

## ES Core Competency Review Notice

CDDP	Eligibility Specialist	Review Date
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The Office of Developmental Disabilities Services program must perform individual core competency reviews on Eligibility Specialists in order to identify if core competency is demonstrated in independent work. The ODDS Diagnoses and Evaluation Coordinator must review the entire eligibility file, and all documents/records related to at least three eligibility files, per APD-Information Memorandum 10-011 and 11-076, attached here.

A random selection of eligibility determinations from the previous 12 months for the identified Eligibility Specialist have been selected from eXPRS determinations. Please assist us by completing the required actions below timely:

- Review the file list and respond within 1 business day to
  - Affirm notification have been received, and
  - The listed files are products of independent work.
- The requested files and all related documents must be submitted by individual secure email to [ODDS.DE@dhsosha.state.or.us](mailto:ODDS.DE@dhsosha.state.or.us) with the entire eligibility file for each individual **within 5 business days**.
- Please note in the subject line: ES Core Comp File (1, 2, 3, etc).

If you have any questions about this review, or if you are not able to provide me the file by this time, please let me know.

### **Eligibility Core Competency Review Records** (including but not limited to):

- All ODHS forms (application, notices, 729, memos, etc.)
- All written correspondence (including appeal info if applicable)
- All determination documents (evaluations, assessments, medical, school, VR, SSA records)
- All Progress notes (referral through determination and/or hearing)
- Eligibility Statement (the summary document used internally)
- For redeterminations, include the original eligibility notice and internal eligibility statement
- Eligibility training/meeting attendance and participation for the past year

The D&E Coordinator will be reviewing the eligibility files, may request additional files, and score using the ES Core Competency Rating Sheet. A summary report of findings will be provided to the ES and (Program Manager/Eligibility Supervisor) within 30 business days of the last file submission.

Following the review, ODDS will provide the written summary and a meeting option should the CDDP wish to review the findings and provide additional information for consideration.

Competencies measured include:

- Administrative Competencies
- Age Category Eligibility
- Co-Occurring Conditions
- Consultations
- Critical Thinking
- Eligibility Fundamentals
- eXPRS eligibility
- Notices
- Progress Notes
- Redeterminations, Transfers,

Core Competency Scoring:

- Section 1 – Fundamental competencies
- Section 2 – Co-Occurring conditions
- Section 3 – Early Childhood Eligibility
- Section 4 – School Age Eligibility and Adult Eligibility
- Section 5 – Adult Determinations
- Section 6 – Progress Notes
- Section 7 – Redeterminations
- Section 8 – County Transfers
- Section 9 – Administrative Competencies
- Section 10 – Notices
- Section 11 – eXPRS entry
- Section 12 – Critical Thinking Competencies
- Section 13 – Consultation (D&E; ES Mentors)