizing access to service. The group recommended that strategic planning and implementation groups take the opportunity to both meet the need of the local community in creating needed service capacity and meet the need of an individual with developmental disabilities gaining access to comprehensive service. Strategic planning groups are asked to look at local capacity strategies and develop an array of service options. As examples, development may take advantage of licensed or certified family generated housing options, use vacant CIP housing or become a part of low income housing projects being designed by local non-profit housing groups.

PRIORITY CONSIDERATIONS FOR REGIONAL AND LOCAL PLANNING

Priority considerations for this biennium direct planning groups to

- 1.) Involve stakeholders (including individuals, their families and providers) in Community Developmental Disabilities Program (CDDP) planning meetings early in the process.
- 2.) Assure that information about Comp 300 funded services is made available to potentially eligible individuals. Seniors and People with Disabilities (SPD) will make available a fact sheet about comp 300 funded services that will be available on the DHS website and will be sent to CDDP's by October 31, 2007.
- 3.) Build sustainable capacity in settings outside the family home.
- 4.) Educate individuals and families about what service options are available to them.
- 5.) Provide opportunities for providers to develop innovative models of service delivery.

ELIGIBILITY

1. Mandatory eligibility requirements and priority considerations

The individual:

- Must be an adult, 18 years of age or older.
- Must be enrolled in Development Disabilities (DD) case management services.
- Must be eligible for SPD's Comprehensive Home and Community-Based Services waiver.
- Must not be in crisis (per the formal definition) at the time of selection for individual development of non-crisis comprehensive service. (NOTE: this same person may continue eligibility if planning started prior to becoming eligible for crisis services.)
- Must be ready to accept and move into the developed services within the time frames established. If the person has a formal or legal representative, they too must support the movement into the developed placement.

Priority considerations:

- Prioritize individuals coming from their family home.
- Prioritize building sustainable capacity in settings outside the family home.
- Increase community capacity through development of innovative service models that are stable and sustainable over time. Service models should reflect what individuals and their families want, and provide security and long-term stability.

2. Other considerations for determining individual selection

The Workgroup identified other circumstances that planning groups might want to consider and prioritize when identifying the "pool" of people to consider for development of non-crisis comprehensive service using Comp 300 funds.

Planning groups may choose other considerations based on local needs and resources as long as the mandatory eligibility and priority considerations are met. Examples of other considerations may be:

- The capacity/capability of the primary caregiver to provide care.
- People living in rural areas where agency providers are not readily available.
- People in “pre-crisis” situations where development of a service will eventually avert a crisis placement or situation. This might include people that are not eligible for crisis services due to their “DD only” eligibility status.
- People currently receiving support services via Brokerages where their ISP team determines the person needs a comprehensive service level or setting due to needs, cost limits or caregiver circumstance.
- Supports provided in the family home. In-home supported living services are allowable but would be considered a lower priority over services that build sustainable capacity and move individuals out of the family home.

ALLOCATIONS OF PLACEMENTS

2007-09 allocations have been made on a regional rather than county-by-county basis allowing regional planning groups the opportunity to identify where in the region sustainable capacity is needed in the comprehensive system and to allow for the development of innovative service models that utilize new and existing resources. As an example, a new provider might be needed in a rural area of the region. The planning group would have the opportunity to allocate resources for this purpose.

Allocation of Placements by Region

Region	Metro/ NW	Mid- Valley	Cascade	Southern	Eastern	Statewide Total
Placements	50	30	17	19	14	130

STATEWIDE ROLLOUT SCHEDULE

A “staggered start” will be used in implementing services during the second year of the biennium. Each region will have different months assigned for their actual placements beginning in July 2008 and continuing through June 30, 2009. CDDP’s wishing to change the months they complete placements may want to contact other CDDP’s in their region to make a trade or contact other CDDP’s outside their region. ***Changes to the implementation schedule must be approved by SPD to assure placements in any given month do not exceed the availability of funds.***

**COMP 300 IMPLEMENTATION
SCHEDULE FOR 2007-2009 BIENNIUM**

Mo/Yr	Budgeted		14	50	30	17	19	130	
	Per Month	Cum Total	Eastern	Metro N/W	Mid-Valley	Cascade	Southern	Mo Total	Cum Total
Jul-08	6	6	3			3		6	6
Aug-08	11	17	3		3	2	3	11	17
Sep-08	11	28	3	5		3		11	28
Oct-08	13	41		5	5	3		13	41
Nov-08	13	54		5	5		3	13	54
Dec-08	13	67		5	5		3	13	67
Jan-09	14	81		5	4	5		14	81
Feb-09	9	90		5	3	1		9	90
Mar-09	10	100	5	5				10	100
Apr-09	10	110		5			5	10	110
May-09	10	120		5	5			10	120
Jun-09	10	130		5			5	10	130
Total	130		14	50	30	17	19	130	

ARRAY OF SERVICE MODELS

Residential

Any licensed or certified model of residential support is open for development, serving five or fewer people. Services may be in the areas of Supported Living, Foster Care, Foster Care through a Proctor Care certified agency, Group Home, or compatible groups of people sharing a home. Estate planning for a person may be tied into comp 300 funded service developments keeping in mind the imposed time limits.

