



Memorandum Date: September 13, 2023

Presentation Date: September 26, 2023

TO: Board of County Commissioners

DEPARTMENT: Health and Human Services

PRESENTED BY: Eve R. Gray, Director

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF DESIGNATING THE
DIRECTOR, HEALTH AND HUMAN SERVICES, AS THE
COMMUNITY DEVELOPMENTAL DISABILITY PROGRAM
ADMINISTRATOR FOR LANE COUNTY.

I. MOTION

Order in the Matter of Designating the Director, Health and Human Services, as the Community Developmental Disability Program Administrator for Lane County.

II. DISCUSSION

A. Background Analysis

The County's Developmental Disabilities Services Division (DDS), utilizes an integrated electronic payment and charge system, the Express Payment and Reporting System (eXPRS), with the Oregon Department of Disability Services (ODDS). Most payments are draw-downs of the State support funding or reimbursements for payments to local, state-contracted, services providers that do not require that actions taken have the authorization of the County's designated Community Developmental Disability Program Administrator, but one type of eXPRS action does, the processing of Service Element Prior Authorizations (SEPAs).

The ODDS has requested that the County Department of Health and Human Services (H&HS), confirm that the County Board of Commissioners (BCC) approve the delegation of authority of its H&HS Director to process Service Element Prior Authorizations (SEPAs) on behalf of the County by establishing this Department Director as functioning as the Community Developmental Disability Program Administrator.

The SEPAs are processed when DDS staff recommend that a not-previously-utilized service be authorized for a client, under a given, applicable Service Element. The SEPAs are also used to permit County DDS to directly “bill” for services it provides. These SEPAs cover case management, administrative costs, abuse investigation and foster home licensing. H&HS proposes this Action in order to ensure that such requests are legitimate, based upon guidance received from ODDS.

Per the Community Developmental Disability Program Agreement with the State of Oregon, the Community Developmental Disability Program Administrator is also delegated authority to sign amendments to the Agreement. The County’ Administrator’s authority to sign amendments to this Agreement per LM 20.600.320 has been delegated by the County Administrator to the Director of H&HS as allowed per LM20.100.010(D).

B. Health Implications

DD provides services to more than 3,000 County residents – children, youth and adults. (An additional 800 clients receive case management services via a Brokerage.) These services provide a variety of supports that secure and enrich the lives of DD clients. These supports may be basic, related to personal care, socialization, may provide access to education, transportation for job training and/or facilitate referral for physical and behavioral healthcare. In all cases, these services reduce the risk of transiency, improve mobility and social integration, combat anxiety and/or substance abuse and assist with family cohesion.

C. Recommendation

The Department of Health & Human Services endorses the designation of its Director as the Community Developmental Disability Program Administrator for Lane County, thereby permitting the Director to execute Service Element Prior Authorizations to ensure maximum reimbursement by the County for services being provided locally.

III. ATTACHMENTS

Board Order

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 23-09-26-03

IN THE MATTER OF DESIGNATING
THE DIRECTOR, HEALTH AND
HUMAN SERVICES, AS THE
COMMUNITY DEVELOPMENTAL
DISABILITY PROGRAM
ADMINISTRATOR FOR LANE
COUNTY

WHEREAS, the Developmental Disability Services (DDS) Division of the Department of Health and Human Services, in order to process certain actions within the ODDS Express Payment and Reporting System (eXPRS), must have a Community Developmental Disability Program Administrator designated to fulfill certain functions; and

WHEREAS, these actions within the eXPRS will not exceed the Director's signatory authority, based on both the Lane Manual Chapter 20.600.330 provisions and the sub-delegation of authority to execute agreement amendments granted by the County Administrator via LM20.100.010(D) and HHS6 FAA/PH/DD Delegation; and

WHEREAS, the Board of Commissioners concurs with the need to facilitate the use of the eXPRS in order to permit for the timely draw-down of funding owing to the County;

NOW, THEREFORE, the Board of County Commissioners **ORDERS** as follows: That the Director of the County Department of Health and Human Services be designated as the Community Developmental Disability Program Administrator, effective this date and continuing until such time as Action be taken to revise this delegation.

ADOPTED this 26th day of September, 2023.

Pat Farr, Chair

Lane County Board of Commissioners