### Topic: Developmental Disabilities

#### Transferring (check the box that best applies):
- [ ] New policy
- [x] 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
- [x] Office of Developmental Disabilities Services (ODDS)
- [ ] Self Sufficiency Programs
- [x] ODDS Children’s Intensive In-Home Services
- [ ] County DD Program Managers
- [x] Support Service Brokerage Directors
- [x] ODDS Children’s Residential Services
- [ ] Stabilization and Crisis Unit (SACU)
- [ ] Child Welfare Programs
- [ ] Other (please specify):

<table>
<thead>
<tr>
<th>Policy/rule title:</th>
<th>Training Requirements for ONA Case Manager Assessments</th>
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<tbody>
<tr>
<td>Policy/rule number(s):</td>
<td>OAR 411-425-0035; OAR 411-415-0060; ONA Manual for Case Managers</td>
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<tr>
<td>Release number:</td>
<td>V2</td>
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**Effective date:** April 1, 2021  
**Expiration date:**

#### References:
- Training requirements for ONA assessments  

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.

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@dhsoha.state.or.us