Employment/alternative to employment

The Office of Developmental Disability Services has reestablished, as a strategic priority, efforts to improve employment outcomes for individuals with developmental disabilities and is in the process of discussing and developing strategies to move forward with this initiative. During the last biennium limits on comp 300 funding required a focus on meeting residential needs, sometimes at the detriment of individual planning around employment. With higher rates this biennium and the state focus moving toward employment outcomes it is requested that CDDP's and providers explore the full array of employment service options with individuals and their families.

Available employment and alternative to employment options are;

- Supported Employment provides paid work in a job matched to an individual in a setting providing opportunities to work with persons without disabilities. Supported employment is a service that assists an individual with significant disabilities to choose, get, learn and keep a paid job/career in an integrated community work setting.
- Sheltered employment provides paid work in a setting where all or most employees are persons with disabilities. Typical work in these settings is assembly, janitorial, or recycling.
- Community inclusion activities address opportunities away from home to learn and use skills that promote participation and integration in settings with friends, neighbors, and others. Provider organizations may call programs or services related to community inclusion, "ATE" or Alternatives to Employment.

COMP 300 FUNDED SERVICES RATES

Comp 300-funded development is based on the following rates per month per individual. Please be aware that the total average rate includes all cost of living adjustments (COLA's) and other increases as of July 1, 2008.

Residential:	\$ 5530
Employment:	\$1,104
Transportation:	\$ 253
Total Average rate:	\$6,887

This rate covers the cost of residential support, employment/alternative to employment services, and non-medical transportation. CDDP's may develop individual services above or below the average rate based on individual needs, but may not exceed total available funds for the CDDP/region.

Individuals living together may bring their service rates from other funding sources.

Individuals and their families cannot opt to pay a higher rate to a provider by private paying a portion of the cost of service and may not elect to put all of their available funds into purchase of a residential service when an employment/alternative to employment services is wanted or needed.

Funds will not be available to individuals requiring an employment only service.

START-UP FUNDS AND EXPENDITURE GUIDELINES

One time start up money is available at an average rate of **\$1,078** per individual. CDDP's may manage start up funds as part of their overall plan with some development in the region at a higher or lower rate. These funds shall be used only for the purpose of start up as outlined in the (DD 57) special conditions section of the CDDP-State Intergovernmental Agreement. As examples, one time start-up funds may be used to pay for staff costs and travel costs to locate an apartment, pay utility or security deposits, purchase furnishing directly related to the individual, train staff to support the individual and advertising to hire support staff.

Expenditures not allowable as a start up cost include staff development time, attending and travel to meetings, ISP development, placement planning meetings or development of budgets which are administrative costs.

Region	Metro/NW	Mid-Valley	Cascade	Southern	Eastern
# Placements	50	30	17	19	14
Total start-up funds	\$53,900	\$32,340	\$18,326	\$20,482	\$15,092

CDDP's are requested to submit Contract Action Requests to their SPD Regional Coordinator for the total amount of their allocated start-up funds as soon as possible. Start-up money is held at SPD. Once the contract process is complete, each CDDP must submit a "Request for Release of Start-up Funds" form to the Regional Coordinator to release these contracted funds. An individual start-up budget is required at this time.

HOUSING RESOURCES AND TECHNICAL ASSISTANCE

Across the state, \$2 million dollars in housing funds are available during 2007-09 for the development of sustainable housing and home renovations to meet individual needs. The first million dollars will be allocated equally to each region, with each region receiving \$200,000. The second million dollars will be allocated to each region based on the percentage of placements each region is to complete.

Regional planning groups are asked to develop a plan on how housing funds will be utilized to build capacity in their respective region. Plans should be submitted to the SPD Housing Section as soon as possible for review and approval. Heber Nelson (503-945-9785 or HNELSON1@dhs.state.or.us) and Roy Olson (503-947-4232 or ROLSON@dhs.state.or.us) are available to provide technical assistance upon request. Regional planning groups will be asked to determine how their housing funds will be used early in the biennium. Unallocated funds in one region may be moved to another region to assure all available funds are used.

