

Policy Transmittal Developmental Disabilities Services



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Number:
Issue date:

Topic: Developmental Disabilities

Due date: August 1, 2021

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

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>): Eligibility Specialists |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Eligibility Hearings Witness Testimony		
Policy/rule number(s):	OAR 411-320-0080 OAR 411-320-0030 OAR 411-001-0500	Release number:	
Effective date:	10/01/2021	Expiration date:	
References:			
Web address:			

Discussion/interpretation:

Beginning **10/1/2021**, Community Developmental Disabilities Program Eligibility Specialists (ES) will testify as the subject matter expert witness on behalf of the Department when an applicant who has been found ineligible for developmental

disabilities services requests an administrative hearing. This will include both initial denials and redeterminations of eligibility decisions. The ES will testify to the merits of the case for the eligibility denial based on Oregon Administrative Rule 411-320.

The ODDS Diagnosis and Evaluations Coordinators may testify on behalf of the Department as eligibility administrative rule and policy subject matter experts, when necessary.

Training opportunities will be offered in September 2021, co-facilitated by ODDS and the Department of hearings unit for administrative hearings. These trainings will address the administrative hearings process and witness preparation. ODDS Diagnosis and Evaluation Coordinators will also offer opportunities for ES's to attend eligibility hearings in the interim for training purposes. An ES who is interested in observing a D&E during a hearing should email the request to: odds.de@dhsola.state.or.us and include "Hearing Shadow" in the subject line.

Training/communication plan:

September ODDS hearings training (TBA)

Monthly Statewide Eligibility Specialist meetings

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@dhsola.state.or.us.

Local/branch action required: CDDP Program Managers, Eligibility Supervisors and Eligibility Specialists should review, participate in necessary training, and implement processes related to this transmittal to prepare for 10/1/2021 hearing witness duties.

Central office action required: Provide consultation and training as needed.

Field/stakeholder review: Yes No

If yes, reviewed by: Engagement & Innovation stakeholder review

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): ODDS D&E Coordinator	
Phone:	Fax:
Email: ODDS.DE@dhsosha.state.or.us	

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