

# Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

**Authorized signature**

**Number: DD-AR-21-079**

**Issue date: 9/7/2021**

**Topic:** Developmental Disabilities

**Due date:** 9/7/2021

**Subject:** Provider Agency Plans for Backup Staffing Needed as a Result of OHA Rule Requiring COVID-19 Vaccination for Healthcare Workers and the DD Workforce

**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 type="checkbox"/> Support Service Brokerage Directors   | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): 24-Hour Residential & Adult Foster Care Providers |
| <input type="checkbox"/> ODDS Children's Residential Services  |  |
| <input type="checkbox"/> Child Welfare Programs                |  |

**Action required:**

Community Developmental Disabilities Programs (CDDPs) must work with 24-hour residential and adult foster care providers to ensure "backup staffing" sections of provider emergency plans adequately reflect changes resulting from the Oregon Health Authority's (OHA) new rule regarding COVID-19 vaccination requirements, and make any updates that are necessary. See [OAR 333-019-1010](#).

**Action for CDDPs: Spreadsheet due to ODDS by 09/21/2021**

ODDS will send a spreadsheet with provider information to each CDDP manager on Wednesday, September 8, 2021. CDDPs must work with each 24-hour residential and adult foster care provider in their community to have a discussion regarding staffing backup plans and any updates that may be needed to address changes resulting from the new OHA rule regarding COVID-19 vaccination requirements. This includes a discussion, for example, regarding: the number of direct support professionals are vaccinated; the number of direct support professionals the agency anticipates losing when the vaccination mandate takes effect on 10/18/2021; confirm the provider knows who to call if they have a staffing emergency; information regarding the provider's

backup plan to address staffing shortages (e.g. do they plan to combine homes, relocate individuals, will transfers occur across county lines, etc.). Also, if where to they anticipate loss of capacity (beds) and an increase in capacity.

Each CDDP must complete the spreadsheet by documenting the requested information from each 24-hour residential or adult foster care provider. Each CDDP must then return its completed spreadsheet to ODDS by the end of the business day on Tuesday, September 21, 2021. Submit completed spreadsheets to ODDS at: [ODDS.Fieldliaison@dhsosha.state.or.us](mailto:ODDS.Fieldliaison@dhsosha.state.or.us)

### **Action for 24-hour and adult foster care providers: Backup staffing plans due to ODDS by 10/01/2021**

24-hour and adult foster care providers must complete or update written “backup staffing” sections of their emergency plans to ensure they are current and reflect backup staffing plans resulting from the OHA rule and related vaccination requirements. 24-hour and adult foster care providers must submit the “backup staffing” section of their emergency plans to case management entities. Providers and CDDPs must work together to ensure the plan addresses any outstanding questions. CDDPs must review the plans and submit completed or updated plans to ODDS by October 1, 2021. CDDPs can submit the “backup staffing” section of provider emergency plans to ODDS at: [ODDS.Fieldliaison@dhsosha.state.or.us](mailto:ODDS.Fieldliaison@dhsosha.state.or.us)

**Reason for action:** The “backup staffing” section of emergency plans for 24-hour and adult foster care providers must be reviewed and updated to ensure they reflect changes resulting from the new OHA rule requiring the COVID-19 vaccine for healthcare workers.

### **Resources:**

- OHA Website on disease reporting rules:  
<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/COMMUNICABLEDISEASE/REPORTINGCOMMUNICABLEDISEASE/Pages/index.aspx>
- Get Vaccinated Oregon (for a map of all available vaccination locations):  
<https://getvaccinated.oregon.gov/#/>
- Executive Order (EO) 21-29:  
[https://www.oregon.gov/gov/Documents/executive\\_orders/eo\\_21-29.pdf](https://www.oregon.gov/gov/Documents/executive_orders/eo_21-29.pdf)

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

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

Contact(s): <a href="mailto:ODDS.Fieldliaison@dhsosha.state.or.us">ODDS.Fieldliaison@dhsosha.state.or.us</a>	
Phone:	Fax:
Email:	