As an attachment to this document you will find the 1.) “Comp 300 Request/approval for Housing Adaptations” form, which CDDP’s must fill out to request home renovations and 2.) Housing Guidelines for the use of Comp 300 Housing funds.

Guidelines for usage of housing funds are as follows:

1. Requests for usage of housing fund will require regional consensus that the request is consistent with overall regional plans and needs.
2. SPD Housing Section will review projects for cost effectiveness, appropriateness of adaptations, number of individuals served, etc.
3. The Housing Section will provide final approval and statements of any conditions of use.
4. Housing funds may be used for a.) Down payment assistance for home purchase, b.) Renovations, c.) New construction, and d.) Assistive technology.
5. Housing funds will be used to benefit individuals with developmental disabilities and not family members or agencies.
6. There will not be a per project spending limit allowing regions to develop capacity where it is needed most.
7. SPD Housing Section will provide technical assistance for project development, review scopes of work, and property acquisition.
8. Expenditure of funds exceeding \$5,000 will be secured by appropriate lien documents in favor of SPD.
9. Multiple bids will be required for larger projects.
10. The SPD Housing Section will manage actual contracting and payment of housing funds.
11. Funds may be used by provider agencies or housing agencies.
12. Renovations to foster homes will be paid for using housing funds on a case-by-case, SPD prior approved basis. SPD will take into consideration how long the home may be an ongoing resource for individuals with developmental disabilities. Renovations shall not exceed \$5,000.
13. Individuals living together may have their services paid for through a variety of different funding sources. To access housing funds the majority of individuals in a home must have comp 300 funding with the focus of the home design based on their needs.

Region Allocation of Housing Funds for Comp 300 Funded Development:

Region	First Million allocation	% Of Placements	Second Million Allocation	Total Available Housing Funds
Metro/NW	\$200,000	38%	\$380,000	\$580,000
Mid-Valley	\$200,000	23%	\$230,000	\$430,000
Cascade	\$200,000	13%	\$130,000	\$330,000

Southern	\$200,000	15%	\$150,000	\$350,000
Eastern	\$200,000	11%	\$110,000	\$310,000

PLANNING EMPLOYMENT SERVICES FOR YOUNG ADULTS TURNING 21

Individual's turning 21 between July 1, 2008 and June 30, 2009 or who are 20 years of age and finishing their last year of school by June 30th 2009 must have their employment services funded using Comp 300 funds. If there is a delay between the start of residential and employment service, while the individual is completing their last year of school, CDDP's are requested to contract both services simultaneously using a delayed start date for their employment service. The use of Comp 300 funds in this situation requires that the employment service be contracted to begin by June 30, 2009.

Young adults turning 21 years of age next biennium and who do not complete their last year of school by June 30th 2009, must have their names added to the T-21 tracking system, known as the T21 tracker. CDDP's should notify their Regional Office to assure that these individuals are included on their T21 tracker.

DATA REPORTING

CDDP's are asked to develop and routinely submit a data report that includes the following information; 1.) Targeted placement date, 2.) Actual placement date, 3.) Individual's name, 4.) Date of birth, 5.) County, 6.) Type of residential service to be funded with Comp 300 funds, (i.e. foster care, proctor supported foster care, group home, supported living, supported living in the family home 7.) residential rate per month, 8.) Type of employment service (i.e. competitively self employed, supported employment, sheltered employment, crew, enclave or ATE), 9.) Comp 300 funded employment service rate per month, 10.) Non-medical transportation rate, (if a transportation rate is included in the residential or employment service do not re-enter the amount here), 11.) Current living situation, (i.e. living independently, private pay foster care, homeless, living with family, other (add explanation) 12.) if the individual is enrolled in a Support Services Brokerage list the name of the Brokerage and 13.) Comments. As a suggestion, using a Microsoft Access spreadsheet to manage and submit data is compatible with SPD applications.

Updates are requested at least monthly. This information is needed to allow SDP to track the implementation and expenditures of Comp 300 funded services statewide.

TIMELINES

As noted earlier, it is expected that regional planning groups, CDDP's and their collaborating partners will engage in planning and service development activities during the first year of the biennium. Actual placement and service delivery will begin in the second year starting July 1, 2008 and continuing on a rollout schedule through June 30, 2009. Regional housing plans are requested by April 1, 2008.

NEXT STEPS:

Regional and Local Planning Meetings should:

- Involve stakeholders (including individuals, their families and providers) in CDDP planning meetings.
- Determine the best way to communicate information about Comp 300 funded services to potentially eligible individuals.
- Determine and prioritize “other considerations” that meet the needs of the region/CDDP’s in regard to selection of individuals.
- Discuss and develop a plan of where development of comprehensive services is needed the most in the region and allocate comp 300 funded resources accordingly (placements, distribution of service funds, start-up, housing etc.).
- Plan how to educate individuals and families about what service options are available to them.
- Provide opportunities for providers to develop innovative models of service delivery.
- Plan how best to provide information about “Comp 300” services to Service Coordinators, Personal Agents, and others involved in the planning and implementation of services.
- Identify a contact person who will be responsible for submitting information to SPD and tracking the overall regional or CDDP development and implementation.

