

Information Memorandum Transmittal Developmental Disabilities Services



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Authorized signature

Number: DD-IM-21-001

Issue date: 1/5/2021

Topic: Developmental Disabilities

Due date:

Subject: New DD Licensing Email Notification Box

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 checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Office of Training Investigation and Safety (OTIS) |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

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@dhsosha.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@dhsosha.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](tel: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.

If you have any questions about this information, contact:

Contact(s): Jessica Denison	
Phone: 503-569-8810	Fax:
Email: jessica.denison@dhsosha.state.or.us	