

Policy Transmittal Developmental Disabilities Services



Authorized signature

Number: DD-PT-21-090
Issue date: 10/20/2021

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 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 type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Licensing Review Regarding OAR 333-019-1010		
Policy/rule number(s):	AR 21-080	Release number:	
Effective date:	Immediately upon release	Expiration date:	Until obsolete
References:	OAR 333-019-1010; AR 21-080		
Web address:	https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVr snRsn=280799		

Discussion/interpretation:

Starting October 18, 2021, Community Developmental Disabilities Program (CDDP) licensors are required to verify vaccination and/or exceptions for all Adult Foster Homes during the annual review cycle. This is a requirement of Executive Order 21-29 and [OAR 333-019-1010](#).

Implementation/transition instructions:

The following should be implemented effective immediately:

- CDDP Licensors will review all vaccine and/or exceptions during the annual review.
- The rule applies to employees/workers and volunteers of adult foster homes, not to family members residing in the home.
- During the review, licensors should be looking for the following:
 - Missing or incomplete vaccination cards.
 - Incomplete or partially completed religious or medical exceptions.
 - Policy or process for identifying compliance for new volunteers or contracted staff that provide direct care in the home.
- Any home found to be out of compliance should be cited by the CDDP licensor. Licensors need to follow up with the providers following standard timeframes.
- Licensors should work with all providers showing a good faith effort (i.e.: has some but not all records and making progress to get them all), to get them into compliance.
- If the provider is unable to show any vaccine records, is refusing to give vaccine records, or there is an unusual situation ODDS Licensing should be contacted. ODDS Licensing will work with the CDDP to determine next steps which may include administrative sanctions and/or a referral to OHA.
- It is not the responsibility of the CDDP licensor to determine if the medical or religious status is legitimate. Only that the adult foster home has the proper documentation and is filled out completely.

CDDP licensors should reference the FAQs for additional clarification:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/ODDS%20Resource%20Library/ODDS-COVID-Healthcare-Rule-Vaccine-FAQ.pdf>

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@dhs.oregon.gov.

- 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 at least three business days prior to the meeting.

Local/branch action required: Review with licensors and those who support licensing.

Central office action required: N/A

Field/stakeholder review: Yes No

If yes, reviewed by:

Filing instructions:

If you have any questions about this policy, contact:

Contact(s): Jessica Denison	
Phone: 503-569-8810	Fax:
Email: jessica.denison@dhsoha.state.or.us	