

Information Memorandum Transmittal Developmental Disabilities Services



UPDATED

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Number: DD-IM-21-092

Issue date: 07/14/2022

Topic: Developmental Disabilities

Due date: 07/14/2022

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

Message: Updates on Orientation Session DATES and TOPICS for new CME managers and supervisors are provided in this Information Memorandum (IM); Updates are 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.** unless cancelled. 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.

This IM will be updated as topics and presenters are added to the schedule.
Upcoming sessions:

DATE	Time	Topic	Presenter/s
07/19/2022	1:00 p.m.	• Advisory Committees & Policy Oversight Groups – Informal information sharing	Brent Watkins, Mike Parr, Karen Markins & all participants
08/02/2022	1:00 p.m.	• Children’s Residential & Child Foster Referral Process	Connie Hetrick & Karen Markins
08/16/2022	1:00 p.m.	• CME Policies & Procedures	Various

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.

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	