

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number: DD-IM-22-012**

**Issue date: 1/27/2022**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** ODDS Licensing Application and Provider Email Addresses

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

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

**Message:**

ODDS Licensing utilizes an application (ASPEN) for licensing processes that does not have the flexibility to align with licensing processes and is not capable of being updated for Oregon specific needs. The Licensing system only supports one email address for provider organizations. Previously, ODDS Licensing has used the Executive Director email address for this; however, starting February 1, 2022 providers can submit a new email address for the agency with the following expectations:

1. Regardless of providing an email to a specific person or a generic email (i.e.: Quality/compliance team email), providers should ensure whoever has access to the email is okay to see/receive potentially sensitive information.
2. Time sensitive information will be sent to this email box therefore any staff on the email will be responsible for assuring it reaches the right person timely.
3. All licensing correspondence will be sent to this email box including licensing applications, renewals, serious violation letters, corrective action notifications, licensing reports and general correspondence.
4. This email address will be uploaded into CAM. Notifications from the CAM system will be sent to this email address and may contain very sensitive information.

Providers who understand and agree to the above expectations can send an email to [DD.licensing@dhsoha.state.or.us](mailto:DD.licensing@dhsoha.state.or.us) to request the change and provide the updated address to add to the system.

Planning for a new provider enrollment module will be starting soon. The request to allow multiple email contacts for each agency has been noted for that process.

**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](mailto: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](mailto: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): Jessica Denison	
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