Action Request Transmittal
Developmental Disabilities Services

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Number: DD-AR-21-085
Issue date: 9/27/2021

Topic: Developmental Disabilities

Due date:

Subject: ODDS Notification Form for Children Entering Host Homes

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging: {Select type}
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☒ County DD Program Managers
☐ Support Service Brokerage Directors
☒ 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)
☒ Other (please specify): CDDP Service Coordinators, Residential Specialists

Action required: CDDPs will use ODDS Notification Form for Children Entering Host Homes (DHS 3747) when a child is moving into Host Homes. CDDPs will submit the form via a secure email to Host.Homes@dhsoha.state.or.us and 5517.inbox@dhsoha.state.or.us.

Reason for action: Host Homes is a new residential service and ODDS Notification Form for Children Entering Host Homes (DHS 3747) is a required document for Host Home enrollment.

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

**If yes, reviewed by:** E&I webpage

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

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