

# Information Memorandum Transmittal Developmental Disabilities Services



**UPDATED**

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**Number: DD-IM-24-012**

**Issue date: 04/11/2024**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Mentoring and Technical Assistance Program

**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: {Select type}           | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities              | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input type="checkbox"/> ODDS Children's Intensive In Home Services  |
| <input checked="" type="checkbox"/> County DD program managers           | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)  |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): All Medicaid agencies and <b>foster care providers</b> eligible to provide ODDS services. |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Message:**

**This transmittal was amended to specify that foster care providers are eligible to participate in this mentoring program. Other non-substantive changes were also made.**

The Office of Developmental Disabilities Services (ODDS) recognizes that there is a large demand throughout Oregon for technical assistance for Medicaid-Enrolled provider agencies and **foster care providers** as they seek to constantly improve services for those they serve. It also recognizes that many Medicaid provider agencies and **foster care providers** have developed various levels of expertise not only related to direct support of those they serve, but also related to the successful operation of their business and corresponding programs.

Through an approved American Rescue Plan Act (ARPA) grant, ODDS has funding available for a ~~Medicaid Agency~~ Mentoring and Technical Assistance Program that will

pay qualified provider agencies and **foster care providers** to provide mentoring and technical assistance. This includes both current provider agencies and **foster care providers** and entities seeking to become either. Agencies and **foster care providers** approved to mentor will help on a variety of topics related to ODDS services, such as: budgeting, business operation, compliance, positive behavior support services, employment services, day support services, residential services, foster care services, supported living services, host home services, other specific service elements, protocol development, staff recruitment and retention, training strategies, policy and procedure development, assisting with 120-day reviews, other related provider agency topics and relevant support, including assisting new agencies through the enrollment process.

To apply to be a mentor, the provider agency or **foster care provider authorized by ODDS** and have been in business for at least five years and have demonstrable expertise for any topics they wish to **provide technical assistance**.

~~Medicaid Agencies~~ Provider agencies and **foster care providers** that apply to be mentors and are approved by ODDS to provide mentoring services will be compensated by ODDS at a rate of \$75 per hour. This program is budgeted for a total of \$200,000 and it will end once the funding is exhausted or the grant end, whichever comes first.

Once ODDS has reviewed and approved agencies qualified to deliver technical assistance, ODDS will review applications and will reach out to approve or deny the request. Approved mentors will be matched with an agency or **foster care provider** seeking technical assistance .

To become a mentor of ODDS services and to be compensated at a rate of \$75 per hour, an agency **or foster care provider** must do the following between March 14, 2024 and no later than **5pm on May 30, 2024** by applying [HERE](#). At the discretion of ODDS, this deadline may be extended or other opportunities to apply may become available if deemed necessary.

1. Complete an internal evaluation and decide if your entity is successful and/or has expertise in providing ODDS related services. Examples of possible topics are (not an exhaustive list):
  - a. Business operation, business management, job development modeling, rule compliance, positive behavior support, protocol development, staff training or other related topics. This also includes providing technical assistance to entities in the process of becoming a provider agency or **foster care provider**.

2. Gather supporting documentation that helps demonstrate that the applying agency or **foster care provider** does have a level of expertise on ODDS approved services that it wishes to mentor. Below are examples of possible documentation:
  - a. Resume(s) of Staff with expertise on topics listed above. For example, an agency **or foster care provider** may have a staff member with extensive in job development experience and has a proven track record of developing jobs for individuals who have intellectual and/or developmental disabilities.
  - b. Description of a program that the agency or **foster care provider** considers successful. For example, an agency may have a program related to supported living or employment that it deems successful. The agency **or foster care provider** should provide all relevant information that will help demonstrate the success of the program(s).
  - c. Description of a business model that has been successful. For example, the agency or **foster care provider** may have developed a business model that allows it to financially succeed based on the rates and funding available in Oregon. The agency or **foster care provider** should provide documentation that helps prove the success of the business and why it thinks that other agencies or **foster care providers** may benefit from a similar model.
3. Complete **and submit**, in detail, the [Mentor Application](#) no later than 5pm on May 30, 2024. Submit the application via the SmartSheet form and you may retain a copy for your records. There will be no exception to this deadline unless otherwise specified by ODDS. To request assistance or support around the application, email questions to [ODDSARPA.funding@odhs.oregon.gov](mailto:ODDSARPA.funding@odhs.oregon.gov).
4. The application materials will be reviewed within 30 days of the submission date. The applicant will be informed in writing, via email, if the application was approved or denied. Incomplete applications will be denied by ODDS.
5. Once approved the agency will be included in a list of approved mentors of ODDS related services that an ODDS committee will consider when connecting mentoring Agencies with Agencies that want technical assistance.
  - a. It is important to note that even though a provider agency or **foster care provider** is approved to be a mentor, there are no guarantees that a mentor will be assigned to a mentee (an entity requesting support). Mentors cannot pre-arrange working with a mentee or vice versa. Mentors

with the best relevant experience will be matched to mentees at the sole discretion of ODDS.

- b. If approved and matched with a mentee agency, a **personal service contract service order contract** will be executed in order for services to begin.

**Training/communication plan:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov).

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 p.m. using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to [ODDS.Questions@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov) at least three business days prior to the meeting.

*If you have any questions about this information, contact:*

Contact(s): ARPA Team

Email: [ODDSARPA.funding@odhsoha.oregon.gov](mailto:ODDSARPA.funding@odhsoha.oregon.gov)