

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-092

Issue date: 10/28/2021

Topic: Developmental Disabilities

Due date: 11/2/2021 Ongoing

Subject: New CME Manager Webinar Dates

Applies to (check all that apply):

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

Message: The Office of Developmental Disabilities (ODDS) is offering orientation webinars for employees who are new or nearly new to their management, supervisory or other leadership positions at CMEs. These include Community Developmental Disabilities Programs (CDDPs) and Support Service Brokerages. Orientation webinars will be presented twice monthly to provide broad overview and guidance on a variety of topics of importance to those in leadership positions. The orientation series include approximately 30 topics of relevance to personnel who lead and oversee implementation of CME functions in their agency. After all webinar sessions are completed, the intent is for ODDS to repeat the entire series during the 2022 calendar year and ongoing.

Webinars will take place on **the first and third Tuesdays of every month from 1:00 p.m. to 3:00 p.m. beginning on November 2, 2021.** Webinars will be conducted on the Microsoft Teams platform and recorded for possible posting or reuse at a later time.

Interested participants must register in advance by sending an email to: ODDS.FieldLiaison@dhsosha.state.or.us. In the email, include the participant's name, agency, position title, and email address. ODDS will respond by email with the

Microsoft Teams webinar hyperlink plus any needed orientation materials. Once registered for a webinar, the participant will be included on an email distribution list for information about subsequent orientation sessions.

If participants need language interpretation, include this request in the registration email no later than 1 week prior to the session taking place so we can ensure interpretation for the requested language is available. The email must indicate which language interpretation is preferred or needed and for which specific session. Live captioning will be available as well.

Participants may attend single webinars or the entire orientation series. If participants miss a session they want to attend, they will find it offered again during the subsequent cycle of orientation webinars later in 2022.

The schedule below reflects 1st and 3rd Tuesdays of each month with the exception of December 21, 2021, and January 4, 2022. Webinars will be suspended during the winter holiday season.

Topics are currently listed for November, December, and January at this time. This IM will be updated as topics and presenters are added to the schedule.

DATE	Time	Topic	Presenter/s
11/02/2021	1:00 p.m.	<ul style="list-style-type: none"> Quality Assurance Field Reviews (QAFR) National Core Indicators 	Brent Watkins
	2:00 p.m.	<ul style="list-style-type: none"> ODDS Mission, Vision, Values ODDS Org Structure & Work Units (who does what? how do I find...?) ODDS Webpage Navigation (where do I look . . . ?) ODDS Strategic Plan & Key Initiatives, including our Service Equity Plan 	Anna Lansky & Caitlin Shockley
11/16/2021	1:00 p.m.	<ul style="list-style-type: none"> History of Services for People with I/DD in the State of Oregon 	Katie Rose & Dawn-Alisa Sadler
	2:00 p.m.	<ul style="list-style-type: none"> Case Management Overview 	Mike Parr
12/07/2021	1:00 p.m.	<ul style="list-style-type: none"> Eligibility and the One System 	Rebecca Smallwood & Mike Harmon
	2:00 p.m.	<ul style="list-style-type: none"> eXPRS overview: case management billing, provider payments 	Julie Harrison

01/18/2022	1:00 p.m.	• Residential & In-Home services & settings for children & adults	Karen Markins
	2:00 p.m.	• HCBS Requirements	Rose Herrera
02/01/2022	1:00 p.m.		
	2:00 p.m.		
02/15/2022	1:00 p.m.		
	2:00 p.m.		
03/01/2022	1:00 p.m.		
	2:00 p.m.		
03/15/2022	1:00 p.m.		
	2:00 p.m.		
04/05/2022	1:00 p.m.		
	2:00 p.m.		
04/19/2022	1:00 p.m.		
	2:00 p.m.		

More dates will be added as needed

In addition to the topics above, this is a list of topical areas to be covered in future orientation sessions (in no specific order):

Eligibility, the ONE system	eXPRS, provider payments, case management billing	Emergency Planning	Collective Medical
Oregon Home Care Commission, Disability Rights Oregon, other allied agency relationships	Residential and In-Home Services, settings, types, related OARs	CAM, SI Types, Incident Management Teams & Reporting	Licensing & Certification
Abuse Investigations & APS Requirements	NOPAs & Hearings	Referral Process for child & adult homes	Nursing Services
Employment Services & DSA	HCBS	Exceptions, Variances	Complaints
PSW & AFH Union Contracts	Health Care Advocates	Needs Assessments	Death, Mortality Reviews
Funding Authority for Waivered & K-Plan services, CFRs, CMS Assurances & Performance Measures	Workload Model & Budget	Civil Commitment, PSRB, Corrections, Guardianship	Professional Behavior Supports,
CME Contracts	Legislative Process	State Budget Process	Ancillary Services

Communication: This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to 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 at least three business days prior to the meeting.

If you have any questions about this information, contact:

Contact(s): Karen Markins	
Phone: 971-707-3684	Fax: n/a
Email: karen.e.markins@dhsoha.state.or.us	