

Policy Transmittal Developmental Disabilities Services



Lilia Teninty

Number: DD-PT-21-021

UPDATED LINKS

Authorized signature

Issue date: 4/5/2021

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):

- | | |
|--|--|
| <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 checked="" 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 type="checkbox"/> Other (please specify): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> 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:	V2
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@dhsosha.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.

Corrected/updated links

Part 1:

[DHS - DD - ONA Assessment Training for Service Coordinators and Personal Agents - Part 1 of 3](#)

Part 2:

[DHS - DD - ONA Assessment Training for Services Coordinators and Personal Agents - Part 2 of 3](#)

Part 3:

[DHS - DD - ONA Assessment Training for Service Coordinators and Personal Agents - Part 3 of 3](#)

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

Field/stakeholder review: Yes No

If yes, reviewed by: Trainings were piloted by several services coordinators and personal agents

Filing instructions:

If you have any questions about this policy, contact:

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