

Information Memorandum Transmittal Developmental Disability Services



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Number: DD-IM-24-022

Issue date: 04/11/2024

Topic: Developmental Disabilities

Due date:

Subject: Requesting Technical Assistance Through the Mentoring and Technical Assistance Program

Applies to (check all that apply):

- | | |
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| <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 checked="" 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 type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Medicaid provider agencies and foster care providers |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

ODDS recently announced its Mentoring and Technical Assistance Program ([transmittal DD-IM-24-12](#)) for Medicaid agencies and foster care providers (providers) that are eligible to provide ODDS funded services. Providers can now apply for mentoring and technical assistance on variety of topics relevant to any ODDS services. Through an approved American Rescue Plan Act (ARPA) grant, ODDS has funding available for a Mentoring and Technical Assistance Program. The funding will provide mentoring and technical assistance for ODDS related services to both current providers and those entities seeking to become an ODDS provider.

Mentors can assist on a variety of topics related to ODDS services, such as:

budgeting	host home services
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business operation	other specific service elements
compliance	protocol development
positive behavior support services	staff recruitment and retention
employment services	training strategies
day support services	policy and procedure development
residential services	assisting with 120-day reviews
foster care services	other related provider topics and relevant support, including assisting new ODDS providers through the enrollment process
supported living services	

As mentioned above, entities that have applied and are in the process of becoming an ODDS provider can also seek mentoring and technical assistance related to the provider application process, including support on:

- ~ policy development,
- ~ staff training,
- ~ structuring of a successful business model
- ~ any other relevant support.

The technical assistance will be provided by authorized ODDS providers that have previously applied and been approved by ODDS to be a mentor and to provide technical assistance. Applicants seeking technical assistance (mentees) will be matched, by ODDS, with a mentor.

To request technical assistance, eligible mentees will complete the application [HERE](#). This application to receive mentorship and technical assistance opportunities is open on April 12, 2024, and must be completed no later than June 28, 2024.

It is important that the [application](#) be carefully completed, and it is especially important to provide a detailed description of the TA/mentoring services being requested. Providing adequate detail will ensure that the applying mentee will be matched with the appropriate mentor. It will also help the mentor to develop a technical assistance plan that will best suit the mentee's needs.

The [application](#) asks about the amount of TA/mentoring hours being requested. The mentee is asked to provide its best estimate about the number of hours needed or

wanted. When ODDS reviews the completed application, including the mentoring providers' service plan, ODDS will determine how many exact hours will be awarded and which mentor to be assigned. The number of hours and type of assistance requested may reflect whether the mentee is being provided assistance in person or virtually. Please note on your application if you are unable to receive technical assistance virtually.

The specific steps of the approval process are the following:

1. Beginning April 12, 2024, providers requesting mentorship may fill out the application [HERE](#).
2. The application must be carefully completed and provide a detailed description as to why the TA is needed.
3. ODDS will review the completed application and assign an approved mentor that the program deems most appropriate for the request.
4. The assigned mentor will review the mentee's application carefully. Upon review of the mentee's application, the mentor will complete a plan as to how the mentoring and TA services will be provided.
6. ODDS will inform both parties, via email, about its decision on the mentorship match.
7. ODDS will negotiate with the mentor and mentee and will develop a work order contract for specific details outlining the TA and mentorship hours and deliverables.
8. Once the mentorship hours have been completed, the mentee will complete a brief narrative report to summarize technical assistance activities, impact, successes, and barriers. All mentorship hours and final reporting must be completed no later than March 1, 2025.

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.

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 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