



Nov. 3, 2021

To: CME leadership and staff

From: Lilia Teninty, Director, Office of Developmental Disabilities Services

Subject: Please complete important upcoming survey

To ensure the Office of Developmental Disabilities Services (ODDS), Community Developmental Disabilities Programs (CDDPs) and Brokerages are equipped to meet Oregonians' needs, the Oregon Department of Human Services (ODHS) continually evaluates the workload, types of positions and number of staff needed to complete the required work of CDDPs and Brokerages. Later this month you will begin receiving the Random Moment Survey (RMS). Please complete the survey when prompted.

RMS is one of ODHS' vital tools for gathering workload information from CDDP and Brokerage employees. The survey collects specific details about the work you are doing at a given moment during your workday. This information provides the state insight into your constantly evolving workload and the time needed to perform your required duties.

ODDS has been working with the ODHS Office of Reporting Research Analytics & Implementation (ORRAI) to update the RMS that will be used to plan for the 2023–25 biennium budget. ORRAI will use the survey data to predict more accurately CDDPs' and Brokerages' full-time employment and projected budget needs. The results will also provide a basis for requesting funding for the 2023–25 biennium.

RMS surveys for the first data-collection phase will launch later in November and continue through February 2022. Please complete the survey each time you receive it. Thank you.

Here are important details to know about the survey.

- Please complete the survey three times weekly.

- Surveys should take no longer than one minute to complete.
- The ongoing frequency of the surveys will be determined after the initial data is analyzed.
- The research team will aggregate and anonymize all survey results. Employees' identities will be protected and unknown in the published reports.
- The only people with access to the survey's raw data are members of the ORRAI research team specifically assigned to the project. No one in leadership positions, such as managers and supervisors, will have access to the raw data.

If you have additional questions, please refer to the attached FAQ. If you need more information or have concerns about the survey process, please contact Lead Analyst Robin Pascual at 503-358-5640 or robin.n.pascual@dhsosha.state.or.us.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lilia".

Lilia Teninty
Director
Office of Developmental Disabilities Services

Previous ODDS Director's Messages are available at <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/messages.aspx>

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