

# Action Request Transmittal Developmental Disabilities Services



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**UPDATED**

**Number: DD-AR-21-088**

**Issue date:** 11/1/2021

**Topic:** Developmental Disabilities

**Due date:** ASAP. Ending  
11/5/2021

**Subject:** Weekly Provider Reporting on 24-Hour and Adult Foster Home Bed and Staff Vacancy

**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<br>Disabilities Services (ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input type="checkbox"/> ODDS Children's Intensive In<br>Home Services   |
| <input type="checkbox"/> County DD Program Managers                      | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input type="checkbox"/> Support Service Brokerage Directors             | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Providers for<br>Adult and Kids 24-Hour Residential<br>Services; Adult Foster Homes; SACU |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

This is an update to AR 21-088, issued on 10/05/2021, found here:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Transmittals/21088-10-05-2021.pdf>

ODDS 24-Hour (adult and children) residential providers and Adult Foster Home providers have been required to report bed vacancy and staff vacancy on a weekly basis. This was to identify settings most at risk due to staffing shortages and identify what supports may be needed.

Providers will receive a **final email request to complete this survey** on Wednesday November 3rd. Please submit your final survey for each home address **by Friday November 5th.**

The survey can be found here: <https://arcg.is/15rTXm>.

**Communication/training:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.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@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us) at least three business days prior to the meeting.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

Contact(s): <a href="mailto:odds.questions@dhsoha.state.or.us">odds.questions@dhsoha.state.or.us</a>	
Phone:	Fax:
Email:	