

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number: DD-IM-21-063**

**Issue date: 7/30/2021**

**Topic:** Developmental Disabilities

**Due date:** 8/1/2021

**Subject:** ODDS Nursing Technical Assistance Request Form

**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 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 checked="" type="checkbox"/> Other ( <i>please specify</i> ): Service Coordinators and Personal Care Agents |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Message:**

Effective August 1, 2021 the Office of Developmental Disabilities Services (ODDS) is making available a "Nursing Technical Assistance Request Form" # DHS 7550. The new form will help service coordinators and personal agents to contact ODDS for individual specific questions about Direct Nursing Service (DNS), Long-Term Care Community Nursing (LTCCN) and the Pre-Admission Screening and Resident Review (PASSR).

General nursing and medical questions can continue to be sent to the [ODDS.RNsupport@dhsoha.state.or.us](mailto:ODDS.RNsupport@dhsoha.state.or.us) e-mail box.

Form #DHS7550 can be found at: <https://sharedsystems.dhsoha.state.or.us/forms/>

Note: This form does not work in all internet browsers. For best user experience, download this file to your computer and open it in the latest version of the free Adobe Acrobat Reader DC (<https://get.adobe.com/reader>), or open it in Internet Explorer compatibility mode in the latest version of Microsoft Edge if you have the latest Adobe Reader plugin installed (<https://helpx.adobe.com/acrobat/using/display-pdf-in-browser.html>).

**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@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us).

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

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