

Policy Transmittal Developmental Disabilities Services



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Number: DD-PT-21-021
Issue date: 4/1/2021

Topic: Developmental Disabilities

Due date:

Transmitting (check the box that best applies):

- New policy Policy change Policy clarification Executive letter
 Administrative Rule Manual update Other:

Applies to (check all that apply):

- All DHS employees County Mental Health Directors
 Area Agencies on Aging: {Select type} Health Services
 Aging and People with Disabilities Office of Developmental Disabilities Services (ODDS)
 Self Sufficiency Programs ODDS Children's Intensive In Home Services
 County DD Program Managers Stabilization and Crisis Unit (SACU)
 Support Service Brokerage Directors Other (please specify):
 ODDS Children's Residential Services
 Child Welfare Programs

Policy/rule title:	Training Requirements for ONA Case Manager Assessments		
Policy/rule number(s):	OAR 411-425-0035 ; OAR 411-415-0060 ; ONA Manual for Case Managers	Release number:	V1
Effective date:	April 1, 2021	Expiration date:	
References:	Training requirements for ONA assessments		
Web address:			

Oregon Administrative Rule 411-425-0035(2) requires that services coordinators and personal agents complete training prior to completing an Oregon Needs Assessment (ONA).

The required ONA training for services coordinators and personal agents is now available in the State approved learning management system. The training has three parts. The services coordinator or personal agent must complete all three parts of the online training.

Once completed, the services coordinator or personal agent's supervisor must email all three (3) certificates of completion along with an eXPRS User Enrollment Form to eXPRS at: info.eXPRS@dhsoha.state.or.us.

eXPRS will reject any request that does not contain all four required documents: (3) Certificates of completion and a completed User Enrollment Form.

Part 1:

<https://ilearn.oregon.gov/Admin/ContentDetails.aspx?id=53679FF2AB664DFB93FE8A1650565495>

Part 2:

<https://ilearn.oregon.gov/Admin/ContentDetails.aspx?id=4655EBE7BFD541729F3B1A02CA4DFA0C>

Part 3:

<https://ilearn.oregon.gov/Admin/ContentDetails.aspx?id=EC1B97E18E554B908CCCC64FAFF8BDF7>

This webinar scheduled for April 21st will be cancelled.
This training will no longer be offered in person or by webinar.

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.

Field/stakeholder review: Yes No

If yes, reviewed by: Trainings were piloted by several services coordinators and personal agents. Also posted on the Engagement & Innovations website.

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Judy Stanley	
Phone: 971-701-1893	Fax:
Email: Judy.a.stanley@dhsoha.state.or.us	