Information Memorandum Transmittal
Developmental Disabilities Services

Lilia Teninty

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Number: DD-IM-21-020

Issue date: 4/1/2021

Topic: Developmental Disabilities

Due date: 4/1/2021

Subject: Updated County-to-County Transfer Worker Guide

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): CDDP Eligibility Specialists

Highlighted Changes:

- Release of Information forms are no longer needed for transfers of eligibility and/or services from one Case Management Entity (CME) to another.
- When an individual transfers to a new Community Developmental Disabilities Program (CDDP), the eligibility line in eXPRS MUST be closed by the Sending CDDP AFTER coordinating the transfer date with the Receiving CDDP.

Message:
An updated County-to-County transfer worker guide is now posted in the Staff Tools page. This worker guide replaces the guide dated December 13, 2016. The expectations in this updated guide for case management entities are effective as of the date of this transmittal.

Coming Later:
ODDS will be forming a workgroup to work on additional changes to the county transfer process. This will include staff from case management entities, but may be specific to eligibility specialists, case managers, and staff who complete administrative work related to transfers. Information has been posted on the ODDS Engagement and Innovation page.
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.

If you have any questions about this information, contact:

<table>
<thead>
<tr>
<th>Contact(s): Michael Harmon / Becky Smallwood</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 971-707-2322 / 503-957-9016</td>
</tr>
<tr>
<td>Email: <a href="mailto:michael.a.harmon@dhsoha.state.or.us">michael.a.harmon@dhsoha.state.or.us</a> / <a href="mailto:Rebecca.SMALLWOOD@dhsoha.state.or.us">Rebecca.SMALLWOOD@dhsoha.state.or.us</a></td>
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