AVAILABLE “COMP 300” FACT SHEET

SPD is developing a fact sheet about comp 300 funded services that will be sent to CDDP’s by October 31, 2007. CDDP’s and Support Service Brokerages are asked to share this information with potentially eligible individuals.

Information about Comp 300 funded services will also be available on the DHS website and other advocacy websites.

Diana Buell, coordinator for Comp 300 funded services, and Heber Nelson, SPD Housing Section Manager, are available to provide information about Comp 300 funded services upon request from regional and local planning groups.

It is requested that regional and local planning begin as soon as possible.

If you have any questions about this information, contact:

Contact(s):	Diana Buell		
Phone:	503-945-9822	Fax:	503-947-4245
E-mail:	diana.buell@state.or.us		

Comp 300 Request/Approval for Home Adaptations

I. Individual and Family Information

Name of Individual with DD:	
Family Name (if individual is a child or work to be done is in the family home):	
Address:	
Telephone:	

II. Description of Need

A. Adaptation is related to:

Individual Safety Individual Independence Other

B. Briefly describe the situation, including age, abilities, applicable physical characteristics (i.e. weight, height) of the individual with disabilities, and the challenges created by his/her disability to meeting individual or family goals.

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C. Briefly describe what adaptation is needed and why. Describe how the adaptation will increase the safety and/or Independence of the applicant. How long will the applicant remain in the home?

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III. Request for Approval of Adaptations to the Home

A. Adaptations to be made to: Individual's home Family Home

B. Name and Telephone of Property Owner (if different from individual or family)

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C. Description of Work and Budget:

1. What work must be done to complete the adaptation? When must it be done? Is unique, highly specialized equipment or adaptation involved that can only be obtained and installed by a sole expert provider? Attach a description that includes materials, equipment, and an initial schedule of activity. Include sketches or, if available, contractor-ready plans and scope of work statement.
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2. What is the estimated cost of the adaptation? Attach an initial budget that includes your estimate of the cost of labor, materials, profit and overhead, and applicable local or state permits.
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The total estimated cost will be less than \$5000. If SPD-DD-Community Housing approves the project, we have a licensed and bonded contractor available to complete or oversee the work. Contractor's name and contact information: _____

The total estimated cost will be less than \$5000. We have no access to a licensed and bonded contractor and request SPD-DD-Community Housing assistance to locate an appropriate resource or approval to proceed without one.

The total estimated cost will be \$5000 or more. Property Owner is willing to proceed with Trust Deed.

IV. Case Manager Contact information

Name:	
Address:	
Telephone:	
E-Mail:	

Broker Signature: _____ Date Prepared: _____

VI. SPD-DD-COMMUNITY HOUSING Review/Approval

- Minor physical adaptation request is approved. Hold final payment pending satisfactory completion and inspection of work.
- Minor physical adaptation request is conditionally approved. See comments below.
- Not approved. See comments.

Comments:

- Revise description of work to address issues indicated in comments below.
- Obtain 3 contractors' bids for joint local/SPD-DD-Community Housing review before proceeding with work.
- Execute and file Trust Deed (attached) prior to release of funds. Include cost of filing in budget.
- Submit copy of Contractor Agreement (attached)

SPD-DD-Community Housing Signatures (Program and Housing staff review required for all minor physical adaptations)

Program Staff: _____ Date: _____

Housing Staff: _____ Date: _____

SPD-DD-Community Housing-Assigned Project #: _____

Housing Guidelines for Comp 300

Typical requests that are approved:

- Modify existing living quarters or to add equipment that could contribute to the health and safety of the person in Comp 300 (modifications that increase independence will be given priority).
- Technical assistance with home modification issues.
- Down payment issues.
- Assistive technology (example: special software for a home based communication device).
- Bathroom accessibility modifications.
- Toilet replacement to ADA compliant one.
- Grab Bars.
- Accessibility Ramps.
- Therapeutic Equipment.
- Overhead Lift Systems.
- Widening of Doorways.
- Kitchen accessibility issues (altering of countertops height for access, etc).
- Replacing knob door handles with lever handles.
- Automatic Door Openers.
- New Fencing.

Things not covered:

- Modifications outside of the residence such as wheelchair lift for automobiles/vans.
- Backyard exercise equipment.
- Hot tubs, therapeutic pools.
- General household repairs.