

# Action Request Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number:**  
**Issue date:**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** ODDS Notification Form for Children Entering Host Homes & ODDS Host Home Update Reporting Form

**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 checked="" 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> ): CDDP Service Coordinators, Residential Specialists |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |   |
| <input type="checkbox"/> Child Welfare Programs                          |   |

**Action required:** CDDPs will use ODDS Notification Form for Children Entering Host Homes (Form Number TBD) when a child is moving into Host Homes. CDDPs will submit the form via a secure email to [Host.Homes@dhsoha.state.or.us](mailto:Host.Homes@dhsoha.state.or.us).

CDDPs will use ODDS Host Homes Update Reporting (Form Number TBD) when reporting changes to the child's current Host Home placement. CDDPs will submit the form via a secure email to [Host.Homes@dhsoha.state.or.us](mailto:Host.Homes@dhsoha.state.or.us) and [5517.info@dhsoha.state.or.us](mailto:5517.info@dhsoha.state.or.us).

**Reason for action:** Host Homes is a new residential service. ODDS Notification form for Children Entering Host Homes (Form Number TBD) is a required document for Host Home enrollment. ODDS Host Home Update Reporting (Form Number TBD) is required when updating a child's Host Home Status.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

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