

# Information Memorandum Transmittal Developmental Disabilities Services



Lilia Teninty

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**Number: DD-IM-21-033**

**Issue date: 5/12/2021**

**UPDATED Version 2.0**

**Due date:**

**Topic:** Developmental Disabilities

**Subject:** Oregon State Hospital Discharge Types and Procedures

**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 checked="" 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:**

**5/12/2021- Updates are identified as underlined in the Worker's Guide.**

**Summary of changes in version 2 of the Worker's Guide:**

- **Addition of Hyperlinks as available and appropriate;**
- **Clarification around Oregon State Hospital (OSH) notification to Case Management Entities (CMEs) upon individuals' admission to OSH;**
- **Change in verbiage to clarify individual choice in applying for DD services.**

The Worker's Guide for [Admission Types and Discharge Processes from the Oregon State Hospital \(OSH\)](#) is intended to provide guidance to the field when working with individuals being discharged from OSH back into the community. The Worker's Guide covers the various types of discharges from OSH that Case Management Entity (CME) staff may encounter. Included is the [OSH Social Worker Process Map](#) outlining the process and responsibilities of the OSH Social Worker, Office of Developmental Disabilities Services (ODDS), and the CME.

**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: 403 980 561# to hear only the audio portion of the meeting. Please send questions in advance to [ODDS.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us).

*If you have any questions about this information, contact:*

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