

Information Memorandum Transmittal Developmental Disabilities Services



UPDATED

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Number: DD-IM-21-029

Issue date: 9/2/2021

Topic: Developmental Disabilities

Due date:

Subject: Documents Added to the ONA Assessor Resource Page

Applies to (check all that apply):

- | | |
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| <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 (<i>please specify</i>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: The Office of Developmental Disabilities Services maintains an ONA Assessor Resources web page located at: [ONA Assessor Resource Page](#)
The following updated documents were added:

ONA Manual Version 5: This is the manual to obtain guidance for coding of the ONA Assessment. <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/ONA/ONA-Manual.pdf>

ONA Item Essential Elements: Guides assessors along with the ONA Manual as a guide for coding ONA items. <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/ONA/ONA-Item-Essential-Elements-Item-Breakdown.pdf>

ONA Coding Tree and Coding Key: This is to be used along with the manual and Essential Elements document to determine the accurate coding of ADL/IADL and Medication Management Items. <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/ONA/ONA-Coding-Decision-Tree.pdf>

Appropriate Use of Coding Options: This is the document to help determine the appropriate coding options. https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/ONA/Appropriate-Use-of-ONA-Coding_Options.pdf

Guidance for Coding Items with Multiple Parts: This is the document to determine accurate coding for General Hygiene and Housework Items. <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/ONA/Guidance-for-Coding-Items-with-Multiple-Parts.pdf>

2021-2022 Training Schedule: This is the schedule to plan for future ONA trainings. <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/ONA/ONA-Assessor-Training-Schedule.pdf>

QAT Area Assignments: This is the document to determine the assigned Quality Assurance Trainer (QAT) for your agency. <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/ONA/Assessor-QAT-Area-Assignments.pdf>

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: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsosha.state.or.us.

If you have any questions about this information, contact:

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