

Action Request Transmittal

Select originating program



Authorized signature

Number:
Issue date:

Topic: Developmental Disabilities

Due date:

Subject: New Payment Portal for: Host Homes and 24 Hour Residential Facilities.

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 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 checked="" 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 Agency Providers |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: Licensing has created an online payment portal designed for Providers providing; Host Home and 24 Hour Residential services to pay for Renewal and New Home application fees.

The online payment portal will be live September 1, 2021, and users will be required to submit New Home and Renewal payments to the **ODDS 24 Hour Residential and Host Home** portal by accessing the following link:

<https://appengine.egov.com/apps/or/ODDS/Adult24HourHostPayment>



ODDS 24 Hour Residential and Host Home

Oregon Department of Human Services

Application Type

Use the drop down box to select your application then click "Continue" to proceed.

Application Type *

Please select an option

Please select your application type.

CONTINUE >

A user must select the application type and follow portal generated prompts before submitting payment. Post March 1, 2022, the ODDS DD Licensing unit will no longer accept checks or money orders for: Renewal Applications and New Home Applications.

Reason for action: Historically ODDS DD Licensing has accepted New Home application payments via check to the department and Renewal payments via an accounts receivable invoice. This new paperless payment portal will ensure payment security as well as ease of payment record access, our process has been modernized into this new portal.

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: [Join Microsoft Teams Meeting](#), or you can call [971-277-2343](tel:971-277-2343) using conference ID: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsosha.state.or.us.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this policy transmittal contact:

Joshua.C.Clark@dhsosha.state.or.us