

# Policy Transmittal Developmental Disabilities Services



**UPDATED**

Lilia Teninty

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**Number: DD-PT-21-087**

**Issue date: 12/23/2021**

**Topic:** Developmental Disabilities

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**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 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 checked="" type="checkbox"/> Other ( <i>please specify</i> ): 24 hour residential providers; adult foster care providers |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services |   |
| <input type="checkbox"/> Child Welfare Programs                          |   |

<b>Policy/rule title:</b>	Temporary Reduced Staffing Capacity Policies		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	09/29/2021 Updated 10/12/2021 <b>Updated 12/23/2021</b>	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Updates for 12/23/2021**

**The Temporary Reduced Staffing Capacity Policies guide has been revised to:**

- Extend approved temporary capacity changes through March 31, 2022.**

- Return to regular processing for new capacity changes.

- Resume regular licensing reviews.

### Updates for 10/12/2021

The Temporary Reduced Staffing Capacity Policies guide has been revised to:

- Emphasize that these policies may not be used to infringe upon individual's rights.
- Require CMEs to track temporary residences.
- Require CMEs to update 24-hour residential (SE50) CPAs when someone is staying in an alternate licensed setting.
- Copies of all involuntary exits resulting from staff shortages must be sent to ODDS.
- End the option of allowing an individual to temporarily reside with a DSP.

### Discussion/interpretation:

Oregon is facing critical workforce shortages within the developmental disabilities services system, most severely impacting residential service providers and case management entities (CMEs). These shortages represent risks to the health, safety, and welfare of the people receiving services. ODDS, along with multiple partners, has identified policy and practice changes to help alleviate the impacts of this crisis while maintaining health, safety, and continuity of supports for individuals served.

These policy changes have been collected and detailed in the [Temporary Provider Capacity Policy Guide](#). The policies and practices contained in the guide will be allowed until January 31, 2022. ODDS will review these policies on a regular basis and may alter, end, or extend them as needed. Exercising these policy options should be a last resort in response to acute workforce shortages only.

Policy and practice changes contained in the [Temporary Provider Capacity Policy Guide](#) include:

- Modifications to the licensing process.
- Processes and standards related to temporary capacity changes for 24-hour residential homes, including the effects on rates.
- Processes and standards related to individuals temporarily staying away from their home, including alternate licensed and unlicensed settings.
- Designated authority for CMEs to authorize certain types of exceptions.
- Placement and funding changes for DD-eligible children under the custody of Child Welfare.
- Support for children returning home from residential settings.

- Expanding the roles of CME staff within the CME.

**Training/communication plan:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@dhsosha.state.or.us](mailto:ODDS.Questions@dhsosha.state.or.us).

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings:  
<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to [ODDS.Questions@dhsosha.state.or.us](mailto:ODDS.Questions@dhsosha.state.or.us) at least three business days prior to the meeting.

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:**    Multiple organizations and individuals contributed to these policies.

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

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