

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-096

Issue date: 11/18/2021

Topic: Developmental Disabilities

Due date:

Subject: 2022 Health Care Advocate (HCA) Training Schedule

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 checked="" 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 checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): ISP team members for individuals who qualify for the support of an ISP team appointed HCA |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Oregon Administrative Rule 411-390-0100-0220 prescribes the standards by which an HCA may be appointed by an ISP team for an individual who is unable to make their own medical decisions and does not have a legal guardian or Health Care Representative (HCR). OAR 411-390-0220(3) requires the case manager and at least one other member of the ISP team receive Department-approved training before appointing an HCA. This transmittal provides information on webinar trainings for case managers and ISP team members, the HCA appointment form, and the training packet for HCAs.

There are three links below. The first is the registration link for the HCA webinar sessions for 2022. The second is a link for the HCA appointment form and the third is a link for the HCA training packet.

2022 HCA Webinar registration link:

Registration URL-there are six sessions, choose the one that works best for your schedule

<https://attendee.gotowebinar.com/rt/5037136964249497358>

Webinar ID

212-924-475

HCA appointment form:

The form to appoint an HCA is form 0496r and can be found on the forms server:

https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5&-lay=Main&-format=Findforms_FMP.htm&-findany.

HCA appointee training packet information:

The training packet for HCAs is also available on the forms server. It is form number DHS 2635 and it is available in English, Russian, Somali, Spanish and Vietnamese.

https://aix-xweb1p.state.or.us/es_xweb/FORMS/?-db=FormTbl.fp5&-lay=Main&-format=Findforms_FMP.htm&-findany. Per OAR 411-390-0160(4)(g) the training packet must be reviewed each year by the HCA prior to their appointment being renewed.

Communication/training:

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): Carolyn Sahr	
Phone: 971 719-0127	Fax:
Email: carolyn.r.sahr@dhsoha.state.or.us	