Lilia Teninty  

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**Number:** DD-AR-21-068  
**Issue date:** 8/26/2021

**Topic:** Developmental Disabilities

**Subject:** New Payment Portal for Host Homes and 24 Hour Residential Facilities.

**Applies to (check all that apply):**

- [ ] All DHS employees  
- [ ] Area Agencies on Aging: {Select type}  
- [ ] Aging and People with Disabilities  
- [ ] Self Sufficiency Programs  
- [x] County DD Program Managers  
- [ ] Support Service Brokerage Directors  
- [x] ODDS Children’s Residential Services  
- [ ] Child Welfare Programs  
- [ ] County Mental Health Directors  
- [ ] Health Services  
- [ ] Office of Developmental Disabilities Services (ODDS)  
- [ ] ODDS Children’s Intensive In Home Services  
- [ ] Stabilization and Crisis Unit (SACU)  
- [x] Other *(please specify)*: Medicaid Agency Providers

**Action required:**

Licensing has created an online payment portal designed for Providers providing Host Home and 24 Hour Residential services to pay for Renewal and New Home application fees.

The online payment portal will be live September 1, 2021, and users will be required to submit New Home and Renewal payments to the **ODDS 24 Hour Residential and Host Home** portal by accessing the following link:  
[https://appengine.egov.com/apps/or/ODDS/Adult24HourHostPayment](https://appengine.egov.com/apps/or/ODDS/Adult24HourHostPayment)
A user must select the application type and follow portal generated prompts before submitting payment. Post March 1, 2022, the ODDS DD Licensing unit will no longer accept checks or money orders for Renewal Applications and New Home Applications.

**Reason for action:**

Historically ODDS DD Licensing has accepted New Home application payments via check to the department and Renewal payments via an accounts receivable invoice. This new paperless payment portal will ensure payment security as well as ease of payment record access, our process has been modernized into this new portal.

**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](https://teams.microsoft.com/l/meeting?l=all&div=1&tabid=67798055225), 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).

**Field/stakeholder review:**  ☑ Yes  ☐ No

**If yes, reviewed by:**  Engagment & Innovations website.

If you have any questions about this policy transmittal contact:  
[Joshua.C.Clark@dhsoha.state.or.us](mailto:Joshua.C.Clark@dhsoha.state.or.us)