

Information Memorandum Transmittal Developmental Disabilities Services



UPDATED

Lilia Teninty

Authorized signature

Number: DD-IM-21-092

Issue date: 3/17/2022

Topic: Developmental Disabilities

Due date: 3/17/2022
Ongoing

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

Message: Updated/New topics/dates for Orientation Sessions for new CME managers and supervisors 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. **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 1st and 3rd Tuesdays of each month with the exception of December 21, 2021, and January 4, 2022.

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.	<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.	<ul style="list-style-type: none"> HCBS (Home & Community Based Services) & Individually Based Limitations 	Rose Herrera
	2:00 p.m.	<ul style="list-style-type: none"> CME Service Equity Assessment Tools & Service Equity Plan Development 	Melissa Elliot & Aniko Adany
02/01/2022	1:00 p.m.	<ul style="list-style-type: none"> Licensing & Corrective Actions 	Mark Cinquini & Cooper Cannon
	2:20 p.m.	<ul style="list-style-type: none"> Designated Referral Contacts (DRCs) & Residential Referral Process— POSTPONED TO JUNE 2022 	Karen Markins
02/15/2022	1:00 p.m.	<ul style="list-style-type: none"> Adult Protective Services & Abuse Investigations 	OTIS Team
	2:00 p.m.	<ul style="list-style-type: none"> CAM and Incident Management Teams (IMT) expectations 	Josh Stogsdill
03/01/2022	1:00 p.m.	<ul style="list-style-type: none"> Individual Needs Assessments 	Assessment Unit
	2:00 p.m.	<ul style="list-style-type: none"> Exceptions, ODDS Funding Reviews & Variances 	Abigail "Aby" Koehnke
03/15/2022	1:00 p.m.	<ul style="list-style-type: none"> Psychiatric Review Board, Civil Commitment, and Corrections 	Matt Bighouse
	1:50 p.m.	<ul style="list-style-type: none"> Complaints Process 	Chris Munn
	2:20 p.m.	<ul style="list-style-type: none"> Collective Medical as a Monitoring/Support Planning Resource 	Jeanette Baxter
04/05/2022	1:00 p.m.	<ul style="list-style-type: none"> Variances 	Ken Ralph & Rose Herrera
	1:30 p.m.	<ul style="list-style-type: none"> Oregon Home Care Commission 	Cheryl Miller
	2:00 p.m.	<ul style="list-style-type: none"> PSW & AFH Collective Bargaining Agreements 	Chelas Kronenberg
	2:30 p.m.	<ul style="list-style-type: none"> NOPAs & Hearings 	Chelas Kronenberg
04/19/2022	1:00 p.m.	<ul style="list-style-type: none"> Emergency Planning for CMEs 	Emily Terry
	1:45 p.m.	<ul style="list-style-type: none"> Oregon Public Guardian 	Chris Rosin
	2:25 p.m.	<ul style="list-style-type: none"> Disability Rights Oregon Program 	Emily Cooper

05/03/2022	1:00 p.m.	• Residential Facility Ombudsman Program	Toni Larson
	1:40 p.m.	• Death Reporting, End of Life Issues, Health Care Advocates	Carolyn Sahr & Rachel Olson
	2:20 p.m.	• TBD	TBD
05/17/2022	1:00 p.m.	• Legislative & State Budget Processes relative to ODDS & CMEs	Lilia Teninty & Soren Metzger
	2:00 p.m.	• Employment Services	Erica Drake & Micah Sischo
06/7/2022	1:00 p.m.	• Residential Referral Process & Role of Designated Referral Contacts (DRCs) at CMEs	Karen Markins
	2:00 p.m.	• Advisory Councils for CMEs	TBD
6/21/2022	1:00 p.m.	• CME Policies & Procedures - Best Practices	Guest Panel
	2:00 p.m.	• TBD	TBD

Communication/training: This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@dhsaha.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@dhsaha.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@dhsaha.state.or.us	