

Action Request Transmittal Developmental Disabilities Services



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Number:
Issue date:

Topic: Developmental Disabilities

Due date:

Subject: Shadowing and Guidance for New Assessors

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

Action required:

Prior to being certified as an ONA Assessor, newly trained ONA assessors must shadow a Quality Assurance Trainer (QAT) and be shadowed by a QAT. The QAT will make contact with new assessors prior to the ONA New Assessor Training in order to schedule the shadowing opportunities.

Shadowing plan:

1. Observing a QAT: The new ONA assessors will observe the QAT conducting an ONA followed by a debriefing session.
2. Shadowing by QAT: The QAT will observe the new ONA assessor conduct an ONA and debrief afterwards.

Typically, the observation and the shadowing will be done on consecutive days as schedules allow. The assessor or their CME will need to identify and schedule (along with the QAT) ONA meetings with individuals from their CME for the two shadowing sessions.

Reason for action:

Initial and ongoing training is required to maintain certification as an ONA Assessor per

OAR [411-425-0035](#). Shadowing and guidance provided by QATs will result in a higher level of assessor consistency and reliability.

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](#) using conference ID: 403 980 561# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsola.state.or.us.

Field/stakeholder review: Yes No

The ONA Quality Assurance Advisory Group met and agreed upon the shadowing and guidance as part of the quality assurance process.

If yes, reviewed by:

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

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