

Action Request Transmittal Developmental Disabilities Services



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Number: DD-AR-21-016

Issue date: 3/19/2021

Topic: Disability Determination

Due date: 3/19/2021

Subject: ODDS Diagnoses & Evaluation Coordinator Eligibility Consultations

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 | |

Action required: CDDP Program Managers and Eligibility Specialists must implement the ODDS D&E Eligibility Consultation Worker Guide & Protocols. The worker guide and D&E Consultation Form must be used for all formal ODDS eligibility consultations which may result in a determination of eligibility by the CDDP.

Reason for action: The worker guide is intended to provide Eligibility Specialists a foundation of core competency and due diligence steps for eligibility determinations and consultations to create consistency in eligibility consultations, determinations, formal ODDS D&E Consultations, and responses.

Communication/training: ODDS will review this communication at the monthly statewide Eligibility Specialist meeting on Monday, March 29th at 3:00p.m. (P.S.T.).

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.

The related documents are posted online:

Eligibility Consultation Worker Guide: <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/WorkerGuides/DE-Eligibility-Consultation.pdf>

D&E Consultation Request Form: <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/WorkerGuides/Eligibility-Consultation-Request-Form.docm>

Field/stakeholder review: Yes No

If yes, reviewed by: ODDS Engagement & Innovation website

If you have any questions about this action request, contact:

Contact(s): ODDS Diagnosis & Evaluation Coordinators
Email: ODDS.DE@dhsosha.state.or.us