Information Memorandum Transmittal
Developmental Disabilities Services

Lilia Teninty  
*Authorized signature*

**Number:** DD-IM-21-001  
**Issue date:** 1/5/2021

**Topic:** Developmental Disabilities

**Subject:** New DD Licensing Email Notification Box

**Applies to (check all that apply):**

- All DHS employees
- Area Agencies on Aging: {Select type}
- Aging and People with Disabilities
- Self Sufficiency Programs
- County DD Program Managers
- Support Service Brokerage Directors
- ODDS Children’s Residential Services
- Child Welfare Programs
- County Mental Health Directors
- Health Services
- Office of Developmental Disabilities Services (ODDS)
- ODDS Children’s Intensive In Home Services
- Stabilization and Crisis Unit (SACU)
- Other *(please specify)*: Office of Training Investigation and Safety (OTIS)

**Message:**

ODDS Licensing has created a new email box to send information, referrals, and notifications regarding providers, licensing, and corrective action needs.

New Email Box: [DDLicensing.Notifications@dhsoha.state.or.us](mailto:DDLicensing.Notifications@dhsoha.state.or.us)

CME’s should direct information to this email box to ensure it is directed to the appropriate personnel at ODDS. CDDP’s conducting abuse investigations should send referrals regarding provider concerns related to abuse investigations as well. ODDS licensing will review the information for the following provider types:

- Professional Behavior Services
- 24-Hour Residential Programs
- Supported Living Programs
- Employment Services
Host Home Programs
Direct Nursing Services
Community Living Supports
Adult Foster Homes
Child Foster Homes

Please note: Formal complaints should still be sent to the ODDS complaints email box ODDS.Complaints@dhsoha.state.or.us

**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.INFO@state.or.us.

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If you have any questions about this information, contact:

<table>
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