

Action Request Transmittal

Select originating program



Authorized signature

Number:
Issue date:

Topic: Developmental Disabilities

Due date:

Subject: New Payment Portal for Adult Foster Homes.

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>): Adult Foster Home Providers |
| <input 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 Adult Foster Home services to pay for Renewals, New Homes, Changes in Resident Manager, and Increase in Capacity fees.

The online payment portal will be live September 1, 2021, and users will be required to submit New Home, Changes in Resident Manager, Increases in Capacity and Renewal payments to the **ODDS Adult Foster Care** portal by accessing the following link:

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



Application Type

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

Application Type *

Please select an option

Please select the application type.

CONTINUE >

A user must select the application type and follow portal generated prompts before submitting payment. Post December 1, 2021, the ODDS DD Licensing unit will no longer accept checks or money orders for: Renewal Applications, New Home Applications, Changes in Resident Manager, or Increases in Capacity.

Reason for action: Historically ODDS DD Licensing has accepted payments via check to the department for New Homes, Changes in Resident Managers, as well as for Increases in Capacity. Renewal payments have been paid 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