

# Information Memorandum Transmittal Developmental Disabilities Services



**UPDATED**

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**Authorized signature**

**Number: DD-IM-21-092**

**Issue date: 1/20/2022**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Updated Dates/Topics - Registration: Orientation Webinars for New Managers, Directors, Supervisors & Leads at Case Management Entities (CMEs) - Community Developmental Disabilities Programs (CDDPs) and Support Services Brokerages

**Applies to (check all that apply):**

- |                                                                          |                                                                                          |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> All ODHS 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 checked="" type="checkbox"/> ODDS Children's Residential Services |                                                                                          |
| <input type="checkbox"/> Child Welfare Programs                          |                                                                                          |

**Message:**

**Updated/New topics/dates are provided in this Information Memorandum (IM) update and highlighted in yellow.**

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 includes 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 are on **the first and third Tuesdays of every month, based on the schedule below, from 1:00 p.m. to 3:00 p.m.** Webinars are conducted on the Microsoft Teams platform and some are 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](mailto:ODDS.FieldLiaison@dhsosha.state.or.us). **Registration is required only one time for the entire series of webinars.** 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 FY 2022-23.

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

**This IM will be updated as topics and presenters are added to the schedule, so watch for these IM updates.**

DATE	Time	Topic	Presenter/s
11/02/2021	1:00 p.m.	Quality Assurance Field Reviews (QAFR) National Core Indicators	Brent Watkins
	2:00 p.m.	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"> <li>History of Services for People with I/DD in the State of Oregon</li> </ul>	Katie Rose & Dawn-Alisa Sadler
	2:00 p.m.	<ul style="list-style-type: none"> <li>Case Management Overview</li> </ul>	Mike Parr
12/07/2021	1:00 p.m.	<ul style="list-style-type: none"> <li>Eligibility and the One System</li> </ul>	Rebecca Smallwood & Mike Harmon
	2:00 p.m.	<ul style="list-style-type: none"> <li>eXPRS overview: case management billing, provider payments</li> </ul>	Julie Harrison
01/18/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>HCBS (Home &amp; Community Based Services) &amp; Individually Based Limitations</li> </ul>	Rose Herrera
	2:00 p.m.	<ul style="list-style-type: none"> <li>CME Service Equity Assessment Tools &amp; Service Equity Plan Development</li> </ul>	Melissa Elliot & Aniko Adany
02/01/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>Licensing &amp; Corrective Actions</li> </ul>	Mark Cinquini & Cooper Cannon
	2:20 p.m.	<ul style="list-style-type: none"> <li>Designated Referral Contacts (DRCs), Providers &amp; Case Managers roles in Residential Referral Process</li> </ul>	Karen Markins
02/15/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>Adult Protective Services &amp; Abuse Investigations</li> </ul>	OTIS Team
	2:00 p.m.	<ul style="list-style-type: none"> <li>CAM and Incident Management Teams (IMT) expectations</li> </ul>	Josh Stogsdill
03/01/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>Individual Needs Assessments</li> </ul>	Assessment Unit
	2:00 p.m.	<ul style="list-style-type: none"> <li>Exceptions, ODDS Funding Reviews &amp; Variances</li> </ul>	Abigail "Abby" Koehnke
03/15/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>Psychiatric Review Board, Civil Commitment, and Corrections</li> </ul>	Matt Bighouse
	2:00 p.m.	<ul style="list-style-type: none"> <li>Complaints Process</li> </ul>	Chris Munn
04/05/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>To be determined</li> </ul>	
	2:00 p.m.	<ul style="list-style-type: none"> <li>To be determined</li> </ul>	
04/19/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>To be determined</li> </ul>	
	2:00 p.m.	<ul style="list-style-type: none"> <li>To be determined</li> </ul>	
05/03/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>To be determined</li> </ul>	
	2:00 p.m.	<ul style="list-style-type: none"> <li>To be determined</li> </ul>	
05/17/2022	1:00 p.m.	<ul style="list-style-type: none"> <li>To be determined</li> </ul>	
	2:00 p.m.	<ul style="list-style-type: none"> <li>To be determined</li> </ul>	

**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
CME Service Equity Self-Assessments & Plan Development			

**Communication/Training:**

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.

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

Contact(s): Karen Markins	
Phone: 971-707-3684	Fax: n/a
Email: <a href="mailto:karen.e.markins@dhsosha.state.or.us">karen.e.markins@dhsosha.state.or.us</a>	

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