

Action Request Transmittal Developmental Disabilities Services



Authorized signature

Number: DD-AR-21-061
Issue date: 7/26/2021

Topic: Developmental Disabilities

Due date: 8/27/2021

Subject: Case Management Entity (DD) Outlook Distribution Lists

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 type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

The Office of Developmental Disabilities Services (ODDS) is creating Outlook email distribution lists for specific Case Management Entity (CME) specific distribution lists. This will permit specific CME employees to update each distribution list as employees are hired, change positions, or leave. After this initial gathering of names, ODDS will work internally to upload the initial batch of data. After this initial batch of data/names are uploaded into Outlook a worker guide will be posted to outline actions needed by each CME to keep the distribution lists updated and current.

In order to get the Outlook distribution lists created, ODDS needs preliminary data from each CME.

The spreadsheet will be sent to each CME program manager following the release of this Action Request. The spreadsheet responses must be sent directly to Cathy Valderrama at CATHYMARIA.L.VALDERRAMA@dhs.ohio.state.or.us no later than **August 27, 2021**. If a CME staff member has more than one role within the CME, add the staff person to each applicable tab.

The following are descriptions of each category:

Management: Community Developmental Disabilities Program (CDDP) managers and Support Service Brokerage Directors as well as supervisors. Adding names to this category will result in recipients receiving all emails directed towards management of each case management entity.

Adult CM's: Service Coordinators and Personal Agents supporting adults.

Child CM's: Service Coordinators supporting children including ODDS service coordinators supporting children receiving CIIS and children residential services.

Assessors: CME staff who are Oregon Needs Assessment (ONA) assessors.

Eligibility: CDDP Eligibility Specialists

Licensor/Certifier: CDDP foster care licensors and certifiers.

Provider Specialists: CME staff who most recently interact with Personal Support Workers or other providers and would benefit from information sent from ODDS to providers.

eXPRS/POC specialists: CME staff specializing in eXPRS navigation, entering services, problem solving with providers and approving services.

Reason for action:

As CME employees are onboarded, change positions, or leave their job, the ability for ODDS to send mass communications to the appropriate people is limited. ODDS is building specific Outlook email distribution lists for specific CME roles. CMEs will then have the independent ability to add and delete members from each distribution lists.

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@dhsola.state.or.us.

Field/stakeholder review: Yes No

If yes, reviewed by: ODDS Engagement and Innovation

If you have any questions about this action request, contact:

Contact(s): Cathy Valderrama	
Phone: 503-779-8522	Fax:
Email: CATHYMARIA.L.VALDERRAMA@dhsosha.state.or.us	