

Information Memorandum Transmittal Developmental Disabilities Services



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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):

- | | |
|---|---|
| <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 checked="" 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 | |

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](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:

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