AGENDA COVER MEMO

Memorandum Date: March 26, 2025

Presentation Date: April 8, 2025

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 MANAGER OF THE COUNTY'S DEVELOPMENTAL DISABILITIES SERVICES DIVISION AS A COMMUNITY DEVELOPMENTAL DISABILITY PROGRAM ADMINISTRATOR FOR LANE COUNTY AND PROVIDING THE DELEGATION OF AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE ALL ACTIONS RELATED TO ACCEPTANCE OF STATE FUNDING FOR COUNTY DEVELOPMENTAL DISABILITIES SERVICES.

I. MOTION

Order in the Matter of Designating the Manager of the County's Developmental Disabilities Services Division as a Community Developmental Disability Program Administrator for Lane County and Providing the Delegation of Authority to the County to Execute All Actions Related to Acceptance of State Funding for County Developmental Disabilities Services.

II. DISCUSSION

A. Background Analysis

As a recipient of Oregon Department of Disability Services funding, the County's governing board, in the case of Lane County, the Board of County Commissioners (BCC), must designate one or more Community Developmental Disability Program (CDDP) Administrator.

Via BO 23-09-26-03, the Board of County Commissioners designated the Director, County Health and Human Services (H&HS), Eve Gray as the Community Developmental Disability Program Administrator. This Action seeks to modify the

access to the Express Payment and Reporting System (eXPRS) granted to the Developmental Disabilities Services Division Manager, raising their authority to perform transactions within the Express Payment and Reporting System, to be equivalent to that of the Director, Health and Human Services.

The Community Developmental Disability Program Administrators are delegated the authority to accept revenue documents, disburse funding, to process transactions with the Oregon Department of Disability Services via the Express Payment and Reporting System and to also process Service Element Prior Authorizations (SEPAs).

In Lane County in accordance with the Lane Manual, LM 20.600.100, the authority to accept the revenue document rests with the Board of County Commissioners and must be delegated via Board Action to authorize the County Administrator's signatory authority.

This Action seeks to both confirm the delegation of revenue agreements from the Oregon Department of Disability Services to the County Administrator and to add a second Community Developmental Disability Program Administrator to act via the Express Payment and Reporting System, as set forth above.

This joint designation of two Lane County Community Developmental Disability Program Administrators is requested based upon the numerous transactions handled via the Express Payment and Reporting System. The Developmental Disabilities Services Manager has consulted with Oregon Department of Disability Services regarding the desire to add a second Community Developmental Disability Program Administrator and received confirmation that the Board Of County Commissioners may designate a second Administrator.

Further, though most Express Payment and Reporting System payments/transactions are draw-downs of the State support funding or reimbursements for payments to local, state-contracted, services; one type of Express Payment and Reporting System action requires specific Community Developmental Disability Program Administrator authority/approval, namely the processing of Service Element Prior Authorizations (SEPAs).

The Service Element Prior Authorizations are processed when DDS staff recommend that a not-previously- utilized service be authorized for a client, under a given, applicable Service Element. The Service Element Prior Authorizations are also used to permit County DDS to directly "bill" for services it provides which are contractually obligated as authorized by the County Administrator. These Service Element Prior Authorizations cover case management, administrative costs, abuse investigation, foster home licensing, and eligibility determinations. The amounts indicated in these Service Element Prior Authorizations align with the amounts allocated by the state legislature and Oregon Department of Disability Services to fund the specific services performed by the County DDS as required by the aforementioned contract.

Approval of this Action will also result in the ability of the DDS Division Manager to process the Service Element Prior Authorizations directly. Based upon the technical knowledge navigating in the Express Payment and Reporting System as well as the in-depth knowledge of the Service Elements required, to ensure their legitimacy, Health and Human Services recommends that the DDS Division Manager is most qualified to handle these transactions.

B. Health Implications

The County's Developmental Disabilities Division 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 Developmental Disability 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. Recommendations

The Department of Health & Human Services endorses the delegation of authority to the County Administrator to sign revenue agreements received from Oregon Department of Disability Services for the coming biennium, 7/1/2025 – 6/30/2027, anticipated to be in the amount of $50,000,000.00. Additional delegated authority will be sought during the 25-27 biennium, if this amount is exceeded.

Health and Human Services also endorses the delegation of the County's DDS Division Manager as a Community Developmental Disability Program Administrator for Lane County, thereby permitting the County Administrator to manage revenue agreements, amendments and any related documents and to delegate the management of the Express Payment and Reporting System (eXPRS) and the processing of Service Element Prior Authorizations (SEPAs) to the DDS Division Manager and/or the Health and Human Services Director.

III. ATTACHMENTS

Board Order

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 25-04-08-xx	IN THE MATTER OF DESIGNATING THE COUNTY'S DEVELOPMENTAL DISABILITIES SERVICES DIVISION MANAGER AS A COMMUNITY DEVELOPMENTAL DISABILITY PROGRAM ADMINISTRATOR FOR LANE COUNTY AND PROVIDING THE DELEGATION OF AUTHORITY TO THE COUNTY ADMINISTRATOR TO EXECUTE ALL ACTIONS RELATED TO ACCEPTANCE OF STATE FUNDING FOR COUNTY DEVELOPMENTAL DISABILITY SERVICES

WHEREAS, the Developmental Disabilities Services Division of the Department of Health and Human Services, receives revenue, manages disbursements, transacts with the State of Oregon via the Express Payment and Reporting System and processes Service Element Prior Authorizations; and

WHEREAS, the Oregon Department of Disability Services requires that the County governing authority designate one or more individuals to represent the County in executing these actions, naming them as Community Developmental Disability Program Administrators; and

WHEREAS, authority to process Service Element Prior Authorizations is dependent upon the in-depth knowledge of the Program Service Elements, held by the Division Manager; and

WHEREAS, the Board of Commissioners concurs with the need to facilitate the use of the Express Payment and Reporting System in order to permit for the timely draw-down and disbursement of funding owing to the County; and

WHEREAS, the Board has already named one Community Developmental Disability Program Administrator for the County but recognizes the benefit of naming a second Administrator; and

WHEREAS, the Lane Manual 20 sets forth the requirements to permit the Board to delegate the authority to the County Administrator to accept revenue agreements in excess of $250,000.00; and

WHEREAS, it is anticipated that the 25-27 biennial grant award from the Oregon Department of Disability Services will be equal to or greater than $50,000,000.00;

NOW, THEREFORE, the Board of County Commissioners **ORDERS** as follows:

1. The County Administrator is delegated authority to take all actions, as required, to accept, process, amend and execute revenue agreements with the Oregon Department of Disability Services for the period July 1, 2025 through June 30, 2027, up to and including $50,000,000.00 and to sign the enrollment form designating the Developmental Disability Services Division Manager as a County Community Developmental Disability Program Administrator. (The Board notes that, on the enrollment form, this position is referred to as: Local Auth [Community Developmental Disability Program] IGA Manager.)

   And

2. The Board names the Developmental Disability Services Division Manager as a County Community Developmental Disability Program Administrator, with full authority to authorize transactions via the Express Payment and Reporting System and to process Service Element Prior Authorizations as needed.

These designations are effective this date and continue in place until such time as a subsequent Action may revise these delegations.

ADOPTED this _____day of April, 2025.

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David Loveall, Chair
Lane County Board of Commissioners