

Information Memorandum Transmittal Developmental Disabilities Services



Lilia Teninty

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Number: DD-IM-21-034

Issue date: 5/5/2021

Topic: Developmental Disabilities

Due date:

Subject: New CAM Enhancements Coming on May 10th 2021

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 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:

ODDS would like to make all CAM users aware of updates to the system that will be available May 10th of 2021. These updates add additional fields to Person Records and Serious Incident records. Users are not required to take immediate action, only to be made aware of the new enhancements. Please share this information with CAM users on your team.

Person/Service Provider Records:

HCW/PSW types have been expanded to include: Behavioral Professional, Job Coach and Multiple. A user can more accurately identify which record is needed by having this additional level of detail. Multiple identifies if the HCW/PSW Independent Provider offers multiple services to their clients.

When a user selects HCW/PSW within their List View on the Person/Service Provider tab, they will be able to identify the HCW/PSW type in the details of the list:

| Person/Service Provider Name | Physical State/Pro... | Phone | HCW/Independent Provider Type | Person/Service Prov... |
|------------------------------|-----------------------|----------------|-------------------------------|------------------------|
| 1 Jada Arluene Odo | | | Behavior Professional | cwolf |
| 2 Tally Godfree Jovovic | | | Multiple | otech |
| 3 Giraldo Nevil Wetherburn | | (541) 217-1777 | Job Coach | otech |
| 4 Harriott Adoree Ephson | | | HCW | otech |
| 5 Pascale Sergio Revel | | | HCW | otech |

Serious Incident Records:

In the Summary text field, LEA Notes and Recommended Action Notes on a Serious Incident record, a user can now utilize formatting tools within the narrative fields. These tools allow a user to bold/italicize/underline words, as well as adjust font size and formatting. A user can utilize the tools when creating a new SI record, or when editing a previously existing one.

Formatting tools when creating an SI:

Reporter
SI Client
Responsible Parties
Incident
SI Category
COVID

Reporter

* Date Report Received by CME/APD

Apr 27, 2021

Reporter Search

Please search before adding a new Reporter.

Summary of Serious Incident

Salesforce Sans

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Formatting tools when editing an existing SI:

NOTES

* Summary of Serious Incident

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Location

Formatting tools within a Recommended Action's Result Notes:

The screenshot shows a 'Results' form with several fields. The 'Notes' field is highlighted with a rich text editor toolbar. The toolbar includes a font color selector (black), a font size dropdown (12), and buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Link, Image, and Unlink.

When creating an SI, or editing an existing one, a user can now search for an existing Nurse or Nursing Agency responsible at the time of the Incident.

Responsible Parties

Parties Responsible at Time of Incident Search

The Responsible Party is a Service Provider and/or paid individual responsible for the SI Client at the time of incident.

Responsible Service Provider at Time of Incident

Responsible HCW/PSW at Time of Incident

Nurse/Agency at Time of Incident

No Responsible Party at time of Incident

Child Abuse Reports:

A user may need the ability to refer an SI involving a child, to Child Welfare. While entering an SI detail in the Incident tab, if the DD Authority is: DD Children, DD SACU Children or DD Child Group Home, the user will be given the available options:

| | |
|--|---|
| <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> . . . </div> <p>* Responsible Program</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> v DD </div> <p>DD/BH Case Management Entity</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> v --None-- </div> <p>* Responsible County</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Q Search... </div> | <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> . . . </div> <p>* SI Authority</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; border-color: #00aaff;"> v DD Children </div> <p>County/Brokerage</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> v </div> <p>Was 911 Called?</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> v --None-- </div> |
|--|---|

Child Welfare

| | |
|--|---|
| <input type="checkbox"/> Report to Child Welfare | <p>Date Report was Made to CW</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> 📅 </div> |
|--|---|

The user has the option to fill in the following details if there was a report to Child Welfare:

Child Welfare

| | |
|---|---|
| <input type="checkbox"/> Report to Child Welfare | <p>Date Report was Made to CW</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> 📅 </div> |
| <p>CW Report Number</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; height: 20px;"></div> | <p>Child Welfare Notes/Details</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; height: 40px;"></div> |

This information will remain on the SI record:

Serious Incident

SI-15773

+ Follow
Edit
Share
Change Owner
Printa

▼ SI Information

| | |
|---|--|
| Reporter test | Incident Date 3/23/2021 |
| Reporter Relationship Category | Incident Time |
| Reporter Relationship Type | Incident Timeframe |
| Legal Rep of SI Client | Incident Address |
| Relationship Notes | Other Incident Location |
| Summary of Serious Incident test | |

▼ Child Welfare

| | |
|--|-----------------------------|
| Report to Child Welfare <input type="checkbox"/> | Date Report was Made to CW |
| CW Report Number | Child Welfare Notes/Details |

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.

If you have any questions about this information memorandum, contact:
Joshua.J.Stogsdill@dhsoha.state.or.us