

Policy Transmittal

Select originating program



Authorized signature

Number:
Issue date:

Topic: Developmental Disabilities

Due date:

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 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 | |

Policy/rule title:	ONA Assessor Qualifications and Training		
Policy/rule number(s):	OAR 411-425-0035 (3)(a) and (b)	Release number:	
Effective date:	August 1, 2021	Expiration date:	
References:			
Web address:	https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=4834		

Discussion/Interpretation:

Initial and ongoing training is required to obtain certification and remain certified as an Oregon Needs Assessment (ONA) Assessor with the Office of Developmental Disabilities Services (ODDS).

Initial ONA Assessor Certification requirements:

To obtain full ONA Assessor Certification, the following must be completed:

- Attend the ODDS facilitated 2-day ONA New Assessor Training which will result in a conditional certification, and within eight weeks:
- Observe a QAT conduct the first scheduled ONA, and
- Complete no more than three (3) ONAs independently which will be reviewed by a QAT, and
- Coordinate to have a QAT shadow the assessor complete an ONA (after observing a QAT) before completing any additional ONAs independently.

Newly certified assessors are required to:

- Participate in the monthly ONA call-ins each month for the first six (6) months following certification.

Ongoing ONA Certified Assessor Requirements:

In order for a person to remain certified as an ONA Assessor, the following requirements must be met:

- Participate in a minimum of 6 monthly ONA call-ins during a calendar year
- Attend no fewer than three (3) ODDS facilitated ONA Assessor Quarterly Trainings (occur annually in January, April, July, and October unless otherwise noted)
 - Assessors may not miss more than one (1) ONA Assessor Quarterly Training in a calendar year and cannot miss two in a row from one year to the next (example: October and then January)
- Attend ONA Assessor Refresher training when recommended by QAT or trainers (trainings offered monthly).

Training requirements for assessors with a break in conducting ONAs:

If the break is between three (3) and six (6) months:

- A Desk Review will be completed by a QAT.

If the break is between six (6) and twelve (12) months:

- Attend the ONA Assessor Refresher Training and participate in the shadowing process described above for Initial ONA Assessor Certification.

If the break is twelve (12) months or longer:

- Attend the ODDS facilitated 2-day ONA New Assessor Training and Initial ONA Certification process.

If initial and/or ongoing training requirements are not met, the following will take place:

- ONA assessor permissions in eXPRS will be removed for failure to complete required trainings.
- Those who have lost their assessor permissions must complete the initial training and shadowing process again to regain their ONA assessor permissions in eXPRS.

Implementation/transition instructions:

Register for ONA Trainings through Workday Learning. A QAT will make contact with new assessors to schedule the shadowing process.

Training/communication plan:

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: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsosha.state.or.us.

Local/branch action required:

Central office action required:

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Linda Darr	
Phone: 541-324-4387	Fax:
Email: linda.darr@dhsosha.state.or.us	

DRAFT