

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number: DD-IM-21-005**

**Issue date: 1/14/2021**

**Topic:** Developmental Disabilities

**Effective date:** 1/1/2021

**Subject:** Quality Assurance and Core Competency Reviews for ODDS

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

**Message:**

Beginning January 1, 2021, ODDS will no longer be conducting eligibility Quality Assurance Field Reviews (QAFR) for Community Developmental Disabilities Program (CDDP) offices. Rather, ODDS Diagnosis and Evaluations (D&E) Coordinators will be evaluating eligibility determinations via the Individual Core Competency review process.

Individual Core Competency reviews are an integral part of the eligibility determination process. Demonstrating competencies after completion of the core competency training is an annual expectation in order to ensuring consistent and accurate determinations are being made in each CDDP (OAR 411-320-0030(10)(d)(B)).

Individual Core Competency reviews will be completed by the D&E Coordinators using the following priorities:

1. Eligibility Specialists who have not had a core competency review in 2020.
2. Eligibility Specialists who are due for core competency review in 2021.

**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](mailto:ODDS.INFO@state.or.us).

*If you have any questions about this information, contact:*

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