

# Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

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**Number: DD-AR-22-014**

**Issue date: 1/28/2022**

**Topic:** Provider Information

**Due date:**

**Subject:** ARPA Funding for Supported Living Providers

**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 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 type="checkbox"/> Stabilization and Crisis Unit (SACU)  |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Supported Living Agency Providers |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Reason for action:**

In response to the workforce crisis and staffing shortages faced by ODDS Supported Living Provider Agencies due to the COVID-19 pandemic, ODHS is making additional grant funding available.

The amount of the grant will be determined by the number of eligible ODDS Supported Living Provider Agencies that apply and by the number of individuals currently enrolled in services as of January 25, 2022. ODDS has collected this information and can better inform on funding allocation once we have received all requests.

**Action required:**

If you are a Supported Living Provider, your agency may submit the attached Memorandum of Understanding (MOU) **no later than February 8, 2022**. ODDS will not require Provider agencies to identify the projects the grant funding will cover prior to funds being disbursed; however, the funding can only be used for recruitment and retention of new or current staff during the COVID-19 pandemic. Each Provider may choose to select items from the following eligible list based on Provider Agency needs:

- o **Recruitment and Retention:** Hiring bonuses, retention bonuses, referral bonuses, retention referral bonuses, funding for specialized or professional recruitment, and/or funding for agencies to award prizes similar to a lottery or other creative recruitment/retention incentives.
- o **Marketing:** Social media campaign costs, website development, online recruiting services, and/or marketing or recruitment consultation.
- o **COVID-19 Relief Funding:** Vaccination or booster bonuses for existing and new staff, personal protective equipment (PPE) supplies for staff due to COVID-19, resources for staff who have an approved medical or religious exemption, and/or incentives for DSPs working in an outbreak setting.

**Instructions:**

To apply, complete the attached Memorandum of Understanding (MOU) and submit to [ODDS.Contracts@dhsosha.state.or.us](mailto:ODDS.Contracts@dhsosha.state.or.us) **no later than February 8, 2022.**

Payments will be disbursed through eXPRS using SE56/All/ZD. Providers that submit a MOU will see PPAs in eXPRS no later than February 14, 2022.

**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.

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

*If you have any questions about this action request, contact:*

Contact(s): Heather Smith	
Phone:	Fax:
Email: <a href="mailto:ODDS@Contracts@dhsosha.state.or.us">ODDS@Contracts@dhsosha.state.or.us</a>	



## Memorandum of Understanding (MOU) for Supported Living Providers

This MOU is between the ODHS, Office of Developmental Disabilities Services (ODDS) and Supported Living Provider \_\_\_\_\_ Provider ID \_\_\_\_\_ for the COVID-19 Retention and Recruitment funding to recruit and maintain staff providing supported living services to eligible individuals with I/DD.

By accepting the funding award, you are committing to expend funding no later than **March 15, 2022**. The allowable uses of this funding are:

### 1. Recruitment and Retention

- a) Hiring bonuses,
- b) Retention and/or Referral bonuses,
- c) Funding for specialized or professional recruitment, and/or
- d) Funding for agencies to award prizes like a lottery.

### 2. Marketing

- g) Social media campaign costs,
- h) Website development,
- i) Online recruiting services and/or
- j) Marketing or recruitment consultation.

### 3. COVID-19 Relief funding

- k) Vaccination bonuses for existing and new staff,
- l) Personal protective equipment (PPE) Supplies for staff due to COVID-19,
- m) Incentives for Direct Support Professionals (DSPs) working in an outbreak setting.

### Terms and Conditions:

- Maintain records for audits; complete designated spreadsheet for all reporting.
- o Any funds remaining unspent must be returned at the time of final reporting.
- o If final reporting is not **complete and submitted timely**, ODDS reserves the right to recover all funding provided.

**ODDS requires a final report of the expended funding submitted no later than June 15, 2022 to [ODDS.Contracts@dhsosha.state.or.us](mailto:ODDS.Contracts@dhsosha.state.or.us).**

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Printed Name

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Signature

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Date

# Recruitment and Retention Funding Report

Supported Living Providers

Award Period: February 14, 2022 to March 15, 2022

Report Deadline: June 15, 2022. Submit to [ODDS.Contracts@dhsosha.state.or.us](mailto:ODDS.Contracts@dhsosha.state.or.us)

Provider Name: \_\_\_\_\_

Provider eXPRS #: \_\_\_\_\_

Reporting Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Award Amount: \$ \_\_\_\_\_ -

Total number of DSPs Retained: \_\_\_\_\_ 0 Total number of DSPs Recruited: \_\_\_\_\_ 0

## Expenditures

### Recruitment and Retention:

Hiring Bonus:		Number of staff		Amount awarded/staff	\$ -	Total cost
Retention Bonus:		Number of staff		Amount awarded/staff	\$ -	Total cost
Referral Bonus:		Number of staff		Amount awarded/staff	\$ -	Total cost
End of Year Retention Bonus:		Number of staff		Amount awarded/staff	\$ -	Total cost
Funding for specialized or professional recruitment		Number of staff		Total amount	\$ -	Total cost
Funding for Lottery:		Number of staff		Amount awarded/staff	\$ -	Total cost
Other: (Describe)					\$ -	Total cost

### Marketing:

Social Media Campaign:		Number of posts		Amount per post	\$ -	Total cost
Website development: (Describe)					\$ -	Total cost
Targeted ad campaign:		Number of ads		Amount per ad	\$ -	Total cost
Online recruiting services: (Describe)					\$ -	Total cost
Marketing or Recruitment Consultation: (Describe)					\$ -	Total cost
Other: (Describe)					\$ -	Total cost

### COVID-19 Relief Funding:

Vaccination or Booster Bonus:		Number of staff		Amount awarded/staff	\$ -	Total cost
PPE Supplies:		Mask Total		Glove Total	\$ -	Total cost
		Gown Total		Face Shield Total		
		Other Total		Other Total		
Incentives for outbreak settings:		Number of staff		Amount increased/hour	\$ -	Total cost
Other: (Describe)					\$ -	Total cost

**Additional Notes:**

\$ -	-	TOTAL AWARD
\$ -	-	TOTAL EXPENDITURES
\$ -	-	REMAINING