

# Action Request Transmittal {Select originating program}



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**Authorized signature**

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

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** ONA procedures

**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 checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerage managers  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Action required:**

The following procedures are expected to occur regarding the Oregon Needs Assessment (ONA):

1. After a certified ONA assessor completes an ONA, the SC/PA and/or the ISP team should review the ONA to ensure that it reflects the individual's support needs. If the ISP team believes that there are supports that were not accurately captured on the ONA they should bring them to the attention of the assessor within the time the assessor has to make corrections on the ONA (The assessor can correct up to 60 days after submission).
2. Prior to each annual ONA, the SC/PA should try to determine if support needs have changed on any ONA items that only the certified assessor can edit in the ONA. If there have been changes- they should request that a certified assessor conducts the annual ONA.  
A certified ONA assessor must complete the initial ONA, the annual ONA at ages 3, 4, 5, 8, 12, 15, and 18
3. While conducting an "Annual SC/PA Assessment" if the SC/PA discovers a change in support need that is not addressed in the current ONA, the SC/PA will inform the individual and providers that an assessor will need to complete a new assessment and refer this ONA to a certified assessor. The

certified assessor will complete the change in need assessment within 45 days of receiving the request.

4. If anytime during the year a person's support needs have changed on items that only a certified ONA assessor can change, then a "change in need" ONA should be completed within 45 days of the needs being identified.
5. In preparation for implementation of ONA Service Groups in July 2021, it is recommended that all SC/PA's begin reviewing individuals' ONA's and making adjustments as necessary.

**Reason for action:**

Following these actions will ensure that the most current support needs are accurately captured on the ONA and that the resulting Service Group is indicative of the current support needs.

This transmittal will be discussed during the next Monthly Transmittal Call In. These meetings are held the third Thursday of every month at 2 pm.

877-848-7030, guest code 458900#

Please send questions in advance to [ODDS.INFO@state.or.us](mailto:ODDS.INFO@state.or.us)

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

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